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City University of New York
Medgar Evers College

1150 Carroll Street, Brooklyn, N.Y. 11225



COLLEGE CATALOGUE

1977-1979

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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 of 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 the Affirmative Action Officer of Medgar Evers College. The Affirmative Action Officer is located in the Prep building, Room 200A. The telephone number is 735-1923.



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) 735-1947-9

Prepared by the Office of the Dean of Academic Affairs

FIRST DAY OF CLASSES	February 6	Monday
Late Registration	February 6 & 7	Monday & Tuesday
Last Day to Add Classes	February 17	Friday
Last Day for 75% Tuition Refund	February 10	Friday
Last Day to File for June 1977 Graduation	February 17	Friday
Last Day for 50% Tuition Refund	February 17	Friday
Lincoln's Birthday—No Classes College Closed	February 13	Monday
Washington's Birthday—No Classes College Closed	February 20	Monday
Last Day for 25% Tuition Refund	February 24	Friday
Conversion Day—Follow Monday's Schedule	March 14	Tuesday
Last Day to Makeup Incomplete from Fall 1977 Semester	March 17	Friday
Last Day to Drop Classes with W grade	March 31	Friday
Spring Recess—No Classes	March 19-26	Sunday-Sunday
Advisement & Registration for Continuing Students	May 8-12	Monday-Friday
LAST DAY OF CLASSES	May 23	Tuesday
Reading Day	May 24	Wednesday
Final Exams	May 25-June 1	Thursday-Thursday
Memorial Day—College Closed	May 29	Monday
Commencement	June 14	Wednesday

Summer Semester 1978

Registration & Advisement	June 21, 22	Wednesday & Thursday
Last Day for 100% Tuition Refund	June 23	Friday
FIRST DAY OF CLASSES	June 26	Monday
Late Registration	June 26	Monday
Last day to File for August 1977 Graduation	June 28	Wednesday
Last Day to drop Classes with W grade	June 30	Friday
Last Day for 50% Tuition Refund	June 30	Friday
Independence Day—Holiday	July 4	Tuesday
Last Day for 25% Tuition Refund	July 7	Friday
LAST DAY OF CLASSES & FINAL EXAMS	August 7	Monday

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About Medgar Evers College

Medgar Evers College was founded as a result of collaborative efforts of community leaders, elected officials and the Chancellor of the Board of Higher Education of the City University of New York. The College, named for the late civil rights leader Medgar Evers, is located in Central Brooklyn, and is designed to meet the needs of the community which it serves.

Medgar Evers College opened in September, 1971, offering both two and four-year degree programs. From the beginning, the College has accepted the challenge to provide quality education in professional fields, while at the same time integrating career and liberal arts education. In addition, the college seeks to provide a warm collegiate atmosphere which will facilitate students in accepting the environment, supportive structures and academic programs that will enable them to develop as individuals who are not only competent and successful, but also who can enjoy the full benefits of life.

From this concept, the College established the following five points which determine its mission and goals:

1. The College accepts students with diverse education, socio economic, political and cultural experiences;
2. The College seeks to prepare students with essential knowledge and skills necessary for career advancement and professional mobility;
3. The College seeks to prepare students to function in a dynamic and changing world;
4. The College seeks to act as an energizer or change-agent in the community;
5. The College maintains flexibility in the incorporation of students' experiential resources as the building blocks for achievement of academic skills and in teaching/learning activities.

In today's society, the college recognizes the need for a well-rounded educational program which will prepare students for direct entry into a professional career upon graduation or for advanced study. At the same time, the College is aware that the education must be meaningful, allowing for cultural and social mobility, as well as academic expertise. The goals of the College reflect this philosophy. The objectives of the College flow from these goals in the following manner:

1. Career Education and Occupational Competence

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 inner city. It seeks to break the traditional cycle of mutual rejection between the economically and educationally deprived persons and institutions of higher education.

2. Basic Skills

Mastering of the basic skills in communication and reasoning, such as reading, writing, speaking, computational operations and problem-solving.

