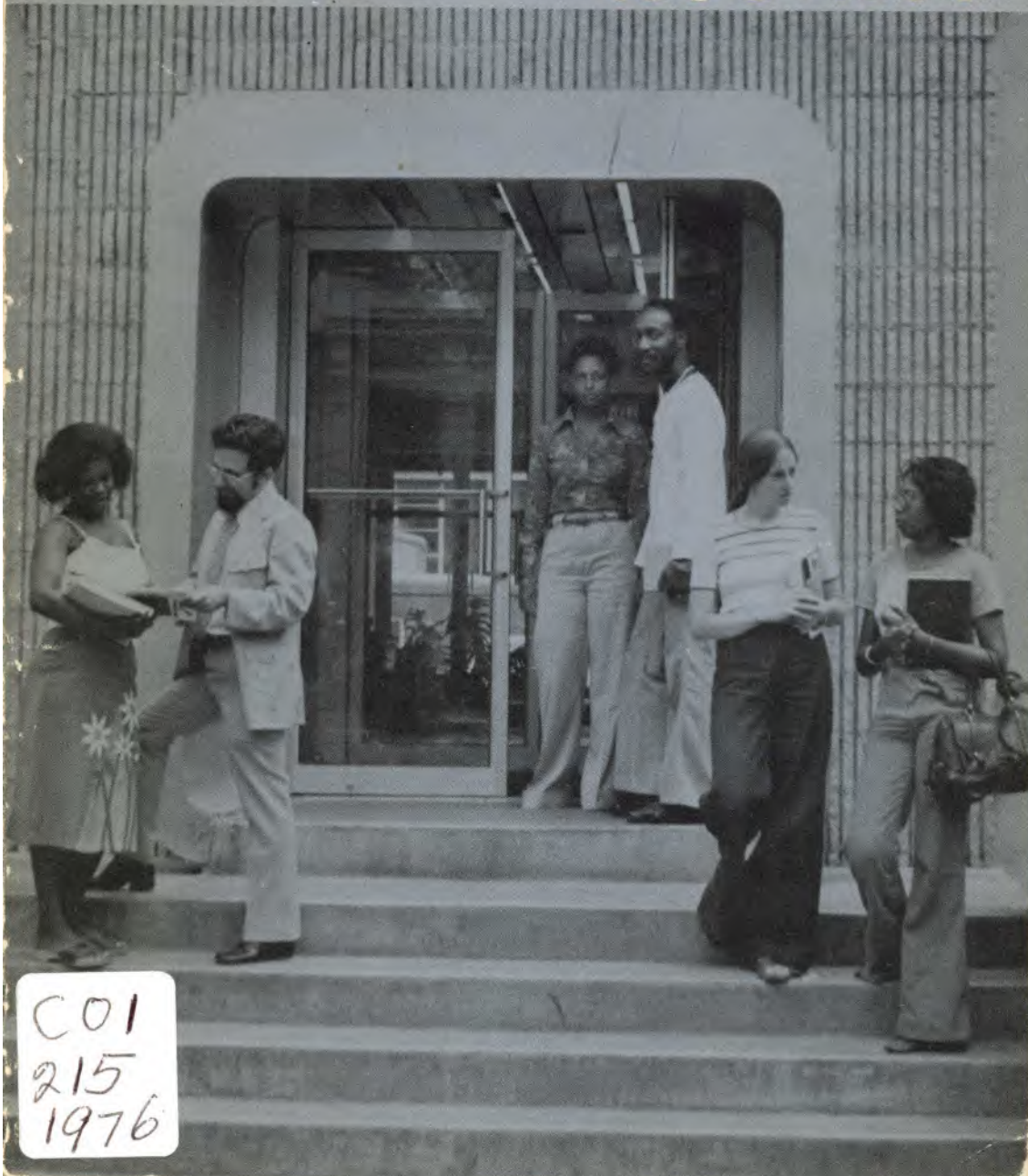


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MEDGAR EVERS COLLEGE

CITY UNIVERSITY OF NEW YORK

1976-1977



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1976

The program and requirements set forth in this bulletin are necessarily subject to change without notice at any time at the discretion of the administration. Students are responsible for compliance with all regulations contained herein.

Please direct all correspondence as follows:

Admissions	Director of Admissions
Records and Transcripts	Registrar
Scholarships and Student Aid	Financial Aid Officer
General Information	Dean of Student Services

1150 Carroll Street
Brooklyn, New York 11225
212-493-3641

Prepared by the Office of College Relations

Calendar For 1976-77 Fall Semester, 1976

Orientation Activities for Faculty	September 1	Wednesday
Period of Registration and Orientation Activities for Students	September 2-9	Thursday through Thursday
Labor Day—College Closed	September 6	Monday
Last Day for 100% Tuition Refund	September 9	Thursday
First Day of Classes	September 10	Friday
Late Registration	September 10 & 13	Friday & Monday
Last Day for 75% Tuition Refund	September 16	Thursday
Last Day to Add Classes	September 17	Friday
Last Day to File for January 1977 Graduation	September 17	Friday
Last Day for 50% Tuition Refund	September 23	Thursday
Last Day for 25% Tuition Refund	September 30	Thursday
Columbus Day—No Classes College Closed	October 11	Monday
Last Day to Makeup Incomplete from Spring 1976 & Summer 1976	October 22	Friday
Election Day—No Classes College Closed	November 2	Tuesday
Last Day to Drop Classes with W grade	November 5	Friday
Veteran's Day No Classes—College Closed	November 11	Thursday
Conversion Day—Follow Thursday's Schedule	November 24	Wednesday
Thanksgiving—No Classes College Closed	November 25 & 26	Thursday & Friday

Registration and Advisement for Continuing Students	December 13—17	Monday through Friday
Winter Recess— No Classes	December 24— January 2	Friday through Sunday
Last Day of Classes	January 7	Friday
Reading Day	January 10	Monday
Final Exams	January 11—17	Tuesday through Monday
Human Rights Day	January 15	Saturday
Divisional Meetings	January 18—21	Tuesday through Friday

Spring Semester, 1977

Registration & Advisement for Entering Students	January 24—25	Monday & Tuesday
Last Day for 100% Tuition Refund	January 26	Wednesday
First Day of Classes	January 27	Thursday
Last Registration	January 27 & 28	Thursday & Friday
Last Day to Add Classes	February 4	Friday
Last Day for 75% Tuition Refund	February 2	Wednesday
Last Day to File for June 1977 Graduation	February 4	Friday
Last Day for 50% Tuition Refund	February 9	Wednesday
Lincoln's Birthday— No Classes College Closed	February 11	Friday
Last Day for 25% Tuition Refund	February 16	Wednesday
Washington's Birthday— No Classes College Closed	February 21	Monday
Conversion Day—Follow Monday's Schedule	March 10	Thursday

Last Day to Makeup Incomplete from Fall 1976 Semester	March 11	Friday
Last Day to Drop Classes with W grade	March 25	Friday
Spring Recess—No Classes	April 11—15	Monday through Friday
Registration & Advise- ment for Continuing Students for Fall Semester	May 9—13	Monday through Friday
Last Day of Classes	May 20	Friday
Reading Day	May 23	Monday
Final Exams	May 24—31	Tuesday through Tuesday
Memorial Day—College Closed	May 30	Monday
Commencement	June 15	Wednesday

Summer Session, 1977

Registration & Advisement	June 16 & 17	Thursday & Friday
Last Day for 100% Tuition Refund Regular Summer Session	June 17	Friday
First Day of Classes, Regular Summer Session	June 20	Monday
Late Registration	June 20	Monday
Last Day to Drop Classes with W grade—Regular Session	June 24	Friday
Last Day for 50% Tuition Refund—Regular Summer Session	June 24	Friday
Last Day for 100% Tuition Refund—Special Summer Session	June 24	Friday
First Day of Classes, Special Summer Session	June 27	Monday
Last Day to File for August 1977 Graduation	June 29	Wednesday

Last Day to Drop Classes with W Grade—Special Summer Session	July 1	Friday
Last Day for 25% Tuition Refund—Regular Summer Session	July 1	Friday
Last Day for 50% Tuition Refund—Special Summer Session	July 1	Friday
Independence Day—Holiday	July 4	Monday
Last Day for 25% Tuition Refund—Special Summer Session	July 8	Friday
Last Day of Classes Regular Summer Session	August 1	Monday
Reading Day, Regular Summer Session	August 2	Tuesday
Final Exams, Regular Summer Session	August 3—5	Wednesday through Friday
Last Day of Classes Special Summer Session	August 8	Monday
Reading Day, Special Summer Session	August 9	Tuesday
Final Exams, Special Summer Session	August 10—12	Wednesday through Friday

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About Medgar Evers College

Medgar Evers College is one of the ten senior colleges within the City University of New York, the largest public municipal university in the world. The College, named for Black civil rights leader Medgar Evers who was killed in his native state Mississippi in 1963, opened in September, 1971. Medgar Evers College, located in Central Brooklyn, offers both two and four-year degree programs.

Objectives of the College

Medgar Evers College seeks to provide a supportive collegiate surrounding with the highest possible quality of education which will enable its students to develop as individuals who are not only competent and successful, but who enjoy the full quality of life.

Seven fundamental objectives flow from this general goal:

1. Development of a strong professional career-oriented curriculum without neglecting the liberal education of the student. Medgar Evers College is dedicated to increasing the number of professionally prepared people in the central city. It seeks to break the traditional cycle of mutual rejection between the economically and educationally deprived persons and institutions of higher education.
2. Mastery of the basic skills of communications and reasoning, such as reading, writing, speaking, computational operations and problem-solving.
3. Knowledge of and appreciation for one's cultural heritage and capacity for creativity, recreation, and self-renewal. This includes knowledge of major art, musical, literary, and drama forms, appreciation of the diversity of mankind's cultural and historical heritage, and development of individual creative talent.
4. Understanding the sociopolitical processes of society in order to participate effectively in and contribute to these processes in both the broader society and in the inner city from which our students come.
5. Understanding of, respect for, and ability to relate to other peoples in terms of self-understanding as well as appreciation for those of different sex, origins, cultures, and aspirations.
6. A commitment to life-long education and development of programs, courses, and activities to meet the needs and interests of our students.
7. Responsive to the educational concerns of the surrounding communities. To ensure a greater responsiveness to community needs, representatives from the Brooklyn community play an active part in College planning.

The Academic Structure of Medgar Evers College

The College is organized into seven divisions and one program in Continuing Education. Divisions of the College and the disciplines offered by each are as follows:

Business & Secretarial Science

Accounting, Business and Secretarial Science.

Health Sciences

General Health, Nursing, Physical Education.

Humanities

Art (graphic and plastic), Communications, English, Film, Foreign Languages, Language Structure, Music, Performing Arts (Speech and Drama), Philosophy.

Natural Sciences and Mathematics

Biology, Chemistry, Mathematics, General Science, Pre-engineering.

Social Sciences

Anthropology, Economics, History, Psychology, Inner-City Studies, Sociology, Political Science, Public Administration.

Special Programs

SEEK and College Discovery.

Teacher Education

Early Childhood and Elementary Education.

Admissions Information

The Admissions Office provides information on admission procedures and requirements, filing deadlines, program offerings and advanced standing evaluation.

General Requirements

In November, 1969, the Board of Higher Education adopted a policy of Open Admissions for all of the undergraduate units of the City University of New York. Under this policy all applicants who are bona fide residents of New York City and who received a high school diploma or its equivalent in June, 1970 or thereafter, are guaranteed admission into one of the college programs offered by CUNY.

It is the policy of the Board of Higher Education and its component colleges and units of the City University of New York to recruit, employ, retain and promote employees; and to admit and provide services for students without regard to sex, age, race, color, religion or handicap. As a public college system the City University believes, in accordance with the requirements of Title IX of the Education Amendments act of 1972 and the implementing Federal regulations, in a policy of nondiscrimination on the basis of sex in the operation of the University's educational programs and activities. Federal requirements of nondiscrimination on the basis of sex include employment by the University and admissions to the professional and graduate programs of the University. The City University is approaching Title IX enforcement in good faith to insure that sex discrimination does not occur.

Inquiries concerning the application of Federal law and regulations may be directed to Mrs. Jacqueline Jackson, Title IX Coordinator for Medgar Evers College. Mrs. Jackson's office is located in the Prep Building, Room 200A. The telephone number is 493-3641 Extensions 349, 350, 351.

Admissions Procedures

Prospective applicants should obtain a copy of the booklet, "A Guide to Freshman Admissions" from either high school advisers, the Office of Admission Services at 101 West 31 Street or from the Medgar Evers College Admissions Office.

An applicant should list on the Application for Admission six choices of colleges and curricula in order of preference. Final assignments of applicants to specific units of CUNY are made on the basis of high school class standing and space availability within the colleges.

Applicants for freshmen admission who are bona fide New York City residents and graduated from high school before June, 1970, or applicants who are residents of New York State living outside of New York City, are not covered by the broadest provisions of the Open Admissions Program. However, every effort will be made to accommodate them within the limits of space and financial ability. Applicants for admission who are now bona fide residents of New York City but who graduated from high schools outside of New York State, will be

considered for admission on the same basis as other students if their high school is accredited by the Middle States Association of Colleges and Secondary Schools, or by some similar accrediting agency.

Graduates of foreign institutions must present original transcripts of their previous academic work with certified English translations. If necessary, credentials must also include descriptions of the courses completed. Students whose native language is not English must take the Test of English as a Foreign Language which measures English proficiency. Arrangements to take this test can be made by contacting the International Student Division of the Office of Admissions Services at 101 West 31 Street, New York, N.Y. 10001.

All applicants must meet three basic requirements: (1) high school diploma, (2) residence, and (3) health. These requirements are discussed in detail below.

High School Diploma

A diploma from an accredited high school is required for admission to the City University of New York. A high school certificate is not an acceptable substitute for the diploma. A New York State Equivalency Diploma, a General Education Development Examination or a United States Armed Forces Institute Diploma may be substituted for the high school diploma.

Residence Requirements

New York City Residents

To be accepted as a matriculated, non-tuition paying student enrolled in a specific program leading toward a degree, the applicant must be an actual, legal and bona fide resident of the City of New York.

If an applicant is under 18 years of age, he must:

1. live in NYC with his/her parent(s) or a duly appointed guardian; or,
2. demonstrate that he/she is an emancipated minor residing in NYC.

An applicant who is 18 or older must also certify his New York residency in order to qualify for the status of matriculated, non-tuition paying student.

New York State Residents Living Outside of New York City

New York State Residents (with the exception of Nassau and Suffolk County residents) may enroll as fee paying students at a tuition charge of \$55.00 per credit or \$700.00 per semester; whichever is lower (plus the Consolidated Fee). Nassau and Suffolk County residents, who obtain a certificate of Residence from their County Fiscal Officer and file it with the college at least 2 months prior to registration, will have one-third of their tuition paid by the county.

Out Of State Residents and Foreign Students

Applicants who reside outside New York State and accepted foreign students who hold temporary visas may be admitted as matriculants and pay tuition at a rate of \$55.00 per credit or \$700.00 per semester, whichever is lower (plus the Consolidated Fee).

Health

A health statement from the student's personal physician, school physician or clinic must be filed by each student accepted. A standard form for this

purpose will be provided by the College. This health statement must be completed and returned to the College Health Service Office or the Office of Admissions prior to registration. The College reserves the right to reject an applicant because of an existing health condition, if the College Medical Officer deems it necessary. Each student or, if he is under 18 years of age, his parents or legal guardian must sign an authorization for the release of medical or personal records under conditions established by the College.

Where and How to Apply

Freshmen Applications

- A. If you are in your last year at a New York City high school, obtain your preprinted application form from the college advisor at your school. Fill out the form completely, following the directions carefully and return it to your college advisor along with the \$20.00 application fee.
- B. If you have already graduated from high school but have not attended any college, or if you attended a private school or a high school outside of New York City, you may obtain an application form from:

University Application Processing Center (UAPC)
Box 148, Vanderveer Station
Brooklyn, New York 11210

or

Office of Admissions
Medgar Evers College
1150 Carroll Street
Brooklyn, New York 11225

or

Office of Admission Services
City University of New York
101 West 31 Street
New York, New York 10001

After the application is completed, you may do one of the following:

1. If convenient, take the application to your high school and ask them to forward it with a copy of your transcript to the University Application Processing Center.
2. Mail the application and \$20.00 application fee to the University Application Processing Center. Contact your high school and request that they send your transcript to the University Application Processing Center.
- C. If you hold an Equivalency Diploma, a General Education Development Diploma or United States Armed Forces Institute Diploma (USAFI), obtain an application form from one of the above locations, attach a copy of your diploma and test scores to the application, and send it directly to the University Application Processing Center (UAPC), Box 148, Vanderveer Station, Brooklyn, New York 11210.
- D. Students who are applying to the SEEK Program must fill out the Financial Aid section of the Regular Freshman Application.
- E. Students with foreign credentials who have permanent resident visas should follow the same application procedures as outlined in item B. above. Students with foreign credentials who hold temporary visas (student, visitor, diplomatic, etc.) should apply to:

International Students Office
Office of Admission Services
101 West 31 Street
New York, New York 10001

Advanced Standing

All advanced standing applications are processed centrally through the Office of Admission Services. This permits advanced standing applicants the opportunity to apply to several colleges while filing only one application and paying only one application fee.

The Centralized Transfer applications are available at the Office of Admission Services, 101 West 31 Street, New York, N.Y. 10001 or at any of the CUNY College Admissions Offices.

1. Students currently in attendance at a CUNY college should obtain the transfer application from the Admissions Office or Registrar, fill it out completely, and return it to the Registrar's Office along with a completed Transcript Request Form. The Registrar will then forward the application and transcript to the Office of Admission Services. Currently enrolled students are not required to pay the \$20.00 application fee.
2. Students who have attended a CUNY College in a previous semester, and all other students who have attended other colleges and accumulated credits should obtain the transfer application from one of the locations listed above and forward it together with the \$20.00 application fee to the Office of Admission Services. Contact all previously attended colleges and request that they send official transcripts directly to the Office of Admission Services.

Students who have completed credits at another college or university with a minimum grade point average of 2.0 may apply for advanced standing admission to the College.

Applicants who have completed less than 24 college credits must also provide a copy of their high school transcripts. (Applicants for the Nursing Programs must meet more stringent requirements which are listed on page).

Division Chairpersons will screen the applications of students who do not meet the above criteria and may, in some cases, recommend the students for admission.

Courses completed at institutions outside of the CUNY system with grades of "D", or lower than 70%, are not transferable to Medgar Evers College. However, "D" grades from other units of CUNY may be transferable. Any student admitted to Medgar Evers College with less than a 2.0 grade point average from another institution is admitted on probation.

Important Deadlines

1. Students applying as incoming freshmen are allocated by the University Application Processing Center in several groups or phases (3 phases for the Fall semester and 2 phases for the Spring semester). The earlier students file applications, the earlier their phase, and the earlier they are allocated. Students allocated in the earlier phases have a greater chance of getting their first program choices. Since the deadlines for

each of the phases may vary slightly from semester to semester, students should contact the Admissions Office for this information.

2. All foreign students who hold temporary visas must file an application with the Foreign Student Division of the Office of Admission Services. There is no application deadline. Applications will be accepted and processed as long as space is available.
3. Advanced Standing applicants should apply no later than March 15 for the Fall semester and no later than November 1 for the Spring semester. Applications received after the deadline will be processed on a space available basis.

*Admissions requirements and deadline dates are subject to change without notice.

Academic Regulations

Grading

At the end of each course, students are assigned grades by the instructor. The grades used at Medgar Evers College are as follows:

Symbol	Definition
A	Excellent (90–100%)
B+	Very Good (85–89%)
B	Good (80–84%)
C+	Above Average (75–79%)
C	Average
D	Poor, Lowest Passing Grade (60–69%)
F	Failing
P	Pass

Symbol	Definition
INC	Term's Work Incomplete
W	Withdrew
WF	Withdrew Failing
AUD	Auditor, Listener
ABS	Absent From Final, Make-Up Examinations
Z	No Grade Submitted By Instructor

Pass and Fail

The Pass/Fail grading system is used when the course content or format does not provide an appropriate basis for the alphabetic system of student evaluation. Grades "P" and "F" may be assigned to all students enrolled in a class when a Division deems this method of evaluation to be appropriate.

The other use of "P" and "F" arises at the student's option. A student may elect to receive a "P" or an "F" in any course and must indicate this decision as he enrolls for the course. However, a student may not complete more than 13 credits with "P" within the first 60 credits, and no more than 26 credits with "P" within the total baccalaureate program.

A student may take a course on a Pass/Fail basis within his major or in any other area. However, a limit may be placed by his Division Chairman on the number of courses he may take in this way within his major.

Grades of "P" carry no grade value and do not count in the Grade Point Average, however, the number of credits earned are counted toward the number of credits required for the degree.

Incomplete

Incomplete is a temporary grade that may be assigned by the instructor for the student who is doing passing work but, through no fault of his own has not completed all required work. Upon receiving an "Incomplete," the student must complete all required work for the course by the end of the sixth week after the Final Examination Period in which the "Incomplete," was given. If the student has not completed the work by the end of the six-week period, the "Incomplete" will be changed to an "F".

Withdrawal from Courses

- a. A student may withdraw from a course without academic penalty through the 8th week of classes.
- b. Withdrawal after the 8th week will result in a grade of WF for the course which is counted as an "F" in computing the cumulative grade point average. Documentation of the inability to attend class may be presented to the instructor. The Chairperson in consultation with the student and instructor, may waive the grade of WF in favor of a W.
- c. When contemplating withdrawal from a course, however, the student should bear in mind that: after the first year a full-time student must satisfactorily complete a minimum of 9 credits per semester.
- d. When a student withdraws from a course he must obtain a withdrawal form from the office of the Registrar. A student who fails to comply with this requirement may receive a WF for the course.

Repeating Courses

- a. When a student repeats a course, the second grade he receives is recorded on the transcript and is counted to compute his cumulative index. The grade he received the first time he took the course is changed to a W.
- b. A student may not repeat a course unless he has received a D or an F in that course.
- c. A student who has completed a course once may repeat that course only once. If he fails to receive a passing mark at this point he may not register for that course again.
- d. A student may not repeat a course in which he received a W more than 2 times unless given permission to do so by the Chairperson of his major program.

Credits Required for Full-Time Students to Remain in Good Standing

After the first calendar year, a full-time student must complete a minimum of 9 credits per semester with a cumulative grade point index of 2.0 or better to remain in good standing.

Mid-Semester Evaluations

At the end of the first 6 weeks of the semester students shall be notified of their academic progress by each of their instructors. The names of students performing below "C" work will be transmitted by each instructor to the Division Chairperson or Program Coordinator and the Liaison Counselor. These persons shall be responsible for implementing counseling, remediation or tutoring to assist such students.

Grade Point Average

At Medgar Evers College, each alphabetic grade is assigned a numerical value as follows:

A=4.0, B+=3.5, B=3.0, C+=2.5, C=2.0, D=1.0, F=0.

Grade points are determined by multiplying the credits completed of a given grade by the numerical value of that grade. Thus, six credits of A equals

24.0 grade points ($6 \times 4.0 = 24.0$). A student's grade point average is computed by dividing the total grade points accumulated at Medgar Evers College by the total number of credits completed at Medgar Evers College carried to two decimal places.

$$\text{Grade point Average} = \frac{\text{Total grade points accumulated}}{\text{Total number of credits complete}}$$

Example

Assume that at the end of your first 30 credits, you have the following grades:

Grade	Numerical Value	Credit		Grade Points
A	4.0 ×	6	=	24.0
B+	3.5 ×	3	=	10.5
B	3.0 ×	10	=	30.0
C+	2.5 ×	8	=	20.0
C	2.0 ×	3	=	6.0
		Total 30		Total 90.5

In this example your grade point average would equal $90.5/30$, or 3.02. Thus your grade average is approximately a "B". 2.0 is the minimum grade point average needed for graduation.

Adding Courses

A student may add a course during the first two weeks of classes in a regular semester, and during the first week of Summer Session, provided that he first obtains the approval of his advisor and the course instructor.

Attendance

All students have the responsibility to attend class regularly and to participate fully in the work of the course. If the absences of a student in his freshman year exceed twice the number of regular class meetings per week the student may be dropped from the course with a grade of WF.

Attendance regulations for special courses such as laboratory courses, physical activity courses, nursing, etc. may be determined by the Division.

Every instructor retains the right to keep attendance records for any course and to count class participation, including attendance, in calculating the term grade. The class instructor shall announce in writing at the beginning of each course the attendance regulations for that course. However, it is the student's responsibility to keep informed of the requirements of each course, to take examinations at the time prescribed by each instructor, and to turn in all assignments when they are due.

College-Wide Academic Requirements

Regardless of academic major, all students must meet the following requirements:

Requirements for All Degree Candidates

1. It is desired that all students pass a comprehensive examination at the

12th grade level. Students who score below the 10th grade level must take supportive assistance work in the Academic Development Division until they reach the minimum level. This requirement must be satisfactorily completed before a student will be permitted to take a full load of regular college courses.

2. Upon meeting the minimum reading requirement, students must pass the English Department Writing Sample. This must be passed prior to entering English 100.
3. Course requirements include:
 - English 100 and English 150, or the equivalent
 - NSM 001 (Math) or the equivalent
 - Philisophy 101 - Introduction to Logic
4. Students must pass a test of writing proficiency sometime within the first two years of full college work.

Requirement for Associate Degree Candidates

In addition to the requirements listed for all degree candidates, applicants for an assoicate degree must pass a comprehensive Divisional examination in their major subject area. This exam must be taken just prior to the student's last college semester, in order that those not passing exam may be provided with additional assistance by the Division. Associate degree applicants also must complete one credit bearing course in mathematics.

Requirements for Bachelor Degree Candidates

In addition to the requirements listed for all degree candidates, applicants for a bachelor's degree must pass a standardized national comprehensive examination which tests the student's general achievement plus a comprehensive examination in their major subject area. The latter must be taken just prior to the last semester of the senior year. This will enable the Division to assist those not passing. Candidates for the bachelor's degree must successfully complete one three-credit course in mathematics.

Credits Required for Class Standing

The number of credits successfully completed by a student determines his class standing. Credit requirements for students in a baccalaureate program are:

Lower Freshman	0-11.5 credits completed
Upper Freshman	12-27.5 credits completed
Lower Sophomore	28-44.5 credits completed
Upper Sophomore	45-60.5 credits completed
Lower Junior	61-77.5 credits completed
Upper Junior	78-93.5 credits completed
Lower Senior	94—100.5 credits completed
Upper Senior	111—128.0 credits completed

In the associate program, class standing is determined by successful completion of the following number of credits:

Lower Freshman	0—11.5 credits completed
Upper Freshman	12—27.5 credits completed
Lower Sophomore	28—44.5 credits completed
Upper Sophomore	45—68.0 credits completed

Credits Required for Degree Programs

The College-wide minimum number of credits required to obtain an associate (two-year) degree is 60 credits. Some of the associate degree programs require more than this minimum, up to a maximum of 68 credits.

The minimum credit requirement for a baccalaureate (four-year) degree is 120. Some of the baccalaureate degrees require up to a maximum of 128 credits.

Distribution of Credits

Candidates for the associate or baccalaureate degrees are urged to make a reasonable distribution of their courses among the humanities, the natural sciences and mathematics, and the social sciences. It is recommended that approximately one-half of the student's credits over and above the requirements of his major program or professional field be distributed among these three areas. Early in their college careers, therefore, students should work out programs with their advisors that will fulfill their individual career needs and reflect the broader educational benefits implied by a distribution of courses.

Examinations and Evaluations of Students

The manner in which students are evaluated, the number and times of examinations, and the consequences of unauthorized failure to take examinations are matters which shall be determined by each faculty member. The importance of student opinion on such subjects is, again, a matter for the individual instructor. However, students have a right to know the general nature of the method of evaluation. Course instructors shall provide students in writing with this information during the first full week of classes.

Academic Residency Requirements

To obtain a two-year degree from Medgar Evers College, a student must complete a minimum of 32 credits at Medgar Evers, including at least 25 of his final 30 credits. For a baccalaureate degree, a minimum of 32 credits must be completed at Medgar Evers College, of which 18 to 21 must be in the student's major area of study, and which must include 32 of his final 64 credits.

Credit Load Requirements

In order to earn an associate degree in two academic years or a baccalaureate degree in four years, a student would need to complete an average of 15-16 credits each semester. However, through academic advisement, Medgar Evers College will assist the individual students to earn degrees at their own pace.

The maximum number of credits a student is permitted to carry per semester is 18. Prior permission to take more than 18 credits must be obtained from the Chairperson (or his designee) of the Division in which the student is majoring.

Students who have credit loan requirements placed on them because of grants, loans, stipends, veterans benefits, etc., should adhere to those credit requirements.

A student who fails to complete satisfactorily at least one-half of the total number of credits registered for in any fall or spring term may not register for as heavy a credit load in the following term as carried in the term just concluded, except with special permission.

Sequence of Courses

Students must enroll in courses according to the general numbering system. For instance, in a subject such as psychology, 100 level courses should be taken before 200 level courses, 200 level before 300 level and 300 level before 400 level.

Exceptions to this regulation must be approved of by the student's academic advisor.

Filing for Graduation

It is the responsibility of the student to file for graduation with the Registrar and to make certain that certification of his graduation is completed by the Chairperson of the Division in which the degree is offered. The deadlines for filing for graduation with the Registrar are as follows:

1. For June and August candidates - the end of the fourth week of classes of the Spring semester.
2. For January candidates - the end of the fourth week of classes of the Fall semester.

Conditions for Probation

Admission on Probation

A student admitted into Medgar Evers College with less than a 2.0 grade point average from another institution is admitted on probation.

Probation after Admission

A cumulative index of 2.0 is required for graduation.

A student may be placed on Academic probation under the following conditions:

1. After the first calendar freshman year, a full-time student must complete 9 credits per semester and maintain a cumulative grade point index of 2.0 or better to avoid academic probation.
2. Any time student's cumulative grade point index falls below 2.0 he will be placed on academic probation. He will have 2 semesters to remove himself from probation by raising his cumulative grade point index to 2.0. Failure to do this will subject the student to being considered to be dropped from the College.
3. If a student's grade point average for one term falls below 2.0 but his cumulative index remains above 2.0 he shall not be placed on probation. However, he shall be asked to see a counselor, who will discuss his problem and make suggestions. This constitutes an early warning.
4. When a student is placed on probation:
 - a. He shall have an interview with his counselor or advisor, who may recommend credit load limitations or restrictions on extra-curricular activities.
 - b. He may appeal these limitations to the Office of the Dean of Faculties if he so desires.

Conditions under which a Student may be Dropped

A student whose grade point average falls below 2.0 for three consecutive semesters may be dropped from the College. The Academic Standing Commit-

tee shall review the records of students who fall into this category. This Committee will have the option of extending the student's right to remain in the College (the student is not dropped automatically).

A student who is admitted on probation shall not be dropped for at least two semesters. At the end of two semesters, his progress will be evaluated by the Academic Standing Committee.

Honors

Deans's Honor List

Each semester, inclusion on the Dean's List shall be granted to those fulltime matriculated students who have completed at least 15 credits with a minimum grade point average of 3.25.

Part-time matriculated students must achieve a 3.25 index for 15 credits completed over a period of two consecutive semesters.

Honors for General Excellence

To be considered for honors a student must complete at least 60 credits at Medgar Evers College. A student completing less than 60 credits at Medgar Evers College may be awarded honors if his previous record supports his work at Medgar Evers College. The honor "summa cum laude" shall be granted upon the attainment of a cumulative grade point average at Medgar Evers College of at least 3.70 for the complete academic record. The honor "magna cum laude" shall be granted upon attainment of a cumulative grade point average of 3.50 or higher but less than 3.70 for the complete academic record. The honor "cum laude" shall be granted upon the attainment of an accumulative grade point average of 3.25 or higher but less than 3.50 for the complete college record.

Discipline

The Board of Higher Education, at a meeting June 23, 1969, passed a resolution regarding the rules and regulations for the maintenance of public order pursuant to Article 129A of the Education Law, and directed that the resolution be printed in official university bulletins as follows:

"The tradition of the university as a sanctuary of academic freedom 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 freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy. Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself.

"We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher

Education. With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

"THE PRESIDENT. The president, with respect to his educational unit, shall:

"(a) Have the affirmative responsibility of conserving and enhancing the educational 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 powers in carrying into effect the bylaws, resolutions 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 educational unit . . ."

Rules

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere 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.
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 or property, or theft of or damage to property of any person on 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 with the University/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 processes 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 University/college-owned or controlled property 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 University/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 University/college.

Penalties

1. Any student engaging in any manner in conduct prohibited under substantive rules 1-8 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 1-8 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 Board of Higher Education, 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 1-8 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 1-8 shall be subject to ejection, and/or arrest by the civil authorities.

Appendix

Sanctions Defined

ADMONITION. An oral statement to the offender that he has violated university rules.

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.

CENSURE. Written reprimand for violation of 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.

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.

RESTITUTION. Reimbursement for damage to or misappropriation of

property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

SUSPENSION. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

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.

COMPLAINT TO CIVIL AUTHORITIES.

EJECTION.

RESOLVED, That a copy of these rules and regulations be filed with the Regents of the State of New York and with the Commissioner of Education.

RESOLVED, That these rules and regulations be incorporated in each college bulletin.

Tuition Fees and Refunds

All fees and tuition charges listed in this College Bulletin and in any registration material issued by the College are subject to change by action of the Board of Higher Education without notice. In the event of any increase in the fees or tuition charges above those listed in this College Bulletin or any other registration material issued by the College, students will be notified as soon as feasible, but in no event later than the date on which they register.

All students must pay the total fees and tuition at the time of registration. Student records or transcripts will not be released to persons delinquent in payment of tuition and/or fees.

Tuition

Bona Fide Residents of New York City

Matriculated students are entitled, tuition-free, to 4 credits above their baccalaureate degree requirements and up to 3 credits above their requirements toward an associate degree. Students who have exhausted their allotted free credits are charged for any additional credits at the same rates as non-matriculated students.

Non-matriculated students are charged \$30.00 per credit, plus \$30.00 for the first and \$18.00 for each additional class hour thereafter, in excess of the credit. Students who do not satisfy admission requirements or who, although they satisfy admission requirements, do not follow an approved program, will be classified as non-matriculated students.

Residents of New York State Outside of New York City

New York State non-city residents pay tuition at the rate of \$45.00 per credit plus \$30.00 for each contact hour in excess of credits to a maximum of \$600.00 per semester.

Out-of-State and Foreign Students

Out-of-state and foreign students pay tuition at the rate of \$55.00 per credit plus \$35.00 for each contact hour in excess of credits to a maximum of \$700.00 per semester.

All students who fall in the above categories pay tuition on the per credit and excess contact hour basis.

Non-Instructional Fees

Application Fee

All students applying for admission must pay a \$20.00 application fee, which is nonrefundable. (Those who have already paid this fee when admitted to another unit of CUNY do not need to pay again.) A check or money order in the exact amount of \$20.00 made payable to University Application Processing Center should accompany all applications sent there.

Consolidated Fee

At each Spring and Fall registration, students are required to pay a \$75.00 Consolidated Fee which subsidizes various student activities and also covers laboratory costs for materials and breakage as well as certain costs related to registration, the library, diplomas, and x-ray examinations. \$20.00 of this amount constitutes a fee for student activities.

All Summer Session students are charged a Consolidated Fee of \$40.00 of which \$30.00 constitutes the General College Fee and \$10.00 constitutes a fee for student activities.

The Consolidated Fee is not refundable except in cases where the student's registration is cancelled or altered because of withdrawal of courses by the College.

Transcript Fees

Students are charged \$4.00 for each transcript (or certification of enrollment, etc.). However, there is no charge for transcripts sent to other units of CUNY.

Penalty Fees

Late Registration Fee. A fee of \$15.00 is payable by students who register on or after the first day of classes.

Change of Program fee. Students who want to make any changes in their program, such as adding and/or dropping a course or changing from one section of a course to another after their program has been approved and they have registered, are charged a \$20.00 fee. The change of program fee is waived when the College cancels, withdraws, or changes the hours of a course in which a student has registered, or when a tuition fee-paying student receives less than a 100% refund of tuition fees as a result of withdrawal from a course or from the College.

Re-Admission

Students who apply to return to the college after an absence of one semester or more (exclusive of summer session) shall be required to pay \$10 to be re-admitted to the College. This charge is applicable whether or not a student has taken a formal leave of absence.

Re-Instatement

Students whose registration is cancelled for nonpayment of obligations when due shall pay \$15 in addition to the obligation to be re-instated.

Payment Re-processing

Students who tender checks in payment of any obligation and such checks are not honored by the bank upon which they are drawn shall pay a re-processing fee of \$15 in addition to payment of their obligations.

Special or Make-Up Examinations

A fee of \$15.00 is charged for a make-up examination. If a student has to take more than three make-up examinations, the total fee will not exceed \$25.00 per semester.

A \$5.00 fee is charged when, at the student's request, an examination is given at a time other than the one scheduled.

Other Fees

Duplicate Record Fee. A charge of \$2.00 is made for the issuance of any duplicate record, receipt, course card, etc.

Duplicate Diploma

This charge is levied to students who request a duplicate diploma. (Certificate given)

Duplicate I.D. Card

Students who have lost their I.D. cards will be issued a duplicate upon payment of a \$5 fee.

Miscellaneous Charges. In addition to those charges listed above, there are other charges for overdue library books, replacement of keys and locks, and for the repair or replacement of any College laboratory or other equipment damaged or lost.

Refunds

By the action of the Board of Higher Education of the City University of New York, the following regulations concerning withdrawal and refunds apply:

The date on which the Change of Program or Withdrawal applications are filed with the College, not the last date of attendance in class, is considered the official date of the student's withdrawal. It is this official date which serves as the basis for computing any refund granted the student. No portion of the consolidated fee, special fees or penalty fees is refundable, except in cases where the student's registration is cancelled or altered for the College's convenience. Refund of tuition for courses dropped by a student will be made in accordance with the following schedule:

	Fall and Spring Session	Summer Session
Withdrawal from course before the scheduled opening date of the session.....	100%	100%
Withdrawal from course in order to register at another unit of The City University during that semester	100%	100%
Withdrawal within one week after scheduled opening date of the session.....	75%	50%
Withdrawal during second week after scheduled opening date of the session.....	50%	25%
Withdrawal during third week after scheduled opening date of the session.....	25%	None
Withdrawal at the end of the third week after scheduled opening date of the session.....	None	None

Students who are unable to withdraw from courses in person may do so by mail. Requests are to be addressed to the Registrar, with the student's Bursar's receipt enclosed. The date of withdrawal will be the date on which the letter is postmarked.

Military Service Refunds

The following principles govern refunds made on applications claiming military service:

1. Military service must be documented with a copy of induction or orders.
2. In order to obtain a grade, a student must attend approximately thirteen (13) weeks (five weeks for Summer Session). No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.
3. In instances where students who have enlisted in the armed services do not attend for a sufficient time to qualify for a grade, but continue in attendance to within two (2) weeks of induction, refund of tuition and all other fees except application fee will be made in accordance with the following principles:

Withdrawal before beginning of the fifth calendar week (third calendar week for Summer Session) after scheduled opening date of session.....	100%
Withdrawal thereafter	60%

4. In instances where students who are drafted into the armed services do not attend for a sufficient time to qualify for a grade, there shall be a 100% refund of tuition and all other fees, except application fees.

Student Services

The Student Services Division is a vital student support component at Medgar Evers College. A large percentage of our students have been out of school for a considerable period of time. These students require specialized non-traditional counseling, both from our professional counselors and peer counselors.

Statistics show that students change their educational or vocational plans at least once during their college career. Therefore, it is felt that most students can benefit from counseling at some time during their college career.

Counseling may also help students achieve more satisfying personal and social adjustments, both in and out of college. Consequently, we have spent a great deal of time planning and implementing programs designed to meet the needs of our students.

The Dean of the Student Services Division is the chief administrator and the chairperson of the Division. The specific functions of the units of the Division are as follows:

Counseling and Student Life

One to one counseling, group counseling sessions as well as peer counseling services are available to students.

Each student is assigned to a counselor who offers help in resolving vocational, educational, and personal problems during the student's career at the College. The coordinator of counselors works closely with the counselors and the students, constantly reviewing the program to insure that the needs of the students are being met. Each counselor serves as a liaison counselor in an



academic division and works closely with the division chairperson and the instructional staff in order to assist students in areas such as: advisement, obtaining tutorial help, planning for studies, referrals to the Reading Center, the Library and the Learning Center.

Often, Educational Testing Services can be helpful to students and the counselor in assessing the variety and range of the students' abilities and interests as well as the kinds of college-level work that can be pursued successfully, and the additional preparation needed to attain goals for which previous training may not have been adequate. Counselors refer students to the psychometrician for testing after which the results are discussed.

Students may be assigned to a counselor by making an appointment to see the Coordinator of Counselors or the Divisional Chairperson. Counselors are located at each campus. Students should visit their counselor whenever necessary. A copy of the Counseling and Student Life Pamphlet may be obtained from the counselor's office or from the Coordinator of Counselors.

Financial Aid

Students who desire financial assistance or general financial counseling should contact a counselor in the Financial Aid Office located in room 223 of the Prep building. Every effort is made to help needy students meet the expenses of entering and remaining in College.

In addition to the Consolidated Fee, expenses for matriculated students are generally limited to the cost of books and supplies, (approximately \$150.00 per year); plus carfare and lunch money.

Financial aid programs available at Medgar Evers College include the following:

College Work-Study Program

This program, established under the Economic Opportunity Act of 1964, enables full-time matriculated students to pursue full-time studies while working at a part-time position. Employment may be located on campus or in an outside, nonprofit community service agency.

Students may work up to 15 hours per week when classes are in session and up to 40 hours per week during vacation periods. Eligibility for this program is based on the financial status of students and/or their families.

GI Bill

All veterans who have served at least 181 days active duty since January 31, 1955, with an honorable discharge are entitled to one and one half months of educational benefits for each month or fraction thereof of service up to a maximum of 36 months. Benefits vary with marital status and credit course load. Eligible students must apply to the Veterans Administration. Students applying for this benefit should consult the Veterans Advisor in the Office of the Dean of Student Services.

Basic Opportunity Grants

Basic Opportunity Grants are available to exceptionally needy students under a new Federal program started on July 1, 1973. Applications for these grants are processed directly by the Federal Government. Applications will be

mailed to those students who qualify or will be available at any Municipal Building. To maintain these grants, students must carry a minimum course load of 12 credits per semester.

National Direct Student Loan Program

(formerly the National Defense Student Loan Program)

Under this federally-subsidized program, students who are enrolled for half or more of the credits required for full-time status may borrow up to \$1,500 each academic year depending upon need. Repayment is made to the college. The interest rate is a simple 3% per year. Interest does not begin to accumulate, and the student need not begin to repay the loan, until nine months after he completes his education, including graduate studies and/or his military obligations. Students who later become teachers may have as much as 50% of their loan forgiven, at the rate of 10% for each year of teaching service. Should the student elect to teach in certain eligible schools located in areas of primarily low-income families, he may qualify for cancellation of his entire obligation at the rate of 15% per year.

New York Higher Education Assistance Corporation Loans

These loans are available to residents of New York State who can demonstrate need. Eligible students may borrow up to \$1,000 for their first and second years of study; \$1,250 for their third; and \$1,500 for their fourth and subsequent years of study to a maximum of \$7,500. These loans are negotiated through approved commercial banks. Repayment of these loans and their interest charges, which are 7% yearly on unpaid balances, are begun only after students complete their education. Application may be made at any time. For application or further information contact: The New York State Higher Education Assistance Corporation, 159 Delaware Avenue, Delmar, N.Y. 12054, or the Medgar Evers College Financial Aid Office. Information and application forms are also available at your savings bank.

Nursing Loan

Under this federally-subsidized program, eligible nursing students may borrow up to \$1,500 each academic year depending upon need. The repayment procedure is identical to that described for the National Direct Student Loan Program above. A repayment forgiveness plan is also available for persons working in certain Federally-approved hospitals.

New York State Scholar Incentive Awards

Any full-time matriculated student at a college in New York State may apply for the scholar incentive award for each semester in attendance. To qualify, a student must be a resident in New York State, must have been a resident for the preceding twelve months, must meet the prescribed academic requirements, and must have a tuition charge (exclusive of fees) of over \$100.00 for the semester. The amount of the award varies according to financial need. Applications should be filed before July 1 for each academic year, but will be accepted up to December 1. Applications for the spring semester have an April 1 deadline. For applications and information, write to: University of the State of New York, State Education Department Regents Examination and Scholarship

Center, Albany, New York 12204, or inquire in the Financial Aid Office at the College.

Deadlines for Applying for Financial Aid

Deadlines for filing applications for the Economic Opportunity Grants, National Defense Student Loans, and College Work-Study program are March 1 for transfer students and May 1 for students with no previous college experience. Applications are available during registration, or after September 7 at the Financial Aid Office, where students can also obtain further information and counseling regarding financial aid.

Special Note:

As a participant in City, State, and Federal aid programs, Medgar Evers College is obligated to adhere to the rules and regulations of these agencies. For example, the Financial Aid Office is responsible to the Federal Government in the application of Section 504 Higher Education Amendments of 1968 (Public Law 90-575). This law mandates the Financial Aid Office to immediately cancel a student's eligibility for Federal aid and withhold further eligibility for two years upon abuse through involvement in campus agitation. An abuse, is defined as the infringement upon the rights of others to receive or to conduct the business of higher education.

Health Services

The Medical Office offers emergency medical treatment and medical or health counseling to Medgar Evers students. A registered nurse is on duty during regular class hours at the 1150 Carroll Street and St. Joseph's campuses. Health and accident insurance coverage is provided for all students at no charge. The plan covers full-time students while on the campus and while traveling to and from the College. Part-time students have this insurance coverage while on-campus only. Insurance claims forms are available from the nurses. A Health Record Form is required to be on file for every student enrolled at the College. Students who did not fulfill this requirement prior to admission should make an appointment with one of the nurses. The Health Services Office is located at Prep 20 Mezzanine.

Placement Services

Placement counselors are available to refer students to part-time and full-time jobs, provide career information, and to discuss undergraduate and graduate opportunities at other colleges. They also assist students in identifying their skills and experiences, preparing resumes, and becoming more effective at job hunting and interviews. An Occupational Library consisting of voluminous materials on specific careers and vocations is available to students. The Placement Services Office is open each day from 9 until 5, and is located in Prep, room 112 for your convenience.

Student Activities

The Director of Student Activities assists students in the planning and organization of various social, cultural and recreational activities which reflect the interest of the student body. Students are able to participate in a wide range

of activities which they plan, including academic or social clubs, interest groups, discussions, seminars, cultural performances, recreational activities and community projects. The Director also serves as advisor to the Student Government Association which enacts legislation and participates in College decision-making which affects the general student body.

The Student Activities Office is located in Prep 113A. Students interested in joining a club, group or organization, or forming one, can do so by coming to the Student Activity Office where they can also pick up a copy of the Medgar Evers College Student Life Pamphlet that shows some of the many and varied student clubs and activities taking place at Medgar Evers College. We extend an invitation to all students to come to the Student Activity Office and join or form a club. We perceive student activities as a way for students to "get involved," so come out and participate.

Veterans Affairs

A Veterans Affairs advisor offers specific counseling services for persons needing information about Veterans Administration benefits, the Selective Service and career opportunities in the Military Services. Students with prior military service are required to consult with the Veterans Affairs advisor regarding eligibility for Veterans Administration's benefits and counseling. The Veterans Affairs Office is located at 244 Rogers Avenue, and is opened from 9-5 each day to service the various needs of veterans, and students eligible to receive veterans benefits at Medgar Evers College. There is also a tutorial program available for veterans and an Outreach Program, designed to reach out to the community and assist veterans to begin or continue their college education. There is a Veterans' Club at Medgar Evers which is open to all students, but particularly veterans, that plans and holds student activities and affairs for the entire student body.

The Library

The Library, an important unit in the structure of the college, bears a major share of the responsibility for acquiring, organizing and disseminating knowledge—without which new insights and new research cannot be developed. The Medgar Evers College Library collection, consisting of over 85,000 volumes, is continually being augmented, with emphasis on developing comprehensive collections in Inner-City and Afro-American literature. In addition to books, periodicals and other printed materials, the Library offers cultural and educational information on a variety of microforms and through other media services. The present staff consists of eight professional librarians and seven clerical staff members. The Central Library, now located at 402 Eastern Parkway, offers increased resources and facilities



Continuing Education Programs

The Continuing Education Unit has the general responsibility for initiating and developing cooperative relationships between the college and the community through joint committees, continuing education courses, institutes, workshops and conferences and development of financial support.

Joint committees include organizations sponsored by the College and the community such as the College Community Council, the Continuing Adult Education Advisory Council, the Community Development Committee and the Committee of Friends of Medgar Evers College.

Continuing education courses include offerings in typing, shorthand, accounting and special in-service, staff development and promotional courses offered for New York City and New York State Civil Service Employees.

Adult Education courses include units dealing with Commercial and Technical English for Foreign Students, Communication Skills: Grammar and Writing, Math, The Comprehensive Education Training Act (C.E.T.A.) Program and the Consumer Education Program.



The Division of Business and Secretarial Sciences

Students entering the Division may major in Accounting, Business Administration or Secretarial Science. The curriculum for students in the Department of Business is so designed that students are given general and specific techniques, procedures, policies and skills necessary to obtain junior executive positions with business organizations and enterprises. The degree of Bachelor of Science in Business Administration is conferred on students who successfully meet the requirements. In this area, students may select as their module: Marketing, Management, Finance, or Business Administration.

The Accounting Program includes all Accounting courses leading toward a degree of Bachelor of Science. Students who major in accounting may select as their module, Public or Managerial Accounting. Accounting Majors are eligible to take Part I of the C.P.A. examination immediately after graduation.

Students who major in Secretarial Science and complete all the requirements for the A.A.S. degree are prepared to assume positions as secretaries to executives, lawyers, and doctors, as well as a variety of government agencies.

Projected Programs for the Future

The following programs are being prepared for future offerings:

- A. Four-year B.S. Program in Computer Information
- B. Four-year B.S. Program in Secretarial Administration
- C. One-year Certificate Program in Legal Research (Open to students who have received their two-year Associate degree).

Academic Standards

Accounting Majors¹

All Accounting majors, after completing the sophomore year, should have a minimum average of 2.50 in all accounting subjects. Candidates for graduation must have an overall minimum average of 2.50 in all accounting subjects to be eligible to receive the degree in accounting.

Business Administration Majors

All Business Administration majors must maintain an overall average of 2.25 in all business subjects to graduate. A grade of D in a student's field of concentration (marketing, management, finance) will not be accepted for credit toward a degree in business.

Secretarial Science Majors²

All Secretarial Science majors must maintain an overall average of 2.25 in their major in order to graduate.

¹A grade of D in any Accounting subject will not be accepted for credit toward a degree in Accounting.

²A grade of D in any Secretarial Science subject will not be accepted for credit toward a degree in Secretarial Science.

Incompletes

If a student receives an "I" (incomplete) in any Business or Accounting courses, and these courses are part of a sequence of courses, the student may register for the next course but must remove the "I" within two weeks or be subject to dismissal from the course.

Comprehensive Examination

During the junior year, all Accounting and Business majors are required to take a comprehensive examination in required core courses.

Required Accounting and Business Administration Core:	credits
Acc 271—Managerial Accounting.....	3
Acc 272—Managerial Accounting.....	3
Fin 151—Finance.....	3
Man 211—Principles of Management	3
Mar 231—Marketing.....	3
Law 101—Business Law I.....	3
Law 102—Business Law II.....	3
Bus 291—Computer and Information Systems.....	3
Bus 103—Introduction to Business	3
Bus 391—Systems Development and Implementation.....	3
Total	30

Required Liberal Arts and Science Core:	credits
NSM 210—Math of Finance.....	4
NSM 212—Statistics.....	3
Eco 201—Theory of Firm and Markets	3
Eco 203—General Economy.....	3
Engl 100—College English I.....	e
Engl 150—College English II	3
NSM 101—Intermediate Algebra.....	2
Total	21

Accounting Major

Public Accounting Module

Required Courses:

- Acc 311—Intermediate Accounting
- Acc 312—Intermediate Accounting
- Acc 374—Cost Accounting
- Acc 471—Advance Accounting
- Acc 473—Auditing
- Acc 474—Taxation

One of the Following Electives:

- Acc 476—Quantitative Measurements
- Acc 475—Taxation
- *Acc 472—Contemporary
- *Acc 478—Municipal Accounting

Managerial Accounting Module:

Required Courses:

- Acc 311—Intermediate Accounting
- Acc 312—Intermediate Accounting
- Acc 374—Cost Accounting
- Acc 476—Quantitative Measurements

One of the Following Electives:

- Acc 471—Advance Accounting
- Acc 473—Auditing
- Acc 474—Taxation
- Acc 475—New York City Taxation

*In light of recent C.P.A. examinations, a student should take these courses. Further, a student must take six credits of economics, and six credits of finance in order to be eligible for the CPA examination in the State of New York.



Recommended Program of Study
Accounting
(B.S. Degree)

First Semester		Credits	Second Semester		Credits
Engl 100—College English I		3	Engl 150—College English II		3
NSM 101—Intermediate Algebra*		2	NSM 210—Mathematics of Finance ..		4
Bus 103—Intro to Business***		3	Law 102—Business Law II		3
Law 101—Business Law I		3	Acc 272—Managerial Accounting II.		3
Acc 271—Managerial Accounting I.		3	Bus 291—Computer & Information		3
		14	Systems		3
					16
Third Semester		Credits	Fourth Semester		Credits
Acc 311—Intermediate Accounting I		3	Acc 312—Intermediate Accounting		3
Eco 203—General Economy		3	II		3
Mar 231—Essentials of Marketing ...		3	Eco 201—Theory of Firm & Markets		3
NSM 212—Intro to Statistics.....		3	Man 211—Principles of Manage-		3
NSS 102—Intro to Life Sciences.....		3	ment		3
Law 103—Business Law III		3	Soc 101—Intro of Sociology		3
		18	Fin 151—Money & Banking		3
			Engl 200—or Liberal Arts Elective		3
					18
Fifth Semester		Credits	Sixth Semester		Credits
Acc 374—Cost Accounting		3	Acc 478—Municipal Accounting		2
NSM 103—Precalculus.....		4	Bus 391—System Development &		3
Acc 474—Taxation.....		3	Implementation		3
Liberal Arts Electives**		6	Psych 101—Intro to Psychology.....		3
		16	Acc 475—New York City Taxation...		3
			Liberal Arts Electives		6
					17
Seventh Semester		Credits	Eighth Semester		Credits
Acc 471—Advanced Finance Ac-		4	Acc 472—Contemporary Account-		2
counting		4	ing		2
Acc 473—Auditing		3	Acc 476—Quantitative Meas-		3
Spch 101—Voice & Diction		3	urements		3
Liberal Arts Electives**		6	Acc 401—Field Experience/Intern-		3
		16	ship		3
			Liberal Arts Elective**		5
					13
Total Credits					128

*Admittance to Math 101 (NSM 101) is dependent upon successful completion of either a placement exam or NSM 100 (a one credit course in elementary algebra)

**Must be taken in Liberal Arts or Science area.

***May be waived by examination.

Business Administration Module

Required Courses:

Two of the Following Electives

Bus 212—Urban Administration

Bus 311—Small Business Management

Bus 430—Inner City Business Development

And an additional 18 credits divided equally in the modules of Management, Marketing and Finance.

Recommended Program of Study Business Administration Module (B.S. Degree in Business Administration)

First Semester		Credits	Second Semester		Credits
Engl 100—College English I	3		Engl 150—College English II	3	
NSM 101—Intermediate Algebra.....	2		NSM 210—Mathematics of Finance..	4	
Bus 103—Intro to Business	3		Bus 291—Computer & Information		
Law 101—Business Law I.....	3		Systems	3	
Acc 271—Managerial Accounting I..	3		Law 102—Business Law II.....	3	
	14		Acc 272—Managerial Accounting II..	3	
				16	
Third Semester		Credits	Fourth Semester		Credits
Eco 203—General Economy	3		Fin 151—Money & Banking	3	
NSM 212—Intro to Statistics.....	3		Eco 201—Theory of Firm & Markets	3	
Mar 231—Essentials of Marketing...	3		NSS 102—Intro to Life Sciences.....	3	
Bus 391—System Development &			Man 211—Principles of Manage-		
Implementation	3		ment	3	
Business Elective	3		Business Administration Elective	3	
	15			15	
Fifth Semester		Credits	Sixth Semester		Credits
Business Administration Elective	3		Business Electives	6	
Psych 101—Intro to Psychology.....	3		Soc 100—Intro to Social Science	3	
Business Elective.....	3		Liberal Arts Electives	6	
Engl 200—or Liberal Arts Elective	3			15	
Liberal Arts Elective	4				
	16				
Seventh Semester		Credits	Eighth Semester		Credits
Business Electives	9		Bus 401—Field Experience/Intern-		
Spch 101—Voice & Diction (or			ship	3	
201—Fundamentals of			Business Elective.....	3	
Speech).....	3		Liberal Arts Electives	6	
Liberal Arts Electives	5			12	
	17				
			Total Credits	120	

Finance Module

Required Courses:

- Fin 251—Modern Corporate Finance
- Fin 351—Advance Finance Money Markets
- Fin 352—Investments
- Fin 455—International Finance
- Fin 458—Financial Mangement

One of the Following Electives:

- Fin 453—Banking Practices
- Fin 451—Public Finance

Recommended Program of Study Finance Module (B.S. Degree in Business Administration)

First Semester		Credits	Second Semester		Credits
Engl	100—College English I	3	Engl	150—College English II	3
NSM	101—Intermediate Algebra	2	NSM	210—Mathematics of Finance ..	4
Bus	103—Intro to Business	3	Fin	151—Money & Banking	3
Law	101—Business Law I	3	Law	102—Business Law II	3
Acc	271—Managerial Accounting I ..	3	Acc	272—Managerial Accounting II ..	3
		14			16
Third Semsester		Credits	Fourth Semester		Credits
Acc	311—Intermediate Accounting I	3	Eco	210—Theory of Firm & Markets	3
Eco	203—General Economy	3	Fin	351—Advanced Finance	3
Mar	231—Essentials of Marketing ...	3	NSS	102—Introduction to Life Sci-	3
NSM	212—Intro to Statistics	3	ences		
Fin	251—Modern Corporation Fi-		Man	211—Principles of Manage-	3
	nance	3	ment		
		15	Bus	291—Computer & Information	3
			Systems		15
Fifth Semester		Credits	Sixth Semester		Credits
Fin	352—Investment Analysis	3	Fin	455—International Finance.....	3
Psych	101—Intro to Psychology.....	3	Bus	391—System Development &	3
Fin	451—Public Finance or Fin	3	Implementation		
	Elective		Soc	100—Intro to Social Science ...	3
Engl	200—Business Writing or Lib-	3	eral Arts Elective		
	eral Arts Elective	4	Liberal Arts Elective		6
Liberal Arts Elective		16			15
Seventh Semester		Credits	Eighth Semester		Credits
Fin	453—Personal Finance	3	Fin	458—Financial Management....	3
Spch	101—Voice & Diction or Spch		Fin	401—Field Experience/Intern-	3
	201—Fundamentals of		ship		
	Speech	3	Liberal Arts Electives		6
Liberal Arts Elective		5			12
Business Electives		6			
		17			
			Total Credits		120

Management Module

Required Courses:

- Man 311—Management Theory & Practice
- Man 314—Organizational Behavior & Administration
- Man 414—Development of Management Thought
- Man 413—Decision Theory

Two of the Following Electives:

- Man 312—Personnel Management
- Man 313—Industrial Relations
- Man 315—Industrial Management
- Man 411—Managerial Policies
- Man 412—Management Systems and Operations

Recommended Program of Study Management Module (B.S. Degree in Business Administration)

First Semester	Credits	Second Semester	Credits
Engl 100—College English I	3	Engl 150—College English I	3
NSM 101—Intermediate Algebra.....	2	NSM 210—Mathematics of Finance..	4
Bus 103—Intro to Business	3	Man 211—Principles of Mangement..	3
Acc 271—Managerial Accounting I..	3	Law 102—Business Law II.....	3
Law 101—Business Law I	3	Acc 272—Managerial Accounting II..	3
	14		16
Third Semester		Fourth Semester	
Eco 203—General Economy	3	Fin 151—Money and Banking	3
NSM 212—Intro to Statistics.....	3	Eco 201—Theory of Firm and Mar- kets	3
Man 311—Management Theory and Practice	3	NSS 102—Intro to Life Sciences.....	3
Mar 231—Essentials of Marketing ...	3	Bus 291—Computer and Informa- tion Systems	3
Business Elective.....	3	Management Elective	3
	15		15
Fifth Semester		Sixth Semester	
Man 314—Organizational Be- havioral Administration.....	3	Man 414—Development of Man- agement Thought.....	3
Psych 101—Intro to Psychology.....	3	Bus 391—System Development and Implementation	3
Management Elective	3	Soc 100—Intro to Social Science ...	3
Engl 200—or Liberal Arts Elective	3	Liberal Arts Electives	6
Liberal Arts Elective	4		15
	16		
Seventh Semester		Eighth Semester	
Man 413—Decision Theory	3	Man 401—Field Experience/Intern- ship	3
Spch 101—Voice & Diction or Spch 201—Fundamentals of Speech	3	Business Elective.....	3
Business Electives	6	Liberal Arts Electives	6
Liberal Arts Elective	5		12
	17	Total Credits	120

Marketing Module

Required Courses:

- Mar 331—Marketing Management
- Mar 3e7—Marketing Research
- Mar 431—Marketing Policy & Strategy
- Mar 435—Pricing Theory

Two of the Following Electives:

- Mar 234—Salesmanship
- Mar 332—Retail Management and Merchandising
- Mar 334—Sales Management
- Mar 335—Consumer Motivation and Behavior
- Mar 336—Public Relations
- Mar 338—International Marketing
- Mar 434—Product Management
- Mar 332—Retail Management and Merchandising

Recommended Program of Study Marketing Module (B.S. Degree in Business Administration)

First Semester	Credits	Second Semester	Credits
Engl 100—College English I	3	Engl 150—College English II	3
NSM 101—Intermediate Algebra.....	2	NSM 211—Mathematics of Finance..	4
Bus 103—Intro to Business	3	Mar 231—Essentials of Marketing ...	3
Law 101—Business Law I.....	3	Law 102—Business Law II.....	3
Acc 271—Managerial Accounting I..	3	Acc 272—Managerial Accounting II..	3
	14		16
Third Semester		Fourth Semester	
Eco 203—General Economy	3	Fin 151—Money & Banking.....	3
NSM 212—Intro to Statistics.....	3	Eco 201—Theory of Firm & Markets	3
Man 211—Principles of Manage- ment	3	NSS 102—Intro to Life Sciences.....	3
Mar 331—Marketing Management ..	3	Bus 291—Computer & Information Systems	3
Business Elective	3	Marketing Elective.....	3
	15		15
Fifth Semester		Sixth Semester	
Mar 337—Marketing Research	3	Mar 431—Marketing Policy & Strategy.....	3
Psych 101—Intro to Psychology.....	3	Bus 391—System Development & Implementation	3
Marketing Elective.....	3	Soc 100—Introduction to Social Sciences	3
Engl 200 or Liberal Arts Elective	3	Liberal Arts Elective	6
Liberal Arts Elective	4		15
	16		

Seventh Semester		Eighth Semester	
Mar 435—Pricing Theory.....	3	Mar 401—Field Experience/Intern- ship	3
Spch 101—Voice & Diction or Spch 201—Fundamentals of Speech.....	3	Business Elective.....	3
Business Electives	6	Liberal Arts Electives	6
Liberal Arts Elective	5		12
	17	Total Credits	120

**Recommended Program of Study in
Secretarial Science (A.A.S. Degree)
Executive Option**

First Semester		Credits	Second Semester		Credits
Engl 100—College English I	3		Engl 150—College English II	3	
Sec 121— Bus Shorthand I	3		Sec 122—Bus Shorthand II	3	
Sec 151—Typing 1	3		Sec 152—Typing II	3	
Bus 103—Intro to Bus.....	3		Acc 271	3	
Elective*	3		Elective*	6	
	15			18	
Third Semester			Fourth Semester		
Sec 219—Office Machines.....	2		Sec 224—Bus Shorthand IV and Trans.....	5	
Sec 223—Bus Shorthand III and Trans.....	5		Sec 290—Executive Sec Prac.....	3	
Engl 204—English for Sec.....	3		Sec 297—Secretarial Exp Sem	1	
Law 101—Business Law I.....	3		Elective*	6	
Sec 251—Typing III	3			15	
	16		Total Credits	64	

*Must be taken in Liberal Arts or Science area.

**Recommended Program of Study in
Secretarial Science (A.A.S. Degree)
Legal Option**

First Semester		Credits	Second Semester		Credits
Engl 100.....	3		Engl 150—College English II	3	
Sec 151—Typing I	3		Sec 122—Bus Shorthand II	3	
Bus 103—Intro to Business	3		Sec 152—Typing II	3	
Law 101—Business Law I.....	3		Acc 271	3	
	15		Law 102—Business Law II.....	3	
			Elective*	3	
				18	
Third Semester			Fourth Semester		
Sec 219—Office Machines.....	2		Sec 294—Legal Sec Prac.....	3	
Sec 293—Legal Sec Prac.....	3		Sec 232—Legal Shorthand II and Trans.....	5	
Sec 230—Legal Shorthand I and Trans.....	5		Sec 292—Sec Exp Sem	1	
Engl 204—English for Sec.....	3		Elective*	6	
Elective*	3			15	
	16		Total Credits	64	

*Must be taken in Liberal Arts or Science area.

**Recommended Program of Study in
Secretarial Science (A.A.S. Degree)
Medical Option**

First Semester		Credits	Second Semester		Credits
Engl 100—College English I		3	Engl 150—College English II		3
Sec 121—Business Shorthand I		3	Sec 122—Business Shorthand II		3
Sec 151—Typing I		3	Sec 152—Typing II		3
Bus 103		3	Acc 271		3
Law 101		3	Sci 102		3
		15	Elective		3
					18
Third Semester			Fourth Semester		
Sec 219—Office Machines		2	Sec 245—Medical Secretarial Prac-		
Sec 244—Medical Secretarial Prac-			tice		3
Sec 241—Medical Shorthand I and			Sec 242—Medical Shortand II and		
Transcription		5	Transcription		5
Sec 243—Medical Terminology		1	Sec 297—Secretarial Experiences ..		1
Eng 204—English for Secretaries		3	Elective*		6
Elective*		3			15
		17		Total Credits	65

*Must be taken in Liberal Arts or Science area.

Course Descriptions

Accounting

Acc 271/272—Managerial Accounting I & II 6 hours; 6 credits

A study of the basic principles and procedures of accounting related to the function of control and decisions. Topics include financial accounting, cost accounting, taxation, profit measurement, and business performance.

Acc 311/312—Intermediate Accounting I and II 6 hours; 6 credits

Financial statements are studied as a means of communicating meaningful information to stockholders, creditors, and others. This course exposes the student to the problems involved in determining the nature, the valuation, and the presentation of the more commonly encountered types of assets, liabilities and capital. The student is acquainted with the important controversies involving alternative presentations and authority for determining generally accepted accounting principles. Prerequisite: Acc 311 is Prerequisite for Acc 312; NSM 210 is Prerequisite for Acc 312.

Acc 374—Cost Accounting 3 hours; 3 credits

A study of costs for managerial planning and control as well as financial statement purposes. The course is designed to develop the student's ability to analyze, to identify relevant factors, and to deal with accounting information for decision-making purposes. Topics include cost behavior and volume/profit relationships, responsibility accounting, standard costs, and budgets. Prerequisite: Acc 312.

Acc 401—Field Experience/Internship 15 hours; 3 credits

Students in their last semester of M.E.C. will be placed in job areas of their

respective major to gain job experience. The student will be required to submit weekly reports concerning the nature of the work he is doing and also report the different techniques and approaches arising in his major area.

Acc 471—Advanced Finance Accounting *4 hours; 4 credits*

This course broadens and intensifies the student's knowledge of accounting by exposing him to many different situations, and demonstrating to him the ways in which accounting concepts are operative in a variety of applications. Topics include business combinations, consolidated statements, fund accounting, government accounting, liquidations, installment sales, and concepts and applications of compound interest. Prerequisite: Acc 312.

Acc 472—Contemporary Accounting *2 hours; 2 credits*

This course has two objectives: 1) to acquaint the student with current accounting issues and problems, and with the latest research efforts in the field, and 2) to bring together concepts and methodologies covered in previous courses, both in accounting and in other disciplines, so that the student may view accounting as a whole and in perspective. Selected readings in recent publications, questions, and problems from the Uniform CPA Examination, and materials are some of the vehicles employed. (taken in student's final semester)

Acc 473—Auditing *3 hours; 3 credits*

A study of the philosophy and methodologies of auditing to give the student a working knowledge of the basic concepts of auditing and an understanding of the auditor's contribution to society. Topics include generally accepted auditing standards, professional ethics, legal responsibilities, internal control, and the auditor's report. Prerequisite: Acc 312.

Acc 474—Taxation *3 hours; 3 credits*

This course covers accounting problems encountered in and the laws applicable to Federal tax returns. Topics include nature of taxable and non-taxable income, allowable and non-allowable business and personal deductions, capital gains and losses, estate and gift taxes. The emphasis is on basic problems, timing transactions, and different taxable entities. Prerequisite: Acc 272.

Acc 475—New York City Taxation *3 hours; 3 credits*

A study of the various Federal, State and local taxes that affect businesses in the inner-city. Taxes that will be examined are New York State sales and general business taxes, social security taxes, New York State Franchise taxes and other taxes that affect businesses in the inner-city. Prerequisite: Acc 272.

Acc 476—Quantitative Measurements *4 hours; 3 credits*

This course covers volume-cost profit analysis including breakeven analysis, profit and loss concepts. It will also cover all the financial ratios, application of capital budgeting, linear programming, forecasting and planning. Prerequisites: Acc 312, NSM 210, NSM 212.

Acc 478—Municipal Accounting *2 hours; 2 credits*

This course will deal specifically with Fund Accounting and special emphasis will be placed on examining municipal records and statements so a

student will have accounting knowledge of how different municipal agencies operate. Prerequisite: Acc 312.

Business

Bus 103—Introduction to Business *3 hours; 3 credits*

This is an introductory survey course designed to acquaint students with business as a field of study. The role of business in the life of the individual and society will be analyzed. Attention will also be given to how the business system works. The functional areas of Accounting, Management, Marketing, Finance, and Information Science will be surveyed.

Bus 212—Urban Administration *3 hours; 3 credits*

Applies the processes of administration to problem areas confronting inner-city communities. This course will enable students to understand the nature and causes of these problems and the administrative practices that can be utilized for solutions. Topics to be discussed include: the organization of business in inner-cities, development of cooperative enterprises and credit unions, funding of community projects, employment and training, building leadership roles, attracting business into underprivileged areas and planning programs for local action. Prerequisites: Bus 103 and Man 211.

Bus 291—Computer and Information Systems *3 hours; 3 credits*

A practical course for people who are interested in acquiring a general knowledge of electronic data processing, progressing through a discussion of punched card machines, the organization and functions of modern computer systems, the representation of information, and an introduction to computer applications. In addition, the student will be introduced to flow charting and programming concepts.

Bus 311—Small Business Management *3 hours; 3 credits*

This course is designed to provide assistance to small business owners in starting, and operating a small business. A critical analysis is made of capital accumulation, government aids and regulation, adopting technologies to specialized needs, feasibility studies, market strategies, franchise operations, Small Business Administration—Investment Corporation requirements, and growth and competition.

Bus 391—Systems Development & Implementation *3 hours; 3 credits*

The computer system is a vital element in today's business information system. The basic concept to a systems approach to business management will be presented. The course will cover: systems analysis techniques, analysis of information systems, and design of input and output reports. Students will be required to create flow charts and design forms. The course will include field visits to data processing centers. Prerequisite: Bus 291.

Bus 401—Field Experience/Internship *15 hours; 3 credits*

Bus 430—Inner City Business Development *3 hours; 3 credits*

An exploration of inner-city problems and their relationship to business and economic development. Includes a review and evaluation of models for the ghetto. The dynamics of technical assistance are considered, including the role of government and community organizations.

Finance

- Fin 151—Money and Banking** *3 hours; 3 credits*
A survey is made of money, credit and monetary standards, commercial and central banking, their relations and roles in the United States economy, and an introduction to international finance.
- Fin 251—Modern Corporation Finance** *3 hours; 3 credits*
Organization and promotion of Corporation; attention is directed to various procedures and devices used in obtaining funds for short and long term purposes; equity and debt financing, corporate expansion; failures and bankruptcy procedures. Prerequisite: Fin 151.
- Fin 351—Advanced Finance** *3 hours; 3 credits*
An analysis of the organization and operation of the financial system. Includes an analysis of money and capital markets, commercial banking, investment banking, central banking and banking policy. Prerequisite: Fin 251.
- Fin 352—Investment Analysis** *3 hours; 3 credits*
Analysis of various types of securities and valuation tests for bonds and stocks. Investment management and security markets are also studied. Prerequisite: Fin 251.
- Fin 401—Field Experience/Internship** *15 hours; 3 credits*
- Fin 451—Public (Federal, State & Local) Finance** *3 hours; 3 credits*
Analysis of the theory and practice of public finance including taxation, debt management, expenditures and public policy. Prerequisite: Fin 251.
- Fin 453—Personal Finance** *2 hours; 2 credits*
Discusses problems involved in handling personal finance including methods of borrowing, home financing, interest rates, savings and checking accounts and insurance. Prerequisite: Fin 151.
- Fin 455—International Finance** *3 hours; 3 credits*
A study of the theory, mechanics and institutions of international finance. The role of the International Monetary Fund, World Bank and International Finance Corporation in stabilizing and financing World Trade. Prerequisite: Fin. 251.
- Fin 457—Banking Practices** *3 hours; 3 credits*
Operation of banking institutions particularly commercial banks. Reserves, loss and investment policy and liquidity are considered. Prerequisite: Fin 351, Fin 451.
- Fin 458—Financial Management** *3 hours; 3 credits*
A survey of contemporary theories and procedures as a basis of profit planning, working capital management, the evaluation of capital expenditures; attention is directed to cash flows and capital budgeting for decision making. Prerequisite: Fin 351, Fin 352, Fin 455.

Law

Law 101—Business Law I *3 hours; 3 credits*

After a brief survey of the American legal system, the essential principles of the law of business contracts are examined and applied to typical business transactions. The principal materials of study are New York cases of recent decades.

Law 102—Business Law II *3 hours; 3 credits*

Following a review of the documents governing principle and agent, the course examines the law covering partnerships and corporations in their formation, operation, internal relationships, and dissolution, with particular reference to the law. Prerequisite: Law 101.

Law 103—Business Law III *3 hours; 3 credits*

An examination into the legal aspects and the use of commercial paper such as checks, notes, drafts and acceptance and how they are used in business. Also a study of the law of sales and several transactions and their relationships and importance to business. Prerequisite: Law 102.

Law 201—The Law of Creditors Rights *3 hours; 3 credits*

Legal procedures for the recovery, collection, and enforcement of judgment, the course examines bankruptcy and the various other procedures, state and federal, for dealing with embarrassed or insolvent debtors, including extension of time payment reorganization and liquidation.

Law 202—The Law of Real Estate Transaction *3 hours; 3 credits*

Designed to give Real Estate Brokers and others having a special interest in real estate matters a general view of the legal questions that arise in the selling and mortgaging of Real Estate in the City of New York, legal rights, duties and responsibilities of Real Estate instruments.

Management

Man 211—Principles of Management *3 hours; 3 credits*

A practical course designed to examine management processes, concepts and principles and to improve personal competence in problem solving, decision making and communication. Particular emphasis is placed on leadership styles and employee productivity and effectiveness while giving insight into centralized and decentralized operations. Text, readings and cases supplement instruction. Prerequisite: Bus 103.

Man 311—Management Theory and Practice *3 hours; 3 credits*

Examination of the major forms of organizational theory through an analysis of various schools, movements and philosophies. Application of qualitative and quantitative methods in the solution of management problems are explored along with management science models. Lectures are augmented by use of case material and role playing. Prerequisite: Man 211.

Man 312—Personnel Management *3 hours; 3 credits*

A survey of the personnel functions in business organizations including the recruiting, selection, training and placement of personnel, the role of supervision, performance appraisal and wage and salary administration. Class discussion is based on case studies drawn from industry and role playing situations which emphasize different interviewing, testing and motivational techniques. Prerequisite: Man 311.

- Man 313—Industrial Relations** 3 hours; 3 credits
 This course provides a background in labor-management relations by examining the growth and development of unions, negotiation and collective bargaining procedures, and the techniques and operation of grievance machinery. The government's role in union-management affairs is explored along with employee motivation and moral. Prerequisite: Man 311.
- Man 314—Organizational Behavior and Administration** 3 hours; 3 credits
 Considers the behavioral aspects of management in terms of physical, economic and human variables. Principle theories of individual and group organizational behavior are examined to appraise motivation, leadership and communication processes. Sensitivity training is explored through T-group simulations Prerequisite: Man 311.
- Man 315—Industrial Management** 3 hours; 3 credits
 Surveys the basic area of industrial enterprise, economics of production, production planning, managerial control, plant layout, material handling, quality control and work measurement and appraisal. The relationship of these areas to expertise in managerial performance is emphasized. Prerequisite: Man 311.
- Man 401—Field Experience/Internship** 15 hours; 3 credits
- Man 411—Managerial Policies** 3 hours; 3 credits
 An inter-disciplinary course utilizing a critical evaluation of administrative skills and integration of systems analysis and behavior for the design, development and implementation of managerial policies. Functions of finance, control, production, personnel and marketing are reviewed as they contribute to the administration of multi-national concerns and industrial conglomerates. Participants are responsible for an in-depth management project related to their specialization. Prerequisite: Man 311.
- Man 412—Management Systems and Operations** 3 hours; 3 credits
 Modern management systems are reviewed and the dimensions of operations are developed. Analyses of identification, evaluation and modification of mechanisms related to financial, manpower and physical resource utilization are made through applicable concepts such as optimization, feedback, man-machine interface, work simplification and cybernetics. Prerequisite: Man 411.
- Man 413—Decision Theory** 3 hours; 3 credits
 Discusses and analyzes the theories, methods and processes of decision making which are an integral part of the preparation of managers. Emphasis is placed upon application of theory and methodology in business management situations. Operation research models, payoff matrices and information systems will be simulated and evaluated. Prerequisite: Man 411.
- Man 414—Development of Management Thought**
 This course will study the works of pioneers in management and organizational theory in order to develop a historical perspective of management thought. Analysis of research in the field and its applicability to modern management practices will be covered.