3. Cultural Appreciation

Development of an appreciation for cultural heritage and a capacity for

creativity, recreation, and self-actualization reflected through achievement in art, musical, literary and drama forms, and an appreciation for the diversity of mankind's cultural and historical creative talents.

4. Sociopolitical Understanding

Development of a greater understanding of the socio-political process in which the students may participate and contribute his or her energies toward improving the society in general and coping with challenges in the inner city in particular.

5. Human Relations

Foster an understanding or 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, aspirations and other socio-economic influence.

6. Lifelong learning

Providing the student with relevant programs, courses, and activities that will enhance and guide him in the areas of continued education, recreation, political awareness, consumerism, and social and economic improvement.

7. Community Interaction

Responsive to the educational concerns of the surrounding communities. To insure a greater responsiveness to community needs, representatives from the Community Council will continue to play an active part in College planning. The resources of Medgar Evers College, both academic and physical, are available to the Central Brooklyn community. The College, again seeks to act as an energizer or change-agent in the community.

In light of the above, the College has instituted programs in Continuing Education, Cooperative Education, Liberal Arts studies, and courses in Career Planning. These programs and courses, in conjunction with the College-wide academic requirements and divisional requirements for degree programs, are designed to provide a thorough educational package encompassing the liberal arts and professional studies, and to enable the student to attain greater flexibility and mobility throughout his lifetime.

The Academic Structure of Medgar Evers College

The College is organized into eight academic divisions and two programs (Continuing Education and Cooperative Education). Divisions of the College and the disciplines offered by each are as follows:

Business & Secretarial Sciences

B.S. Accounting; Business Administration, A.A. in Business Administration
A.A.S. Secretarial Sciences

Health Sciences

B.S. Nursing
A.A.S. * Nursing
Additional Disciplines—General Health, Health Administration, Physical Education

Humanities

A.A. Liberal Arts (Art, Communications, English, Foreign Languages, Music, Performing Arts, Advertising Design)
Additional Disciplines—Humanities, Language, Structure, Philosophy, General Studies

Natural Sciences & Mathematics

B.S. Biology
A.S. Science
Additional Disciplines—Chemistry, Mathematics, Physics, Pre-engineering, Pre-medical, Pre-Pharmacy

Social Sciences

B.A. ** Psychology, Inner City Studies
B.S. Public Administration with second concentration in a social science area (optional)
A.S. Public Administration with second concentration in a social science area (optional)
A.A. Liberal Arts
Additional Disciplines—Anthropology, Economics, History, Political Science, Comparative Politics and Administration, Economic Development, Mental Health (Psychology), Social Service Administration, Urban Planning and Development

Student Services

Career Planning Courses

Special Programs

SEEK and College Discovery

Teacher Education

B.S. Early Childhood and Elementary Education
A.A. Elementary Education

* Degree to be discontinued as of June, 1979

** Degree to be discontinued as of June, 1978

Admissions Information

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

Admissions Procedures

Prospective applicants should obtain a copy of the booklet, "A Guide to Freshman Admissions" from either high school advisors, 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.

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 eligible for New York City tuition rates the applicant must be an actual, legal and bona fide resident of the City of New York for at least one year.

If an applicant is under 18 years of age, he/she 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.

See section on tuition fees and refunds on page 24.

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 \$712.50 per semester; whichever is lower (plus the student 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, may have a portion 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 \$712.50 per semester, whichever is lower (plus the Student 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.

Prospective students with physical disabilities should plan a visit to the campus to see if the college meets their needs. For details, phone the Office of Admission Services at 735-1946-9.

Where And How To Apply

Freshmen Applications

- A. If you are in your last year at a New York City high school, obtain your pre-printed 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 Freshmen 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 Program must meet more stringent requirements. (For information, see Nursing Program Section).

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 transferrable 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. 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.