Marketing

Mar 231—Essentials of Marketing *3 hours; 3 credits*

A basic course focused on the distribution of goods from the producer to the consumer. The current marketing system is described, analyzed and evaluated in terms of commodities, functions and institutions in order to improve efficiency and lower overall distribution costs.

Mar 232—Principles of Retailing *3 hours; 3 credits*

This intensive survey course acquaints students with the current operations of large and small retail establishments. Included are store layout, organization, budgeting and controlling, personnel management, services and the procurement and marketing of merchandise offerings. Prerequisite: Mar 231.

Mar 233—Principles of Advertising *3 hours; 3 credits*

A descriptive survey of advertising and its role in the marketing structure are discussed. Particular emphasis is placed on major media, production, copy and layout techniques along with product and brand identification. Advertising is viewed in terms of its promotional effectiveness for the firm and upon the consumer. Prerequisite: Mar 231.

Mar 234—Salesmanship *3 hours; 3 credits*

A topical survey of the principles of persuasive communication in the marketing process focused on inter-personal relations of buyers and sellers. Creativity as a requisite for successful selling is stressed along with current practices utilized in both industrial and consumer goods' markets. Prerequisite: Mar 231.

Mar 331—Marketing Management *3 hours; 3 credits*

An examination of the role of marketing management in the firm and in the economy. The managerial functions of marketing executives in consumer oriented organizations including planning, organizing and controlling are investigated as they affect the marketing concept. Analyses of marketing programs involving product research, advertising, sales and physical distribution are considered along with behavior in the market place. Prerequisite: Mar 231.

Mar 332—Retail Management and Merchandising *3 hours; 3 credits*

This course is managerial in nature and provides insight into retail store administration and the basic functions of buying for resale as well as merchandise planning for profitable store operations. Special emphasis is placed on retail mathematics including quantitative and statistical methods applicable to inventory control and records analysis. Prerequisites: Mar 231, Mar 232.

Mar 334—Sales Management *3 hours; 3 credits*

An administrative appraisal of the sales function against a background of modern social sciences and developments in research and computerized forecasting. The processes of planning, organizing, staffing, directing and controlling sales operations, including products and territorial selections, are realistically analyzed and evaluated. Prerequisites: Mar 231, Mar 234.

Mar 335—Consumer Motivation and Behavior *3 hours; 3 credits*

An analysis of economic, psychological and cultural aspects of consumer behavior in the market place as related to decision and motivational problems of the firm. Particular emphasis on basic concepts of psychology and

sociology as they influence individual and group needs in marketing and the surrounding environments is detailed. Prerequisite: Mar 231.

- Mar 336—Public Relations** *3 hours; 3 credits*
A survey of the dynamics of publicity and public relations and the part each plays in influencing business and related environments. Specific publics are examined and current persuasive and promotional techniques reviewed, analyzed and evaluated for intended motivational impact. Prerequisite: Mar 231.
- Mar 337—Marketing Research** *3 hours; 3 credits*
This course covers the fundamentals of scientific investigation in solving marketing problems. Emphasis is placed on both quantitative and qualitative approaches as well as examining the importance of research in marketing. Prerequisite: Mar 331.
- Mar 338—International Marketing** *3 hours; 3 credits*
An analytical survey on the policies, practices, and functions related to the marketing of products and services in foreign countries, including a consideration of market opportunities, channels of distribution, and the role of government. Detailed emphasis centers around the technical, legal, and financial features of international marketing. Prerequisite: Mar 331.
- Mar 401—Field Experience/Internship** *15 hours; 3 credits*
- Mar 431—Marketing Policy and Strategy** *3 hours; 3 credits*
An interdisciplinary examination of major decisional areas with respect to establishment of marketing goals and the determination of policies and strategies. Various functions of finance, production, industrial relations and purchasing are integrated with distribution for effective optimization of marketing programs. Prerequisite: Mar 331.
- Mar 432—Physical Distribution Logistics** *3 hours; 3 credits*
Physical supply and distribution logistics are examined as a capstone process within the marketing system. Emphasis is placed on location theory, inventory analysis and control, channel selection and traffic management and system optimization. The relationships between costs and profitability are reviewed through case studies and simulation models and techniques. Prerequisite: Mar 431.
- Mar 434—Product Management** *3 hours; 3 credits*
A significant analysis of product development and management emphasizing new product planning and organization from ideation through commercialization. Consideration is given to demand, costs, production technology, quality control, packaging and branding as they relate to design and marketing of old and new product offerings. Prerequisite: Mar 431.
- Mar 435—Pricing Theory** *3 hours; 3 credits*
Various methods of price determination in industry are reviewed along with price analysis techniques and the regulatory role of government. Variables involving pricing policies and strategies, cost and demand, competition and sociological aspects are considered as they affect successful product and service commercialization processes. Prerequisite: Mar 431.

Secretarial Science

Sec 121—Business Shorthand I (Gregg)

4 hours; 3 credits

All the principles of Gregg Shorthand are learned while dictation speed is built to 60 WPM for 5 minutes.

Sec 122—Business Shorthand II and Pre-Transcription (Gregg)

4 hours; 3 credits

Shorthand principles, as well as punctuation and spelling are reviewed in this course as dictation speed is built to 80 WPM for 3 minutes. Introduction and development of transcription skill. Emphasis is placed on the integration of necessary language arts into transcription. Prerequisites: Sec 121, Sec 151.

Sec 150—College Typing

3 hours; 2 credits

Typing for personal use was designed to meet the needs of college students. Preparation of simple correspondence, term papers and manuscripts including cover sheet, table of contents, bibliography and footnotes are taught. Fundamentals of machine operation are introduced and typing skill of 25-30 WPM is built on straight copy. (This course is not open to Secretarial Science Majors.)

Sec 151—Secretarial Typing I

4 hours; 3 credits

The keyboard is presented and speed practice is developed to a speed of 25-30 WPM for 5 minutes. Production of various styles of letters and simple business forms are introduced. (Open to Secretarial Science Majors only.)

Sec 152—Secretarial Typing II

4 hours; 3 credits

Speed practice is continued to achieve a goal of 45 to 55 WPM during the semester. Stress is placed on letter forms, tabulations, more advanced business forms, stencils and other duplicating masters. (Open to Secretarial Science Majors only.) Prerequisite: Sec 151.

Sec 219—Office Machines

3 hours; 2 credits

Skill is developed on the 10-key adding, printing calculator, switchboard, spirit duplicator, mimeograph, offset, electronic calculator, bookkeeping machine, dictaphone, MTST and the keypunch machine. Prerequisite: Sec 151.

Sec 221—Business Shorthand III and Transcription

6 hours; 5 credits

Development of shorthand dictation and transcription for competency are emphasized. Shorthand principles are reviewed along with spelling, punctuation, and other mechanics of English. Strengthening in the use of carbon copies, proofreading, collating, effecting corrections are continued. Students at the end of the semester are expected to take dictation at 90-100 WPM for 3 minutes. Prerequisite: Sec 122 or equivalent.

Sec 222—Business Shorthand IV and Transcription

6 hours; 5 credits

Shorthand dictation and transcription for competency are continued. Stress is placed on attaining initial job entry competency in shorthand and related skills, as well as on a specialized business vocabulary. Stenographic speeds of 100-120 WPM for 3 minutes and transcription speeds of 25-30 WPM are the expected standards students attain at the conclusion of this course. Prerequisite: 221.

- Sec 230—Legal Shorthand I and Transcription** *6 hours; 5 credits*
 Dictation and transcription are designed to prepare students for the exacting work required in a legal office. Legal letters, records and diaries as well as other documents required in litigation are used to develop dictation and transcription skills. At the conclusion of the course, students are expected to take dictation at 90-110 WPM. Prerequisite: Sec 122.
- Sec 232—Legal Shorthand II and Transcription** *6 hours; 5 credits*
 Dictation and transcription of more advanced litigation documents, judgments, briefs and appeals are emphasized. Practice and development of skills in preparing wills, corporate law documents, probate and real estate procedures are stressed. At the conclusion of the course, students are expected to take dictation at 100-120 WPM on legal material. Prerequisite: Sec 230.
- Sec 241—Medical Shorthand I and Transcription** *6 hours; 5 credits*
 Dictation and transcription are designed to prepare students for the exacting work required in hospitals and doctor's offices. Shorthand speed is built from medical cases from various medical departments. Intensive study of medical terminology is stressed. At the conclusion of the course, students are expected to take dictation at 90-100 WPM. Prerequisite: Sec 122.
- Sec 242—Medical Shorthand II and Transcription** *6 hours; 5 credits*
 Dictation and transcription of more advanced medical cases are emphasized. Shorthand speed is continued to be built from medical cases from various medical departments. Intensive study of medical terminology is continued. At the conclusion of the course, students are expected to take dictation at 100-120 WPM. Prerequisite: Sec 241.
- Sec 243—Medical Terminology** *2 hours; 1 credit*
 The course is designed to introduce students to the language of medicine. The course stresses English, spelling, definition of terms, shorthand rendition, and the most common medical terms.
- Sec 244—Medical Secretarial Practice I** *4 hours; 3 credits*
 Emphasis is placed on the functions and understanding of the requirements of a professional secretary in the hospital and private doctor's office. Stress is placed on production of various types of medical forms and the preparing of final copy from rough drafts.
- Sec 245—Medical Secretarial Practice II** *4 hours; 3 credits*
 Emphasis placed on production of various types of medical forms is continued with stress placed on speed and accuracy. Procedures used in the office of general practitioners and specialists are discussed. In the preparation of various forms and medical histories the subject matter requires initiative and judgment on the part of the student. Prerequisite: Sec 244.
- Sec 251—Advanced Secretarial Typing** *4 hours; 3 credits*
 Advanced office typing skills are discussed. Timed production of business correspondence, reports, manuscripts and tabulated materials are developed. Students at the end of the semester are expected to attain a speed of 55-65 WPM for 5 minutes. Prerequisite: Sec 152.
- Sec 290—Executive Secretarial Practice** *4 hours; 3 credits*
 Emphasis is placed on the functions and understanding of the require-

ments of a professional secretary in the business office. Stress is placed on production of various types of business forms, letters, tabulations and the preparing of final copy from rough drafts, typing of financial statements. The subject matter requires initiative and judgment on the part of the student. Prerequisite: Sec 251.

Sec 293—Legal Secretarial Practice I *3 hours; 3 credits*
An in-depth discussion of the activities of the law office with particular emphasis on the duties of the legal secretary. Prerequisite: Sec 122, Sec 152.

Sec 294—Legal Secretarial Practice II *3 hours; 3 credits*
This term takes the student from essential legal vocabulary and rhetoric to the understanding of client and court documents. Prerequisite: Sec 293.

Sec 297—Secretarial Experience Seminar I *1 hour; 1 credit*
Students receive occupational information from various types of businesses and discuss job application and testing procedures. Films, guest speakers and field trips to industry are included in the course. Students are required to work for a minimum of 100 hours at a secretarial job of their choice. On-the-job problems are discussed.

Sec 555—ABC Shorthand *3 hours; 3 credits*
The aim of the Alphabetic system of shorthand is to enable students to take notes of lectures more rapidly. Media majors will find this course especially helpful in their field. (This course is not open to Secretarial Science majors.)

Division of Health Sciences

The Nursing Program

The Nursing Program is designed to (1) be responsive to the needs of the open enrollment student; (2) maintain academic excellence and increase the potential for the nursing student by allowing him to progress at his own individual pace; (3) reflect awareness of the health needs of the residents of the Central Brooklyn Community; and (4) provide a two step career ladder in nursing education.

Given this philosophy, the Nursing Program offers both an Associate and Baccalaureate degree. The Associate Degree Nursing Program prepares the nurse to do direct nursing care in a variety of health settings and to take the State licensure examination. The Baccalaureate Nursing Program prepares the nurse practitioner. As the professional nurse, he/she is a leader and collaborator with others concerned about health and is sensitive to the needs of the inner city.

The Associate degree Nursing Program has full accreditation by the National League of Nursing. The Baccalaureate Program, which began in the Spring of 1974, will receive accreditation upon the graduation of its first students.

The Associate Degree Nursing Program

The Associate degree Nursing Program is sub-divided into two parts: Pre-Nursing, which consists of the student's first period in college; and the Nursing Program. In the Pre-Nursing period, students take a prescribed series of courses which are required for nursing.

The Associate degree Program requires from two to three years or longer to complete, depending upon the rate at which the student is able to progress.

All students, upon admission to the College, are required to take the following tests:

1. Reading and writing tests administered by the Division of Humanities.
2. Mathematics and Natural Science tests administered by the Division of Natural Science and Mathematics.

The following remedial courses must be taken if the above tests are not passed at a satisfactory level:

1. Reading and Writing—as prescribed by The Division of Humanities.
2. Mathematics—NSM 001 (Arithmetic).
3. Natural Science—NSS 011 and NSS 012 (Intro to the Study of Natural Science). Passage of this two-semester course (or exam) must be taken prior to entrance into NSB 251 (Human Biology I).

All remedial work must be completed during the pre-nursing period. In addition, students must take the other courses prescribed in the Pre-Nursing sequence. Credit for remedial work will not be given toward the A.A.S. in Nursing.

Entering students who pass all entrance exams may be admitted directly into the Nursing Program, if space permits.

Admissions

No more than 80 students will be admitted to Nursing 101 in September of each year. No student will be accepted who has less than a "C" in any required course and a 2.5 overall index. In addition, the student must take the National League Pre-Nursing examination, must pass this test at an acceptable level, and must demonstrate that they have at least a tenth (10) grade reading level. If a student does not score at the tenth grade reading level he/she will not be admitted, regardless of her/his grade point.

Grade Promotion

After acceptance into the Nursing Program, the student must maintain a "C" or better in each required course. Any required non-nursing course not passed with at least a "C" must be taken the next semester in order to progress in Nursing. A student must maintain a "C" in nursing courses in order to progress to the next nursing course. Any course not passed with at least a "C" may be repeated one time only. All prerequisites must be adhered to. With the completion of the 67 credits required, an A.A.S. degree will be awarded and the student will be eligible to take the New York State Board Examination for licensure as a Registered Professional Nurse.

Requirements for an A.A.S. in Nursing

Eng 101/150* and Phil 101*	9 credits
Soc 101*	3 credits
Health Science Requirements*	
(HCS 112, HSC 205, HCS 306)	9 credits
Natural Science and Mathematics	
(NSB 251, NSB 252, NSB 361, NSM 111).....	14 credits
Nursing Sequence	
(Nur 101, 102, 103, 104, 204, 241, 242, 243, 244, 245, 246)	32 credits
Total	67 credits

Structure of Nursing Courses

The Nursing courses have been designed as mini-courses (with the exception of Nur 204). Each course takes at least 5 weeks. They have been modularized so that students may progress at their own pace. It is possible for one student to complete the courses in less than the average time, while another might need to take an extended time. Each course must be passed with a "C" and may be repeated one time only, in the following year.

The Baccalaureate Nursing Program

The Baccalaureate Nursing Program, which prepares the professional nurse, is comprised of lower division nursing education (A.A.S. or Diploma) plus upper division nursing education.

* These courses are to be taken in the Pre-Nursing sequence. Credit for Remedial courses is not given for the A.A.S. in Nursing.

Admission

All students admitted to upper division Nursing must have at least a 2.5 average (C+) with a "C" or better in their nursing courses, from either their associate degree or diploma school. Students with less than a 2.0 (C) in nursing will not be admitted. In addition, students must meet the college requirements of a 10th grade reading level and pass the arithmetic placement exam. All students seeking admission to the upper division Nursing course work must be licensed professional nurses (RN) in the United States. Credit will be given only for courses with grades of "C" or better. There is a fixed quota of students who can be admitted each year. Therefore, students requesting admission shall be listed in order of academic average and will be accepted in rank order.

All candidates for the Baccalaureate Program in Nursing are required to take the following lower division courses:

Nur 220— Basic Concepts for Nursing Practice in the Inner City (This is a prerequisite course for admission into the B.S. Program)

HSC 305—The Developing Person In The Black and Hispanic Family II

HSC 206—The Developing Person In The Black and Hispanic Family I
(This course is only required of students who have not had a course in human development).

Credit for remedial courses will not be given toward the B.S. in Nursing. In addition, upon completion of Nur 220, the student must take a Comprehensive Nursing Exam. This exam contains two components: a written examination of general nursing knowledge based on the Medgar Evers College theoretical framework and a practicum (evaluation of nursing-process and basic skills in the College Nursing Laboratory). Both parts of the exam are given in conjunction with the Nur 220 course. However, the course and exam are graded separately and the student must pass both the exam and the course (with a "C" or better) in order to be eligible for the Baccalaureate Nursing courses.

No candidate will be eligible for acceptance into the Baccalaureate Program in Nursing until these courses and the other requirements listed above are completed. The course sequence is scheduled so that these requirements can be taken in the first semester and the entire program can be completed, ideally, in two years.

Associate Degree Graduates from CUNY

The A.A.S. graduate will receive the amount of credits earned in the program from which he graduated (up to 64 credits). In addition to the above courses, she/he is expected to take whatever courses necessary to equate the lower division support courses in the A.A.S. Nursing Program offered at Medgar Evers. (Example: courses in The Divisions of Humanities and Social Sciences.)

Diploma School Graduates

The diploma school nursing graduate will receive 31 nursing credits for nursing courses taken in his/her diploma school once he/she has equaled the lower division Nursing Program (Nur 220, HSC 105, HSC 106, Humanities, Social Sciences, etc.). Additionally, he will receive credit for those college courses he has acquired which are appropriately related to the Baccalaureate Degree in Nursing. All students are encouraged to take all challenge exams offered in the college in non-Nursing courses.

Proficiency Exams in Science Courses for Diploma School Graduates

The Division of Natural Sciences and Mathematics will evaluate the transcripts of diploma school graduates in the area of sciences taken. If science course hours taken equal those of college science, the student will be given a "pass" for the courses taken and will be given the equivalent credits (8 credits for 2 semesters of Human Biology; 4 credits for Microbiology). The second alternative to receiving science credits is to take the proficiency exams in Human Biology and Microbiology, which are being developed by the Natural Sciences and Math Division, or the College Proficiency Examination Program, given by the State Department of Education. Satisfactory performance on either of these examinations (C or better) will exempt the student from corresponding courses required in the Nursing curriculum.

Medgar Evers Associate Degree Nursing Graduate

The Medgar Evers Associate Degree Nursing Graduate is accepted directly into the upper division Nursing Program.

Grade and Promotion

A student must maintain a "C" in each nursing and health science course, and an overall "C" average in order to keep his standing in the B.S. (upper division) Nursing Program.

The Structure of the Baccalaureate Nursing Program

The purpose of this Program is (1) to prepare a beginning professional nurse practitioner and (2) to provide a foundation for graduate study. The program is designed to give the nurse practitioner core content which all nurse practitioners need for beginning practice and to give the student clinical elective options which will allow the student to obtain breadth and depth in specific health care areas.

The core nursing courses are as follows:

Nur 308—The Nursing Process and Health Appraisal

Nur 309—Health Appraisal Practicum

Nur 404—Nursing in Family and Community Health

Nur 401—Nursing in the Social System

Nur 402—Independent Study in Nursing

The clinical electives presently designed are as follows:

Critical Care Nursing

Reconstructive Nursing

Community Mental Health Nursing

Nursing in Long-Term Illness

All of the clinical electives above are designed so that the student may take the theory part of the course for three (3) credits or the theory and practicum together for 5 credits. The student is required to take at least one clinical practicum and two clinical theory courses.

The student may opt to enter a Nurse-Midwifery sequence. To take this sequence the student must be accepted in the Nurse-Midwifery Program at Downstate Medical Center and in the Medgar Evers College B.S. Nursing Program.

In addition, the student may choose to enter either the Gerontological Nurse Practitioner or Pediatric Nurse Practitioner sequence. The student who

enters either of these two sequences will be prepared to work in a variety of settings as a *beginning* level practitioner and will have a foundation for further study in the area of clinical expertise. It is expected that the student in either of these sequences will fulfill a period of supervised clinical internship after graduation before being awarded a certificate as either a Gerontological or Pediatric Nurse Practitioner.

Program planning for either the Nurse-Midwifery, Gerontological or Pediatric Nurse Practitioner sequences is done on an individual basis.

**Requirements for a B.S. in Nursing for
Medgar Evers A.A.S. Nursing Graduates**

Health Science (HSC 303, HSC 304)	6 credits
Natural Science and Mathematics (NSP 200, NSM 212, NSB 370)	10 credits
Humanities (Spn 101, 102, or Fre 101, 102, Phil 101*	9 credits
Social Science (Soc 314, Electives)	6 credits
Nursing (Nur 308, 309, 404, 402, 401).....	17 credits
(Nursing Clinical Electives).....	4/5 credits
Other Electives	8/9 credits
Sub-Total	61
Lower Division credits	67 credits
Total	128 credits

**Requirements for B.S. in Nursing for
Transfer Students**

Health Science (HSC 306, HSC 303, HSC 304)	9 credits
Natural Science and Mathematics (NSP 200, NSM 212, NSB 370)	10 credits
Humanities (Spn 101, 102 or Fre 101, 102 Phil 101).....	9 credits
Social Science (Soc 314, Electives)	6 credits
Other Electives	6/9 credits
Nursing (Nur 220, 308, 309, 404, 402, 401).....	19 credits
(Nursing Clinical Electives).....	4/5 credits
Sub-Total	64
Lower Division Nursing.....	64 credits
Total	128 credits

*If Phil 101 has been taken in the A.A.S. Nursing Program, a Humanities Elective is to be taken.

**Recommended Program of Study in Nursing
(A.A.S. Degree)**

Curriculum Pattern A

First Semester		Credits	Second Semester		Credits
Engl 101—English I		3	Engl 150—English II		3
NSB 251—Human Biology I.....		4	NSB 252—		
Nur 101		2	Human Biology II.....		4
Nur 102		3	Nur 103		2.5
HSC 205—The Developing Person I.		3	Nur 104		2.5
NSM 111—Measurement of Clinical			HSC 306—The Developing Person II		3
Assessment.....		2			15.0
		17			
			Fourth Semester		Credits
			Nur 244		3.5
			Nur 245		3.5
			Nur 246		3.5
			Nur 204		1
			Phil 101—Logic.....		3
					14.5
Third Semester	Credits		Nursing Credits		32
Nur 241	3.5		Total Credits Required		64
Nur 242	3.5				
Nur 243	3.5				
NSB 361—Microbiology	4				
Soc 101—Intro to Sociology	3				
	17.5				

**Recommended Program of Study in Nursing
(A.A.S. Degree)**

Curriculum Pattern B

**Program Plan for Students Requiring Three Years
(If No Remedial Courses)***

Pre-Nursing

First Semester (Fall)		Credits	Second Semester (Spring)		Credits
Engl 101—English I		3	Engl 150—English II		3
HSC 112—The Self Concept and			HSC 306—The Developing Person II		3
Health Careers		3	Soc 101—Intro to Sociology		3
HSC 205—The Developing Person I.		3	NSB 251—Human Biology I.....		4
Phil 101—Logic.....		3			13
		12			

First Year Nursing

Third Semester (Fall)			Fourth Semester (Spring)		
NSB 252—Human Biology II.....		4	NSB 361—Microbiology		4
Nur 101		2	Nur 103		2.5
Nur 102		3	Nur 104		2.5
NSM 111—Measurement of Clinical					9
Assessment.....		2			
		11			

*All required remedial courses must be taken during the Pre-Nursing sequence, in addition to the college courses listed. No student will be accepted into Nursing until they are completed.

Second Year Nursing

Fifth Semester (Fall)		Sixth Semester (Spring)	
Nur 241	3.5	Nur 244	3.5
Nur 242	3.5	Nur 245	3.5
Nur 243	3.5	Nur 246	3.5
	10.5	Nur 204—Nursing In The Inner City	1
			11.5
Total Credits Required			67

Recommended Program of Study in Nursing (B. S. Degree) Upper Division Curriculum Pattern A - Transfer Students

First Semester	Credits	Second Semester	Credits
Nur 220—Basic Concepts for Nursing Practice in the Inner City	2	Nur 308—The Nursing Process and Health Appraisal	4
NSM 212—Statistics*	3	NSP 200—Physics	4
HSC 306—The Developing Person II	3	HSC 303—Epidemiology	3
Phil 101—Logic	3	Spn 102 or Fr 102—Beginning Spanish 2 or Beginning French 2	3
Spn 101 or Fr 101—Beginning Spanish 1 or Beginning French I	3	Social Science Elective	3
Soc 314—Public Bureaucracy	3		17
	17		
Third Semester	Credits	Fourth Semester	Credits
Nur 309—Health Appraisal Practicum	3	Nur 401—Nursing in the Social System	3
Clinical Nursing Elective	4/5	Nur 404—Nursing in Family and Community Health	5
Nur 402—Independent Study in Nursing	2	Electives	6/7
NSB 370—Principles of Environmental Science	3		14/15
HSC 304—Group Behavior	3	Total of Upper Division Credits	64
	15/16	Total of Lower Division Credits	64
		Total	128

Recommended Program of Study in Nursing (B.S. Degree)

Curriculum Pattern B - Medgar Evers A.A.S. Nursing Graduates

First Semester	Credits	Second Semester	Credits
Nur 308—The Nursing Process and Health Appraisal	4	Nur 309—Health Appraisal Practicum	3
Soc 314—Public Bureaucracy	3	Nur 402—Independent Study in Nursing	2
NSM 212—Statistics	3	Nur 404—Nursing in Family and Community Health	5
HSC 303—Epidemiology	3	HSC 304—Group Behavior	3
Spn 101 or Fr 101—Beginning Spanish 1 or Beginning French 1	3	Spn 102 or Fr 102 - Beginning Spanish 2 or Beginning French 2	3
	16		16

Third Semester	Credits	Fourth Semester	Credits
Clinical Nursing Elective	4/5	Nur 401—Nursing in the Social System	3
NSP 200—Physics.....	4	Social Science Elective.....	3
NSB 370—Principles of Environmental Science.....	3	Electives.....	8/9
Phil 101 or Humanities Elective	3	Total Credits	14/15
14/15		Total of Upper Division Credits	67
		Total of Lower Division Credits	61
		Total	128

Course Descriptions

Health Science

HSC 112—The Self Concept and Health Careers (Formerly HSC 100 and Nur 110)

3 hours; 3 credits

Course emphasizes personal development and professional coping techniques as preparation for selected health careers. Presentation of central organizing concepts in health care. Discussion of issues relevant to total community health. Recommended for (1) potential nursing students who are taking remedial courses; (2) students who are awaiting admission into the nursing program; and (3) students in general who have an interest in health careers.

HSC 205—The Developing Person in the Black and Hispanic Family I (Formerly HSC 105)

3 hours; 3 credits

The study of developmental patterns of individuals of the Inner City from birth through senescence. Emphasis is placed upon the interrelationship of dominant physical, psycho-social, and intellectual factors, basic human needs and the influence that this interrelationship has upon human development.

HSC 303—Epidemiology

3 hours; 3 credits

The study of basic principles, contemporary concepts, methods, historical and current uses of Epidemiology. Consideration is given to group characteristics, health status or behavior and their interrelatedness to environmental and time factors as they relate to the occurrence and distribution of health and disease in populations. The natural history of selected communicable and non-communicable diseases of current interest is studied, as it relates to intervention throughout the wellness-illness continuum. Application is made of the role of the nurse in the study of prevention and control of these health problems with emphasis on minority groups within the Central Brooklyn Community. Prerequisite: NSB 361 and the written approval of the Division Chairperson. Prerequisite or corequisite: NSM 212.

HSC 304—Group Behavior as it Relates to Health Care:

The Development of Collaborative Skills

2 class hours, 2 lab; 3 credits

Designed to increase understanding of behavioral process basic to all groups including families. The dynamics of role making, group goals and tasks, decisionmaking process and leadership functions will be analyzed. Various group theories will be explored. The laboratory experience in group process will be utilized to explore communication patterns and group movement.

HSC 306—The Developing Person in the Black and Hispanic Family II
(Formerly HSC 106) 3 hours; 3 credits
This course explores the evolving personal and social behavior as it relates to family structure and interaction. Emphasis is placed on the strengths of the Black and Hispanic Family and their effects on roles and behavior as the individual moves through the span of life from conception to senescence, required for all B.S. Nursing students. Prerequisite or corequisite: HSC 105 or equivalent.

Nursing

Nur 101—Behavioral Concepts and the Nursing Process
(Formerly Nur 101/102) (Fall only) 6 weeks; 3 class hours,
7 lab; 2 credits

Introduction to the basic concepts of Nursing practice. Presentation of the theoretical framework of the Nursing Program, introduction to the nursing process, the concepts of death and dying and mental mechanisms. Basic elements of the psychodynamics of interpersonal relationships are introduced. Principles and practice of basic nursing technical skills are developed. Related laboratory study and appropriate community agencies are used. Prerequisite or corequisite: NSB 251, NSM 111, HSC 205, HSC 306.

Nur 102—Basic Needs and the Nursing Process
(Formerly Nur 101/102) (Fall only) 9 weeks; 3 class hours,
7 lab; 3 credits

Application of basic concepts of the nursing process as it applies to the basic needs of the patient/client of the inner city. Basic needs, includes heat regulation, activity, sleep and rest, oxygen, nutrition and elimination. Continued development of basic nursing technical skills. Prerequisite: Nur 101. Prerequisite or corequisite: NSB 251, NSM 111, HSC 205, HSC 306.

Nur 103—Nursing of the Childbearing Family 1/2 Semester, 3 class hours,
7 lab; 2.5 credits
(Formerly Nur 103/104)

Fundamental principles underlying the care of the childbearing family before, during and after parturition. The emotional aspects of childbearing are explored as they relate to the developing family at different stages of the life cycle. The problems of unwed mothers and fathers as they relate to the childbearing family are included. Principles of care for the mother with clinical problems are explored. Laboratory settings will include hospitals, comprehensive health centers, community health agencies and Family Planning Center. Prerequisite: Nur 102. Prerequisite or corequisite: NSB 252.

Nur 104—Nursing of Children 1/2 semester; 3 class hours,
7 lab; 2.5 credits
(Formerly Nur 103/104)

Principles of health care for the normal child as he evolves from infancy to adolescence. Presentation of major health needs of the new-born, infant, toddler, pre-schooler, school-age child and adolescent. The meaning and significance of illness and hospitalization to the child as they relate to each phase of development. Clinical settings will include hospitals comprehensive health care center, head start programs, and community health agencies. Institutional and community settings for children with special disabilities are included. Prerequisites: NSB 251, Nur 102. Prerequisite or corequisite: NSB 252.

**Nur 204—Nursing in the Inner City
(Formerly Nur 203)**

1 class hour; 1 credit

Development of nursing will be viewed as it relates to the inhabitants of inner city communities and to the contributions of nurses who come from these areas. Encompassing political, economic, socio-culture, scientific and educational frameworks, emphasis will be on those residents and nurses with Afro-Hispanic linkages. Stress will be placed on identification of present and future nursing courses. Prerequisite or corequisite, third semester nursing.

**Nur 220—Basic Concepts for Nursing Practice in
the Inner City**

3 class hours; 2 credits

The development of Nursing will be discussed as it related to the inhabitants of inner city communities, as well as to the contributions of Nurses who come from these areas. The theoretical framework of the MEC Nursing Program will be discussed together with such concepts as stress, anxiety and coping mechanisms as used by health consumers in the inner city. Included will be an assessment of past, present and future roles of nursing and its relationship to inner city needs. As the student approaches completion of the course, he/she will take the Comprehensive Nursing Exam (see section on admission to B.S. Nursing Program). Both the course and exam are prerequisites for the B.S. Nursing Program.

**Nur 241/242/243/244/245/246 Nursing of Clients with Alterations in Psycho-Social and Physiological Functioning
(Formerly Nur 211/212/213/214/215/216/217/218/219)**

This is a six course sequence which is taken over a two semester period; dealing with the psychosocial and physiological alterations which people experience and which will cause change along the wellness-illness continuum. The nursing process is used as the methodology to direct students to acquire skills which enable them to assist their clients in meeting basic needs which have been altered, either physically or psychologically, by some shift due to pathology. Variations in the satisfaction of the basic needs will be considered throughout the life cycle of man. Included is a continuation of the fundamental psychodynamic concepts; understanding and skills in basic nursing theory learned in previous courses as well as new skills and knowledge which are necessary to assist clients and/or their families in health achievements and/or maintenance. Prerequisite: Nur 103, 104, NSB 252. Corequisite: NSB 361.

**Nur 241—Nursing Care of Clients with Alterations in
Psycho-Social Functioning
(Formerly 211)**

*5 weeks; 6 class hours
9 lab; 3 seminar; 3.5 credits*

The fundamental concepts of psychodynamic nursing are continued in this course. The nursing process is utilized to do an in depth study of conditions which cause severe alterations in the client's ability to meet the safety and security needs of love and belonging, self-esteem, and self actualization.

**Nur 242—Nursing Care of Clients with Alterations
in Circulatory and Fluid Electrolyte Balance
(Formerly 212/216)**

*6 class hours, 9 lab hours,
3 hour seminar; 3.5 credits*

Alterations in the physiological need for oxygen caused by problems in transporting materials to and from the cell, reduced oxygen carrying

power; and alterations in the fluid and electrolyte balance in the body are emphasized in this course.

**Nur 243—Nursing Care of Clients with Alterations
in Respiratory and Integumentary Status** 6 class hours, 9 lab hours,
(Formerly 213/216) 3 seminar hours; 3.5 credits

Alterations in the physiological need for oxygen precipitated by the inability to maintain the supply and removal of gases is combined with alterations of the safety and security need, the integument.

**Nur 244—Nursing Care of Clients with Alterations
in the Need for Nutrition, Fluid and Solid
Elimination** 6 class hours, 9 lab hours,
(Formerly 214/217) 3 seminar hours; 3.5 credits

The altered physiological need for nutrition, solid and fluid elimination are systematically approached via the nursing process.

**Nur 245—Nursing Care of Clients with Alterations
in Locomotion Due to Disturbance of the
Neuromuscularskeletal Functioning** 6 class hours, 9 lab hours,
(Formerly 215/216) 3 seminar hours; 3.5 credits

The altered physiological need for activity and rest which is affected by the central nervous system functioning, are integrated in this course.

**Nur 246—Nursing Care of Clients with Alterations
in Sexual and Sensory Functioning** 6 class hours, 9 lab hours,
(Formerly 217/219) 3 seminar hours; 3.5 credits

Alterations in the physiological need for sexual and sensory functioning are discussed in this course.

Nur 308—The Nursing Process and Health Appraisal 3 class hours, 3 lab;
(Formerly Nur 305) 4 credits

This course deals with the expansion to the components of the nursing process and emphasizes the assessment phase, including physical and emotional assessment. Included are the principles and techniques of collecting and recording data. Demonstration and practice in techniques of assessment of adult clients and determination of their place on the wellness-illness continuum takes place in the college laboratory. Prerequisites: HSC 306, Nur 220 and written permission of the Division Chairperson.

**Nur 309—The Nursing Process and the Nurse
Practitioner** 1 class hour, 6 lab; 3 credits

The role of the nurse practitioner, especially in relationship to the community health care setting, and the implications of new trends in state nurse practice acts form the basis for discussion and practice in this course. Included are the principles and methods of organizing and recording data necessary to formulate a nursing diagnosis and to plan and evaluate appropriate nursing intervention. Clinical experience is planned in various health care centers. Prerequisite: Nur 308 and written permission of the Division Chairperson.

**Nur 310—Nursing in Family and
Community Health** 3 class hours, 6 lab hours; 5 credits

The study of nursing as an integral part of an organized community effort

for the delivery of comprehensive personal and environmental health care throughout the wellness-illness continuum. The course has a dual focus: both the family and the community as "the patient." Consideration is given to the intrinsic and extrinsic factors affecting the families' functioning within a community. The interrelatedness of families and their communities, and the factors involved in a community's attempt to deal with problems affecting the well-being of its members. Prerequisite courses: HSC 306, Nur 309. Prerequisite or Corequisite courses: HSC 303, HSC 304 and written approval of the Division Chairperson.

Nur 401—Nursing in the Social System *3 class hours; 3 credits*

An examination of health care systems and other related social systems with emphasis on the analysis and evaluation of health needs and client roles, especially in relation to their relevance to consumers of the Inner City Community. The social, political legal, ideological and cultural problems affecting nursing will be discussed. Professional responsibility, interdisciplinary relationships and the change agent role of the nurse will be studied as they influence barriers found within the system. Prerequisite: HSC 306, HSC 304, Nur 204 and Nur 220. Prerequisite or Concurrent: Nur 404, Soc 314, and the written approval of the Division Chairperson.

Nur 402—Independent Study in Nursing *Hours to be arranged; 2 credits*

The student is expected to explore a problem or issue related to nursing in the inner city community. Written and oral presentation are required. Students will have opportunity to utilize basic research processes while learning with various collaborating disciplines. Prerequisite: HSC 303, HSC 304, NSM 212 and the written approval of the Division Chairperson.

**Nur 403—Reconstructive Nursing
(Formerly Nur 302)**

Course can be taken for either 3 or 5 credits; 3 class hours, 3 credits 6 lab, 2 credits

The adaptive and maladaptive aspects of physical, psychological and social deviancy will be studied. This will be related particularly to inner city communities. Factors relating to the emotionally impaired drug abuse client will be explored. Community and institutional structures will be related to health concerns. Experience will be provided with individuals and groups, and there will be participation on interdisciplinary teams. Stress will be placed on leadership roles and change strategies. Laboratories will include community mental health settings, and comprehensive rehabilitation settings, including services for substances abuse clients. Prerequisites and/or corequisites: HSC 303, HSC 304, Nur 309 and written approval of the Division Chairperson.

**Nur 406—Community Mental Health Nursing
(Formerly Nur 303)**

Course can be taken for either 3 or 5 credits; 3 class hours, 3 credits; 6 lab, 2 credits

This course is designed to acquaint the student with basic concepts of Community Mental Health Nursing as practiced in the inner city. Emphasis will be placed on the integration of previously learned psychological and sociological theory and the use of the nursing process in solving Community Mental Health Problems. Course content will concentrate on interdisciplinary practice and primary prevention and will include the concepts of advocacy, community organization, community education and

consultation. Prerequisites and/or corequisites: HSC 304, Soc 314, Nur 404 and written permission of the Division Chairperson.

**Nur 407—Nursing in Long-Term Illness
(Formerly Nur 306)**

Course can be taken for either 3 or 5 credits; 3 class hours, 3 credits; 6 lab hours, 2 credits

This course will integrate principles of sociology, psychology and physiology with nursing care of clients with long term illness. Focus will be on nursing of selected clients in hospitals, clinics, and client education settings. Prerequisite: Nur 309 and the written approval of the Division Chairperson.

**Nur 408—Critical Care Nursing
(Formerly Nur 307)**

Course can be taken for either 3 or 5 credits; 3 class hours, 3 credits; 6 lab, 2 credits

The focus of this course is on the episodic nursing care of clients experiencing severe threats to body integrity and who are therefore in crisis. The nursing process will be utilized in caring for client, and emphasis will be on making self directed nursing judgments which will influence dependent and independent action. Students will be expected to be collaborative and participating members of the health team. Prerequisite: Nur 309 and the written approval of the Division Chairperson.

**Nur 409—Gerontological Nursing: Process of Aging I
(Formerly Nur 304)**

2 class hours, 6 lab; 4 credits

This course is concerned with the period of middle and late years of the life cycle of persons in the inner city and presents a broad basis of physiological theories of the aging process. Emphasis will be placed upon use of the various theories of aging within the framework of the nursing process. Clinical laboratory will be conducted in relevant community facilities. Prerequisite: Nur 309 and written permission of the Division Chairperson.

**Nur 410—Gerontological Nursing: Process
of Aging II**

2 class hours, 6 lab; 4 credits

This course offers the opportunity to apply preciously learned theories of aging through the process of performing health assessments while in a structured clinical setting. Emphasis will be placed upon refining physical and emotional assessment skills as well as the abilities of interdisciplinary participation and recognition of the implementer, evaluator, teacher and/or advocate roles of the nurse in relation to health problems of the aged. Prerequisite: Nur 409 and written approval of the Division Chairperson.

**Nur 411—Pediatric Nurse Practitioner:
Care of the Well Child**

2 class hours, 6 lab hours; 4 credits

This course builds on the nurse's health appraisal skills and focuses on the care of the well child from birth through adolescence as a member of the family unit and the inner city community. Emphasis will be placed on providing skills in pediatric history taking, total health assessment of the child and adolescent, preventive health care, selected screening and laboratory tests, application of principles of growth and development, and counselling and teaching with the family as a focus. In addition, emphasis is placed on the collaborative function of the Pediatric Nurse Practitioner

with other health professionals. Prerequisite: Nur 309 and written permission of the Division Chairperson

**Nur 412—Pediatric Nurse Practitioner:
Care of the Ill Child**

2 class hours, 6 lab hours; 4 credits

This course is a continuation of Nur 411 and deals with the care of the child with acute illness and behavioral and developmental problems from birth through adolescence. Course content with concentration on the recognition of signs and symptoms and management of common childhood illness. Emphasis is placed on nursing intervention as well as counselling and teaching of the child and family unit of the inner city community. Further emphasis is placed on the collaborative function of the Pediatric Nurse Practitioner with other health professionals. Prerequisite: Nur 411 and written permission of the Division Chairperson.

Health Administration

Division of Health Sciences

Courses in Health Administration are being offered to students majoring in other disciplines who have an interest in this field.

Health Education

The Health Education Program offers a variety of courses designed to promote healthful living. There is a strong recommendation that all students complete at least one course in this area. Students majoring in education are required to take Health 311—Alcohol, Tobacco and Drugs to qualify for teacher certification by the State of New York. Students in the Division of Social Sciences are required to take Health 216—Personal Health and either Health 311—Alcohol, Tobacco and Drugs or Health 312—Human Sexuality.

Physical Education

Courses in Physical Education endeavor to promote health and fitness through instruction and physical activity. Emphasis is placed on activities that can be utilized throughout life.

In addition, the Intercollegiate Sports Program provides outlets for students with advanced sports skills. There are varsity teams in basketball, cross country, soccer, track and women's volleyball.

The Intramural Program promotes leisure-time activities and informal instruction for the general student body.

Course Descriptions

Health Administration

HA 101—Introductory Health Care Organization 3 hours; 3 credits
An overview of the American health system. Deals with the objectives and major issues of Health Care Organization.

HA 201—Cultural-Social Approach to Health Care 3 hours; 3 credits
The cultural and social characteristics of population influence which affect the type of health services provided in a given health structure.

HA 301—Health Services Administration I 2 hours; 2 credits
Introduction to a comparison of similarities and differences of major health settings. Areas to be discussed are setting priorities, manpower needs, budget management and types of service provided.

Health Education

Health 216—Personal Health 2 hours; 2 credits
Scientific study of healthful living. Emphasis is given to current research and prevalent health problems, including mental health, family living, and drugs.

Health 311—Alcohol, Tobacco, and Drugs 3 hours; 3 credits
The use and abuse of alcohol, tobacco, and drugs. Emphasis on the physiological, and social effects.

Health 312—Human Sexuality 3 hours; 3 credits
Physiological, psychological, and social aspects of human sexual development and function.

Physical Education

Phys Ed 127—Swimming I (CO-ED) 2 hours; 1 credit
Basic course. Emphasis on instruction in fundamentals of water safety, floating and resuscitation. Instruction and practice in each of the following: backstroke, breaststroke, and elementary forms of diving. A beginner's American Red Cross Certificate will be issued to all who pass this course.

Phys Ed 128—Swimming II (CO-ED) 2 hours; 1 credit
Intermediate swimming. Instruction in basic survival swimming techniques. Emphasis on form and endurance in the following: crawl, backcrawl, sidestroke, and breaststroke, fundamentals of springboard diving and racing turns. An intermediate Red Cross Certificate will be issued to all who pass this course. Prerequisite: Phys Ed 127 or permission of instructor.

Phys Ed 129—Senior Lifesaving (CO-ED) 3 hours; 2 credits
Advanced course in aquatics designed to develop knowledge of water safety procedures and the ability to recognize and avoid hazardous water conditions. Skills in self rescue and assisting drowning persons are developed. A Senior Lifesaving Certificate will be issued to all who pass this course. Prerequisite: Phys Ed 128 or permission of instructor.

Phys Ed 131—Developmental Activities (Men) 2 hours; 1 credit
This course is designed for male students who are interested in improving or maintaining body fitness through exercise. Related topics of dieting and techniques of relaxation are included. The course will emphasize weight training, circuit training, isometric and circulorespiratory exercises.

Phys Ed 132—Slimnastics (Women) 2 hours; 1 credit
This course is designed for female students who are interested in improving or maintaining body fitness through exercise. Related topics of dieting and techniques of relaxation are included. The course emphasizes general fitness and figure control.

Phys Ed 133—Fundamentals of Selected Team Sports (Men) 2 hours; 1 credit
Analysis and practice of the fundamental techniques and strategies of touch football, basketball, and volleyball.

Phys Ed 134—Introduction Yoga 2 hours; 1 credit
This course is designed to develop strength, flexibility and harmony of mind and body through the practice of "Asanas" or postures, deep relaxation and breath control.

Phys Ed 141—Fundamentals of Selected Team Sports (Women) 2 hours; 1 credit
Analysis and practice of the fundamental techniques and strategies of basketball and volleyball.

- Phys Ed 142—Power Volleyball (CO-ED)** *2 hours; 1 credit*
 Analysis and development of the fundamentals and advanced skill techniques used in power volleyball. Offensive and defensive strategy and team play will be emphasized.
- Phys Ed 152—Roller Skating**
 This course is designed to introduce the student to the basic skating skills with an emphasis on developing an appreciation for skating as a recreational activity.
- Phys Ed 154—Tennis for Beginners (CO-ED)** *2 hours; 1 credit*
 This course will cover the theory and practice of tennis fundamentals including the serve, forehand, backhand strokes, and lob. Basic rules of play, court courtesy etiquette will also be stressed. Rackets will be provided. Each student must supply one can of tennis balls.
- Phys Ed 211—Elementary Movement Experiences (CO-ED)** *2 hours; 1 credit*
 Study and organization of movement experiences adaptable to various age levels; movement exploration, games, rhythmic activities, and athletic events. Strongly recommended for all elementary education majors.
- Phys Ed 223—Bowling I (CO-ED)** *2 hours; 1 credit*
 Analysis and practice of the fundamental techniques of bowling. No fees involved.
- Phys Ed 224—Advanced Bowling (CO-ED)** *2 hours; 1 credit*
 This course is designed for students who have mastered fundamental skills in bowling and wish to continue their skill development. Special emphasis is placed on making spares, strikes and maintaining good body form. No fees involved. Prerequisites: Phys Ed 223 or permission of instructor.
- Phys Ed 225—Foundations of Physical Activity (CO-ED)** *3 hours; 2 credits*
 Survey of physiological, psychological, and sociological aspects of physical activity in modern society. Evaluation of various aspects of student physical fitness. Instruction in movement skills, body mechanics, and methods of maintaining and improving physical fitness. Students receive guidance in determining physical activities suited to their needs and interests in adult life.
- Phys Ed 228—Fundamentals of Dual and Individual Sports (CO-ED)** *3 hours; 2 credits*
 Analysis and practice of the fundamental techniques in badminton, track and field.
- Phys Ed 235—Karate for Beginners I (CO-ED)** *2 hours; 1 credit*
 A course designed for beginners only which stresses the mental, as well as physical aspects of karate. Realistic street defense are taught and practiced within the physical limitations of each individual.
- Phys Ed 236—Karate for Beginners II (CO-ED)** *3 hours; 2 credits*
 Designed for enthusiasts with a prior knowledge of karate. This course utilizes hands and feet techniques, as well as general physical conditioning of the entire body. Prerequisite: Phys Ed 235 or permission of instructor.
- Dance 251—African Dance (CO-ED)** *3 hours; 2 credits*
 A survey of the cultures and dances of African Peoples; some attention will

also be paid to the influence of their dance styles on the dances of the African descendants in the New World. Performance is an integral part of this course.

Dance 252—Introduction to Modern Dance (CO-ED) 3 hours; 2 credits

This course will cover the basic skills of modern dance including an understanding of movement techniques, the elements of space, rhythm, dynamics, compositional and design forms, and improvisational and choreographic skills. The course will attempt to develop an appreciation for dance as a means of self expression and communication.

The Division of Humanities

The Division of Humanities

The Humanities Division offers courses in art, music, French, ethnic studies, mass communications, English, Spanish, speech, philosophy, and theatre.

Several alternative programs leading to the Associate in Arts degree are recommended by the Humanities Division. A Bachelor of Arts Program in communications technology is presently awaiting approval of the Board of Higher Education.

The Division of Humanities offers programs which focus on the following:

1. Acquiring skills in reading, writing, language, literature, art, and music.
2. Increasing the knowledge of the lessons and values of the humanities.
3. Developing creative potential.
4. Increasing critical and analytical abilities.
5. Broadening the insights and understanding of the human element in all cultures.
6. Deepening the respect for the beauty, validity, and quality of the students' own culture and recognizing the significance of that heritage and its importance to humanistic education.

Tutorial Program

The aim of the Humanities Division Tutorial Program is to provide individualized assistance to all Medgar Evers College students in reading and writing. The Program is divided into three components—the Writing Center, the Language Laboratory and the Reading Center. The Writing Center provides assistance with writing skills problems—the word, the sentence, the paragraph, the essay, and the research paper. The Language Laboratory provides a mini-lesson module program dealing with writing skills problems. The Reading Center provides one-to-one assistance in reading skills—sight word, comprehension, etc.

The Reading Center is run cooperatively by Special Programs (SEEK) and the Humanities Division.

The Reading and Writing Centers are located in the St. Joseph's building, the Language Laboratory is located in the Santini building.

Program Requirements

For the A.A. degree the minimum number of credits required of each student is 64; of these 64 credits, 75% must be taken in liberal arts courses, i.e., humanities, social sciences, and natural sciences. Studio, laboratory and performance courses are not considered part of the liberal arts. The following courses should be completed by all Humanities majors:

- Engl 100—College English I
- Engl 150—College English II
- Hum 201—Introduction to Humanities I
- Hum 202—Introduction to Humanities II

Spch 101—Voice and Diction, or
 Spch 201—Fundamentals of Speech
 Phil 101—Introduction to Logic

Art

Recommended courses for a two-year concentration in art are as follows:

Art 151—Basic Design.....	3 credits
Art 203—Ceramics	
or	
Art 205—Sculpture	3 credits
Art 207—Drawing and Painting	3 credits
Art 301—Printmaking	3 credits
Total	12 credits

Other electives in Art may be selected from among courses described below. At least 6 credits should be taken in Art History.

Course Descriptions

Art

Art 105—Art I 3 hours; 3 credits

A survey of world art from the Paleolithic period through the Gothic. Painting, sculpture and architecture are explored in relationship to cultural and social changes. Museum trips are part of the course where appropriate.

Art 106—Art II 3 hours; 3 credits

Continuation of Art 106, from early Renaissance to twentieth century. Painting, sculpture and other areas of the visual arts are explored in relationship to varying cultural values. Museum trips are part of the course where appropriate.

Art 107—African Art History 3 hours; 3 credits

This course traces the development and philosophical aspects of African Art forms from the Nok culture of 3,000 B.C., through the classic Benin/Ife periods to present contemporary African Art forms of the twentieth century. Museum trips are an integral part of the course.

Art 151—Basic Design 3 hours; 2 credits

A fundamental design course with the primary emphasis on two-dimensional design as it relates to space, balance, line, composition, color contrasts, etc. The course offers an introduction to a variety of art techniques and media.

Art 152—Arts and Crafts 3 hours; 2 credits

A studio art course dealing with the various craft forms, including leather crafts, metal, weaving; natural and theatre crafts. Some basic graphic and manipulative arts are included.

Art 153—Figure Drawing 3 hours; 3 credits

An exploratory studio course teaching the student to deal with the figure in a variety of media including litho, conte crayon, charcoal, pen and ink, wash and tempera.

Art 160—Art Education 3 hours; 3 credits

Geared for prospective teachers on the elementary school level. A com-

bined lecture/studio course using the creative experience as a vehicle for growth and development. The student learns how to relate the visual arts to interrelated subject matter, such as reading, readiness skills and other academic areas.

Art 170—Copper Relief Sculpture *3 hours; 2 credits*
The student is taught the method of incising and modelling with embossing tools to create relief design on copper. The focus is on the mask concept as well as other 3-D design concepts.

Art 200—Afro-American Art History *3 hours; 3 credits*
History and analysis of Afro-American Art from the colonial period in America through present day contemporary art. Analysis will include Black artists' contribution to mainstream as well as the Black Aesthetic in American art.

Art 203—Ceramics *4 hours; 3 credits*
A studio course in the study of clay, its nature and potentialities as related to ceramic arts. Various methods for pottery making, coil and slab building, firing and glazing are covered.

Art 205—Sculpture *4 hours; 3 credits*
A studio course designed to introduce the student to basic sculpture and form. Emphasis is on wood carving, stone, moldmaking, relief sculpture.

Art 207—Drawing and Painting *4 hours; 3 credits*
A combined studio and art analysis course, including drawing, pen and ink, conte crayon, charcoal, water color, wash and oils. Student must complete one completed oil painting during course of semester. Lectures will deal with contemporary art forms. Term paper and gallery trips are integral part of course.

Art 208—Painting Techniques *4 hours; 3 credits*
An advanced exploratory studio and lecture course designed to intensity painting in oil, acrylics and water color. Lectures will deal with contemporary art forms. Term paper and gallery trips are integral part of the course. Prerequisite: Art 207

Art 209—Printmaking—Lino and Woodcut *4 hours; 3 credits*
An introductory studio course in the techniques of relief printing. Contemporary relief printing techniques will be studied.

Art 251—Advanced Design *3 hours; 2 credits*
Continued exploration of design techniques with the emphasis on 3-dimensional design. Use of paper, wood, metal, etc. Prerequisite: Art 151.

Art 301—Printmaking-Etching *4 hours; 3 credits*
An introductory studio course in the techniques of intaglio printing on the metal plate. Includes the techniques of engraving, drypoint, aquatint and the various grounds. Students will explore contemporary printmaking concepts.

Art 302—Advanced Printmaking-Etching *4 hours; 3 credits*
Further exploration into the dimensions of etching and other intaglio processes. Color viscosity printing will be introduced. Prerequisite: Art 301.

Art 303—Advanced Ceramics 4 hours; 3 credits
Continued exploration in the ceramic arts. Slip casting and pottery wheel techniques are introduced. Prerequisite: Art 203.

Art 307—Special Projects 4 hours; 3 credits
Study in depth of specific concepts and processes in painting or sculpture or ceramics or printmaking. Includes development of perceptual expansion and imagery, as well as continued exploration of the specific media. Prerequisite: Art 208 or 302 or 303, in addition to review by instructor.

English

Students wishing to concentrate in English for the Associate in Arts degree should take six credits in 200-level literature courses, in addition to English 160.

Engl 001—Writing 6 hours; 1 credit
Students work according to need on: grammar, spelling, punctuation, sentence and paragraph structure. A student will exit from the course upon recommendation of his instructor, and after successful completion of a writing test in the English Testing Center.

Engl 002—Reading 6 hours; 1 credit
Students work according to need on: vocabulary development, reading comprehension, test-taking and study skills. A student will exit from the course upon recommendation of his instructor, and after successful completion of a standardized reading test in the English Testing Center.

Engl 100—College English I 3 hours; 3 credits
Outlining and organization. Review of paragraph structure and sentence structure. Elements of style and clarity in principal rhetorical term. Weekly papers.

Engl 101—Introduction to Poetry 3 hours; 3 credits
A survey course which introduces students to the world of poetry—techniques used by authors, meanings embodied in works, and skills required of readers who are interested in developing an understanding of and pleasure in the experience of poetry.

Engl 106—Introduction to Drama 3 hours; 3 credits
A survey course in the form and technique of theatre. Analysis of plays and the study of theatre history with respect to the dramatic form as a creative force in literary experience and expression.

Engl 150—College English II 3 hours; 3 credits
Organization and style in the paragraph, the critical essay, and the research paper. Techniques of library research, with a fully annotated research paper as a final project. Prerequisite: College English I.

Engl 160—Myths of the Bible, Greece, and Rome 3 hours; 3 credits
Introduction to those ancient myths and legends which frequently appear in more modern writing. Prerequisite: College English I and II or equivalent.

Engl 200—Business Writing 3 hours; 3 credits
This course will offer business students the fundamentals of business writ-

ing: memoranda, commercial letters, research papers, etc., with an introduction to sales writing and preparation of advertising copy. Prerequisite: College English I and II.

- Engl 201—Contemporary Drama** *3 hours; 3 credits*
A general study of the structure and criticism of drama since World War II. Special emphasis is devoted to social issues and the emergence of Black authors and modern dramatic movements.
- Engl 202—The Craft of Writing** *3 hours; 3 credits*
An exploration of modes of written communication: autobiography, formal and informal essays, and more advanced writing. Emphasis will be on the development of personal writing style which reflects the student's view of the world.
- Engl 203—Introduction to Journalism** *3 hours; 3 credits*
An introduction to forms of journalistic writing—news story, feature story, editorial, critical review—and the development of skills necessary for newspaper writing.
- Engl 204—English for Secretaries** *3 hours; 3 credits*
A course in the structure, organization, stylistics, and format of the business letter and memorandum, with emphasis on the selection of appropriate techniques for varying purposes and audiences. Prerequisite: College English I and II.
- Engl 209—Children's Literature** *3 hours; 3 credits*
An interpretive and critical study of literature suitable for children in nursery schools, kindergartens, and elementary grades. Special attention is given to story-telling arts, along with promising practices in using literature in school groups.
- Engl 215—Survey of British Literature I** *3 hours; 3 credits*
Major British writers and literary movements from the earliest forms through the eighteenth century. Prerequisite: English 150 or an equivalent course (to be determined by an instructor within the Humanities Division).
- Engl 216—Survey of British Literature II** *3 hours; 3 credits*
Selected readings in English Literature from the beginning of the 19th century to the present. Prerequisite: English 150 or permission of department.
- Engl 217—Reading in Contemporary World Literature** *3 hours; 3 credits*
Selected works will be taken from European, African, Latin American, and Asian writers, emphasizing specific cultural values and universal themes.
- Engl 219—Survey of Afro-American Literature I** *3 hours; 3 credits*
A survey of Black American literature, oral and written, from the 17th century through the Harlem Renaissance of the 1920's. Prerequisite: English 150 or an equivalent course (to be determined by an instructor within the Humanities Division).
- Engl 220—Survey of Afro-American Literature II** *3 hours; 3 credits*
A survey of Black American literature, oral and written, from the Harlem Renaissance through the present. Prerequisite: English 150 or permission of the division.

- Engl 223—Survey of American Literature I** *3 hours; 3 credits*
 A survey of American writers and literary movements from the colonial period and American independence through 1860. Special attention will be paid to such writers as Hawthorne, Poe, Melville, Emerson, and Thoreau. (Required of English B.A. majors.)
- Engl 224—Survey of American Literature II** *3 hours; 3 credits*
 Major American writers and literary movements from 1860 to present. Emphasis will be on such writers as Whitman, Dickinson, Twain, Henry James, Sandburg, Eliot, Fitzgerald, Faulkner, Hemingway, and Richard Wright.
- Engl 260—Shakespeare** *3 hours; 3 credits*
 Representative comedies, histories, and tragedies, including *Romeo and Juliet*, *A Midsummer Night's Dream*, *Henry V*, and *Othello*. Prerequisite: College English I and II or equivalent.
- Engl 301/302—Creative Writing** *3 hours; 3 credits*
 A course to develop creative writing abilities with special emphasis upon the short story. Analysis of form, style, characterization, ideas, development, language, and effectiveness. The majority of works studied will be written by members of the class.

Humanities

- Hum 201—Introduction to Humanities I**
(Formerly Hum I) *4 hours; 4 credits*
 A study of selected literary and philosophical concepts that have contributed to our present beliefs and aesthetics. Special emphasis to be placed upon third world influences on world culture, using supplementary music and art materials as illustrative examples. Guest lecturers and field trips where appropriate.
- Hum 202—Introduction to Humanities II**
(Formerly Hum II) *4 hours; 4 credits*
 A study of selected musical and artistic concepts that have contributed to our present beliefs and aesthetics. Special emphasis to be placed upon third world influences on world culture, using supplementary literary materials as illustrative examples. Guest lecturers and field trips where appropriate.
- Hum 263—African Music and Art** *4 hours; 4 credits*
 A survey of African plastic and auditory indigenous arts south of the Sahara, with particular attention to the interrelationships of the arts with various aspects of the culture. The effects of acculturation and tribal integration on contemporary art forms will also be discussed. Laboratory experiences in the arts will be an integral part of the course.
- Hum 268—Survey of Selected Eastern Philosophies** *3 hours; 3 credits*
 Exploration of major cultural, social, political and philosophical movements in China, Korea and Japan. Cultural precepts will be contrasted with counterparts in Western Civilization. Zen Buddhism and the political philosophy of Mao-Tse-Tung will also be studied. Guest lecturers where applicable.

Hum 273—Black Creative Arts 4 hours; 4 credits
An examination of the creative impulse as experienced and expressed by the African descendants in the new world with particular reference to the United States. Creative experiences in the arts—music, dance, art and literature—are integral parts of the course.

Hum 198/199/298/398/399—Independent Study 1-3 hrs; 1-3 credits per semester
Independent study is designed to give Humanities students intensive work in the major area. Study, research and projects are developed individually between student and faculty member who will guide the study. (Not open to first semester freshmen.) Prerequisites: Completion of 6 credits, or its equivalent, in the major area. Permission of the Division Chairperson.

Languages

French

Fr 101—Beginning French I 3 class hours, 1 lab; 3 credits
An introduction to the French language as a medium of communication. Will focus on the oral use of the language with work also in written drills, grammar, and composition. One hour weekly attendance in the Learning Laboratory is required.

Fr 102—Beginning French II 3 class hours, 1 lab; 3 credits
A continuation of the materials covered in course 101. One hour weekly attendance in the Learning Laboratory is required. Prerequisite: Fr 101 or its equivalent or permission of instructor.

Fr 201—Intermediate French I 3 class hours, 1 lab; 3 credits
Rapid review of grammatical structures. Selected readings of modern texts. One hour weekly attendance in the Learning Laboratory is required. Prerequisite: Fr 102 or two years of high school French.

Fr 202—Intermediate French II 3 hours; 3 credits
Continuation of Fr 201. Emphasis on analysis, discussion, and composition based on the reading of selected modern texts as an introduction to specialized literature courses. Prerequisite: Fr 201 or 3 years of high school French.

Fr 203—French for Native Speakers I 3 hours; 3 credits
A review of pronunciation, spelling and selected aspects of the grammar that present special difficulties to the native speaker. This course is designed for students who already have a good command of the spoken language but who need a solid review of the fundamentals of formal and written French. Prerequisite: by permission of the instructor.

Fr 319—Introduction to Modern French Literature 3 hours; 3 credits
This course will study important movements in French literature of the twentieth century; as Dada gives birth to Surrealism, so the psychological novel of Proust makes way for the existential novel of Camus and Sartre. During this exploration, attention will focus on the relationship between literature and the society that nurtures it. Such a dialectic provides an interesting framework for comparing the works of French authors with those of French speaking authors outside France. *Negritude*, the movement

started in France by Damas, Cecaire and Senghor, represents an area of special interest for this study.

Spanish

Students wishing a two-year concentration in Spanish are advised to take 15 credits beyond Spn 202. Individual programs will be prepared in consultation with a member of our Spanish faculty. The student will select 15 credits from among the following courses: Spn 206, 207, 211, 215, 301, 308, 310, 311, 321 and 331.

- Spn 101—Beginning Spanish I** *3 class hours, 1 lab; 3 credits*
Study of pronunciation and the basic patterns of the language. A conversational approach will be used. Utilization of the language laboratory will be an integral part of the course. One hour weekly attendance in the Learning Laboratory is required.
- Spn 102—Beginning Spanish II** *3 hours, 1 lab; 3 credits*
Continuation of Spn 101. Written materials will be introduced. Prerequisite: Spn 101 or 1 year of high school Spanish. One hour weekly attendance in the Learning Laboratory is required.
- Spn 201—Intermediate Spanish I** *3 hours, 1 lab; 3 credits*
Rapid review of grammatical structures. Selected readings of modern texts. Prerequisite: Spn 102 or 2 years of high school Spanish. One hour weekly attendance in the Learning Laboratory is required.
- Spn 202—Intermediate Spanish II** *3 hours; 3 credits*
Continuation of Spn 201. Emphasis will be on analysis, discussion and composition based on the reading of selected modern texts as an introduction to specialized literature course. Prerequisite: Spn 201 or 3 years of high school Spanish.
- Spn 203—Spanish for Native Speakers I** *3 hours; 3 credits*
A review of pronunciation, spelling and selected aspects of the grammar that present special difficulties to the native speaker. This course is designed for students who have a good command of the spoken language but little or no formal instruction. Prerequisite: by permission of the instructor.
- Spn 204—Spanish for Native Speakers II** *3 hours; 3 credits*
Continuation of Spn 203. Study of grammatical structures and composition through the reading and analysis of literary texts. Special attention will be given to vocabulary building and the study of anglicisms.
- Spn 206—Introduction to Hispanic Literature I** *3 hours; 3 credits*
This course will explore the origins of Hispanic literature. Literary forms and movements, collective attitudes and creative approaches will be discussed in order to arrive at the basis for Spanish and Spanish-American literature and culture. Representative works will be read, analyzed and discussed. The course will be conducted entirely in Spanish. Required for more advanced literature courses. Prerequisite: Spn 202 or permission of the instructor.
- Spn 207—Introduction to Hispanic Literature II** *3 hours; 3 credits*
Continuation of Spn 206. Emphasis will be on reading, analysis and dis-

cussion of representative modern works. Prerequisite: Spn 206 or by permission of the instructor.

Spn 211—Intermediate Conversation *3 class hours; 1 lab, 3 credits*
For students who wish additional practice in conversation. Systematic development of comprehension, review of pronunciation and vocabulary building on subjects of students' choice. One hour weekly attendance in the Learning Laboratory is required. Prerequisite: At least one year of college Spanish or 2 years of high school Spanish.

Spn 212—Intermediate Conversational Spanish II *3 class hours; 1 lab, 3 credits*
This course is intended for non-native students who wish to improve their ability to communicate orally in Spanish and to understand the spoken language. A systematic development of oral and aural skills emphasizes review of pronunciation, pertinent grammar, comprehension, and vocabulary building by means of topics and subject matter that are of functional interest to the student. Classroom performance includes active participation in expressing ideas in Spanish through group discussions, dialogues, prepared and impromptu speeches, etc. One hour weekly attendance in the Learning Laboratory is required. Prerequisite: Spn 101 and 102, or permission of the instructor.

Spn 215—Commercial Spanish *3 hours; 3 credits*
This course is designed for students who are specializing in the secretarial sciences, business, or students who wish to familiarize themselves with business terminology in Spanish. Students will learn how to translate and compose business letters and other commercial documents in Spanish. Prerequisite: at least 2 years of Spanish or by permission of the instructor.

Spn 301—Contemporary Literature of the Hispanic Caribbean *3 hours; 3 credits*
Readings, analysis and discussion in Spanish of representative works by contemporary writers from the Caribbean area. Prerequisite: Spn 202 or by permission of the instructor.

Spn 308—Puerto Rican Literature *3 hours; 3 credits*
Readings, analysis and discussion on representative works of Puerto Rican literature. This course will provide the student with a basic orientation in Puerto Rican literature and culture. Prerequisite: Spn 202 or by permission of the instructor.

Spn 310—Introduction to Spanish-American Literature I *3 hours; 3 credits*
Reading, analysis and discussion of representative works of the colonial period and the 19th century. Prerequisite: Spn 202 or by permission of instructor.

Spn 311—Introduction to Spanish-American Literature II *2 hours; 3 credits*
A study of representative authors of the Modernist movement and of major trends in the 20th century. This course is a continuation of Spanish 310. Prerequisite: Spn 202 or by permission of instructor.

Spn 315—Hispanic Civilization *3 hours; 3 credits*
A comprehensive survey of Iberian and Hispanic-American culture and institutions. Hispanic contributions to the world of literature, music, fine

arts. Prerequisite: Spn 206/207, Spn 310/311, or by permission of the instructor.

- Spn 317—Theater of the Golden Age** 3 hours; 3 credits
 Reading, discussion and analysis of outstanding plays of the 16th and 17th century Spanish theatre. Prerequisite: Spn 206 or by permission of instructor.
- Spn 319—Generation of 1898** 3 hours; 3 credits
 Reading, analysis and discussion of representative works of Ganivet, Unamuno, Valle Inclan, Pao Baroja, Ayala, Miro and Ortega Y Gasset. Prerequisite: Spn 202 or by permission of the instructor.
- Spn 321—Contemporary Spanish Literature** 3 hours; 3 credits
 A study of drama, novel, essay, and poetry of 20th century Spanish literature. Prerequisite: Spn 202 or by permission of the instructor.
- Spn 323—Contemporary Spanish-American Novel** 3 hours; 3 credits
 Reading, analysis, and discussion of the work of the new realism. Prerequisite: Spn 311 or by permission of the instructor.
- Spn 331—Advanced Grammar and Composition** 3 hours; 3 credits
 Systematic review of grammar and a study of syntactical peculiarities of modern Spanish. Prerequisite: Spn 202.

Mass Communications

A Communications Arts and Sciences curriculum leading to a Bachelor's degree has been approved by the Board of Higher Education. The curriculum emphasizes Liberal Arts, especially written communications, as well as related areas in broadcasting, media services, and business.

Requirements for a B.S. in Communications Arts and Sciences

Language Communications = 49 credits	Credits
Engl 100 & 150-College English I & II.....	6
Engl 200-Business Writing, 202-The Craft of Writing, and 203-(Print Journalism).....	9
Foreign Language: second year capability	12
Phil 101-(Rhetorical Logic).....	3
Spch 101-Voice and Diction, or Spch 201-Fundamentals of Speech	3
Art 207-Drawing and Painting, or an Art History course:	
Mus 103-(Rudiments), or Music History or Music Literature;	
Hum 273-Black Creative Arts, 268-(Oriental Philosophy)	
Ethnic 300-(Black Philosophy), Spn 207-(Puerto Rican Literature)	
or another cultural studies course	6*
Hum 201 (Literature and Philosophy)	4
Engl 215-216 (British Literature),	
228-224 (American Literature),	
219-220 (Afro-American Literature),	
160 (Greek, Roman, Biblical Mythology),	6*

*Chosen from two of the four survey areas listed.

Natural Science and Mathematics = 11 credits	Credits
NSS 101, 102 (Physical Science and Life Science)	6
NSM 212 (Introduction to Statistics)	3
NSM 101 (Intermediate Algebra)	2

Business = 6 credits

Bus 103 (Introduction to Business Management).....	3
Bus 291 (Computer and Informational Systems).....	3

Media = 12 credits or 13 credits

Med 180 (Introduction to Broadcasting).....	3
Med 214 (Instructional Materials).....	3
Med 301 (TV Production I).....	3
Med 341 (Radio Production I) or Med 361	
Med 361 (Film Production I).....	3 or 4

Social Science = 12 credits

12 credits from among:

Soc 101 & 402-(Community Organization).....	6
Psych 101 & 403-(Psychology of Oppression)	6
Hist 223-(America in the 20th Century).....	3
Pol Sci 101-(Introduction to Political Science)	3
Anth 201-(The Nature of Culture).....	3

Electives = 24 credits from at least three (3) of the following four areas, with at least 6 credits in each area:

Media (Broadcasting)

Med 160-(Intro to Film)	3
Med 161-(Photography).....	3
Med 270-(Graphics)	3
Med 292/293 (Media Writing Workshop)..... each semester	3
Med 294-(Media and Minorities)	3
Med 381-(TV & Radio Management).....	3
Med 391-(Media Buying and Planning).....	3
Med 480/481-(Radio & TV Operations)..... each semester	3
Med 490-(Media Practicum).....	3
Med 500-(Independent Studies in Media).....	3

Media (Educational Technology)

Med 215-(Communications Systems)	3
Med 314-(Instructional Practicum)	1-3
Med 315-(Instructional Media Program Administration)	3

Business

Law 101-(Business Law I).....	3
Mar 231-(Essentials of Marketing)	3
Mar 331-(Marketing Management).....	3
Mar 233-(Principles of Advertising)	3
Mar 337-(Marketing Research)	3

Speech	
Spch 204-(Oral Interpretation)	3
Spch 207-(Basic Acting)	3
Spch 390-(Broadcast Journalism)	3
Free Electives 13 or 14 credits	
Total	128

**Recommended Program of Study
In Communications Arts and Sciences
(4-year)
(B.S. Degree)**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
Engl 100—College English I	3	Engl 150—College English II	3
Foreign Language I	3	Foreign Language II	3
Spch 101—Voice and Diction	3	Spch 204	3
NSS 101—Intro to Physical Science	3	NSS 102—Intro to Life Sciences	3
Psych 101	3	Soc 101	3
	15	Sec 150—College Typing	2
			17

Third Semester	Credits	Fourth Semester	Credits
Engl 202—Craft of Writing	3	Engl 203—Print Journalism	3
Med 180—Intro to Broadcasting	3	Philosophy 101—Logic	3
Hum I—Introduction to Humanities 201	4	Med 214—Instructional Materials	3
Bus 103—Intro to Business Management	3	NSM 101—Intermediate Algebra	2
Foreign Language III	3	Foreign Language IV	3
	16		14

Fifth Semester	Credits	Sixth Semester	Credits
Engl 215—British Literature I	3	Engl 223—American Literature I	3
Med 341—Radio Production I	3	Med 301—TV Production I	3
NSM 212—Statistics	3	Bus 291—Computer & Information Systems	3
Anth 101	3	Soc 402—Community Organization	3
Free Elective	3	Spch 390—Broadcast Journalism	3
	15		15

Seventh Semester	Credits	Eighth Semester	Credits
Engl 200—Business Writing	3	Business Elective	3
Business Elective	3	2 Broadcasting Electives	6
2 Broadcasting Electives	6	Mus 220—Music History I	3
Art 105—Art History I	3	2 Free Electives	6
Free Elective	3		
	18		18
		Total Credits	128

**Recommended Program of Study
In Communications Arts & Sciences
(5-year)
(B.S. Degree)**

First Semester (Fall)		Credits	Second Semester (Spring)		Credits
Engl 100—College English I	3		Engl 150—College English II	3	
Foreign Language I	3		Foreign Language II	3	
Spch 101	3		Spch 204	3	
Sec 150—College Typing	2		NSS 101—Intro to Physical Sci.....	3	
NSS 102—Intro to Life Sciences.....	3				12
	14				
Third Semester		Credits	Fourth Semester		Credits
Engl 202—Craft of Writing	3		Phil 101—Logic.....	3	
Hum 201—Intro to Humanities I	4		NSM 101	2	
Foreign Language III.....	3		Foreign Language IV	3	
Bus 103—Intro Bus Man.....	3		Med 180—Intro to Broadcasting	3	
	13				11
Fifth Semester		Credits	Sixth Semester		Credits
Engl 203—Print Journalism	3		Soc 101	3	
NSM 212—Intro to Statistics.....	3		Med 341—Radio Prod I.....	3	
Med 214—Instructional Materials	3		Business Elective.....	3	
Psych 101	3		Anth 101	3	
	12				12
Seventh Semester		Credits	Eighth Semester		Credits
Engl 215—British Lit. I	3		Engl 223—American Lit. I	3	
Med 301—TV Production I	3		Business Elective.....	3	
Bus 291—Computer and Infoma- tion Systems	3		Broadcasting Elective	3	
Broadcasting Elective	3		Soc 402—Community Organization	3	
	12		Free Elective.....	3	
					15
Ninth Semester		Credits	Tenth Semester		Credits
Engl 200—Bus Writing	3		Spch 390—Broadcasting Journalism	3	
Broadcasting Elective	3		Mus 220—Music History I.....	3	
Art 105—Art History I	3		Broadcasting Elective	3	
Free Elective	3		2 Free Electives	6	
	12				15
			Total Credits		128

Course Descriptions

Media

Med 150—Mass Communications, Contents, Structure, Control 3 hours; 3 credits
An analysis of the nature and impact of Mass Communications in society; a study of its development, structure, function and control.

Med 160—Introduction to Film 3 hours; 3 credits
A basic course which seeks to relate the history, theory and aesthetics of

the film medium to the sociological, economic, political and psychological needs and consciousness of the community. A sensory approach to the cinema combined with an awareness of the potential for film productions and criticism will be utilized in the analysis of numerous short films and features. Where appropriate guest lecturers will be utilized.

Med 161—Photography Workshop 3 hours; 3 credits

A workshop designed to teach photography as an art and as a science, divided into three sections (beginners, intermediate, advanced). Emphasis will be placed on the use of photography in TV and photography for audio-visual programs. Students will be encouraged to do extensive work in the College and in the community. Dark room photographic lighting techniques will be covered. Lab fee.

Med 180—Introduction to Broadcasting (Radio and TV) 3 hours; 3 credits

An introduction to the history and development of systems of broadcasting in the U.S. A study of the economic and social structure and functions of stations and networks and the laws and codes regulating broadcasting. Organization of regulatory and qualifying agencies will be explored; pending legislation will be examined. Students will learn how to operate basic equipment, script, and produce simple productions. Field assignments at radio and TV stations are required.