* 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 (70-74%)
D	Poor, Lowest Passing Grade (60-69%)
F	Failing
P	Pass
W	Withdrawal during first eight weeks of classes
W*	Course repeated
WF	Withdrawal after the first eight weeks of class or unofficial withdrawal
INC	Incomplete
AUD	Auditing
ABS	Absent from the Final Examination, make-up examination to be given

Pass & 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 for the student who is doing reasonably good work during a semester and for some justifiable reason has not been able to complete a particular assignment. If a grade of INC is given the instructor shall be expected to submit in writing to the Division Chairperson the details of all the work to be completed by the student before a final grade is given, along with the reasons as to *why* the work is fully and satisfactorily completed. The student must finish all the assignments as defined by

the instructor or in his absence by the Division Chairperson prior to the end of the sixth week of the subsequent semester, the summer being excluded. For a grade INC given during the summer session, the subsequent semester shall be the following Fall semester. If the necessary assignment is not completed during this period, the student shall receive a grade of F *automatically*. This is also true for ABS grades. To change the grade of INC or ABS the change of grade form shall be used by the instructor or by the Chairperson, as the case may be.

Change of Grade

Normally, a grade awarded by an instructor shall be final and a change of grade may be permitted only under certain very exceptional circumstances.

The Academic Standing Committee evaluates appeals concerning academic problems related to a change of grade only if the following procedures have been observed.

Step 1.

The student shall seek a conference with the instructor awarding the grade as soon as possible but not later than the end of six weeks of the following semester. A re-evaluation of the student's performance should be made and explained to the student at this step. If a change of grade is warranted, the instructor should take the necessary steps to ensure such a change.

Step 2.

If the instructor concerned is not on campus during this semester or the student is not satisfied with the outcome of the conference in Step 1, an appeal may be made to the chairperson of the division in which the course was offered. Such appeal should be made no later than two weeks after the meeting in Step 1, and no later than the end of six weeks of the semester following that when the grade was awarded in the absence of a meeting in Step 1. This appeal should be made in writing by the student giving all reasons and providing all material in support of the grade change. In the absence of specific reasons and supportive material, such requests may not be entertained. The chairperson of the division in consultation with the divisional Personnel and Budget Committee shall designate a committee of no less than three members to review this request for change of grade. If the discipline in which the course was offered has a coordinator, he should serve as a member of the aforementioned committee. The committee will review all pertinent material including a *summary* of the discussion in Step 1 and will notify the divisional chairperson of its decision. If the committee recommends a change of grade, the divisional chairperson shall take the necessary steps to ensure such a change, and shall notify the instructor concerned of this change.

The chairperson must notify the student regarding the result of his appeal no later than 30 days after the written request was submitted to him by the student.

Step 3.

If the student is not satisfied with the outcome of Step 2, he may appeal to the Academic Standing Committee. A written request must be made to the Committee through the office of the Dean of Academic Affairs. This request must be made no later than two weeks after the notification in Step 2. The student must provide all relevant material in support of this appeal. The Academic Standing Committee will review the

necessary material including the *summary* of the discussions in Step 1 and 2, and shall make appropriate recommendations to the Dean of Academic Affairs.

Withdrawal From Courses

A student may withdraw from a course without academic penalty through the eighth week of classes provided the student has a satisfactory rating. Withdrawal after the third week through the eighth week will be assigned a grade of W. Withdrawals after the eighth week will automatically result in a grade of WF for the course. Documentation of the inability to attend class may be presented to the instructor, and the instructor may, in consultation with the divisional chairperson, waive the grade of WF in favor of a W.

When contemplating withdrawal from a course, the student should bear in mind that after the first year a full-time student must satisfactorily complete a minimum of nine credits per semester.

In order to withdraw from a course, a student must obtain a *withdrawal* form from the Office of the Registrar, properly fill in all the information and obtain the signature of the Chairperson or the coordinator of registration of the division of his/her major. The Division Chairperson shall retain one copy for the divisional records, send one copy to the instructor concerned and shall forward the top two copies to the Office of the Registrar. The Registrar (or his designee) shall retain the top copy for the records (in the student's file) and send the second copy to the person so designated in the Data Processing Department for necessary and immediate action.