Med 214—Instructional Materials 3 hours; 3 credits

A laboratory course in which students are familiarized with various materials used in instructional media, e.g. slides, 8mm films, filmstrips. Students prepare scripts and guides, and learn to select, order and use media equipment and material designed for use in schools, other institutions, and industry.

Med 215—Communications Technology Systems 3 hours; 3 credits

A study of new directions of educational technology, broadcasting and CATV. Complex systems and interrelation of systems—satellites, video cassettes, and CATV are among the innovations to be considered. Advanced techniques in video and audio taping and editing will be covered.

Med 270—Graphics 3 hours; 3 credits

A course in the production of graphics for TV. Attention is given to choice of material to design and layout, use of color and specific production techniques. Enrollment limited; registration by permission of the Divisional Chairperson or Coordinator. Material Fee—\$10.00.

Med 291—Comparative Media (International) 3 hours; 3 credits

A study of the history and organization of broadcasting (radio, TV and film) in selected countries abroad and in the U.S.A. Critical analysis will be made of various control systems, program treatment, organization and management. Research projects will be required.

Med 292—Workshop in Media Writing I 3 hours; 3 credits

Students will develop skills in gathering data and writing scripts for radio, TV and film. They will gain experience in scripting shows using the College facilities, and specimen scripts will be available for community programs.

Med 293—Workshop in Media Writing II 3 hours; 3 credits

Advanced-A continuation of media writing I.

Med 294—Media and Minorities: An Analysis *3 hours; 3 credits*

An analysis of the presentation and treatment of minority groups by the various media. Numerous film, television and radio productions will be studied and evaluated in terms of their relationship to the African-American, Puerto Rican, Native American, Chicano and other minority groups. Various alternatives concerning the control and content of the media will be discussed with intent to develop a viable means for alleviating the stereotyping, ethnocentrism, and prejudice which have characterized traditional mass presentations of minority values and contributions. Ways and means of increasing minority participation on all levels will be explored.

Med 301—TV Production *3 hours; 3 credits*

Students will be given lecture demonstrations and practical studio experiences in the various aspects of TV production. They will develop and participate in projects that focus on producing, performing, script writing, studio operations, sets, lights, scenery, graphics, sound, special effects, etc. Experiences in production at community TV and CATV stations as well as those of City University will be required.

Med 302—Advanced TV Productions *3 hours; 3 credits*

Continued experience in TV production using more sophisticated equipment and techniques, involvement in independent research, script writing, experimental productions and supervision. Experiences in production at community TV and CATV and the University's studios will be required. Production of air quality shows. Prerequisite: Med 301, 361.

Med 314—Instructional Media Practicum *1 to 3 credits*

On-the-job training in centers, libraries, schools, industry and other places where instructional media equipment is used and where the materials are prepared. (Credits determined by instructor. Hours to be scheduled.)

Med 315—Administration of Instructional Media Program *3 hours; 3 credits*

Ways of organizing, developing and planning the utilization of instructional media programs. The course includes ways to organize, create, order, computerize, catalogue, rent, borrow, exchange and distribute media material and equipment and select transmission vehicles.

Med 341—Radio Production *3 hours; 3 credits*

A lecture-demonstration-studio course in which the student will learn the use and function of equipment and microphone techniques, research techniques, script writing, talent selection, contracts, copyright procedure, sound effects, performing, station management, logging traffic, and program continuity. Participation at the local radio station will be required in addition to activities at the University's studios.

Med 342—Advanced Radio Production *3 hours; 3 credits*

A continuation of Media 341. Students learn to develop more complicated scripts (including drama) and production techniques. Each student is required to produce at least one sample of air-ready show for consideration by a station. Participation at a local radio station will be required. Prerequisite: Med 341.

Med 361—Film Production *5 hours; 4 credits*

A course in the production of both super 8mm and 16mm, black and white,

silent and magnetic sound film production. The course will focus upon the technology of the camera and the skills required for the writing, lighting, filming, and editing of community-based and other independent film productions. Lecture-demonstrations supplemented by guest lecturers.

Med 362—Advanced Film Production

5 hours; 4 credits

An intensive course in the production of black and white and color sound-synchronous film which will make use of sophisticated camera, lighting, and editing techniques. The course will require the student to engage in a number of roles (writer, director, editor, etc.) with the intent of producing the well-rounded film technician and artist. Students will work in both a cooperative and independent atmosphere, culminating in the production of their own film. Prerequisite: Med 361.

Med 380—Radio and Television Programming

3 hours; 3 credits

A study of the program departments of radio and television stations. Students will critically evaluate program format, content, ratings, presentation, and slotting. Students receive practical experience at the College's stations and at local stations. A project in programming is required from each student. Suggestions, based upon research, will be made for more relevant programming for Central Brooklyn and similar communities. Prerequisite: Med 302, 341 and 342.

Med 381—Television and Radio Management

3 hours; 3 credits

A study of the organization and role of broadcast (radio, TV) management. Representatives from management will be invited as guest lecturers. Special ownership emphasis will be placed on the relationship of management to program policies, government, employees, and citizens. Special consideration will be given to problems concerning placement of more minority group members in management. Prerequisite: Med 302 and 342.

Med 403—TV Directing

3 hours; 3 credits

A studio course designed to teach TV directing techniques, the use of equipment, the role of director as interpreter and coordinator of various types of productions. The course requires completion of directing projects. Prerequisite: Med 302.

Med 461—Film Directing

3 hours; 3 credits

A comprehensive course in the numerous skills, styles and techniques of film directors. Students will concern themselves with such areas as: a) the directing of actors before the camera, b) the manipulation of objects, space, and time, c) the potential and limitations of the film medium and its technology, d) the relationship of the environment to the medium, e) the creating of tempo, rhythm and mood, f) the relationship of the director to the screenwriter, cameraman, actors, editor, and other artists and technicians. Numerous directorial production problems will be posed for solution by students and personal styles of other directions of merit will be analyzed and evaluated. Prerequisite: Med 361.

Med 490/491—Media Practicum—Internship

3 hours; 3 credits

A course involving the practical aspects of radio and/or television and/or film, wherein projects concerning a particular medium become the work of the students in their specific area of interest. Students will be assigned to a radio/television, film productions studio, for practical "on-the-job" work

experience. Students will be encouraged to develop their own production.
Prerequisite: Med 302 and 342.

Med 492—Media Enterprises 3 hours; 3 credits
An experimental course designed to familiarize majors with different enterprises in which media talent and expertise can be meaningfully employed. Representatives from media and related industry will participate. Prerequisite: Media 302 and 342.

Med 480/481—Radio and T.V. Operations Hours arranged; 3 credits 1 yr
A technical course in which students learn all aspects of radio and T.V. operations. Students are prepared for 3rd, 2nd and 1st class FCC licenses. Training is conducted with the cooperation of local stations. Prerequisite: Med 302 and 342.

Med 500—Independent Studies in Media 3 hours; 3 credits
A research or scholarly evaluation of a particular aspect of the media under the advisement and guidance of a faculty member who will work closely with the student on the project throughout its development and completion. Permission required. Student may receive a maximum of six credits in Independent Studies.

Music

Students in this program will receive training in both the European and African traditions to promote understanding and development of the Black and Hispanic music traditions, as well as to equip potential teachers of music with the skills necessary to respond to the musical background of inner-city children.

Students wishing to specialize in music will be interviewed by the music faculty during their first year in the College to ascertain whether they have the prerequisites for the program.

Music majors are required to participate in one of the performing groups for the duration of their stay in the College, without additional credits.

Students wishing to concentrate their A.A. studies in Music are advised to complete the following requirements:

Basic Music Requirements

Music History: One course.....	3 credits
Music Materials: Music 103, 241, 242, 243, 244.....	11 credits
Performance: Music 231—1 credit per semester validated by examination.....	4 credits

Additional Music Requirements

Jazz Majors: Music 101, 214, 201, and 334.....	8 credits
Music Theory/History: Music 220, 221, 222.....	9 credits

General Requirements

English I and II.....	6 credits
Humanities 201 and 202.....	8 credits
Spch 101 or 201.....	3 credits
Art History.....	3 credits

Course Descriptions

- Mus 101—Introduction to Music** *3 hours; 3 credits*
Designed to introduce the student to various elements, styles, and strata of musical expression. The course stresses understanding music as a personal medium and aspect in the behavior of man in relation to society. Experiences provided for the development of aural skills. Required readings, listening, and concert attendance.
- Mus 103—Rudiments of Music** *3 hours; 3 credits*
A piano performance course which utilizes the keyboard as a vehicle for studying the fundamentals of music. Notation, rhythm, scales, keys, interval formation and triads.
- Mus 104—Basic Musicianship** *2 hours; 1 credit*
Ear training in meter and rhythm, major and minor mode, intervals, chords and melody. Corequisite: Music 103.
- Mus 105—Voice** *2 hours; 1 credit*
Fundamentals of breath control, posture, tone production, and articulation. Group instruction for non majors.
- Mus 109—College Chorus** *3 hours; 1 credit*
(May be repeated) Exploration, study and performance of choral musical literature. Up to six credits.
- Mus 111—College Band** *3 hours; 1 credit*
(May be repeated) The exploration, study, and performance of musical literature written for band. Up to six credits.
- Mus 113—College Orchestra** *3 hours; 1 credit*
(May be repeated) Exploration, study and performance of orchestral musical literature.
- Mus 201—Afro-American Music** *3 hours; 3 credits*
Survey of Afro-American music from its background in Africa to the present, with special emphasis on interrelationship of music and culture and the evolution of protest in music.
- Mus 202—Latin American Music** *3 hours; 3 credits*
Survey of the Musical styles of the people of Latin America with particular reference to the blending which is the result of the confrontation between the African, Southern European and Indian music. Research projects under independent study are a corequisite of this course.
- Mus 203—West Indian Music** *4 hours; 3 credits*
Survey of the musical styles of the people of the West Indies with particular reference to the relationships of music and culture. Instrumental experiences on non-traditional West Indian instruments such as steel drums, and/or Latin American rhythm instruments are integral parts of the course.
- Mus 204—History and Literature of Jazz** *3 hours; 3 credits*
Critical examination of the history and literature of jazz from its roots in the folksongs of Black Americans to the present time. Particular attention paid to sociological background of the music, and the experiences of musicians (their life styles and the ensuing effects on musical styles). Special

attention will be given to the influence of classical music on jazz and vice versa, with the resulting borrowings.

- Mus 206—Third World Folk Music** *3 hours; 3 credits*
Analysis of traditional folk music of the non-Western cultures in Africa, the Orient, and Latin America. Analysis of religious music, folk polyphony, ballads, blues, protest music, and children's songs in terms of social content and musical styles; historical, sociological, and cultural forces that shaped this music will be viewed.
- Mus 207—Music for Teachers I** *3 hours; 3 credits*
Introductory laboratory course in the fundamentals of music designed to equip prospective elementary school teachers with the skills needed to function effectively. Participation in ensembles of preband and accompanying instruments—autoharp, recorder, Off instruments—form integral parts of the course.
- Mus 208—Music for Teachers II** *3 hours; 3 credits*
Designed to acquaint prospective elementary school teachers with literature and materials appropriate for children. Introduction to the piano, transcription of simple melodies and methods of instruction.
- Mus 210/211—Intermediate Piano I** *2 hours; 2 credits*
Class lessons in small homogeneous groups on piano. Transposition, rudimentary keyboard harmony, and ensemble will be integral parts of the course.
- Mus 212—Song Writing** *3 hours; 3 credits*
A class in elementary harmony designed for the general student. The emphasis will be on notation and harmonizing melodies using piano, or guitar accompaniment.
- Mus 214—Jazz Workshop** *3 hours; 1 credit*
A course designed for students with previous instrumental experience. Students will be introduced to the stylistic devices used in Jazz after 1940. Prerequisite: permission of the instructor. This course may be repeated for three semesters.
- Mus 215—Ensemble** *2 hours; 2 credits*
A study of music for small, intermediate vocal and instrumental groups through rehearsal and performance of works in various styles. Permission of instructor required for enrollment.
- Mus 217—Elementary Band Instruments** *3 hours; 3 credits*
A performance course using music for homogeneous instruments. Materials used will be selected in accordance with the interests and ability of the students.
- Mus 220—Music History I: World Music Traditions** *3 hours; 3 credits*
A chronological overview of the musical heritage of western and selected non-western societies. Emphasis will be placed on the cultural and social setting and in the role of music in the experiences and lives of the world's peoples. Students are expected to become familiar with basic reference works of music.

- Mus 221—Music History II: European Music Tradition** 3 hours; 3 credits
An examination of music history in the Western tradition and the related development of vocal and instrumental style and form from antiquity to 1750. Students are expected to become familiar with basic reference works of music.
- Mus 222—Music Literature** 2 hours; 2 credits
A course designed to provide the student with a thorough knowledge of selected instrumental and vocal literature of European music. Works of differing periods and styles will be included; however, one era may be selected for particular emphasis each time the course is presented.
- Mus 223—History III—European Music Tradition** 3 hours; 3 credits
An examination of music history in the Western tradition and the related development of vocal and instrumental style and form extending from 1750 to the present day. Students are expected to become familiar with basic reference works of music. Prerequisite: Music 220.
- Mus 231—Performance in Voice or an Instrument** 1 hour; 1 credit
A weekly workshop/recital to improve the student's performances and critical abilities. To be taken in conjunction with private lessons outside the College. Permission of music staff required for enrollment. May be repeated for four semesters.
- Mus 232, 332, 432—Vocal Interpretation** 2 credits
Comprehensive training in the interpretation and performance of musical roles. Regularly scheduled public performances. Admission by audition only. May be repeated to a maximum of 6 credits.
- Mus 234—Music Theatre Workshop** 1-3 credits
Students will be introduced to all aspects of musical theatre production including staging, directing, acting, accompanying and the visual arts. Regularly scheduled public performances. May be repeated to maximum of 6 credits.
- Mus 241—Music Materials I** 3 hours; 3 credits
Harmonization of melodies using fundamental triads and their inversions. Introduction of the dominant seventh chord. Writing in piano style. Original exercises. Parallel sight singing and diction.
- Mus 242—Music Materials II** 3 hours; 3 credits
Continuation of Music Materials I. Four part harmony and piano style writing secondary sevenths and inversions and figures bass. Analysis of folk, jazz and classical examples is an integral part of the course. Parallel ear training. Prerequisite: Music 241.
- Mus 243—Ear Training I** 2 hours; 1 credit
Sight singing and dictation using materials presented in Music 241. Corequisite: Music 241.
- Mus 244—Ear Training II** 2 hours; 1 credit
Continuation of Ear Training I using the materials of Music 242. Corequisite: Music 242.
- Mus 245—Jazz Harmony** 4 hours; 4 credits
Analysis of Jazz harmonic styles. Composing new lines for existing com-

positions. Composing Jazz oriented compositions. Arranging for small groups and dance band. Utilization of 20th century harmony. Neo Baroque Jazz.

- Mus 246—Ear Training III** 2 hours; 1 credit
Sight singing and dictation using the material of Music 245.
- Mus 301—Ensemble** 2 hours; 2 credits
Chamber ensembles such as the string quartet, wind quintet, solo vocal ensemble, piano trio, instrumental sonatas, the percussion ensemble and mixed groupings. Permission of instructor required for enrollment.
- Mus 320—African Musical Traditions** 3 hours; 3 credits
A survey of African tribal music. Analysis of literature from the oral music to the African derived music of Modern Africa. Creative experiences in various African styles. All students are required to demonstrate their skill on an African master instrument: talking drum, or xylophone.
- Mus 321—Synthesis** 3 hours; 3 credits
Discussion of the theory of synthesis as it applies to the contacts between African and European music. Guest lectures from prominent scholars and performers of African influenced music. Research in depth under independent study is a corequisite.
- Mus 323—Lecture Topics (Music Seminar)** 3 hours; 3 credits
Lecture topic to be chosen each time a course is offered. Subject to be announced in advance will depend upon the needs of the students. Intensive study of such topics as the following possible:
Twentieth Century Music
Style Criticism
Jazz
Electronic Music
Music in the United States
- Mus 324—Comparative Folk Music I** 3 hours; 3 credits
Survey of the history, methods and theories of ethnomusicology. Some experience in guided field-work projects.
- Mus 325—Comparative Folk Music II** 3 hours; 3 credits
Study of the music in selected non-Western and folk culture with attention given to the following: the historical, social, and cultural context; the musical instruments; the genres; the different ways of approaching music; the different sets of values or modes of thought. Experience in listening to and singing relevant musical examples.
- Mus 334—Improvisation I** 2 hours; 2 credits
Study of the stylistic approaches to Jazz improvisation used by representative jazz performers. Analysis of the harmonic, melodic and rhythmic structure of representative jazz compositions.
- Mus 335—Improvisation II** 2 hours; 2 credits
Continuation of improvisation I.

Philosophy

Phil 101—Introduction to Logic

3 hours; 3 credits

An introduction to the theory and practice of deductive and inductive reasoning. Propositions and their connectives: "and," "or," "not," and "implies." Logical diagrams, "truth tables," and rules for valid inference will also be discussed, and sets in "new mathematics" will be introduced. This course offers a foundation for pre-calculus mathematics, social science research, and argumentative writing.

Phil 102—Introduction to Ethical Theory

3 hours; 3 credits

The distinction between duties to one's self and duties to others; its justification and implications will be a focal point of the course. Meta-ethical questions such as "why should I be moral?" and "is ethical discourse based on the naturalistic fallacy?" will be discussed as well.

Phil 103—Introduction to Metaphysics and Epistemology

3 hours; 3 credits

The fundamental philosophical problems in epistemology and metaphysics will be discussed. Classical theories such as phenomenism, critical realism, German idealism and materialism will be discussed.

Phil 104—Survey of Western Philosophy

3 hours; 3 credits

In this survey of Western philosophic thought, the theories of Plato, Aristotle, Descartes, Hume, Berkeley, Bursell, Sartre and Wittgenstein will be discussed. The central trends and themes of Western philosophy provide the focus of the course.

Phil 201—Political Philosophy

3 hours; 3 credits

A philosophical investigation of the social contract theory and discussion of philosophical basis of three types of political structures: socialism, anarchism and capitalism. Prerequisite: Permission of the instructor.

Phil 202—Introduction to the Philosophy of Science

3 hours; 3 credits

The scientific method and its philosophical rationale; instrumentalism and pragmatism, Charles Pierce, John Dewey, William James and Rudolf Carnap are philosophers whose works will be read.

Phil 203—History of Philosophy: Ancient

3 hours; 3 credits

This course deals principally with the philosophy of Plato and Aristotle. Classical philosophical issues such as the one-many problem, the nature of knowledge and belief and the nature of being constitute the focus of the course.

Phil 204—Aesthetics

3 hours; 3 credits

The nature of narrative judgements provides the focus of this course and the question, "What is a good work of art?" provides the context for discussion. Principal aesthetic theories will be discussed; special attention will be paid to statements by artists and novelists about works.

Phil 300—Black Philosophy

3 hours; 3 credits

Philosophical investigation of major Black cultural entities such as Voodooism, Animism, Black Christianity, and Black Islam. Strong emphasis will be placed on the problem arising from the imposition of a foreign aesthetic placed upon a subjugated people. Guest speakers, field trips.

Phil 301—Social and Political Movements in America

3 hours; 3 credits

A discussion of the philosophical and ideological issues around which so-

cial and political movements evolve and the political impact of these movements. Readings will focus on such movements as the Chicano, Civil Rights, Student, and Black Liberation movements. Readings will include essays by Salazar, Savio, Malcolm X, Rustin, Fanon, Marcuse, St. Clair Drake, et al.

Phil 302—History of Philosophy: Contemporary 3 hours; 3 credits
Modern philosophy from its origin in the writings of the French philosopher Rene Descartes. The work of David Hume and more recent discussions of problems in the theory of knowledge will also be canvassed.

Phil 303—Philosophy of Education 3 hours; 3 credits
The principal philosophies of education. Authors whose work will be discussed are: John Dewey, Israel Schaeffer and his students, Montessori and B. F. Skinner. Special emphasis will be placed on educational theory pertinent to inner-city youth.

Phil 304—Philosophy of Science 3 hours; 3 credits
A problems course of an advanced nature. Possible problems for discussions are: space and time, the nature of scientific theories, explanation in the physical sciences, explanation in the social sciences and other methodological considerations.

Phil 401—Advanced Ethics 3 hours; 3 credits
A problems course of an advanced nature; the basic types of ethical theory will not be discussed. Subject matter will change from semester to semester: Utilitarianism, prescriptivism and emptivism are examples of ethical theories that may be investigated, according to student interest.

Phil 402—Epistemology 3 hours; 3 credits
A problems course dealing with substantive issues in the area of the theory of knowledge. Issues for investigation include: 1) is knowledge true or justified belief, 2) what is knowledge, 3) is the phenomenalism of David Hume a plausible theory, 4) can belief be explicated in terms of degree of continuation or inductive probabilities.

Phil 403—Metaphysics 3 hours; 3 credits
A problems course of an advanced nature. Possible issues which may be discussed include: 1) the one-many problem, 2) the nature and defensibility of metaphysics, 3) the philosophy of mind.

Phil 404—Special Topics in the Philosophy of Science 3 hours; 3 credits
An advanced course in the area of the philosophy of science, conducted as a seminar. Students will choose an issue in the area of the philosophy of science, prepare a bibliography and present a paper to the class for discussion.

Phil 405—Philosophy of Law 3 hours; 3 credits
Theories of justice, with special attention given to the nature of legal reasoning and distinctions between law and ethics.

Speech

Spch 101—Voice and Diction 3 hours; 3 credits
A laboratory course designed to improve oral communication by improving the skills of the speaking voice. The following are provided: Analysis

of needs and abilities, a study of the speech mechanics with exercises for phonetics, vocal improvement, training in pronunciation, articulation, vocabulary development, and the development of basic skills in speech making and oral interpretation of literature.

- Spch 201—Fundamentals of Speech** *3 hours; 3 credits*
A workshop course designed to develop communicative skills and values. Research, speech outlining and development, audience analysis, and listening techniques are stressed. Analyses are made of speeches by great personages, past and present, including Frederick Douglas, John Kennedy, Malcolm X, Sir Winston Churchill, Kwame Nkrumah and Dr. Martin Luther King. Speeches, group discussions and other oral presentations are required.
- Spch 203—Theatre Directing** *3 hours; 3 credits*
Techniques and skills of the director in dramatic productions. Consideration is given to his role as a guide to the actor in character development and play interpretation. Students are given practical experiences in play selection and directing.
- Spch 204—Oral Interpretation of Literature** *3 hours; 3 credits*
Development of oral and physical techniques needed in literary interpretation; critical analysis of literary material for items such as intent of the author; student project performances given.
- Spch 205—Introduction to Theatre** *3 hours; 3 credits*
A course designed to familiarize students with the history and role of the theatre in various societies at different periods, including the contemporary. Students will become acquainted with the elements of the theatre and their related functions.
- Spch 207—Acting I** *4 hours; 3 credits*
An introductory acting laboratory developed to give students an appreciation and understanding of basic acting and production techniques. Performances and theatre attendance are required.
- Spch 208—Acting II** *4 hours; 3 credits*
An advanced course in acting with emphasis on character development through scene study. Students will locate the problem of the play and discuss how each character relates to it. Each student will consider how he can best identify with his character as presented by the author. Participation in scenes and plays of progressive complexity, and theatre attendance are required.
- Spch 211—Creative Dramatics for the Classroom Teacher** *3 hours; 3 credits*
In this workshop course teachers are exposed to the material and techniques to be used in informal dramatizations in the classroom, including story-telling, choral speaking, role playing, and storyboards. Students develop scripts and participate in presentations.
- Spch 215—Phonetics** *3 hours; 3 credits*
A course in which the sounds of English are analyzed. Their global and regional uses are studied. Phonetic and diacritical systems are taught to aid students in understanding the speech mechanism, the nature of English sounds, and their identification and acceptable application.

Spch 227—Discussion 3 hours; 3 credits
Study and application of the principles contributory to effective panel and group discussion. The goals of the course are: to develop an understanding and appreciation of the nature, values, and uses of discussion; to develop techniques of effective leadership; to develop effective listening and speech habits; to stimulate interest in and understanding of significant contemporary problems; to develop analytic and critical thinking.

Spch 290—Broadcast Journalism 3 hours; 3 credits
A course in research, organization, writing, and presentation of newsworthy material throughout the various mass media. Included will be in-depth study and laboratory work in radio and television broadcasting, as well as the use of sophisticated methods and procedures for news dissemination within and beyond the local community.

Spch 299—MEC Theatre Workshop 1 to 3 credits
The workshop provides practical experience in all aspects of the theatre production. Each student will be strengthened in the areas in which he exhibits talent and interest. (Hours to be scheduled)

Spch 300—Independent Study in Speech and Theatre 1 to 3 credits
For students who wish to do independent projects under the supervision of a member of the faculty. By permission only, after the approval of a written proposal. Completed final project required.

The Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers programs in Biology, Chemistry, Mathematics, Physics and Engineering leading to the Associate in Science (A.S.) degree, and a program in Biology leading to the Bachelor of Science (B.S.) degree. The programs are designed to provide adequate training for students to enter related technical employment in government, industry or higher education, and to provide sufficient breadth to prepare students to pursue upper-division, graduate or professional studies.

The Division also offers a selection of courses designed to meet the diverse needs of students, majoring in non-science programs. NSS 100-level courses are intended for non-science majors and have no prerequisite courses or entrance examinations.

Entrance examinations are required of all students desiring to enroll in courses included within the degree programs. One examination is used to evaluate the level at which a student begins Mathematics courses, and a second examination determines the level at which he enters courses in the Natural Sciences. On the basis of performance on the science entrance examination, a stu-



dent may be required to enroll in NSS 011/012, Introduction to the Study of Natural Science, before enrolling in a 200-or higher-level course. Special arrangements may be made by the Division's faculty for transfer students who have completed more than 30 credits of undergraduate study.

Each prerequisite course must be completed with a grade of C or higher before the student enrolls in a subsequent course. Each Natural Sciences and Mathematics Division course offered as fulfillment of the requirements for a degree in the Division must be completed with a grade of C or higher.

Requirements for an A.S. Degree*

Natural Sciences and Mathematics	30 credits
(Must be 200-level or higher except for NSM 103)	
Engl 100/150	6 credits
Phil 101	3 credits
Humanities Elective	3 credits
Social Sciences Electives	6 credits
Remaining 12 credits from area of concentration*	12 credits
Total	60 credits

*Concentration Area

Biology

Concentration Courses

NSB 201-202, 302, 303

NSC 201-202, 301-302

Math through NSM 207

Chemistry

NSC 201-202, 301-302

Nat'l Sci elective (NSB 201-202 or NSP 201-202)

Math through NSM 301

Mathematics

Calculus through NSM 302, 303

NSM 110, 203, 205, 212

Nat'l Sci elective (NSB 201-202, NSC 201-202 or NSP 201-202)

Physics

NSP 201-202

Nat'l Sci elective (NSB 201-202, NSC 201-202, or NSP 305, 306)

Math through NSM 302.

Requirements for a B.S. in Biology

Biology	33 credits
(NSB 201-202, 302, 303, Advanced Studies I and II, and electives from 300-level courses)	
Chemistry	26 credits
(NSC 201-202, 301-302, 311, 341).	
General Physics	10 credits
(NSP 201-202)	
Mathematics	12 credits
(through NSM 302)	
Engl 100/150	6 credits
Phil 101-Intro to Logic	3 credits
Humanities Electives	6 credits
Social Science Electives	6 credits
Electives	18 credits

(Including foreign language through translation to English from German, French or Russian. These electives may be taken in the

Natural Sciences and Mathematics, the Humanities, the Social Sciences or the Teacher Education Division. No more than 7.5 credits from remedial courses carrying reduced credit may be counted among these electives.)

Total 120 credits

Completion of the first two years of the recommended program satisfies the requirements for the A.S. degree. Completion of the full four years satisfies the requirements for the B.S. degree.

**Recommended Program of Study in
Biology
(A.S. Degree)**

First Semester		Credits	Second Semester		Credits
Engl 100—College Eng I.....	3		Engl 150—College Eng II.....	3	
NSB 251 Anat Physio.....	4		NSB 203—Spec Tops.....	4	
NSC 201—Gen Chem I.....	4		NSC 202—Gen Chem II.....	4	
Phil 101—Intro to Logic.....	3		Elective—Humanities.....	3	
	14		NSB 103—Bio/Med Terminol.....	1	
				15	
Third Semester		Credits	Fourth Semester		Credits
NSB 303—Microbiol.....	4		NSB 302—Genetics.....	4	
NSC 301—Org Chem I.....	5		NSC 302—Org Chem II.....	5	
NSM 103—Pre-Calculus.....	4		NSM 207—Calculus I.....	4	
Elective—Soc Sci.....	3		Elective—Soc Sci.....	3	
	16			16	
			Total Credits		61

**Recommended Program of
Study in Chemistry
(A.S. Degree)**

First Semester		Credits	Second Semester		Credits
Engl 100 College Eng I.....	3		Engl 150—College Eng II.....	3	
NSC 201—Gen Chem I.....	4		NSC 202—Gen Chem II.....	4	
NSM 103—Pre-Calculus.....	4		NSM 207—Calculus I.....	4	
Phil 101—Intro to Logic.....	3		Elective—Humanities.....	3	
	14			14	
Third Semester			Fourth Semester		
NSC 301—Org Chem I.....	5		NSC 302—Org Chem II.....	5	
NSP 201—Gen Phys I.....	5		NSP 202—Gen Phys II.....	5	
NSM 301—Calculus II.....	4		NSM 302—Calculus III.....	4	
Elective—Soc Sci.....	3		Elective—Soc Sci.....	3	
	17			17	
			Total credits		62

**Recommended Program of Study
in Mathematics
(A.S. Degree)**

First Semester	Credits	Second Semester	Credits
Engl 100—College Eng I.....	3	Engl 150—College Eng II.....	3
NSM 207—Calculus I.....	4	NSM 301—Calculus II.....	4
NSM 110—Finite Math.....	3	NSM 212—Statistics.....	3
Phil 101—Intro to Logic.....	3	Elective—Humanities.....	3
Elective—Soc Sci.....	3	Elective—Soc Sci.....	3
	16		16
Third Semester	Credits	Fourth Semester	Credits
NSM 302—Calculus III.....	4	NSM 303—Elem Diff Equa.....	3
NSM 203—Elem Lin Alg.....	3	NSM 205—Elem Abs Alg.....	3
NSP 201—Gen Phys I.....	5	NSP 202—Gen Phys II.....	5
Elective.....	3	Elective.....	3
	15		14
		Total Credits	61

**Recommended Program of Study in
Physics (A.S. Degree)**

First Semester	Credits	Second Semester	Credits
Engl 100—College Eng I.....	3	Engl 150—College Eng II.....	3
NSP 201—Gen Phys I.....	5	NSP 202—Gen Phys II.....	5
NSM 103—Pre-Calculus.....	4	NSM 207—Calculus I.....	4
Phil 101—Intro to Logic.....	3	Elective—Humanities.....	3
	15		15
Third Semester	Credits	Fourth Semester	Credits
NSP 305—Elec & Mag I.....	4	NSP 306—Elec & Mag II.....	4
NSC 201—Gen Chem I.....	4	NSC 202—Gen Chem II.....	4
NSM 301—Calculus II.....	4	NSM 302—Calculus III.....	4
Elective—Soc Sci.....	3	Elective—Soc Sci.....	3
	15		15
		Total Credits	60

Recommended Program of Study in Pre-Engineering (A.S. Degree)

There is an understanding between Medgar Evers College and the School of Engineering of The City College that students completing the following program would be admitted to the School of Engineering for the completion of a Bachelor's Degree in engineering.

First Semester	Credits	Second Semester	Credits
Engl 100	3	Engl 150	3
NSM 103	4	NSM 207	4
NSC 201	4	NSC 202	4
Phil 101	3	Elective—Humanities	3
	14		14
Third Semester	Credits	Fourth Semester	Credits
NSM 301	4	NSM 302	4
NSP 201	5	NSP 202	5
Nat Sci Elective	4	Nat Sci Elective	4
Additional Course*	3	Additional Course*	3
	16		16
Total Credits			60

*These courses may be taken at City College with permission of the Chariman of the Division of Natural Science and Mathematics.

Recommended Program of Study in Biology (B.S. Degree)

First Semester	Credits	Second Semester	Credits
Engl 100—College Eng I	3	Engl 150—College Eng II	3
NSB 201—Gen Biol I	4	NSB 202—Gen Biol II	4
NSC 201—Gen Chem I	4	NSC 202—Gen Chem II	4
Phil 101—Intro to Logic	3	Elective—Humanities	3
	14	NSB 103—Bio/med Terminol	1
			15
Third Semester	Credits	Fourth Semester	Credits
NSB 303—Microbiol	4	NSB 302—Genetics	4
NSC 301—Org Chem I	5	NSC 302—Org Chem II	5
NSM 103—Pre-Calculus	4	NSM 207—Calculus I	4
Elective—Soc Sci	3	Elective—Soc Sci	3
	16		16
Fifth Semester	Credits	Sixth Semester	Credits
NSB 311 or 321—Adv	5	NSB 312 or 322—Adv	5
Studies I		Studies II	
NSC 311—Quant Anal	5	NSC 341—Biochem	3
NSM 301—Calculus II	4	NSM 302—Calculus III	4
Elective	3	Elective	3
	17		15
Seventh Semester	Credits	Eighth Semester	Credits
Elective—Biology	4	Elective—Biology	4
NSP 201—Gen Phys I	5	NSP 202—Gen Phys II	5
Elective	6	Elective	6
	15		15
Total Credits			123

**Recommended Program of Study in
Biology (B.S. Degree)
With a Minor in Education**

This course of study is designed to prepare students for provisional certification for teaching Biology and Science in grades K through 9.

First Semester	Credits	Second Semester	Credits
Engl 100—College Engl I.....	3	Engl 150—College Engl II.....	3
NSB 201—Gen Biol I.....	4	NSB 202—Gen Biol II.....	4
NSC 201—Gen Chem I.....	4	NSC 202—Gen Chem II.....	4
Phil 101—Intro to Logic.....	3	Elective—Humanities.....	3
	14	NSB 103—Bio/Med Terminol.....	1
			15
 Third Semester	 Credits	 Fourth Semester	 Credits
NSB 303—Microbiol.....	4	NSB 302—Genetics.....	4
NSC 301—Org. Chem I.....	5	NSC 302—Org Chem II.....	5
NSM 103—Pre-Calculus.....	4	NSM 207—Calculus I.....	4
Ed 220—Foundations.....	3	Ed 221 Foundations.....	3
	16		16
 Fifth Semester	 Credits	 Sixth Semester	 Credits
NSB 311 or 321—Adv.....	5	NSB 312 or 322—Adv.....	5
Studies I		Studies II	
NSC 311—Quant Anal.....	5	NSC 341 Biochem.....	3
NSM 301—Calculus II.....	4	NSM 302—Calculus III.....	4
Ed 307—Ed Psych.....	3	Ed 311—Reading I.....	3
	17		15
 Seventh Semester	 Credits	 Eighth Semester	 Credits
Elective—Biology.....	4	Elective.....	3
NSP 201—Gen Phys I.....	5	NSP 202—Gen Phys II.....	5
Ed 312—Reading II.....	3	Ed 316—Math.....	3
Ed 315—Math.....	3	Ed 317—Science.....	3
	15		14
		Total Credits	121

College supervised student teaching experience will be arranged with the Education Division.

Course Descriptions

General Science

NSS 011/012—Introduction to the Study of Natural Science I and II

3 hours; 1 credit

Instruction in basic skills particularly important to the successful study of courses in biology, chemistry and physics. Reading to acquire information, interpretation of graphic and photographic illustrative materials, special computational skills, development of scientific vocabulary, and scientific reasoning. Prerequisite: None. Any student wishing to take this course should take the Natural Sciences Entrance Examination.

NSS 101—Introduction to Physical Science

3 hours; 3 credits

The development of the concepts and theories of physical sciences from Hellenic times to the present; an introduction to present knowledge of the physical universe. The emphasis will be placed on various scientific de-

velopments which have direct bearing on the daily life, and on those of current interest.

NSS 102—Introduction Life Sciences 3 hours; 3 credits

An introduction to biology, with emphasis on man; plants, animals, and micro-organisms; their interdependence, evolution, and aspects of form, function, and heredity.

NSS 103—Introductory Astronomy 3 hours; 3 credits

This course is designed primarily for students who are non-science majors. It includes a basic description of the universe, methods of obtaining astronomical data and our current understanding of the nature of the universe and of our solar system. Prerequisite: NSM 001.

NSS 104—Earth Science 3 hours; 3 credits

This course is devoted to a study of Earth as a planet. It includes the origin and formation of earth, the internal structure of earth, oceans, atmosphere, and a coordinated study of geology, meteorology, and seismology. Prerequisite: NSM 001.

Biology

NSB 103—Bio/Medical Terminology 3 hours; 1 credit

Study of Greek and Latin derivatives in the terminology of biology and medicine. Translation as employed in biology and medicine, and construction of terms by combining derivatives. Prerequisite: None.

NSB 201/202—General Biology I and II 3 class hours, 3 lab; 4 credits

Principles of organic evolution, cell biology, and structural and functional organization in living systems. Form and function in plants, animals, and micro-organisms. Population and applied biology. Prerequisite: NSS 012 or placement by examination.

NSB 203—Special Topics in Biology 3 class hrs, 3 lab; 4 credits

Elements and Principles in Biological Science including an introduction to cell biology; the biology of living systems; form and function in plants and animals; ecology and behavior. Not open to students who have taken Biology 201-202. Prerequisite: NSB 251.

NSB 251/252—Human Anatomy & Physiology I & II 3 class hours, 3 lab; 4 credits

Principles of Human Anatomy & Physiology. Introduction to the cell and fundamentals of cellular physiology. Morphology & function of the major organ systems e.g., muscular, skeletal, nervous, circulatory, respiratory, digestive, urinary, endocrine & reproductive. Fundamentals of Mendelian genetics. Prerequisite: NSS 012 or placement by examination.

NSB 302—Genetics 3 class hours, 2 lab; 4 credits

Introduction to the basic principles of classical, modern, and population genetics. The laboratory includes exercises in cytology, *Drosophila* genetics, population genetics, and environmental genetics. Prerequisite: NSB 202, 252, or 203.

NSB 303—Microbiology 2 class hours, 4 lab; 4 credits

Survey of bacteria, algae, fungi and protozoa with regard to their distinctive features, phylogentic relationships, distribution and ecologic roles,

- and their exploitation by man. Prerequisite: NSB 202, Chem 202 recommended.
- NSB 304—Histology** *2 class hours, 4 lab; 4 credits*
Microscopic anatomy of animal cells, tissues and organs systems, including introduction to and practice in cytologic and cyto-chemical techniques. Prerequisite: NSB 202 or 252; Chem 201.
- NSB 305—Hematology** *2 class hours, 4 lab; 4 credits*
Study of morphology of blood cells and hemopoietic tissues; physiologic properties of blood. Emphasis on methods of clinical hematologic procedures. Prerequisite: NSB 202 or 252; NSC 201.
- NSB 311/312—Advanced Plant Studies I and II** *3 class hours, 4 lab; 5 credits*
Plant systematics and detailed study of plant anatomy and development, followed in the second semester by study of plant physiology and ecology. Emphasis on seed plants. Prerequisite: for 311-NSB 302, which may be concurrent. For 312-NSB 311; Chem 302, which may be concurrent.
- NSB 321/322—Advanced Animal Studies I & II** *3 class hours, 4 lab; 5 credits*
Animal systematics and comparative study of anatomy and development, followed in the second semester by study of animal physiology, ecology and behavior. Emphasis on vertebrates. Prerequisite: for 321-NSB 302, which may be concurrent. For 322-NSB 321; Chem 302, which may be concurrent.
- NSB 351—Biometrics** *3 hours; 3 credits*
Statistical analysis of biologic observations, especially relating to samples, growth phenomena, inheritance, and population dynamics. Prerequisite: NSB 302, NSM 102.
- NSB 352—Advanced Genetics** *2 class hours, 4 lab; 4 credits*
Discussion and laboratory study of fine structure genetics, cytogenetics, and molecular basis of inheritance and gene expression. Prerequisite: NSB 302.
- NSB 353—Evolution** *2 hours; 2 credits*
Application of the theory of evolution by natural selection to living populations; the process of evolution rather than its results will be stressed. Prerequisite: NSB 302, 303.
- NSB 361—Immunology and Pathogenic Microbiology** *3 class hours, 3 lab; 4 credits*
Principles of immunity and hypersensitivity, especially as related to the occurrence and control of infectious diseases. Survey of major bacterial and fungal pathogens. Prerequisite: NSB 202 or 252; 303 recommended; Chem 103 or 302.
- NSB 362—Microbial Physiology** *2 class hours, 4 lab; 4 credits*
Physiologic properties of bacteria and fungi, with emphasis on those microbes employed domestically and in industry. Prerequisite: NSB 302, 303; NSC 301 which may be concurrently.
- NSB 363—Parasitology** *2 class hours, 4 lab; 4 credits*
Survey of properties of and diseases associated with protozoan and meta-

zoan parasites of humans and livestock. Prerequisite: NSB 202 or 252; 303 recommended.

NSB 370—Principles of Environmental Science

3 class hours, 3 field trips; 3 credits

A study of ecological principles including community dynamics and surveys of local biotic communities with emphasis on the ecological aspects of urbanization. Prerequisites: NSB 201/202 or 251/252.

NSB 371—Marine Biology

3 class hours, 3 lab; 4 credits

The marine environment and its inhabitants, their interrelationships, and the effects of human activities on the oceans. Prerequisite: NSB 302, 303; NSC 302.

NSB 372—Ecology and Population Dynamics

3 class hours, 3 lab; 4 credits

Principles of ecosystems, cyclic phenomena, communities, and successions. Examination of wilderness, rural and urban environments, and their relations to natural resources. Prerequisite: NSB 302, 303; NSC 301 which may be concurrently.

NSB 373—Invertebrate Zoology

2 class hours, 4 lab; 4 credits

Survey of invertebrate animals. Anatomy, ecology, and taxonomy of all major phyla will be emphasized. Prerequisite: NSB 302, 303.

NSB 374—Developmental Biology

2 class hours, 4 lab; 4 credits

Studies of the biochemical and morphological events in development. Topics include experimental analysis of growth, differentiation and morphogenesis in developing systems. Prerequisites: NSB 302,303; NSC 301 which may be concurrently.

NSB 381—Human Physiology and Genetics

3 class hours, 3 lab; 4 credits

Functions of major organ systems of humans and their coordination; management of stress; hereditary and environment factors that influence physiologic activities. Prerequisite: NSB 302, or 252; NSC 301 which may be concurrently.

NSB 391—Cell Biology

2 class hours, 4 lab; 4 credits

Discussion and laboratory study of the cell: cell physiology, and structure and function of macromolecules and organelles. Prerequisite: NSB 302, 303; NSC 301 which may be concurrently.

NSB 392—Virology

2 class hours, 4 lab; 4 credits

Properties of infectious particles, their effects on cells, and their genetics. Emphasis on animal and bacterial viruses. Prerequisite: NSB 202 or 252; 303; 391 recommended; NSC 302, which may be concurrent.

NSB 400—Senior Research

Hours and credits arranged; not to exceed 3 credits

Library or laboratory investigation of a problem in biology, selected and pursued under the guidance of a member of the Departmental faculty. Prerequisite: 25 credits in biology and permission of the Departmental faculty.

Chemistry

NSC 103—Fundamentals of General and Biological Chemistry

3 class hours, 3 lab; 4 credits

An introductory course dealing with selected topics in General, Organic and Biochemistry and their relationship to health. For nursing students only except with permission of the instructor. Prerequisite: NSS 011 or a passing grade on the Nat. Sci. Ent. Exam.

NSC 201/202—General Chemistry I and II

3 class hours, 3 lab; 4 credits

An introduction to the basic principles and theories of chemistry including atomic theory, laws of chemical combination, periodic classification of the elements, states of matter and kinetic molecular theory. The aim of classroom and laboratory work is to prepare the student for advanced study in chemistry. Prerequisites: NSM 101 and NSS 012 or placement by examination.

NSC 301/302—Organic Chemistry I and II

3 class hours, 4 lab; 5 credits

The structure, preparation and properties of organic compounds with emphasis on reactivity, reaction mechanism, stereochemistry and synthesis. Laboratory studies will include modern experimental and research techniques for preparing, purifying and identifying organic compounds. Laboratory to include use of polarimeter and infra-red and ultra violet spectrometers, NMR, and chromatography. Prerequisite: NSC 201, 202.

NSC 311—Quantitative Analysis

2 class hours, 6 lab; 5 credits

Basic methods in quantitative analysis; theory and techniques of colorimetric, volumetric and gravimetric determinations. Instrumental analysis using spectrophotometers, gas chromatograph and potentiometer. Prerequisite: NSC 201, 202.

NSC 321/322—Physical Chemistry I and II

3 hours; 3 credits

The mathematical description of states of matter; chemical thermodynamics and chemical kinetics. Prerequisite: NSC 311, NSM 301.

NSC 324—Advanced Chemistry Laboratory

6 lab hours; 3 credits

Techniques for measuring molecular weights, rates and heats of reaction, equilibrium constants, and activation enthalpy and entropy. Instrumental methods including refractometer, polarograph, flame photometer, NMR for magnetic moments electrophoresis, tensiometer. Corequisite: NSC 322 or 341.

NSC 331—Advanced Inorganic Chemistry

3 hours; 3 credits

Structure and reactivity of inorganic compounds, periodicity, electronic configuration, modern theories of valency. Prerequisite: NSC 202.

NSC 341—Biochemistry

3 hours; 3 credits

Structure reactions and metabolism of amino acids, carbohydrates, enzymes, lipids, nucleic acids, proteins, and vitamins. Prerequisite: NSC 301, 302.

NSC 401/402—Research

6-9 lab hours; 2-3 credits

Individual investigation and research of an original problem related to

chemistry, selected according to the interest of the student and the direction of a faculty member. Prerequisite: NSC 321, 322.

NSC 411—Seminar 1 credit
Presentation and discussion of relevant topics culled from scientific journals. Prerequisite: NSC 321, 322.

Mathematics

NSM 001—Arithmetic 4 class hours, 2 lab; no credit
Whole numbers. Exponents. Prime numbers and factoring. Fractions. Decimals. Signed numbers. Percent and applications. Ratio and proportion. Perimeters, areas and volumes of simple geometric figures. Introduction to algebra. Emphasis throughout the course is on methods and approaches to problem solving.

NSM 100—Elementary Algebra* 4 class hours, 2 lab; 1 credit
Signed numbers. Algebraic expressions, polynomials, and rational expressions. Linear equations in one and two unknowns. Graphing. Quadratics. Applications. Prerequisite: NSM 001 or placement by exam.

NSM 101—Intermediate Algebra 4 class hours, 2 lab; 2 credits
Additional topics in polynomials, rational expressions, linear equations, and quadratic equations. Linear inequalities. Exponents, roots and radicals. Logarithms. Prerequisite: NSM 100 or placement by exam.

NSM 102—College Algebra 4 class hours, 2 lab; 2 credits
Linear and quadratic functions. Graphing. Conics. Systems of equations and determinants. Elements of geometry and beginning trigonometry. Prerequisite: NSM 101 or placement by exam.

NSM 103—Precalculus 4 class hours, 2 lab; 4 credits
Sets. The real number system. Advanced treatment of polynomial, exponential and logarithmic functions. Additional topics in trigonometry including identities, inverse functions and solution of triangles. Absolute value and inequalities. Prerequisite: NSM 102 or placement by exam.

NSM 110—Finite Mathematics* 3 hours; 3 credits
Logic. Introduction to the theory of sets. Counting techniques. Introduction to probability. Linear equations and linear inequalities. Introduction to linear programming. Introduction to matrix algebra. Statistics. Optional topics: Mathematical models. Further techniques in programming (The simplex method). Matrix application to directed graph. Introduction to theory of games. Prerequisite: NSM 100 or placement by exam.

NSM 111—Mathematics of Clinical Measurements 2 hours; 2 credits
The metric, apothecary, and household systems. Converting from one system to another. Measuring oral medication. Pediatric dosages. Preparation of solutions. Dilutions and titrations. Prerequisite: NSM 001 or placement by examination.

NSM 121/122—Mathematics for Elementary Education 3 hours; 3 credits
System of numerations, additive systems, multiplicative systems, place-value systems. Principles of arithmetic operations, whole numbers, integers, rational numbers, real numbers. Operations in non-decimal place-

*Pending approval by the Board of Higher Education

value systems. Modular arithmetic. Informal geometry of the line, plane, and space. Properties of geometric figures. Length, area, and volume. Measurement, standard measure. Computation with approximate numbers. Problem-solving in mathematics. Sets and Venn diagrams. Introduction to logic. Prerequisite: NSM 001 or placement by examination. Open only to students in the Teacher Education Program or by Permission of Mathematics Coordinator.

NSM 202—Elementary Applied Mathematics 3 hours; 3 credits

Analytic geometry of the line. Linear programming probability. Statistics. Mathematics of finance. Introduction to computers. Introduction to calculus. Prerequisite: NSM 102.

NSM 203—Elementary Linear Algebra 3 hours; 3 credits

Vector spaces, inner products. The Euclidean vector spaces. Linear geometry. Linear transformations and matrices. Prerequisite: NSM 207.

NSM 204—Set Theory and Metric Spaces 3 hours; 3 credits

Set theory. Topology of the metric spaces. Prerequisite: NSM 207.

NSM 205—Elementary Abstract Algebra 3 hours; 3 credits

Introduction to the theory of groups, the theory of rings and the theory of fields. Prerequisite: NSM 207.

NSM 206—Foundations of Analysis 3 hours; 3 credits

The real number system. Topology of the real number system. Real valued functions of a real variable. Prerequisite: NSM 207.

NSM 207—Calculus I 4 class hours, 2 lab; 4 credits

Sets. Functions. The real number system. Analytic geometry of the line. Limits of sequences. The derivative and the integral. Fundamental theorem of the calculus. Introduction to the application of the derivative. Introduction to the applications of the integral. Analytic geometry. Prerequisite: NSM 103.

NSM 208—Mathematical Logic* 3 hours; 3 credits

The propositional calculus. The use of truth tables and proof sequences. The predicate calculus and first order theory including completeness theorems and elements of formal number theory. Prerequisite: NSM 207.

NSM 210—Mathematics of Finance 4 hours; 4 credits

Simple and compound interest, discounting, annuities, amortizations, sinking funds, valuation of bonds, and other forms of investment. Prerequisite or concurrent: NSM 101.

NSM 211—Actuarial Mathematics 3 hours; 3 credits

General probability; probability applied to life contingencies; probability applied to casualty contingencies; various forms of life insurance and casualty insurance; calculation of actuarial tables. Prerequisite: NSM 210.

NSM 212—Introductory Statistics* 3 hours; 3 credits

Distributions. Histograms. Frequencies. Measures of dispersions. The normal distribution function. Tests of significance; linear correlation. Elementary sampling theory. The t-test. Elementary analysis of variance. Prerequisite or concurrent: NSM 101.

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- NSM 213/214—Numerical Analysis I and II** 3 hours; 3 credits
(Course to be developed)
- NSM 301—Calculus II** 4 class hours, 2 lab; 4 credits
The transcendental functions. Law of the mean. Taylor's formula with remainder. The systematic search for primitives. Further applications of the derivative and of the integral. Infinite series. Prerequisite: NSM 207.
- NSM 302—Calculus III** 4 class hours, 2 lab; 4 credits
Functions of several variables. Linear algebra and linear geometry. The differential Taylor's formula for functions of several variables. Applications of the partial derivative. Multiple integrals and their applications. Prerequisite: NSM 301.
- NSM 303—Elementary Differential Equations** 3 hours; 3 credits
Equations with separable variables. Applications in geometry, physics, and chemistry. Homogeneous equations. Linear equations. Systems of linear differential equations. Differential equations of higher order. Solutions by infinite series. Prerequisite: NSM 302.
- NSM 304—Advanced Calculus I*** 3 hours; 3 credits
The real number system. Topology of the real number system. Theorems on limits, continuity and differentiability. Theorems about the definite integral. Theorems on infinite series. Fourier series. Prerequisite: NSM 302.
- NSM 305—Advanced Calculus II*** 3 hours; 3 credits
Vector algebra. Vector analysis. Functions of several real variables. Partial differentiation. Jordan and Lebesgue measure. Theorems on multiple integrals. Prerequisite: NSM 304.
- NSM 312—Probability*** 4 hours; 4 credits
Sample spaces, events, probability axioms, simple theorems, finite sample spaces and equiprobable measure, binomial coefficients and counting techniques, conditional probability, independent events, Bayes' formula. Random variables (discrete and continuous), probability functions, density and distribution functions, special distributions (bi-nomial . . .), mean and variance, Chebychev inequality, independent random variables, functions of random variables and their distributions. Poisson and normal approximation to the binomial, Central limit theorem, Law of large numbers, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression, examples of non-parametric methods. Prerequisite: NSM 301.
- NSM 401—Complex Variables*** 3 hours; 3 credits
The complex number system. Topology of the plane. Functions of a complex variable. Continuity and differentiability. Integrals. The fundamental theorem of Cauchy. Analytic functions. Taylor series. Laurent series. Multiple valued functions. Applications. Prerequisite: NSM 304.
- NSM 402—Topology*** 3 hours; 3 credits
The metric spaces. Closed sets. Open sets. Compact sets. Bolzano Weierstrauss spaces. Mappings. Continuity. Topological mapping. General topology. Prerequisite: NSM 305 or consent of instructor.

* Pending approval by the Board of Higher Education

- NSM 405—Foundations of Mathematics*** *3 hours; 3 credits*
 Elements of symbolic logic. The logistic, the formalistic and the intuitionistic schools. Cardinal arithmetic. Foundations of geometry. Foundations of set theory. Prerequisite: NSM 302.
- NSM 406—Vector Analysis*** *3 hours; 3 credits*
 (Course to be developed) Prerequisite: NSM 302.
- NSM 407—Introduction to Differential Geometry*** *3 hours; 3 credits*
 (Course to be developed) Prerequisite: NSM 304.
- NSM 410—Mathematics Independent Study*** *3 hours; 3 credits*
 The student is given a choice from the following topics, among others. Theory of groups. Commutative rings. Measure theory in 1-dimensional Euclidean space. Introduction to algebraic topology. Topics in complex variables. Prerequisite: Senior with B average in math courses, or approval of chairman.

Physics

- NSP 200—Basic Physics** *3 class hours, 1 recitation, 2 lab; 4 credits*
 A survey course in the fundamentals of physics relating to mechanics, heat, sound, light and optics, electricity and electronics, magnetism, and radioactivity. This course will not satisfy the General Physics requirement for a B.S. degree in the Natural Science Division. Prerequisite: NSM 102, NSS 012, or placement by examination.
- NSP 201/202—Introduction to Physics I and II** *4 class hours, 2 lab; 5 credits*
 An introductory course in Physics designed for those majoring in physical sciences. The course will include the basic laws of mechanics, energy and momentum conservation. Thermal properties of matter, properties and propagations of sound, wave motion, light, fundamental concepts of electrical phenomena including electrostatics and electric currents. Electromagnetism, a.c. circuits. Prerequisite or concurrent: NSM 207.
- NSP 301—Mechanics** *3 hours; 3 credits*
 Dynamics of a single particle and of a system of particles; kinematics and dynamics of a rigid body; Galileo's principle of relativity; Hamilton's principle of least action; collisions between particles; small oscillations; rotating coordinate systems. Prerequisite: NSP 201, 202.
- NSP 302—Modern Physics** *4 hours; 4 credits*
 A discussion of the atomic structure, optical spectra, photo electric effect, black body radiations, Bohr's theory, nuclear structure, introduction to quantum physics, special theory of relativity. Prerequisite: NSP 201, 202.
- NSP 303—Optics** *3 hours; 3 credits*
 Wave propagation; interference, diffraction; polarization; absorption, dispersion; elementary radiation theory; point charge and dipole radiation; lasers. Prerequisite: NSP 201-202.

* Pending approval by the Board of Higher Education

NSP 304—Nuclear Physics

3 hours; 3 credits

Discussion of the nuclear structure; nuclear models; radioactivity; alpha and gamma emissions; beta decay; nuclear fission and nuclear forces. Prerequisite: NSP 201, 202.

**NSP 305/306—Electricity and Magnetism
I and II**

3 class hours, 3 lab; 4 credits

Basic concepts of electric and magnetic fields; Gauss' Law, Ampere's Law; potential problems; energy relations and forces in electrostatic and magnetostatic fields; steady currents and their interactions. Alternating currents, circuit theory; impedances; oscillating circuits; electromagnetism; Maxwell's equations; energy, force, and momentum relations in electromagnetic fields. The wave equation and plane waves; waves in presence of metallic boundaries; antennas. Prerequisite: NSP 201, 202.

NSP 309—Electronics

3 class hours, 3 lab; 4 credits

An introductory discussion of electron tubes, thermionic emission, solid state devices, rectifiers, amplifier, oscillator, transistors, detector circuits, and non-linear devices. Emphasis will be placed on the physical applications. Prerequisite: NSP 201, 202.



The Division of Social Sciences

Programs in the Division of Social Sciences are designed to be responsive to the educational needs of the community.

The Division offers courses, programs, and degrees which provide for systematic advancement towards professional careers and /or graduate studies in the social sciences and related fields. Professionally-oriented courses, research, practicum, close faculty-student relationships, and liason with governmental and community agencies are emphasized as means of reaching these academic and professional goals.

Program Offerings

The Division offers a wide variety of courses in anthropology, economics, history, social work, urban planning, political science, psychology, and sociology leading to the Associate in Arts (A.A.), and the Bachelor of Arts (B.A.) degrees with majors in psychology and inner city studies. It also offers courses leading to the Associate in Science (A.S.), and the Bachelor of Science (B.S.) degrees in Public Administration. The A.A. curriculum consists of 64 credits, and the A.S. curriculum consists of 66 credits. Any student who successfully completes either the A.A. or A.S. degree program becomes eligible to apply for admission to related baccalaureate programs at Medgar Evers College, other senior CUNY colleges, and the CUNY B.A. Degree Program. The B.A. degree requires a minimum of 120 credits and the B.S. degree requires a minimum of 128 credits.

Additional majors will be added in subsequent years. Future degree majors will include economics, history, political science, pre-law, social work and sociology.

Minor

Students within the Social Sciences Division and outside of this Division may be advised to minor in a Social Science discipline in order to assist in achieving career goals. For the purposes of a minor, fifteen credits in a Social Science discipline shall be accepted.

Academic Standards

Students in the Division are expected to pass required courses in their major area with a grade of C or above. Where there are sequential courses as in Public Administration, students will be required to repeat a course in which a grade of D or below is received before being allowed to register for a subsequent course in the sequence.

Advanced Standing

Students who apply for advanced standing are required to meet the general advanced standing requirements of the College. Required and prerequisite courses must be completed with grade of "C" or better by transfer students as well as Medgar Evers students who desire to proceed to the B.A. or B.S. degree.

Off-Campus Instruction

Students who live or work in Manhattan, the Bronx, Queens or Staten Island may register for courses in Manhattan. These usually include all Public Administration and other programmed courses based on student needs, enrollment, available resources and college practices. All off campus courses are offered in the evening, usually between the hours of 5:30 p.m. and 10:00 p.m., Monday through Friday.

Students who can attend classes on a full-time basis or who have released time available to them are advised to register for courses at the Medgar Evers campus where the full range of subjects in humanities, natural and social sciences and optional liberal arts subjects, are available.

Associate of Arts Degree Program in Liberal Arts

The A.A. degree program provides a background in appreciation of the liberal arts with a concentration in one of the Social Science areas.

Requirements for an A.A. Degree in Liberal Arts:

Engl 100	3 credits
Engl 150	3 credits
Math	3 credits
Logic	3 credits
Natural Science (Life & Physical)	6 credits
Social Science courses in at least 5 disciplines outside of area of concentration.....	15 credits
Speech.....	3 credits
Health.....	2 credits
Area of concentration.....	15 credits
Electives.....	11 credits
Total	64 Credits

Requirements for a B.A. in Social Science:

Selected major	30 credits
15 credits selected from at least five (5) of the following disciplines: anthropology, economics, history, inner city studies, political science, psychology and sociology	15 credits
Soc Sci 250	3 credits
Soc Sci 251	3 credits
Soc Sci 498—Senior Seminar.....	3 credits
Soc Sci 499—Senior Thesis.....	3 credits
Intro to Physical Science.....	3 credits
Intro to Life Science	3 credits
Spch 201—Fundamentals of Speech	3 credits
2 Semesters of a foreign language	6 credits
Health 216 Personal Health	2 credits
Health 311 Alcohol, Tobacco and Drugs or	
Health 312 Human Sexuality.....	3 credits
College-Wide requirements	12 credits

Minor (Where recommended).....	15 credits
Electives.....	16 credits
Total	120 credits

Bachelor of Arts Degree Programs in Inner City Studies (ICS)

The Inner City Studies Program provides a broad background in social organization, social action and the process of socialization in urban living. It also helps the student achieve an in-depth understanding of the interdisciplinary courses.

The distinguishing feature of the Inner City Studies Program (ICS) is not only its relevance to the inner city—the vast majority of social science courses offered enjoy that distinction—but also its arrangement of courses in clusters. Selection of such arrangement presupposes that the student has already firmly decided upon a career. The clusters, which embrace an interdisciplinary set of courses directed towards career goals, are (A) Social Work/Sociology, (B) Urban Planning/Economic Development; and (C) History and Political Development.

The Social Science Division offers a unique internship program for which ICS students are encouraged to apply.

Internship Program

The ICS Internship Program places the student in carefully selected community agencies for a minimum of 15 hours per week to enable him or her to acquire and develop knowledge and skills of specific agency service functions, the management of job responsibility, quality job performance, acceptance and utilization of supervision, and realistic career preparation. The five basic objectives of the program are:

- a. To provide the opportunity for the student to learn the day to day procedures that enhance career preparation, individual development, and understanding of the realities of service giving and job performance.
- b. To increase the realistic understanding and awareness of power structure, social situations, and problems existing in the community and the resulting service impact.
- c. To enlarge the students knowledge and understanding of human relations, and self-awareness.
- d. To give the student the first-hand experience of observing and learning with professional supervision and role-models.
- e. To provide a Seminar as an avenue for exchange of ideas and knowledge of social, political and economic issues and its psychological impact on the morale of the agency, community and service administrator, policy maker, provider, and recipient.

A seminar component is also provided in an attempt to reach objective (e) above.

Only students majoring in Inner City Studies are eligible for admission to the ICS Internship Program. The applicant must have completed 60 credits with a cumulative average of 2.5.

Programs of Study

A. Social Work/Sociology Cluster

The Social Work/Sociology program of courses consists of 30 credits as requirements toward selected major concentration.

All students in this cluster are required to satisfactorily complete four (4) core courses. Students in the Social Work program must take six (6) additional courses from the social work concentration. Students who concentrate in sociology are required to take four (4) additional courses from the sociology concentration.

Requirements for a Social Work or Sociology Concentration

Soc 101—	Intro to Sociology
ICS/Soc 209—	Urban Life Styles
ICS/Soc 220—	Intro to Casework/Groupwork
ICS/Soc 314—	Public Bureaucracy

Students in the Social Work Concentration may substitute the six (6) credits ICS 400 (Internship) course for the ICS 209 and ICS 314 core requirements above.

Major Concentration

Social Work Only

ICS/Soc 320—	Intermediate Casework
ICS 331/Psych 309—	Intro to Human Development of Infancy and Childhood
ICS 332/Psych 310—	Intro to Human Development of Adolescence
ICS 333/Psych 311—	Intro to Human Development of Adulthood and Aging
ICS 338—	Social Welfare and Social Policy
ICS 457/Soc 402—	Community Organization

Sociology Only

ICS/Soc 206—	Comparative Family Structure
Soc 210—	Social Profiles of American Regions
Soc 302—	Social Stratification
Soc 308—	Sociological Theory

In addition to the above requirements, majors in Sociology must select 6 credits from the following electives.

ICS/Soc Electives

ICS 201—	Intro to Urban Development
ICS/Soc 210—	Social Profiles of American Regions
ICS/Soc 215—	Social Profiles of Puerto Rican Communities
ICS/Soc 216—	American Minorities
ICS/Hist 260—	The City in History
ICS/Soc 302—	Social Stratification
ICS/Soc 303—	Social Deviance
ICS/Soc 308—	Sociological Theory
ICS/Soc 311—	Urban Social and Political Structures
ICS/Soc 312—	Public Opinion and Mass Media
ICS/Soc 314—	Public Bureaucracy

ICS/Soc 320—	Intermediate Casework
ICS/Soc 321—	Intermediate Groupwork
ICS 336—	Police and the Penal System
ICS 338—	Social Welfare and Social Policy
ICS 339/Soc 406—	Government Policy and Community Development
ICS/Soc 340—	Selected Problems in Community Development
ICS 400—	Internship
ICS/Soc 403—	Theories of Social Change
ICS/Soc 410—	The Role of the Religion in the Black Community
ICS 331/309—	Intro to Human Development of Infancy and Childhood
ICS 333/Psych 311—	Intro to Human Development of Adulthood and Aging
Psych 215—	Theories of Personality
Psych 405—	Techniques of Psychotherapy and Counseling

**Recommended Program of Study in Social Work/Sociology
(B.A. Degree)**

First Semester	Credits	Second Semester	Credits
Engl 100—College English I	3	Engl 150—College English II	3
Phil 100—Intro to Logic	3	NSS 102—Intro to Life Science	3
Soc/ICS 220—Intro to Casework/ Groupwork	3	Psych 101—Intro to Psychology.....	3
Soc 101—Intro to Sociology	3	*Soc/ICS 320—Intermediate Casework or	
Health 216—Personal Health.....	2	**Soc 210—Social Profiles of American Regions.....	3
NSM 100—Elementary Algebra.....	1	Health 311—Alcohol, Tobacco and Drugs or	
	15	Health 312—Human Sexuality	3
			15
Third Semester	Credits	Fourth Semester	Credits
NSM 110—Finite Math	3	Foreign Language II.....	3
Foreign Language.....	3	Spch 201—Fundamentals of Speech	3
Anth 201—Nature of Culture.....	3	Eco 203—The General Economy or	
*Soc/ICS 209—Urban Life Styles.....	3	Eco 201—Theory of Firm Market.....	3
**Soc 206—Comparative Family Structures.....	3	Psych 309/Ics 331—Intro to Human Development of Infancy and childhood or	
	15	**Soc 302—Social Stratification.....	3
		Pol Sc 101—Intro to Political Science..	3
			15

*Requirement for students concentrating in Social Work

**Requirement for students concentrating in Sociology

Fifth Semester		Credits	Sixth Semester		Credits
NSS 101—Intro to Physical Sciences		3	Soc Sci 251—Social Science Statistics		3
Soc Sci 250—Social Research Methods		3	ICS 201—Intro to Urban Development (Elective)		3
*ICS 330/Psy 311—Intro to Adolescence			*Soc 402/ICS 457—Community Organization		3
or			*ICS 400—Internship (Core Requirement Substitute)		
**Soc 308—Sociological Theory		3	or		
ICS 400—Fieldwork Internship (Core Elective)			Soc/ICS 340—Selected Problems in Community Development		3
or			Soc/ICS 314—Public Bureaucracy		3
Soc/ICS 336—Police and the Penal System		3			15
Psych 215—Theories of Personality (Elective)		3			
		15			
			Eighth Semester		Credits
Seventh Semester		Credits	Soc Sci 499—Senior Thesis		3
Soc Sci 498—Senior Seminar		3	Soc/ICS 321—Intermediate Groupwork (Elective)		3
*ICS 333/Psych 311—Intro to Human Development of Aging and Adulthood		3	Soc 312—Public Opinion and Mass Media (Elective)		3
Psych 415—Techniques of Counseling and Psychotherapy (Elective)			*ICS 338—Social Welfare and Social Policy		3
or			Bus 103—Intro to Business or other non-Liberal Arts (Elective)		3
Hist 260—City in History		3			15
Soc 406/ICS 339—Government Policy-Community Development (Elective)			Total Credits		120
and					
Soc. 410—The Role of the Church in the Black Community					
or					
*ICS 400—Internship (Core Elective Requirement Substitute)		6			
		15			

*Requirement for students concentrating in Social Work

**Requirement for students concentrating in Sociology

B. Urban Planning and Economic Development Cluster

The Urban Planning and Economic Development Program of courses consists of 30 credits as requirements toward a selected major concentration.

All students in this cluster are required to satisfactorily complete eight (8) core courses, plus at least two courses from electives in the Urban Planning and Economic Development cluster.

Core Requirements for Urban Planning and Economic Development Cluster

ICS/Hist 260—	The City in History
ICS 345/346—	Intro to Urban Planning I and II
ICS 375—	Intro to Housing Policy

Eco 201 ¹ —	Theory of the Firm & Market (Microeconomics)
Eco 203—	The General Economy (Macroeconomics)
Eco 303/ICS 347—	Theory of Economic Development
Eco 305/ICS 305 ² —	Economics of the Inner City

Electives—Students must select at least two (2) courses from the following electives.

ICS 201—	Intro to Urban Development
ICS 335—	Urban Design Methods
ICS 340—	Selected Problems in Community Development
ICS 388—	Intro to Urban Transportation Issues
ICS 400—	Fieldwork/Internship
Eco 306—	Monetary Theory & Policy
Eco 322—	Fiscal Policy
Eco 333—	International & Interregional Economics
Eco 355—	Intermediate Macroeconomics
Eco 301/ICS 337—	Economics of Racism & Discrimination
Eco 390/ICS 390—	Education as a Social Investment
Hist/ICS 391 ³ —	History of Urban Migrations
Eco/Hist 377—	Economic History of the U.S.
Eco/Hist/Pol Sci 366—	History of Political Economy
ICS/Soc 314—	Public Bureaucracy

¹Eco 101—Intro to Political Economy, may be taken in place of Eco 201

²Prerequisite: Eco 303/ICS 347—Theory of Economic Development

³Core requirements. Previously 3 courses, ICS 391, 392 and 393.

Recommended Program of Study in Urban Planning and Economic Development (B.A. Degree)

First Semester	Credits	Second Semester	Credits
Engl 100—College English I	3	Engl 150—College English II	3
NSM 100—Elementary Algebra.....	3	NSM 110	3
Phil 101—Basic Logic.....	3	NSS 101—Intro to Physical Science.	3
*Hist 260/ICS 260—The City in His- tory.....	3	Pol Sci 101—Intro to Political Sci- ence	3
Soc 101—Intro to Sociology	3	*ICS 301—Intro to Urban Develop- ment.....	3
Health 216—Personal Health.....	2		
	17		15
Third Semester	Credits	Fourth Semester	Credits
Anth 201	3	*Eco 203	3
NSS 102—Intro to Life Sciences.....	3	*ICS 346—Intro to Urban Planning II	3
*Eco 201 (or 101) Theory of Firm & Market	3	Spn 101—Beginning Spanish I	3
*ICS 345 Urban Planning I.....	3	Hist 220 Afro-American History to 1877	3
Spch 201 Fundamentals of Speech ...	3	Health 311 or 312—Alcohol, Tobacco & Drugs or Human Sexuality	3
	15		15

Fifth Semester	Credits	Sixth Semester	Credits
**Spn 102—Beginning Spanish II	3	Soc Sci 251—Statistics for Social Science	3
*Eco 303/ICS 347—Theory of Economic Development	3	*ICS 375—Intro to Housing Policy	3
Hist 221—Afro-American History Since the Reconstruction	3	Eco 305/ICS 305—Minority Economic Development	3
ICS 335—Urban Design Methods ...	3	ICS/Pol Sci 216—State and Local Government	3
Soc Sci 250—Social Research Methods	3	Psych 101—Intro to Psychology.....	3
	15		15
Seventh Semester	Credits	Eighth Semester	Credits
Soc Sci 498—Senior Seminar	3	Soc Sci 499—Senior Thesis.....	3
Eco 390/ICS 390—Education as a Social Investment.....	3	Eco 301/ICS 377—Economics of Racism	3
ICS 388—Intro to Urban Transportation Issues.....	3	**ICS 400—Fieldwork/Internship.....	6
ICS/Soc/Pol Sci 314—Public Bureaucracy.....	3	Non-Liberal Arts elective	3
Non-Liberal Arts elective or Intermediate Language elective	3		15
	15	Total Credits	120

*CORE requirements

**Or two three (3) credit ICS electives

C. History and Political Development Cluster

The History and Political Development degree is structured to afford the student an opportunity to concentrate in one of the major geographic areas of the world (United States, Afro-American, Latin American/Caribbean, Europe or Africa.

The History and Political Development degree requires at least 30 credits in History and Political Development as requirements toward selected major concentration.

Core Requirements for Both History and Political Development Concentration

Every student in this cluster is required to satisfactorily complete 18 credits from the listed core courses:

Hist 220—	Afro-American History to 1875
Hist 221—	Afro-American History Since Reconstruction
Hist 222—	U.S. to 1900
Hist 223—	U.S. to 20th Century
Hist 230—	Africa to 1900
Hist 231—	Africa Since 1900
Pol Sci 101—	Intro to Political Science
Pol Sci 202—	Intro to American Government
Pol Sci 205—	Intro to Comparative Government
Pol Sci 393/Hist. 393—	History of Western Political Thought I
Pol Sci 394/Hist. 394—	History of Western Political Thought II
Anth 321—	Modernization and Culture

Note:

1. A student who decides to choose a course that is sequential must complete the second half of that course.
2. The other credits required for the completion of 30 credits are to be taken from one of the areas of concentration in consultation with the academic advisor.

Note:

The History/Political sequence will depend on the student's area of interest and will be planned in conjunction with the advisor.

Areas of Concentration—History/Political Science

Europe

- Hist 250/Pol Sci 250— Selected Problems in History of Medieval Europe
Hist 251/Pol Sci 252— Selected Problems in History of Modern Europe
Hist 252/Pol Sci 252— History of the Industrial Revolution
Hist 253/Pol Sci 253— History of the French Revolution
Hist 254/Pol Sci 254— History of European Nationalism
Hist 255/Pol Sci 255— History of the Russian Revolution
Hist 256/Pol Sci 256— History of World War I & II
Hist 257/Pol Sci 257— History of European Expansion 1400 to the present

Africa

- Hist 232/Pol. Sci 232— History of African Nationalism
Hist 233/Pol Sci 233— History of West Africa 1400 to the present
Hist 234/Pol Sci 234— History of East Africa 1400 to the present
Hist 235/Pol Sci 235— History of Southern Africa 1400 to the present
Hist 236/Pol Sci 236— History of the Maghreb Region of Africa 1400 to the present
Hist 237/Pol Sci 237— The Economic History of Africa
Anth 304/Soc 211— African Societies and Culture

United States

- Hist 225/Pol Sci 225— History of the American Civil War
Hist 224/Pol Sci 224— History of the American Revolution
Hist 226/Pol Sci 226— History of the Progressive Era
Hist 227/Pol Sci 227— History of the New Deal
Hist 228/Pol Sci 228— History of the U.S. Foreign Policy from 1776 to the present
Hist 300/Pol Sci 300— The American Presidency
Hist 336/Pol Sci 336— Intro to U.S. Constitutional Law

Afro-American

- Hist 229/Pol Sci 229— Blacks in the Period of the Reconstruction
Hist 333/Pol Sci 333— The History of the Civil Rights Problems in the U.S.A.
Hist 245/Pol Sci 245— Blacks in the New Deal Era
Hist 259/Pol Sci 259— History of the Black Power Movement in America
Hist 258/Pol Sci 258— History of Black Migration

Hist 410/Pol Sci 410— Comparative History of Slavery in the Americas
 Anth 204— Afro-American Societies and Cultures

Latin American/Caribbean

Hist 240/Pol Sci 240— History of Spanish and Portuguese Rule in the Americas
 Hist 241/Pol Sci 241— History of Latin American Republics
 Hist 242/Pol Sci 242— History of the Caribbean
 Hist 243/Pol Sci 243— History of Puerto Rico
 Hist 244/Pol Sci 244— History of Latin American Revolutions
 Hist 246/Pol Sci 246— History of Mexico
 Hist 247/Pol Sci 247— History of South America
 Hist 248/Pol Sci 248— History of Central America
 Hist 302/Pol Sci 302— Latin American Society and Cultures

**Recommended Program of Study In History/Political Science
 (B.A. Degree)**

First Semester	Credits	Second Semester	Credits
Health 216	2	NSM 110—Finite Mathematics	3
NSM 100—Elementary Algebra.....	1	Engl 150—College English II	3
Phil. 101—Basic Logic.....	3	History/221.....	3
Hist 220	3	Soc Sci 101—Intro to Sociology	3
Anth 201—Nature of Culture.....	3	NSS 101—Intro to Physical Science.....	3
	<u>15</u>		<u>15</u>
Third Semester	Credits	Fourth Semester	Credits
Pol Sci 101	3	Hist 222	3
Psych 101—Intro to Psychology.....	3	Foreign Language I.....	3
NSS 102—Intro to Life Science	3	Economics	3
Spch 201—Fundamentals of Speech	3	Health 311—Alcohol, Tobacco & Drugs	3
Pol Sci 202.....	3	Pol Sci 205.....	3
	<u>15</u>		<u>15</u>
Fifth Semester	Credits	Sixth Semester	Credits
Foreign Language II.....	3	Soc Sci 251—Statistics	3
Hist 230	3	Hist 231	3
Soc Sci 250—Social Research Methods.....	3	Anth 321—Modernization and Culture.....	3
Hist 223	3	ICS 320—Intermediate Casework	3
	<u>12</u>	Hist Pol Sci—393.....	3
			<u>15</u>
Seventh Semester	Credits	Eighth Semester	Credits
Soc Sci 498—Senior Seminar	3	Soc Sci 499—Senior Thesis.....	3
Hist/Pol Sci—394	3	Hist/Pol Sci electives.....	3
Hist/Pol Sci	3	Hist/Pol Sci electives.....	3
Elective	3	Elective	3
Elective	3	Elective	3
	<u>15</u>		<u>15</u>

B.A. Degree Program in Psychology

The purpose of the Psychology Degree Program is to provide students with an opportunity to prepare for professionally oriented careers. The Program is designed to fulfill two primary objectives:

- a. To prepare students for positions as assistants and/or trainees in industrial, governmental, health care, urban affairs, and educational agencies.
 - b. To prepare students for entrance into related fields in graduate school.
- The Program consists of 30 credits as requirements toward a selected major concentration.