Program Adjustment Period (Adding and/or Dropping Courses)

A student may add and drop a course during the first three 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.

Repeating Courses

A student may not repeat a course unless he/she has received a grade of D, F or WF in that course. A student who has completed a course once may repeat that course only once. If he fails to receive a passing mark at that point, he may not register for that course without the permission of the Chairperson.

A student may not repeat a course in which he received a W more than two (2) times unless given permission to do so by the Chairperson of his major program.

It is the student's responsibility to file a Course Repeat Form in the Registrar's Office so that his/her transcript can be adjusted accordingly. 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 is changed to a W*.

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:

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

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.

Grade Point Average

$$\frac{\text{Total grade points accumulated}}{\text{Total number of credits completed}}$$

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.

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 the academic major, all students must meet college wide requirements and such requirements must be completed during the early phase of a student degree program.

Requirements for All Degree Candidates

1. It is desired that all students pass a comprehensive examination at the 12th grade level. However, students scoring below the 10th grade level will be assigned appropriate supplemental work in English 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. All such work must be completed within the first year the student enrolls for any degree program.
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. Students must pass a test of writing proficiency sometime within the first two years of full college work.
4. Students must pass a mathematics proficiency examination during the first semester in the college, or take NSM-001 (Math or equivalent.)

Requirement for Associate Degree Candidates

In addition to the requirements listed for all degree candidates, applicants for an Associate 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 the exam may be provided with additional assistance by the Division. All Associate degree candidates must complete the following College-Wide course requirements:

Courses

	<i>credits</i>
English 100 and English 150 or the equivalent.....	6
Philosophy 101 — Introduction to Logic.....	3
Speech 101.....	3
A two credit-bearing math course.....	2
LAS 102 Social Science I.....	3
LAS 103 Man and the Planet Earth: An Intro. to Science.....	3
LAS 104 In Search of Wellness.....	3
LAS 201 Visions in the Humanities.....	3
Career Planning 100 — Prospectives on Careers.....	1
Career Planning 200 — Confronting the World of Work.....	1
P.Ed. 100 Fitness for Living.....	1

- a. Social Science majors will be exempted from LAS 102; Natural Science majors will be exempted from LAS 103 and 104.
- b. Only students seeking an A.A., A.S. or A.A.S. degree will be required to take Career Planning 200 as a part of their lower Division requirements. Students planning to complete a baccalaureate degree do not take Career Planning 200 as a part of their Lower Division requirements, but complete it as a part of their Upper Division requirements.

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.

All Baccalaureate degree candidates must take the courses listed above under Re-

quirements for Associate Degree Candidates as a part of their lower Division Course-work. Additional college-wide requirements for the Baccalaureate degree candidates are:

Courses	<i>credits</i>
LAS 302: Social Science II	3
LAS 303: Science: Philosophy, Methods & Issues	3
LAS 304: Values in the Humanities	3
Career Planning 200: Confronting the World of Work	1
(above 4 courses to be completed as a part of the Upper Division Courses)	
One three credit-bearing Math course	3

- a. Social Science majors will be exempted from LAS 102;
- b. Natural Science and Nursing Majors will be exempted from LAS 103 LAS 104 and LAS 303.

Transfer Students

All transfer students who have completed 45 credits or more at another recognized institution or have completed an AA degree or its equivalent and have enrolled in a Baccalaureate program are exempted from lower division college-wide requirements.

However, all transfer students shall be subject to successfully passing the comprehensive examination in English at the 10th grade level. Students scoring below 10th grade will be assigned appropriate supplemental work (see requirements for all degree candidates). Furthermore, all transfer students must satisfy the college Math requirement (NSM001 Basic Arithmetic) either by exemption through an examination or by enrollment in the appropriate courses.

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	94-110.5 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	35- 68.0 credits completed

Distribution of Credits

It is recommended that in addition to fulfilling College-Wide liberal arts and divisional requirements, students carefully select electives according to academic and/or professional objectives. It is, therefore, suggested that students should work out a sound program in consultation with advisors early in their academic career.