Internship Program

The purpose of the internship program is twofold:

- a. To allow the student to gain the opportunity to attain relevant experience in the mental health profession which will hopefully help the student to make a wiser, career choice.
- b. To help the student to prepare for job placement immediately after graduation or future training in graduate school in a variety of areas of psychology.

There are two major phases of the program; an intern seminar and a practicum component. The intern seminar will meet once a week while the internship practicum component requires the student to spend a minimum of 15 hours a week in a selected helping service agency. The student will have an opportunity to become involved with a variety of experiences depending on the specific agency in which he or she is assigned. The experience varies from one agency to another, and each student will have the opportunity to be of help to troubled persons.

The internship program is specifically designed for junior and senior level students majoring in psychology who have completed the following background courses:

Abnormal Psychology
Theories of Personality
Introduction to Psychology
Experimental Psychology

Core Requirements in Psychology

Psych 101—	Introductory Psychology
Psych 215—	Theories of Personality
Psych 301—	Abnormal Psychology
Psych 305—	Theories of Learning
Psych 309/ICS 331—	Intro to Human Development of Infancy and Childhood
Psych 317—	Experimental Psychology I
Psych 318—	Experimental Psychology II
Psych 405—	Technique of Psychotherapy

Psychology Electives

Psych 213—	Social Psychology
Psych 223—	Physiological Psychology
Psych 310/ICS 331—	Intro to Human Development of Adolescence

Psych 311/ICS 333—	Intro to Human Development of Adulthood and Aging
Psych 321—	Psychology of Sensation and Perception
Psych 400—	Internship
Psych 403—	Psychology of Oppression
Psych 404—	Psychology of Motivation
Psych 406—	Psychological Test and Measurement
Psych 427—	Psychology of Social Change

Recommended Program of Study in Psychology (B.A. Degree)

First Semester	Credits	Second Semester	Credits
NSM 100—Elem Algebra.....	3	Phil 101—Basic Logic.....	3
Psych 101—Intro to Psychology.....	3	Psych (200 Level).....	3
Engl 100—College English I.....	3	Hist 220 or 222.....	3
Soc 101—Intro to Sociology.....	3	Engl 150—College English II.....	3
Health 216—Personal Health.....	3	Health 311—Alcohol, Tobacco & Drugs	
	15	or	
		Health 312—Human Sexuality.....	3
			15
Third Semester	Credits	Fourth Semester	Credits
Soc Sci 250—Social Research Methods.....	3	Soc Sci 251—Statistics.....	3
NSS 101—Intro to Physical Science.....	3	NSS 102—Intro to Life Science.....	3
Spn I.....	3	Spn I.....	3
Psych (200/300 Level).....	3	Psych (200/300 Level).....	3
Pol Sci 101—Intro to Political Science.....	3	Anth 201—Nature of Culture.....	3
	15		15
Fifth Semester	Credits	Sixth Semester	Credits
Psych (200/300 Level).....	3	Psych (200/300 Level).....	3
ICS 220—Intro to Casework.....	3	ICS 320—Intermediate Casework...	3
Psych 301—Abnormal Psychology.....	3	Psych 405—Techniques of Psychotherapy.....	3
Elective.....	3	Elective.....	3
Elective.....	3	Elective.....	3
	15		15
Seventh Semester	Credits	Eighth Semester	Credits
Soc Sci 498—Senior Seminar.....	3	Soc Sci 499—Senior Thesis.....	3
Psych (300/400 Level).....	3	Psych (300/400 Level).....	3
Elective.....	3	Elective.....	3
Psych (300/400 Level).....	3	Psych (300/400 Level).....	3
Elective.....	3	Elective.....	3
	15		15
Total Credits			120

(Psychology internship may be substituted for non-required courses)

A.S. and B.S. Degree Programs in Public Administration

The Public Administration Program is designed to be responsive to students who: seek a professional career in public service; desire upgraded positions in middle and upper management in government; and/or have a background and experience in community agency management or urban administration motivating them to seek academic and professional excellence. The curriculum is innovative and dynamic without ignoring basic principles common to traditional public administration studies.

Two degrees in Public Administration are offered: an Associate in Science (A.S.) requiring 66 credits for completion, 21 of which must be in Public Administration; and a Bachelor of Science (B.S.) degree requiring 128 credits, 36 of which must be in Public Administration. Candidates for graduation must have a minimum average of 2.5 in required Public Administration courses in order to receive the A.S. or B.S. degree in Public Administration.

Special Features and Objectives In the Public Administration Degree Programs

Courses leading to the A.S. and B.S. degrees, with a major in Public Administration, are offered during evening hours both at the College campus in Brooklyn and customarily in centrally located Manhattan for the convenience of employed students.

Candidates for either the A.S. or B.S. degree must have a minimum average of 2.5 in required Public Administration courses to graduate and they must complete each required course with the grade of "C" or better before enrolling in subsequent Public Administration courses.

Essentially the Program is geared to preparing students for professional management and program administration responsibilities in all types of governmental agencies by teaching them: policy formulation; program development and administration; agency planning and budgeting; government communication; and alternative approaches to structure and operations.

Requirements for an A.S. in Public Administration

The following are requirements for an A.S. degree in Public Administration in addition to college-wide requirements.

PA 100.....	3 credits
PA 101.....	3 credits
PA 111.....	3 credits
PA 120.....	3 credits
PA 130.....	3 credits
PA 201.....	3 credits
PA 220.....	3 credits
Pol Sci 202.....	3 credits
Pol Sci 216.....	3 credits
Psych. 101.....	3 credits
Soc 101.....	3 credits
Eco 101.....	3 credits
Hist 222.....	3 credits
Engl 101.....	3 credits

Engl 150.....	3 credits
Spch 101 or 102	3 credits
Phil 101.....	3 credits
NSM 101.....	2 credits
Electives.....	13 credits
Total	66 credits

Requirements for a B.S. Degree in Public Administration

The following are requirements for a B.S. degree in Public Administration in addition to the lower division courses (66 credits) leading to the A.S. degree and college-wide requirements:

PA 300.....	3 credits
PA 350.....	3 credits
PA 401.....	3 credits
PA 410.....	3 credits
PA 460.....	3 credits
Pol Sci 300.....	3 credits
Eco 203.....	3 credits
Hist 223.....	3 credits
Hum 201.....	3 credits
Hum 202.....	3 credits
Fr or Spn 101.....	4 credits
Fr or Spn 102.....	4 credits
NSM 110.....	3 credits
NSM	3 credits
NSS 101.....	3 credits
NSS 102.....	3 credits
Fin 451.....	3 credits
Electives.....	9 credits
Total	128 credits

Recommended Program of Study in Public Administration (A.S. Degree—Lower Division)

(Evening Sequence)

First Semester		Credits	Second Semester		Credits
Engl 100—College English I	3		Engl 150—College English II	3	
P.A. 100—Intro to Public Administration	3		PA 101—Structure and Operation of Government Agencies	3	
Phil 101—Intro to Logic	3		PA 111—Public Personnel Administration.....	3	
	<u>9</u>			<u>3</u>	
					9
First Summer					Credits
Electives.....					<u>3</u>
					3

Third Semester		Credits	Fourth Semester		Credits
Pol Sci 202—Intro to American Government.....		3	PA 130—Uses of Information Systems in Planning, Administration & Evaluation of Public Programs		3
PA 120—Development and Implementation of Public Programs		3	Eco 101—Intro to Political Economy		3
NSM 101—Intermediate Algebra.....		2	Psych 101—Intro to Psychology.....		3
		<hr/>			<hr/>
		8			9
Second Summer		Credits	Sixth Semester		Credits
Electives.....		3	PA 220—Identification & Design of Sponsored Activities		3
Fifth Semester		Credits	Pol Sci 216—State & Local Government.....		3
PA 201—Government Communications.....		3	Soc 101—Intro to Sociology		3
Spch 101 or 102—Voice & Diction.....		3			<hr/>
Hist 222—U.S.A. to 1900.....		3			9
		<hr/>			
		9			
Third Summer		Credits	Seventh Semester		Credits
Electives.....		3	Electives.....		4
		<hr/>			<hr/>
		3			4
			Total Credits		66

Note: As a result of placement tests some students may be required to take remedial courses in English and math before entering the regular sequences. (NSM 001, NSM 100 & remedial courses in Academic Development as required in the Humanities Division of this catalog.)

Only PA 011 may be taken by students who require courses listed above. Once these conditional courses are satisfied, students will be admitted to the regular sequences.

Recommended Program of Study in Public Administration (B.S. Degree—Upper Division)

(Evening Sequence)

Eighth Semester		Credits	Fourth Summer		Credits
PA 300—Systems Approach to Planning and Budgeting.....		3	Hum 201—Intro to Humanities I.....		4
NSM 110—Finite Math		3			<hr/>
Fr 101 or Spn 101—Beginning French or Spanish I.....		3			4
		<hr/>			
		9	Tenth Semester		Credits
Ninth Semester		Credits	PA 401—Municipal Administration .		3
PA 350—Current Trends in Organization Response to Urban Environment.....		3	Fin 451—Public Finance.....		3
Eco 205—The General Economy		3	NSS 101—Intro to Physical Sciences		3
Fr or Spn 102—Beginning French or Spanish II.....		3			<hr/>
		<hr/>			9
		9	Fifth Summer		Credits
			Hum 202—Intro to Humanities II		4
					<hr/>
					4

Eleventh Semester		Credits	Twelfth Semester		Credits
PA 410—Policy Making and the Public Interest		3	PA 460—Innovative Management in Urban Government.....		3
NSS 102—Intro to Life Sciences.....		3	Hist 223—U.S.A. in the 20th Century		3
Pol Sci 300—The American Presidency		3	*NSM—Advanced Statistical Methods		3
		<u>9</u>			<u>9</u>
Sixth Summer		Credits	Thirteenth Semester		Credits
Electives.....		3	**PA 470—Practicum: Administrative Decision Making in Government Agencies		3
		<u>3</u>	Elective		3
					<u>6</u>
Total Credits					128

*Course to be developed by Natural Science and Math Division for Public Administration students.
 **Recommended elective.

Course Descriptions

Anthropology

Anth 201—The Nature of Culture 3 hours; 3 credits

This course is an examination of the nature, function, and evolution of culture in Western and non-Western traditional societies.

Anth 202—Physical and Cultural Evolution 3 hours; 3 credits

This course is an analysis of man's physical and cultural evolution as a basis for understanding present day variation in physical type and cultural systems.

Anth 204—Afro-American Societies and Cultures 3 hours; 3 credits

This course examines the cultures developed by people of African descent in the New World; and of the national, economic and ecological factors underlying their diversification is discussed in this course.

Anth 302—Societies and Cultures of Latin America 3 hours; 3 credits

This course is a comparative analysis of selected rural and urban communities, with particular attention to social and political organization, religion, traditional economic patterns, and values. The uses of anthropological materials in programs of directed change in education, health, and economic life is emphasized.

Anth 303/ICS 303/Soc 216—American Minorities 3 hours; 3 credits

This course deals with the origins of the differentiation of racial and cultural minorities in the United States; the prejudices and discrimination which attend such cultural diversity is explored.

Anth 304/Soc 211—African Societies and Cultures 3 hours; 3 credits

This course surveys African Cultures throughout the continent, including indepth ethnographical descriptions of some traditional African religious systems and social political organizations.

Anth 321—Modernization and Culture 3 hours; 3 credits

This course explores the cultural implications of "modernization", technological advance and cultural values in addition, there will be an examination of the impact of "Westernization" upon traditional societies and values. Prerequisite: Anth 201.

Economics

Eco 201—The Theory of the Firm and Markets *3 hours; 3 credits*

This course deals with elementary microeconomic analysis. Topics to be discussed include: market and demand and supply, the determination of market equilibrium, consideration of income, advertising and other factors influencing consumer demand; market structures; dynamics of firm and industry; production costs, and analysis of output and price decision processes.

Eco 203—The National Economy *3 hours; 3 credits*

Elementary macroeconomic analysis dealing with factors which determine the general level of prices, production, employment, income and consumption in the economy as a whole, with special reference to the United States and other market economies are explored. Such topics as inflations, recessions, and the public policies which combat them; as well as problems of unemployment and the economic problems of the minority population will also be discussed.

Eco 205/Hist 302—History of Economic Institutions *3 hours; 3 credits*

A general survey centered around Europe, Africa and the Americas of the Evolution of Attitudes and institutions in economic life up to 1800 involving such things as barter banking, feudalism, slavery (as an economic system) regional development, characteristics of capitalist and socialist development.

Eco 301/ICS 337—Economics of Racism and Discrimination *3 hours; 3 credits*

This course considers the economic aspects and consequences of racism and discrimination; factors which effect occupational mobility and attendant poverty in the United States, particularly with respect to Blacks and other minorities. The causes and consequences or current shifts in industrial and job locations, occupational structure and the delivery of basic social services such as health, housing, education, transportation, and the retailing business in inner cities will be examined. Prerequisite: Ec. 203.

Eco 303/ICS 347—Theory of Economic Development *3 hours; 3 credits*

The theory of the economic development of national economics and economic regions, implications for community (non-economic) regional development, and characteristics of capitalist and socialist development are explored.

Eco 304—Problems of African Development *3 hours; 3 credits*

This course begins with definitions of development and underdevelopment—the present state of economic development in Africa—and discussion of per capita income in industrialized countries. Recent economic growth and targets for future growth will be discussed in relation to political growth. Main physical obstacles on the road to growth, population growth economic impediments, social and cultural obstacles and political obstacles are explored. Development planning in the new states.

Eco 305/ICS 305—Minority Economic Development *3 hours; 3 credits*

This course analyses the special problems of development which face the minority populations in the United States, with special reference to ethnic communities in N.Y.C. Opportunities for and barriers to occupational mobility in the larger economy, prospects for "Black Capitalism," and related topics are considered. Prerequisite: Eco. 303/ICS 347.

- Eco 306—Monetary Theory** 3 hours; 3 credits
 This course is about how money and monetary institutions work. The monetary impact of the system of commercial banks, the Federal Reserve System and the United States Treasury will be examined. This course will focus on monetary policy as a means of achieving stability, and current disagreement over its effectiveness.
- Eco 322—Fiscal Policy** 3 hours; 3 credits
 Concepts of fiscal policy. Topics to be discussed include: expenditure theory, the national budget, the impact of taxes, national debt, debt management and economic stability; also principles guiding benefit analysis; planning and programming and priority analysis.
- Eco 333—International Economics** 3 hours; 3 credits
 Investigation of the nature and development of interregional specialization and exchange, as well as the theoretical and factual foundations of their existence. Topics include theory of comparative advantage, terms of trade, changing structure of world trade, international trade and national economic objectives, liquidity, balance of payments disequilibrium and monetary cooperations, regional economic integration, evolution of international economic institutions, foreign aid, capital formation and economic development.
- Eco 355—Intermediate Macroeconomics** 3 hours; 3 credits
 Aggregate economic analysis; Keynesian theory of national income determination and the policies associated with it; economic fluctuations; fiscal and monetary policies.
- Eco 366/His 366/Pol Sci 366—History of Economic Thought** 3 hours; 3 credits
 This course traces the evolution of economic theory from the medieval and merchantilist eras to the modern period. Names and schools of thought to be discussed include: precapitalist economic doctrines, mercantilism, classical political economy, economic historicism, utopian socialism, neoclassicism, social economics; Adam Smith, David Ricardo, Thomas Malthus, John Stuart Mill, Karl Marx, Thorstein Veblen, Henry George, John Maynard Keynes, etc. Prerequisite: Eco 201.
- Eco 390/ICS 390—Education as a Social Investment** 3 hours; 3 credits
 A survey of education as a means of human resources development. The economic returns and the implication for social dynamism as seen both at the individual and at the community-wide level. The problems of education in New York will be examined from the standpoints of cultural identity, social integration and economic opportunity for all.
- Eco 399/ICS 399—Current Economic Issues and Policies** 3 hours; 3 credits
 Current economic issues and policies relating to inflation, unemployment, population growth, poverty, taxation, welfare, the government budget, delivery of social services, incomes and price policies, pollution, etc. are examined. Extensive use of current and relevant newspaper articles and other publications will be made in class discussion, and each issue or policy will be explained and evaluated in terms of relevant and specific microeconomic and/or macroeconomic theories. Prerequisite: Eco 201, Eco 303.

History/Political Science

Hist 220/Pol. Sci. 220—Afro-American History to 1865

3 hours; 3 credits

This course will discuss the Black Experience in the New World from 1619 to the Civil War, the origins of status duality in American society and the contributions of Blacks in the making of America.

Hist 221/Pol. Sci. 221—Afro American

History Since Reconstruction

3 hours; 3 credits

This course surveys the social, economic, cultural, and political impacts of the Civil War and the Reconstruction period on the Afro-American community in America.

Hist 222—U.S.A. to 1900

3 hours; 3 credits

The colonial background to the independence struggle, the goals of the founding fathers, the constitution and its evolution, westward expansion and interaction with aboriginal peoples, the Civil War and Reconstruction, Slavery and Emancipation, the growth of capitalism, trade unionism, populism and education will be discussed.

Hist 223/Pol. Sci. 223—U.S.A. in the 20th Century

3 hours; 3 credits

The growth of the economy, and power during the twentieth century; the internal problems of social justice, civil rights, urban development, the impact of science and technology will be discussed. In general the course will focus on the increasing complexity of the problems and on the efforts made to cope with these problems.

Hist 224/Pol Sci. 224—History of the American Revolution

3 hours; 3 credits

This is a survey of the history of the American Revolution and its impact on the development of the American social and political institutions.

Hist 225/Pol Sci 225—History of the American Civil War

3 hours; 3 credits

This course is a survey of the causes and consequences of the American Civil War. It will analyze the factors which led to the war as well as the programs of/or reconstruction.

Hist 227/Pol Sci 227—History of the New Deal Under President Franklin D. Roosevelt

3 hours; 3 credits

This course will discuss the philosophical and the ideological issues involved in the New Deal concept, social reforms, amelioration of the labor conditions, the depression era and the influence of personality upon politics.

Hist 228/Pol Sci 228—History of the U.S. Foreign Policy from 1776 to the Present

3 hours; 3 credits

This is a survey of the development of the American foreign policy system from the revolutionary period to the present. Discussions will include the determinants of American diplomacy, idealism versus realism in American foreign policy, Monroe Doctrine, Manifest Destiny, expansion and the American empire. In addition, emphasis will be placed on America's rise from a hemispheric power to a world power.

Hist 229/Pol Sci 229—History of Black Migration

3 hours; 3 credits

This course will focus in the historical, political and geographical perspec-

tives of black migration in America. The social, political and economic motives for the northward migration of the blacks from the South and their consequences on the black community in American society will be dealt with. In addition, the course will discuss the history of the black urbanization process.

- Hist 230—History of Africa to 1800** 3 hours; 3 credits
This course is a survey of African history from earliest times to the end of the 18th century, including discussions of the peopling of Africa. Africa in the ancient world, the spread of Islam, the kingdoms of the savannah and forest, early European contacts with Africa and trade.
- Hist 231—History of Africa since 1800** 3 hours; 3 credits
This is a survey of African History from the beginning of the 19th century to the era of African independence. This course will focus on the change in commercial patterns in the 19th century between Europe and Africa, the "scramble for Africa" and its effect upon African societies, resistance to the imposition of colonial rule, survival and persistence of African institutions and culture under colonial rule; the growth of modern African political and social organizations; and movements towards independence.
- Hist 232/Pol Sci 232—History of African Nationalism** 3 hours; 3 credits
This course will focus on the development of modern African Nationalism. Discussions will concentrate on the nature and characteristics of African nationalism. In addition, African Nationalism will be compared and contrasted with European Nationalism of the 19th century.
- Hist 233—History of West Africa-1400 to Present** 3 hours; 3 credits
This is a survey of the history of West Africa from 1400 to the present; discussions will include West African-European contacts in the 15th century, the slave trade; West African Empires, to the Independence movements in West Africa in the 20th century.
- Hist 234—History of East Africa-1400 to Present** 3 hours; 3 credits
A survey of the history of East Africa from 1400 to the present. Discussions will include East African European and Asian contacts, the African Empires, colonization of East Africa and independence movements in East Africa in the 20th century.
- Hist 235—History of Southern Africa—1400 to Present** 3 hours; 3 credits
A survey of the history of Southern Africa from 1400 to the present. Discussions will focus on the early southern African-European and Asian contacts, the Southern Africa Empires, the colonization process, and independence movements in Southern Africa in the 20th century.
- Hist 236—History of the Maghreb Region of Africa (North Africa)** 3 hours; 3 credits
A survey of the history of North Africa from 1400 to the present. The course will include North Africa's early contacts with both the Europeans and the Arabs. In addition the course will discuss the development of the nations of the Maghreb.
- Hist 237—The Economic History of Africa** 3 hours; 3 credits
The course will discuss African market system, the development of money economy, trade with Europe, Asia and the Arab world.

Hist 240—History of Spanish and Portuguese Rule in the Americas

3 hours; 3 credits

This course is a survey of the imposition of Spanish and Portuguese rule on the peoples of Central and South America; the social, economic and political institutions developed to effect such rule; the growth in wealth on both sides of the Atlantic, and the genesis of the liberation movement.

Hist 241/Pol Sci 241—History of Latin American Republics

3 hours; 3 credits

This course deals with the genesis and success of the liberation movements, the trends in the development of the republics since independence, including the status of non-white communities, political, social and economic problems, international relations especially vis-a-vis the U.S.A. and Europe; and cooperation among the Republics.

Hist 242—History of the Caribbean

3 hours; 3 credits

This is a survey of the development of the Caribbean Islands—Jamaica, Leewards, Windwards, Barbados, Trinidad, and Tobago, and mainland countries of Guyana and Belize. It also deals with European conquest, slavery, emancipation and political independence.

Hist 244/Pol Sci 244—History of Latin American Revolution

3 hours; 3 credits

This will be a survey of the causes and the political, economic and social consequences of the Latin American revolutions in the 19th century.

Hist 245/Pol Sci 245—Blacks in the New Deal Era

3 hours; 3 credits

This course will furnish an in depth look at the New Deal Era as it applies to Blacks. The emphasis will be on various programs designed to deal with Blacks after the depression. The course will also deal with Blacks' reactions to the depression and the New Deal programs.

Hist 246—History of Mexico

3 hours; 3 credits

A survey of the historical development since independence of Mexico. An attempt is made to highlight key points in the history of nationhood.

Hist 247—History of Central America

3 hours; 3 credits

A survey of the history of Central America since independence.

Hist 248—History of South America

3 hours; 3 credits

A survey of the history of South America since independence. The course compares South American countries in order to highlight major problems of nationhood.

Hist 250/Pol Sci 250—Selected Topics in the History of Medieval Europe

3 hours; 3 credits

This is a study of aspects of the history of Europe—These include the Roman, Christian, Islamic, and "Barbarian" contributions to European civilization; the Renaissance and the genesis of the expansion of Europe, the consequences to European wealth and power of such expansion; the Agricultural and Industrial Revolution of the 17th and 18th centuries.

Hist 251/Pol Sci 251—Selected Problems in the History of Modern Europe

3 hours; 3 credits

Major currents which have helped to shape modern Europe, including but

not limited to: political revolutions-English (1688), French (1789), and Russian (1917); the Industrial Revolution; 19th and 20th Century patterns of Imperialism; the rise of the modern nation state; European international relations in the 19th and 20th century will be dealt with.

Hist 252/Pol Sci 252—History of the Industrial Revolution 3 hours; 3 credits
This course involves a survey of the historical development of the Industrial Revolution and its impacts on 19th and 20th century Europe.

Hist 253/Pol Sci 253—History of the French Revolution 3 hours; 3 credits
The course will focus on the role of the French Revolution in the development of nationalism in Europe as well as the making of contemporary Europe.

Hist 254/Pol Sci 254—History of European Nationalism 3 hours; 3 credits
This course will deal with the origin, the theories and concepts of nationalism in Europe. Attempt will be made to compare and contrast it with the development of nationalism in non-European countries in the 20th century.

Hist 255/Pol Sci 255—The History of the Russian Revolution 3 hours; 3 credits
This course will concentrate on the nature and character of the Russian Revolution, the leaders of the Russian Revolution and the influence of the Bolshevik Revolution.

Hist 256/Pol Sci 256—The History of World War I and II 3 hours; 3 credits
This course analyses the events leading to World Wars I and II and their consequences on the hierarchical distribution of power in the world, the rise of the United States and Soviet Union and disimperialism in Africa and Asia.

Hist 257/Pol Sci 257—History of European Expansion 1400 to the Present 3 hours; 3 credits
This course traces the rise of European nations to the position of world domination, the expansion of European cultural values and the consequences to world order.

Hist 259/Pol Sci 259—History of the Black Power Movement in America 3 hours; 3 credits
This course will focus on the Black Power Movements of the 1960's. It will concentrate upon the Black Panther Party and other movements that shared the Panther's philosophical and ideological goals.

Hist 300/Pol Sci 300—The American Presidency 3 hours; 3 credits
This course is a study of the development of the American Presidency, focus will be upon the nature and theory of the executive branch and its relations with the other parts of government and society.

Hist 333/Pol Sci 333—The History of Black Civil Rights Movements in the U.S.A. 3 hours; 3 credits
This course will discuss the development, approaches and accomplishments of Black Civil Rights movements in the United States. Emphasis will be placed upon the growth of the radical-militant and the conservative leadership patterns in the Black struggle for social equality and justice in American society.

Hist 336/Pol Sci 336—Introduction to Constitutional Law 3 hours; 3 credits

This is a study of selected U.S. Supreme Court decisions which have been influential in determining the applicability and meaning of the U.S. Constitution. Emphasis will be given to the historical development of the court, including judicial review and the role of the bench in such areas as civil rights.

Hist 340/Pol Sci 340—History of Political and Social Movements in America 3 hours; 3 credits

This course deals with the philosophical and ideological issues around which social and political movements evolve and the political impact of these movements.

Hist 393/Pol Sci 393—History of Western Political Thought I 3 hours; 3 credits

This course is a survey of Western Political thought from Plato to Rousseau and Thomas Paine. Prerequisite: completion of any level History course and an Introductory Political Science course.

Hist 394/Pol Sci 394—History of Western Political Thought II 3 hours; 3 credits

This course focuses on major contributors to political thought and theories of the modern state from Rousseau to the present time including such figures as Hegel, Marx, John Stuart Mill, Nietzsche, Fanon, Marcuse, and Dewey.

Hist 410—Comparative History of Slavery in the Americas 3 hours; 3 credits

This course is a comparative study of slavery in selected countries illustrating the peculiarities of the laws, treatment and use of slaves, and progress toward emancipation in the various systems (Spanish, Portuguese, Dutch, French, American and British). Prerequisite: Hist 220.

Hist 420—The World Since 1918 3 hours; 3 credits

This course is a study of the history of international relations since 1918 and the significant causes of change in world groupings touching on the rise of the U.S.S.R., Hitler, the drift into World War II; the war and peace settlements; the quest for collective security; the emergence of the Third World (China, India, Africa, Latin America and the Caribbean); modern imperialism, race as an issue in international relations over the period. Prerequisite: any 200 level history course.

Pol Sci 101—Introduction to Political Sciences 3 hours; 3 credits

This course deals with basic concepts in political science including the nature of political power, definitions of basic terms; major political systems; approaches used in the study of political science, such as constitutional and behavioral; scope of political science.

Pol Sci 202—Introduction to American Government 3 hours; 3 credits

The constitutional framework of the U.S. political system, with special attention to the relationship between cities, states, and National government in the Federal system; the relations between the Presidency, Congress, and the Supreme Court, the nature of the American political party system and of the workings of pressure and interest groups; relationship between the American social, economic, and political systems, contemporary issues in American Government will be dealt with.

Pol Sci 205—Introduction to Comparative Government 3 hours; 3 credits

This course focuses on the political systems of selected nations in Western and Eastern Europe and in developing areas; considers the impact of the economic system on political system and vice versa, discusses political culture as a variant in comparative analysis.

Inner City Studies

ICS 201—Introduction to Urban Development 3 hours; 3 credits

The course explores the scope of problems associated with urban development: health, transportation, social services, land development and poverty. This course will seek to define issues while exploring many of the approaches proposed as a resolution of these problems.

ICS 206/Soc 206—Comparative Family Structure 3 hours; 3 credits

This course provides a comparative survey and analysis of institutional family patterns in various societies. Family organization in relation to social structure is viewed from a cross-cultural perspective. Prerequisite: Soc 101.

ICS 209/Soc 209—Urban Life Styles 3 hours; 3 credits

This course examines the different lifestyles characteristic of various neighborhoods. Social class, race, ethnicity, culture, and other factors affecting urban environment will be discussed with special attention given to the multicultural nature of New York City.

ICS 210/Soc 210—Social Profiles of American Regions 3 hours; 3 credits

This course focuses on a regional analysis of American society in terms of the prevailing ideologies, customs, socio-economic systems, race and ethnic composition, etc. Problems indigenous to each area and their relationship to the larger society will be explored. Prerequisite: Soc 101.

ICS 220/Soc 220—Introduction to Casework/Groupwork 3 hours; 3 credits

This course focuses upon basic aspects of casework and groupwork as methods of intervention for individual, group and social change. Skills and techniques utilized in assisting the individual and small groups; diagnosis, treatment, the meaning of group experience and the mutual aid system will be examined and strengthened via role-playing, case analysis, and case recording.

ICS 260/Hist 260—The City in History 3 hours; 3 credits

This course explores the development of cities from a historical perspective. An attempt is made to analyze the historical patterns that have led to the growth of cities into large metropolitan areas. The course will also examine the problems and prospects of the modern city. Case studies will be used where necessary to high-western and non-western cities.

ICS 302/Soc 302—Social Stratification 3 hours; 3 credits

An analysis of contemporary society in terms of the structure and function of its ideologies and institutions and of the stratification system based on race, wealth, status, power, sex, etc. studied in this course. The social mechanisms that regulate relations between strata and groups in society will also be considered. Prerequisite: Soc 101, Soc 209.

- Soc 308—Sociological Theory** *3 hours; 3 credits*
 Introduction to the major sociological theories and their socio-political implications. (Current sociological theory developments will be studied.) Students will compare and evaluate the analytical and conceptual contributions of the sociological theorists.
- ICS 312/Soc 312—Public Opinion and Mass Media** *3 hours; 3 credits*
 This course will deal with the basic processes of public opinion formation, the role of group and cultural factors in shaping thinking on public issues, the manipulation of public opinion and the use and misuse of public opinion studies. The emphasis will be on the role of the mass media in all these processes, with special attention to issues of race and ethnicity in the U.S.
- ICS 314/Soc 314—Public Bureaucracy** *3 hours; 3 credits*
 This course will deal with the origins, nature and function of modern bureaucracy to all phases of contemporary life and particularly to the poor and dependent, will be examined and some possible alternatives to present bureaucratic structures will be considered.
- ICS 320/Soc 320—Intermediate Casework** *3 hours; 3 credits*
 This course extends and deepens the understanding of the study, diagnosis and treatment phases in the psycho-social method of casework by analyzing cases involving problems in parent-child relationships, marital and other family conflicts, physical and mental illness, and conflicts within society. Some comparison is made of various casework models and approaches. Prerequisite: ICS 220.
- ICS 321/Soc 321—Intermediate Groupwork** *3 hours; 3 credits*
 This course expands upon social groundwork principles and methods; the function and roles of the groupworker are examined. Emphasis will be placed upon the development of the personal qualities required of the groupworker and the uses of research studies in groupwork. Prerequisite: ICS 220.
- ICS 335/Soc 303—Social Deviance** *3 hours; 3 credits*
 This course will deal with a broad range of "deviant" behavior with an emphasis on such behavior common to groups in our society. The legitimacy of the concept of "deviance" itself will be examined within the context of the problems of socialization, norms, and the pressures of society. Salient topics are: drugs, social behavior, religion, politics and crimes as they relate to deviance.
- ICS 336/Soc 336—Police and The Penal System** *3 hours; 3 credits*
 In this course, a study of the latent and manifest functions of police and the penal system, sources of community/police antagonism, and the nature and practices in the criminal justice institutions, and system will be examined.
- ICS 337—Urban Design Methods** *3 hours; 3 credits*
 An introduction to design techniques and their applications in solving urban planning problems. Emphasis is on elementary skills in graphic presentations and visual perception of urban conditions. Methods of visual perception and notation and criteria for determining desirable spatial relationships will be reviewed. A study planning problem will be undertaken by the class.

- ICS 338/Soc 338—Social Welfare and Social Policy** 3 hours; 3 credits
 The evolution of social services in U.S. from the beginning of the century to the present will be studied. Specific references will be made in regard to the social welfare movement, covering such topics as the growth of settlement houses, social security, adoption, foster care and public assistance. The regulatory control exercised by federal, state, and municipal governments in the area of social policy will be examined.
- ICS 339/Pol Sci 303/Soc 406—Governmental Policy and Community Development** 3 hours; 3 credits
 A study of federal, state and local policies and programs which relate directly to poor persons and poverty areas; the manner in which such policies are developed; the political, social and economic forces which shape public policy; the significance of the broader metropolitan political, social, and fiscal structures.
- ICS 340/Soc 340—Selected Problems in Community Development** 3 hours; 3 credits
 This course deals with major issues facing the local community, e.g., housing, the delivery of health and social services and education. The student should be involved as participant/observer in at least one of these areas.
- ICS 343/Soc 311—Urban Social and Political Structures** 3 hours; 3 credits
 This course deals with the urban milieu: its people, ethnic group relationships, class conflicts, political power and the implications for urban planning. Prerequisite: Soc 101.
- ICS 345/346—Urban Planning I & II (2 semester sequence)** 6 hours; 6 credits
 This is an introductory course to the practice and theory of urban planning. The planning function in American government, its basic sources of authority and legitimacy, its role vis-a-vis other mechanisms for allocating resources and the market and the political processes are examined. A history of the profession as it has developed in the United States, with particular reference to the controversy surrounding the comprehensive plan, the nature of the public interest, and the planner's role as advocate are reviewed. Some of the major substantive concepts in planning and related issues such as the neighborhood concept, garden cities and new towns, greenbelts, urban renewal and neighborhood conservation are explored.
- ICS 347—Urban Transportation Planning** 3 hours; 3 credits
 This is an examination of the characteristics of several travel modes and the interdependencies between them. Appropriate analytical techniques for each mode will be identified. The transportation planning process, with its component analyses of the supply and demand functions of movement systems, is discussed in detail. Case studies of major transportation planning efforts are analyzed.
- ICS 375—Housing Policy in the U.S.A.** 3 hours; 3 credits
 The major social economic, and political issues confronting housing policy are analyzed. Alternative policy approaches to racial and economic segregation, abandonment and residential decay, urban growth, forms of public subsidy, balancing rights of ownership with those of occupancy will be emphasized. A significant research effort is required.

ICS 400/Psych 400—Internship *ICS—15 hours; 6 credits*
(Formerly ICS 397.04/Psych 397) *Psych—15 hours; 6 credits*

This course is a special program that provides for the integration of theoretical knowledge and practicum experience. There is a seminar as well as a fieldwork component of the program. Period of internship placement must be approved by the program coordinator who shall arrange for any necessary supervision and for evaluating the level and relevance of the experiences in terms of grades. The program provides experiences which substantially increase the student's understanding of the respective discipline or profession. Prerequisites: See Special Programs under ICS and Psychology.

ICS 403/Soc 403—Theories of Social Change *3 hours; 3 credits*

This course deals with major theorists of social change—Spencer, Marx, Weber, Durkheim, Meton, Linton, and Fanon. The course will also deal with some of the anticipated and unanticipated consequences of societal innovations and developments, e.g. social dislocation, disorganization, deviance, and interculture.

ICS 407—Ideology of Black Nationhood *3 hours; 3 credits*

The elements of the social system which have generated the concepts of Black Nationhood in the U.S.A. are examined. The goals and philosophy of nationhood; the processes and difficulties involved in the realization of such goals will also be dealt with.

ICS 410/Soc 410—The Role of The Church in the Black Community *3 hours; 3 credits*

This course will provide an intensive study of the historical roots, development, influence, ideology, and total function of the church in the Black community in America. The role of religion as an instrument of protest, escape mechanism, emotional outlet, focal point of political organizing and of social life will be analyzed.

ICS 457/Soc 402—Community Organization *3 hours; 3 credits*

This course explores techniques of community organization with an emphasis on metropolitan ghettos, senior citizens, and youth programs. Community development, community planning, and community action—organizational models will be examined.

Public Administration

PA 011—Orientation to Public Administration *2 hours; 2 credits*

The orientation furnishes background against which the student is prepared for a professional understanding to participate in government activities. Public Administration is approached as a study influenced by the developments in the Social Sciences. The field is viewed in its national, state and local entities with challenges and opportunities demanding professional qualifications and public oriented sensitivities. (For students enrolled in Academic Development).

PA100—Introduction to Public Administration *3 hours; 3 credits*

Basic concepts and principles of Public Administration and their application to government agencies are examined. The fields of management techniques, processes of organization, personnel administration, budget-

ing, and quantitative analysis are presented to set the foundation for effective policy and decision making.

P A 101—Structure and Operation of Government Agencies 3 hours; 3 credits
Analyses are made of the context and internal character of public agencies; their resources, structures and operations. Studied are actual patterns and theoretical models affecting the viability of public and quasi-public agencies in contemporary urban society.

P A 111—Public Personnel Administration 3 hours; 3 credits
Governmental personnel policies and practices, with their roots in the merit system, are explored. Methods for the effective assignment and use of employees, and the fostering of career opportunities are taught through: position classification; recruitment; testing; training; promotion; salary and wage administration; grievance procedures; and morale-building incentives. Prerequisites: PA 100, PA 101.

P A 120—Development and Implementation of Public Programs 3 hours; 3 credits
The course views the process of public program development from its legislative origins to federal and state administrative implementation. The role of the federal government in fostering programs, as well as state and local participation, is studied. Techniques of statutory analysis and interpretation are utilized.

P A 130—Uses of Information Systems in Planning, Administration, and Evaluation of Public Programs. 3 hours; 3 credits
Provides an analysis of the techniques and methods of identification, collection and organization of agency data into information systems. Uses data in the design, planning, control and evaluation of public programs are emphasized. Prerequisites: PA 101, PA 111.

P A 201—Government Communications 3 hours; 3 credits
External and internal communication systems, practices, and policy issues involved in government operations are evaluated. Relationships among government, quasi-public, community-based agencies, and the public-at-large are studied as well as issues that arise in the United States which demand openness and accountability to the public sector. Prerequisite: PA 130.

P A 220—Identification and Design of Government Sponsored Activities 3 hours; 3 credits
Interprets statutory and other sources of program authority and financial support for agency sponsored activities. Students design programs and projects in terms of defined needs and potential sponsorship; they evaluate and recommend modifications of existing programs and projects. Conceptual models are utilized. Prerequisites: PA 130, PA 201.

P A 300—Systems Approach to Planning and Budgeting 3 hours; 3 credits
Organizational problems of public agencies are scrutinized by the systems approach. Special attention is called to the planning, budgeting and personnel operational systems within an organization, problems which originate within these systems, and their solutions. Prerequisites: PA 130, PA 201, or with permission.

P A 350—Trends in Organizational Response to the Urban Environment

3 hours; 3 credits

Examines pressures and challenges facing government today and identifies current trends which reveal responses of organizations to the urban environment. The public administrator is studied as an agent of change. Emphasis is placed upon the philosophical values involved in organizational conflicts and upon testing public policy effectiveness and flexibility in responding to urban crises. Prerequisite: PA 220 or with permission.

P A 401—Municipal Administration

3 hours; 3 credits

Traditional and alternative forms of metropolitan administrative structure, planning, and financing are reviewed. Regional compacts, authorities, and other quasi-public models as vehicles to meet urban needs and conserve municipal resources, are studied. Critical issues in the delivery of municipal services such as police, fire, sanitation, health, hospital and welfare are examined in relation to community needs and competition for limited resources. Prerequisite: With permission.

P A 410—Policy-Making and the Public Interest

3 hours; 3 credits

Spans the related disciplines of political and other social sciences in an attempt to analyze and synthesize the respective inputs of each in the public policy-making process. Various typologies are followed to provide students with the orientations to both descriptive and prescriptive approaches to policy-making in the public interest. Prerequisite: With permission.

P A 460—Innovative Management in Urban Government

3 hours; 3 credits

Enables students to examine the urban management processes, opportunities and constraints experienced by managerial personnel in the public sector. Case studies for students and objective analytical methods are utilized by students. Issues in implementing the concept of local control are examined in the context of evolving trends in modern management practices. Prerequisite: With permission.

P A 470—Practicum: Administrative Decision-Making in Government Agencies

3 hours; 3 credits

Required of each student is the development of decision-making responses to a major agency problem by utilizing both professional skills and organizational resources. Class participation is structured according to the conference model of role-playing, in which the strengths and weaknesses of various organizational and extra-organizational roles are elucidated. Prerequisites: PA 350, PA 460 or with permission.

Psychology

Prerequisites: Psychology 101 is a prerequisite for all psychology courses. Admission to 400-level courses is open only to persons who have completed at least two courses in Psychology. Except with the permission of the instructor, admission into Psych 318 shall be possible only for those persons who have completed Psych 317.

Psych 101—Introductory Psychology

3 hours; 3 credits

This course is an introduction to several basic areas of study within psychology, including particularly concepts of perception, motivation, personality, learning, abnormal behavior and social psychology.

- Psych 213—Social Psychology** *3 hours; 3 credits*
 This course will survey the general concepts of social psychology as well as specific topics in the field. Material covered will include but will not be limited to the methods of social psychological research, socialization, attitude formation and change social influence and interpersonal processes.
- Psych 215—Theories of Personality** *3 hours; 3 credits*
 This course deals with presentation and analysis of the major theories of personality with regard to emphasis, scope and assumptions; socio-environmental influence on personality formation and the adequacy of theoretical assessment.
- Psych 223—Physiological Psychology** *3 hours; 3 credits*
 Students will be exposed in this course to an analysis of the biological basis of behavior. Topics will cover emotions, drives (hunger, thirst, sex), wakefulness, sleep, attention, learning and arousal.
- Psych 301—Abnormal Psychology** *3 hours; 3 credits*
 Facts and theories about the etiology of mental disorders, consideration of deviations commonly found in the school population, such as mental retardation and delinquency; the impact of social and economic distress upon the frequency and manifestations of disturbance, will form the main focus of this course.
- Psych 305—Theories of Learning** *3 hours; 3 credits*
 This course deals with theories of learning and motivation with special consideration of environment influences; examination of the learning process and methods of facilitating learning and cognition.
- Psych 309/ICS 331—Introduction to Human Development of Infancy and Childhood** *3 hours; 3 credits*
 This course considers the physical, cognitive, emotional, social and personality development of the child from conception through childhood. Topics will be in the areas of: genetics, prenatal development, language development, personality change and early socialization. Special attention will be given to the inner city child.
- Psych 310—Introduction to Human Development of Adolescence** *3 hours; 3 credits*
 This course deals with a systematic examination of the development process from puberty through young adulthood. The nature of psychological strains, peer group relations, problems of youth-adult inter-action and autonomy will be discussed. Special attention will be given to types of social and family supports needed for healthy growth and development with reference to the inner city.
- Psych 311—Introduction to Human Development of Adulthood and Aging** *3 hours; 3 credits*
 This course deals with the human development from early adulthood through the end of the life cycle. Topics emphasized will be marriage, parenthood, first job, biological, sociological and psychological changes with age, sex, differences, family work, leisure, retirement and death.
- Psych 317/318—Experimental Psychology** *6 hours; 6 credits*
 This course is concerned with experimental design and the methods and techniques of experimentation. The first section of the course shall be de-

voted to an introduction to the statistics required. In the second section, students will design and carry out experiments in various areas of psychology (e.g. learning, memory, etc). (Admission to Psych 318 shall be obtained by permission of the instructor.)

Psych 321—Psychology of Sensation and Perception Concentration
On Sensory Moralities *3 hours; 3 credits*

This course deals with vision, hearing, tasting, smelling, etc. and their neurological correlates. The theoretical issues, problems and experimental techniques involved in the individual's organization of sensory input for the interpretation of his perceptual world will be discussed. Topics to be examined include color, attention, extra-sensory perception.

Psych 403—Psychology of Oppression *3 hours; 3 credits*

The psychological implications and consequences of class and caste structures; character of submission and rage, superiority and fear; consequences for the dynamics of social and individual conflicts will be examined.

Psych 404—Psychology of Motivation *3 hours; 3 credits*

Biological, social cultural influence on psychological development of needs, need gratification and frustration will be discussed. Topics will include psychoanalytic and anthropological material.

Psych 405—Techniques of Psychotherapy and Counseling *3 hours; 3 credits*

Methods and goals of individual and group psychotherapy with particular attention to counseling, family therapy and community work; directive and non-directive counseling in training of mental health practitioners will be discussed.

Psych 406—Psychological Tests and Measurements *3 hours; 3 credits*

This course will focus on the conservation, application and evaluations of psychological tests. Methods for assessments of intelligence, aptitude, vocational and achievement tests will be emphasized. Also utility and predictability to tests in clinical educational and personnel will be examined. The ethical value of testing will be explored.

Psych 427—Psychology of Social Change *3 hours; 3 credits*

This course deals with an in-depth psychological look at the origin and nature of selected social problems in the U.S.A., consideration of the possibilities and barriers for social change.

Social Sciences (Interdisciplinary Courses)

Soc Sci 250—Social Research Methods *3 hours; 3 credits*

This course will familiarize the student with the varied techniques used in social research. The focus will be on the types of data that are generated by the various Social Science disciplines and the methods used in analyzing the data. Students will be introduced to the principles of research, design, to the mechanics of qualitative vs. quantitative research, to the mechanics of interviewing, case study, questionnaire construction and tabulation. The various biases and other factors of social research will also be covered. (Required of all Social Science majors).

Soc Sci 251—Statistics For the Social Sciences *3 hours; 3 credits*

The objective of the course is to give the student a fundamental understanding of basic statistical procedures to enable students to interpret,

evaluate, and use statistics intelligently. Topics surveyed will include frequency distribution, percentiles, measures of central tendency, variability, normal distribution curve, the concept of probability, sampling statistical significance, table construction, correlation theory and correlation techniques applied in evaluation of test materials. (Required of all Social Science majors).

Soc Sci 498—Senior Seminar

3 hours; 3 credits

This course is preparatory to Thesis Writing (Soc. Sci 499). Emphasis is placed on planning and designing the research that students are to conduct during the following semester. Review is made of the methodological considerations in conducting research. Students are familiarized with historical as well as empirical research designs through classroom instruction, lecture presentation and examination of selected research monographs. Students are required to present a report of their proposed research. Prerequisite: Soc Sci 250, Soc 251 and completion of 90 credits.

Soc Sci 499—Thesis Writing

3 hours; 3 credits

An empirical or historical study of a topic selected for its relevance to Central Brooklyn area and/or major training and occupational aspirations. The topic of study will be selected and pursued under the guidance of a faculty advisor. The course will require an in-depth study of the topic selected and the presentation of that study in the form of a research paper (Thesis) of considerable length. Prerequisite: Soc Sci 498 and completion of 90 or above credits.

Social Work/Sociology

Soc 101—Introduction to Sociology

3 hours; 3 credits

(Prerequisite to all Sociology courses)

This course will familiarize the student with the basic concepts in sociology and develop his appreciation of the nature and scope of the discipline. Emphasis will be centered on the critical importance of human interaction, inter- and intra-group relations, cultural relativity, the process of socialization, race, caste and class stratification and on sex, age and other bases of differentiation. The structure of social organization and of institutions and the nature of power, authority, and status will be analyzed, as well as the problem of social change.

Special Programs

Special Programs is essentially a five-pronged, interrelated program designed to affect educational changes in minority students which will ultimately enable them to phase as rapidly as possible into regular college life and obtain a college degree. These five areas are:

1) Communication Processes, 2) Reading Laboratory, 3) Counseling, 4) Financial Aid, and 5) Research and Evaluation.

Special Programs include SEEK (Search for Education, Elevation and Knowledge) and College Discovery.

SEEK

SEEK students are students working toward a baccalaureate degree. The students are recipients of special stipends processed through regular financial aid procedures. To apply, the student must fill out a "Special Programs" admission form. In order to be eligible for this program, the student must:

- A. be a high school graduate or holder of an Equivalency Diploma;
- B. be a bona fide resident of an officially designated poverty area of New York City, with a family income which falls into an official "low income" category;
- C. not have done any previous college work, with the exception of veterans who may have up to 18 college credits, excluding courses taken under UAFI and/or special University of Maryland courses for military personnel.

College Discovery

College Discovery students are students working toward a two-year associate degree. College Discovery students are recipients of special stipends processed through regular financial aid procedures. In order to be eligible for this program a student must file a special CUNY admissions application indicating that the student:

- A. is a high school graduate or holder of an Equivalency Diploma;
- B. meets an official low income economic criteria;
- C. is a bona fide resident of New York;
- D. is under thirty years of age;
- E. Has not done any previous college work, with the exception of veterans who may have up to 18 college credits, excluding courses taken under USAFI and/or special University of Maryland courses for military personnel. Special Programs requires all entering SEEK students to take diagnostic tests in basic skills and the freshman level courses in communications skills.

The major specific objectives of the program are as follows:

- A. to develop individual resourcefulness that will allow the student to use fundamental skills in his personal and social development both as an individual and as a contributing member to society;
- B. to help the student learn how to organize materials and conceptualize major academic issues;

- C. to develop a sufficient foundation in basic communication and other requisite skills to enable him to successfully complete his academic program;
- D. to assist students in the development of career goals. It is the responsibility of the Program to guide students in their choice of major fields and academic programs required for the completion of chosen majors and the development of professional skills.

Course Descriptions

Communication Processes I

7 1/2 hours; 4.5 credits

This course seeks to provide a general survey of communication skills (e.g., usage and structure, capitalization, punctuation, writing effective paragraphs, themes, etc.). Students will learn the various methods of communication, its impact upon society, and its impact upon the activities of daily life. Various content material, arranged in short units, will be presented to facilitate the basic communication skills in addition to generating a sense of language power and structure. A sense of inclusion and ethnic pride are created from the discovery of how language is made out of necessity by Black Americans. The colorful idioms from that language are not merely motivational, they extend language experience serving as a realistic model and/or vehicle for the teaching of language to our students.

Communications Processes II

7 1/2 hours; 4.5 credits

During the second half of Special Programs Core, emphasis will be on greater development of cognitive skills. Students will become more actively involved in the practical application of written and oral skills taught in the first term. They will explore the mechanisms and methods of increasing awareness and gathering information by producing works in both written and oral forms. In addition, they will be exposed to mechanisms needed to display their expertise and knowledge in standard and non-standard measures. Students are expected to prepare at least one research paper and make at least one oral presentation based on one aspect of language themes.

Reading Laboratory

7 1/2 hours; 4.5 credits

Special Programs' Reading Laboratory is an adjunct, both conceptually and geographically, to actual language communication classes. This laboratory, as presently conceived, is designed to work integrally with communication classes, providing a means for the student to effectively carry out the reading aspect of his language assignment. It is also designed to provide vital diagnosis of individual remedial programs in a wide range of reading skills. The laboratory, like the reciprocal classes, will provide students with reading material which will enable them to recognize patterns from their respective cultures and similar cultures in the larger society, if not the world. Students who have been diagnosed as candidates for the laboratory will attend a minimum of three hours per week. The laboratory, like the reciprocal classes, will provide students with reading tasks and material which will enable them to successfully meet the requirements of their respective classes which are dependent upon their ability to read proficiently.

Group and Individual Counseling

1 ¼ hours; No credit

All SEEK students, both freshmen and advanced, are required to allow time in their program schedules for group counseling each week. Group counseling is a required activity of Special Programs and provides students with an opportunity to discuss college life and academic survival with counselors and teachers.

It is expected that group counseling will help students by providing them with an opportunity to discuss such topics as:

- (a) How to achieve a college education and become a resourceful person;
- (b) The role of college vocational guidance and career planning;
- (c) Relating college experiences to family and friends;
- (d) Issues on identity and personal development;
- (e) Issues on drugs, sex education, and interpersonal relationships;
- (f) The management of money, particularly in respect to financial aid.

Individual counseling is by personal arrangement between counselors and students. The counselors of Special Programs view themselves as resource persons who serve to aid students in capitalizing on the resources available to them as well as examining and developing alternatives.

Advanced Special Programs students, who have shown exceptional skill in mastering the counseling objectives and who display mastery of specific academic skills, can request exemption from Advanced Group Counseling and tutor other Special Programs students who request such assistance.

The Division of Teacher Education

Competency Based Teacher Education Program (C.B.T.E.P.)

In September, 1974, a new state-mandated Competency-Based Teacher Education Program was initiated and partially implemented at Medgar Evers College. As currently constituted, the Competency-Based Teacher Education program prepares undergraduates (transfer students, teacher assistants, education associates and others) for careers in early childhood and elementary education.

Student experiences in the Competency-Based Teacher Education Program are highly individualized and are effected through independent study, seminars, and small and large group activities. Each student's program is planned with a mentor who maintains continuous contact with the student throughout his studies.

The current program both at the public schools, which will serve as field-based sites, and the Teacher Education Center is organized around abilities in teaching for which learning modules have been developed. These modules provide a variety of strategies through which the student can develop the competencies in teaching which he is required to demonstrate for New York State Teacher Certification.

Wherever feasible competencies are developed through direct work with children in the classrooms. Life experience credit and admission with advanced standing are possible for students who demonstrate through pretests on learning modules the acquisition of equivalent competencies. Students who are enrolled in Medgar Evers College may take work in education at any other accredited institution and receive credit through the certification of competencies germane to those listed in this bulletin.

Degree Requirements

1. Admission Requirements

Prior to admission to professional study the student will, in his freshman and sophomore years, have carried out initial studies of education as a career under the direction of his mentor. Admission to professional study is achieved through the meeting of the following four criteria:

- a. Each student will have completed the equivalent of two years (64 semester hours) of college work.
- b. Each student will have completed the equivalent of a minor in a liberal arts area, at least 18 credits in a specified discipline, or he will present plans for completing this requirement before the culmination of his degree program.
- c. Each student will demonstrate a criterion level of competency in the communication skills or reading, writing, and speaking, to be assessed by the criteria set by the divisional faculty committee. Students who need further work in the communications skills modules, may be granted conditional entrance into professional study with progress

being monitored by the mentor on a semester basis. Assessment of skills in speech will allow for and permit variations due to dialect and linguistic patterns of minority students.

- d. Each student must receive a recommendation for professional study from his Medgar Evers College mentor. The criteria for this recommendation will be developed by a divisional faculty committee.

2. Requirements for Graduation

The Associate of Arts Degree is awarded upon the satisfactory completion of a planned 64 credit program.

The Bachelor of Science Degree is awarded upon the completion of a planned 128 credit program as indicated below.

- a. The core courses of Education 222, 223 (parts I and II), 251 and 252 should be completed prior to admission to the junior year.
- b. The field experience courses, Education 351, 352, 451 and 452 should be completed for graduation.
- c. The student must successfully pass a teaching comprehensive.
- d. The student will have to complete the recommended electives necessary to complete certification requirements for city and state licensing.
- e. The student is required to complete a minimum of 54 credits in education with a grade average of B.
- f. The student is required to complete 64 credits in liberal arts, including the college requirements for the award of the degree.

State Certification

Satisfactory completion of the competencies specified in the Teacher Education Program will lead directly to certification in Elementary Education (Common Branches) in New York State.

In accordance with the revised New York State Certification requirements the Board of Education now requires the completion of 6 semester hours of study in the methods and techniques of teaching reading skills. In examinations announced prior to September 1, 1973, applicants are permitted to complete at least 2 semester hours of study in the teaching of reading within one year from the date for meeting the minimum eligibility requirements and the remainder of the 6 semester hours of study in the teaching of reading within 2 years of such date.

Recommended Program of Study in Competency-Based Teacher Education (B.S. Degree)

First Semester	Credits	Second Semester	Credits
Engl 100—College English I	3	Eng 150—College English II	3
Ed 222	3	NSS 101 or 104 or 102	3
NSM 121-Math	3	NSM 122	3
Soc 101	3	Psych 101	3
Liberal Arts Elective	4	Liberal Arts Elective	4
	16		16

Third Semester		Credits	Fourth Semester		Credits
Spch 101 or 201.....	3		Ed 307.....	3	
Foreign Language.....	3		Foreign Language.....	3	
Psych 309.....	3		Hist 222.....	3	
Health 311.....	3		Ed 224.....	3	
Ed 223.....	3		Ed 251/252.....	4	
Elective.....	1				16
		16			
Fifth Semester		Credits	Sixth Semester		Credits
Ed 351.....	2		Ed 352.....	2	
Ed 315.....	3		Ed 316.....	3	
Ed 311.....	3		Ed 312.....	3	
Philosophy 101.....	3		Education Elective.....	3	
Liberal Arts Elective.....	3		Liberal Arts Elective.....	5	
General Elective.....	2				16
		16			
Seventh Semester		Credits	Eighth Semester		Credits
Ed 451.....	6		Ed 452.....	6	
Ed 301 or Education Elective.....	3		Ed 302 or Education Elective.....	3	
Ed 340.....	3		Education Elective.....	6	
Liberal Arts Elective.....	4		Elective.....	1	
		16			16
			Total Credits		128

**Recommended Program of Study in
Competency-Based Teacher Education
(A.A. Degree)**

First Semester		Credits	Second Semester		Credits
Engl 100.....	3		Engl 150.....	3	
Ed 222.....	3		NSS 101 or 104 or 102.....	3	
NSM 121.....	3		NSM 122.....	3	
Psych 101.....	3		Education Elective.....	3	
Humanities Elective.....	3		Social Science Elective.....	3	
		15			15
Third Semester		Credits	Fourth Semester		Credits
Ed 223 (Part I).....	3		Ed 223 (Part II).....	3	
Speech 101 or 201.....	3		Ed 307.....	3	
Psych 309.....	3		Humanities Elective.....	3	
Hist 222.....	3		Health Ed 311.....	3	
Phy Ed.....	2		Liberal Arts Elective.....	2	
Ed 311.....	3		Ed 315.....	3	
		17			17
			Total Credits		64

Teacher Certification Requirements And Licensing

There are two types of certification: provisional and permanent. City and State requirements are very similar.

New York City requirements:

A. Provisional Certificate (valid for 5 years):

1. Early Childhood to Elementary (1-6)

- (a) a baccalaureate degree (B.A. or B.S.)
- (b) 24 semester hours (credits) of professional study in education, including 6 credits in methods of reading
- (c) a college-supervised student-teaching experience

2. Junior and Senior High (7-12)

- (a) a baccalaureate degree (B.A. or B.S.)
- (b) 24 semester hours (credits) of professional study in education
- (c) a college-supervised student-teaching experience
- (d) academic concentration in any of the following areas (e.g. students who wish to teach English, must have 36 credits in that area):

English.....	36 credits
Foreign Language	24 credits
Mathematics	18 credits
Social Studies.....	36 credits
Science	36 credits

B. Permanent Certificate (valid for life):

The requirements are the same as the Provisional, plus a master's degree (in any area) or 30 graduate credits in any academic area.

Six credits in Methods of Teaching Reading is a new requirement and the Board of Education allows up to two years for completion. Therefore, one may be provisionally certified with two years to complete the credits.

New York City Licensing Procedures

Two methods which can be used in obtaining a teaching license:

- A. examinations conducted by the New York City Board of Examiners.
- B. use of the National Teacher Examination. This method is interested for those wishing to teach in selected elementary and Junior High Schools which have been designated as "low reading achievement schools." You can get the application for the N.T.E. either from your advisor or Program office or by writing to: EDUCATIONAL TESTING SERVICE, PRINCETON, NEW JERSEY 08540.

Requirements are as follows:

- A. appropriate New York State provisional teacher certification requirements;
- B. a satisfactory score on the National Teacher's Examination or a satisfactory score on the Board of Examiner's Examination.
- C. satisfactory fulfillment of medical standards set by the Chancellor of the New York City Schools

D. a satisfactory personal background record

There are two types of license examination offered by the Board of Examiners:

A. Alternative A: This plan is for 1st semester seniors or anyone else who can meet the minimum requirements by September 1st for the Fall examination and February 1st for the Spring examinations. Appointments are generally made for the term following graduation. Minimum requirements under this plan are:

1. Early Childhood (N-2)

- (a) baccalaureate degree (B.S. or B.A.)
- (b) 24 credits in education including 6 credits in reading and 6 credits in methods and materials on the pre-kindergarten, kindergarten and primary level
- (c) college-supervised student teaching experience

2. Bilingual Teacher of Early Childhood Classes (N-2)

- (a) baccalaureate degree (B.S. or B.A.)
- (b) 6 credits in education including 3 credits in methods and materials on the pre-kindergarten, kindergarten and primary level
- (c) 6 credits in methods of reading
- (d) fluency in language, oral and written, for the license

3. Elementary or Common Branches (N-6)

- (a) baccalaureate degree (B.S. or B.A.)
- (b) 24 credits in education including 6 credits in reading
- (c) college-supervised student teaching experience

4. Bilingual Teacher of Elementary or Common Branches (N-6)

- (a) baccalaureate degree (B.S. or B.A.)
- (b) 6 credits in education including 6 credits in reading
- (c) fluency in language, oral, and written, for the license

5. Junior and Senior High (7-12)

- (a) baccalaureate degree (B.A. or B.S.)
- (b) 12 credits in education
- (c) college-supervised student teaching experience
- (d) academic concentration in any of the areas listed:

English.....	36 credits
Foreign Language	24 credits
Home Econ	36 credits
Music.....	36 credits
Speech	36 credits
Fine Arts.....	36 credits
Health	36 credits
Math.....	18 credits
Science	36 credits
Social Studies.....	36 credits

6. Bilingual Junior and Senior High (7-12)

- (a) baccalaureate degree (B.A. or B.S.)

- (b) 6 credits in education
- (c) fluency in the language, oral and written, for the license
- (d) academic concentration in any of the areas listed in item (5) Junior and Senior High (see above list)

B. Alternative B

This plan is for second semester seniors in a teacher preparation program or anyone who can meet the minimum requirements by February 1st for those taking the exam in the Fall and September for those taking the exam in the Spring. Alternative B exams are held once in the Fall and once in the Spring. Minimum requirements under this plan are:

1. Early Childhood (N-2)

- (a) baccalaureate degree (B.A. or B.S.)
- (b) 12 credits in education including 6 credits in reading and 6 credits in methods and materials on the pre-kindergarten, kindergarten and primary level

2. Bilingual Teacher of Early Childhood (N-2)

- (a) baccalaureate degree (B.A. or B.S.)
- (b) 6 credits in education including 3 credits in methods and materials on pre-kindergarten, kindergarten and primary level
- (c) 6 credits in reading
- (d) fluency in language, oral and written, for the license

3. Elementary or Common Branches (N-6)

- (a) baccalaureate degree (B.A. or B.S.)
- (b) 12 credits in education including 6 credits in reading

4. Bilingual Common Branches or Elementary (N-6)

- (a) baccalaureate degree (B.A. or B.S.)
- (b) 6 credits in education
- (c) 6 credits in reading
- (d) fluency in language, oral and written, for the license

5. Junior and Senior High (7-12)

- (a) baccalaureate degree (B.A. or B.S.)
- (b) 12 credits in education
- (c) academic concentration in any of the areas listed in item A (5) Junior and Senior High (7-12)

6. Bilingual Junior and Senior High (7-12)

- (a) baccalaureate degree (B.A. or B.S.)
- (b) 6 credits in education
- (c) fluency in language, oral and written, for the license
- (d) academic concentration in any of the areas listed in item A (5) Junior and Senior High (7-12)

State Certification

Satisfactory completion of the competencies specified in the Teacher Education Program will lead directly to certification in Elementary Education (Common Branches) in New York State.

Seventy-two points of work must be completed in the liberal arts and general education. The remaining work is focused on developing the competencies specified in the Competency-Based Teacher Education Program in Elementary Education.

Descriptions of Component Areas in which Teaching Competencies Are Developed

The major portion of the Teacher Education Program is organized around teaching competencies to be developed and learning modules that serve as the vehicle for guiding the student in the gaining of these competencies. The competencies and their attendant modules are categorized under Teaching Components representing areas of study. The components and areas of concentration are listed and briefly described below. Courses presently organized in the traditional manner are in the process of being modularized.

Course Descriptions

Ed 222—Principles and Practices of Competency-Based Teacher Education *3 hours; 3 credits*

This course is designed to provide students with an in depth study of the teaching process. Effective teaching entails a variety of areas interacting with each other. These areas include:

- a. An understanding of the self as a person, as well as a prospective teacher;
- b. A knowledge of one's own cultural environment as it affects one's learning styles and teaching techniques;
- c. An understanding of theories of learning and methods of teaching;
- d. An ability to assess educational instruction.

Ed 223—Philosophical, Social and Historical Foundation of Education (Part 1/Part 2) *6 hours; 6 credits*

This introductory Foundations course satisfies part of the State and City Licensing requirements and is a necessary prerequisite to advanced laboratory and methods courses in Education. The course provides prospective teachers with a socio-historical, philosophical and experimental understanding of education, public schooling and teaching in American Society. The year of study consists of the following areas in modular form: critical thinking, theory of knowledge and epistemology, social science methodology and education, research methodology, classroom dialogue, theories of education and instruction, select topics in the history of American education (including Progressivism, New York City, Women, Peoples of African Ancestry and Spanish-Speaking Nonwhites), a historical overview of Western education, a survey of contemporary issues and nonschool educational agencies, and an off-campus field placement. Prerequisite: Ed 222. Ed 223 Part 1 (or the equivalent) is a prerequisite for Ed 223 Part 2. Corequisite: Engl 100 or the equivalent. A letter grade for 223 Part 1 is not awarded until the prospective teacher has successfully completed Ed 223 Part 2.

Ed 251/252—Professional Laboratory Experience in Early Childhood Education or Field Experience *2 hours; 2 credits*

This is the introductory professional laboratory experience designed to introduce prospective teachers to the techniques of classroom observation.

Through the use of observation instruments in the classrooms of the public schools and/or early childhood centers of the Central Brooklyn Community, the student is expected to develop competencies in observing the teaching/learning relationship. It is expected that the student will develop discriminatory observation skills in the specific areas of Curriculum Planning; Instructional Methodologies; Classroom Management; and Evaluation of Learning in specific relation to what is seen and heard in the classroom interaction. Demonstrated competency in the area of Professional Procedures and Responsibilities is also required as this applies to the student's familiarity with the school as a part of the community.

The Education 251/252 sequence is one of the requirements for entrance into the C.B.T.E. Program. Prerequisite: Ed 222.

**Ed 351/352—Professional Laboratory Experience
in Elementary Education**

2 hours; 2 credits

This is the intermediate-level professional laboratory. In this course the student will be required to develop and demonstrate competencies in the areas of Curriculum Planning; Instructional Materials and Methodologies; Classroom Management; Evaluation of Learning; Professional Procedures and Responsibilities; and Educational Terminology and Issues. By means of the student's work in one-to-one tutoring and small group instruction in the public schools and/or early childhood centers of the Central Brooklyn Community, the theoretical constructs in these areas will be tested in the practical classroom situation. The course requires that a student develop and demonstrate ability in the preparation and presentation of lesson plans; the usage of certain types of audio-visual equipment, and the development of teacher-made materials. The student will also be expected to conduct a case study, prepare a bulletin board, and collect and compile data for a specific research topic. Prerequisites: Ed 222, 223 (Parts I and II) Corequisites: Ed 311/312 and Ed 315/316.

Ed 301—Principles of Early Childhood Education

3 hours; 3 credits

An introduction to the growth and education of young children including the nursery, kindergarten and primary years with emphasis on the child's development of concepts, relationships and positive attitudes towards himself and his achievements with a view toward giving the prospective teacher a comprehensive view of the total field of early childhood education. Focus will be given to the needs of the urban child, traditional approaches, history of early childhood education and its current controversies. Observation of early childhood settings is an important component of this source. Prerequisite: Psych 101, Ed 222.

**Ed 302—Curriculum and Instruction in
Early Childhood**

3 hours; 3 credits

Curriculum resources and innovations which constitute a foundation for the early childhood curriculum with an exploration of contemporary practices, experiments, issues and proposals. Suggestive programming elements may arise from a synthesis of positions presented to assist early childhood personnel in devising experiences which young children can use in other contexts. Students will be involved in creating settings and materials for use with young children. Prerequisite: Psych 101, Ed 301.

Ed 304—Creative Drama for Early Childhood

3 hours; 3 credits

This workshop course will explore the ways in which creative drama and children's theater are of educational value in the classroom. Students will

learn to utilize movement, music, dance and other art forms to express ideas creatively. Current events and personal experiences as well as classic children's stories will be used as stimuli for improvisations. Students will have the opportunity to explore different drama techniques such as pantomime, improvisation, and puppetry with different age groups in the schools, daycare and/or recreational programs.

- Ed 305—Methods and Materials of Teaching Literature and Film** *3 hours; 3 credits*
Students will read various literary works (short stories, novels and plays) and explore how ideas, themes and subject matter are converted and/or dealt with in film. The central focus of the course is the analysis of the role of language in education, comparing the written word, to the spoken word, to the visual image. This will be accomplished through classroom discussion about select topics including topics in aesthetics, film theory, curriculum development, classroom instruction, and art as a vehicle of education. The course includes a research project. Students are required to see off-campus films.
- Ed 306—Management of Early Childhood Programs** *3 hours; 3 credits*
An interdisciplinary study of systemic management theory and applications in the organization and operation of early childhood education programs. Child, teacher, and community needs viewed through early childhood education programs. Organizational functions such as financing, services, personnel, research and evaluation. Management functions such as planning, organizing, staffing, directing, controlling, and innovating.
- Ed 307—Foundations of Educational Psychology** *3 hours; 3 credits*
This course presents the essentials of educational psychology applicable to teaching and learning situations. Topics for practical application in the classroom are background, development, learning, motivation, evaluation and individual differences and adjustment. Prerequisite: Psych 101.
- Ed 311—The Teaching of Reading (Part I)** *3 hours; 3 credits*
This course is designed to enable the student to understand the reading process from the initial stages through the intermediate level. Methods and materials of instruction, current problems and recent developments in the field will be stressed. Prerequisite: Engl 100.
- Ed 312—The Teaching of Reading (Part II)** *3 hours; 3 credits*
This is a laboratory course designed to develop the student mastery in a variety of approaches to the teaching of reading. Diagnosis, identification, measurement and assessment of reading and language arts skills are other areas of concentration. Prerequisite: Ed 311.
- Ed 313—The Teaching of Language Arts** *3 hours; 3 credits*
The reading, writing, listening and speaking skills of children will be studied with respect to the maturation process. More specifically, the course will deal with the oral communication skills of children at various maturation levels. Prerequisite: Engl 100.
- Ed 314—The Teaching of Social Sciences** *3 hours; 3 credits*
The area of social sciences is explored from the standpoint of its systematically related parts, including anthropology, history, psychology and American Studies. Modules and competencies will seek to provide models for prospective teachers which can be used later in their own teaching

careers. Areas of study will include how people live in urban communities, the geography of man, and using resources as teaching tools.

Prerequisite: Engl 100.

**Ed 315/316—The Teaching of Mathematics I and II
(Part I, Part II)**

6 credits, 2 semesters; 6 hours

This course emphasizes the importance of experiences, attitudes, language and thought in mathematics development. It emphasizes developing the ability to perceive, analyze, attack and solve problems and solutions verbally and symbolically to others. The areas of concentration are:

- A. Mathematics and communication
- B. Understanding concepts, generalizations and
- C. Development, diagnosis, identification, measurement and assessment of mathematics.

Prerequisite NMS 121, corequisite NMS 122.

Ed. 317—The Teaching of Science

3 hours; 3 credits

This course prepares teachers to help young people develop a substantial background in science. There are three areas of concentration which are major foci of science:

- A. Understanding concepts, facts, theories, principles and generalizations in science
- B. Understanding concepts, facts, theories, principles and generalizations in the area of science which are taught in the elementary school
- C. Diagnosis, identification, measurement, and assessment of the science taught in the elementary school.

Corequisites: NSS 101, 104 or 102.

Ed 318—Theories, Methods and Materials of Teaching English as a Second Language

3 hours; 3 credits

An overview of the nature of language and the theories, methods and materials in teaching English as a Second Language on all levels (elementary, secondary, and adults). The content will be based on the principle of second language acquisition and the body of knowledge made available by the linguists.

Ed 319—Media For Use in the Elementary School

3 hours; 3 credits

This course is designed to help equip the prospective teacher to teach in a media-dominated society. It aims to develop an understanding of media and the ways they can be used for instructional purposes in the public schools. Art, television, video, music and drama will be utilized.

Ed 320—Methods and Materials in Elementary Education

3 hours; 3 credits

A laboratory seminar course designed to acquaint the student with current methods and materials in elementary education. Students will be required to develop materials and apply certain teaching methods under classroom conditions.

Ed 340—Testing and Evaluation

3 hours; 3 credits

General overview of testing and evaluation methods and materials, standard and non-standard testing, construction of informal testing instru-

*Ed 315, and Ed 316 must be taken in sequence

ments, and the use of evaluation as a teaching tool. Prerequisites: Ed 315/316, Ed 251/252 and Ed 351/352.

Ed 391—Social Psychology of Education *3 hours; 3 credits*
This course can be taken as either an education or liberal arts elective. The course will focus on the theoretical and practical knowledge relevant to social psychology and education—i.e., self-roles, etc. Prerequisite: Psych 309.

Ed 392—The Child and Social Institutions *3 hours; 3 credits*
This course can be taken either for education or liberal arts credit. The course will focus on the impact social institutions play upon the child. Prerequisite: Psych 101.

Ed 400—Using the Culture Resources of New York City as a Teaching Tool *3 hours; 3 credits*
Through the activities in this course the student will be able to identify and demonstrate knowledge of cultural resources in New York City. The student will gain the skills necessary to provide an interrelationship between artists and cultural institutions, the classroom curriculum in the development of the individual child. Activities will include on site experiences at museums, theatres, art galleries, libraries, and other cultural resources in the city and the integration of these experiences into classroom teaching.

Ed 401—Child Development *3 hours; 3 credits*
In this course the prospective teacher provided with the opportunity to develop skills and knowledge that will enable him to evolve a meaningful analysis of child behavior, its patterns and its causes. By developing skills in the clinical study of children and knowledge of related studies of child development, the prospective teacher will be able to gain insight into the methods for working with children which will enhance their success in school. Activities have been designed to develop an awareness in trying to deal more effectively with children who have learning difficulties, behavioral problems or minor emotional disturbance. Prerequisite Ed 307.

Ed 402—Teaching Afro-American History in the Elementary School *3 hours; 3 credits*
The thrust of this course is to help future teachers to become acquainted with Afro-American History and culture in order to help them utilize the modules (CBTE) for the teaching of Afro-American Studies as part of the Social Studies Program in the public schools.

Ed 404—School Community Relations (Community Involvement) *3 hours; 3 credits*
This course is designed to help the prospective teacher develop awareness and understanding of the community in which he teaches. It focuses on the involvement of the community in the educational process. The areas of concentration are comprised of:
A. Pupil—community involvement
B. Parent—pupil relationships, and
Parent—teacher relationships

Ed 411—Diagnosis in Reading *3 hours; 3 credits*
This course will deal with formal and informal techniques that are used to diagnose reading difficulties in elementary school. Initial stress will be

upon a theoretical framework with the ultimate goal of practical classroom application. Prerequisite: 311, 312.

Ed 412—Remediation in Reading *3 hours; 3 credits*

This course in reading will enable the student to diagnose and later prescribe educational remedies for reading problems. Emphasis of the course will be upon solving particular reading problems frequently occurring in elementary school classrooms. Prerequisite: Ed 411.

Ed 413/S.S. Psychology of Reading *3 hours; 3 credits*

This course will emphasize the psychological aspect of understanding the reading process. In addition, the course will also emphasize linguistic structure of reading—sociolinguistics. Prerequisite: Ed 311, Psych 101.

Ed 451/452—Teaching Internship and Seminar *6 hours; 4 credits*

Education 451/452 is comprised of an intensive teaching internship and seminar for senior students. The internship experience for day students consists of an intensive three-day teaching assignment in one of two field-based sites selected and designed for the training of prospective teachers.

Evening students consisting of paraprofessional teachers employed mostly in local public schools and day care centers, are trained via their particular sites of employment with extensive training reinforcement in the Medgar Evers College Teacher Education Laboratory. Teaching competencies are developed for day and evening students in such areas as classroom management, curriculum planning, instructional materials and methodologies, evaluative techniques, and professional procedures and responsibilities.

The seminar portion of Education 451/452 provides the setting for analytical exploration of experiences acquired via the 451/452 senior level teaching internships. Seminar activity will focus upon the analysis of teaching roles, responsibilities, methodology and philosophy. Analysis will occur on both content and inferential levels. Emphasis will be placed upon self-analysis as a teacher. Simulation, demonstration, peer evaluation and self evaluation are among the numerous instructional techniques utilized.

Ed 500—Independent Study *1 to 6 credits*

Independent study is designed to allow the student to engage in self-development through supervised reading, field work, research, and discussion on an issue or subject matter related to the crucial issues in education, philosophically, methodologically, or psychologically. The content of independent study should consist of information or experience not covered sufficiently by existing education courses, of immediate interest to both the student and the professor with whom he will work in an Independent Study mode, and should relate to the student's educational and professional growth in developing an in depth solution to the problem which is posed. Together with the professor with whom he will be working, the student participates in defining and delimiting the problem, deciding upon which resources to draw, the manner of acquiring the necessary data, the way in which the data will be analyzed, and how the data will be used to forge the logical conclusions from it. The student also participates with the instructor in establishing performance criteria for the successful completion of the course. Admission by designation and consent of a supervisory instructor may be made at any time during a regular semester.

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