Credits by Exemptive Examination, Cooperative Education, Life Experience and Veteran's Programs

1. For the Baccalaureate degree, at most 30 credits may be received through exemption examinations (standard written examinations), cooperative education, and life experience; no more than 12 credits may be received for cooperative courses or life experience, together or separately. Moreover, the 12 credits for cooperative education or life experience are to be divided equally among credits for the major and the liberal arts.
2. For the Associate degree, no more than 15 credits may be received through exemption examinations (standard written examinations). Out of this, at most 6 credits may be received for cooperative education or life experience or a combination thereof. Moreover, these six credits are to be divided equally between the major and the liberal arts.

Divisions are responsible for recommending to the Course of Study Committee criteria and standards determining life experience credits. Such credits may only be awarded in areas where no standard written exemption examinations are available to test student abilities.

3. Veterans are advised to consult the Veteran's Counselor to determine their eligibility for veterans's credits which cannot exceed 8 credits.

The determination of credits in the above sections except the Cooperative Education Program shall be made by the Dean of Academic Affairs upon recommendation of the divisions during the first year of a student's program of study.

Examinations and Evaluation 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 with this information in writing 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 16 credits or five courses, unless the accumulated grade point average is at least 3.0 and permission of the Division Chairperson and the Dean of Academic Affairs is obtained.

Normally, no student should be allowed to take more than twelve (12) credits, unless his/her accumulated average is at least 2.9 (C+).

Sequence of Courses

Students should enroll in courses according to general numbering system. 100 level courses are designed for the Freshmen; 200 level for the Sophomore; 300 level for the Juniors and 400 level for the Seniors. It is, therefore, expected that:

1. 100 level courses will be taken before 200 level and that 200 level courses will be taken before 300 level and 300 before 400 level.
2. In general, courses taken by students must be commensurate to their class standing. That is, a Freshman student must take 100 level courses (exception for those taking supplemental work); Sophomore must take 200 level courses; Juniors must take 300 level courses and a Senior must take 300 and 400 level courses (for definition of class standing see section on Credits required for class standing).
3. All Lower Division requirements should be completed by the time the student is in the junior year, that is, has completed 60 credits.

Any exception to the above must be approved by the Associate Dean of Academic Affairs.

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 2nd week of classes of the Spring semester.
2. For January candidates — the end of the 2nd week of classes of the Fall semester.

Conditions For Retention & Progress

Admission on Academic Probation

A student admitted into Medgar Evers College with less than a 2.0 Grade Point Average from another institution is admitted on probation.

Academic Probation After Admission

A student will be placed on Academic Probation, if he/she fails to meet the required retention standards of *one of the two* categories below:

1. If the student's *cumulative grade point average* (G.P.A.) falls below the requirements for the University, (see section 1 below), he will be placed on probation for one semester. Students who fail to achieve the required standards while on probation will be dropped from the college and from the University.
2. If the student has failed to meet the *required rate of progress*, (see section 2 below), he/she will be placed on probation for one semester. Students who fail to achieve the required standards while on probation will be dropped from the college and from the University.

Section I — Cumulative Grade Point Average

A student will be placed on probation if:

1. After completing 12 credits the cumulative G.P.A. is less than 1.50.
2. After completing 24 credits the cumulative G.P.A. is less than 1.75.
3. After completing 36 credits the cumulative G.P.A. is less than 2.00.

To compute your cumulative grade point average, see the section "Grade Point Average," page 14 in the catalogue.

Section II — Rate of Progress

A student will be placed on probation if:

1. Student fails to satisfactorily complete 50% of the 1st 12 credits or equated credits* attempted.
2. Student fails to satisfactorily complete 66% of the 2nd 12 credits or equated credits* attempted.
3. Student fails to satisfactorily complete 75% of the 3rd 12 credits or equated credits* attempted.

**Definition of Equated Credits*

The contact hours for the following courses are counted as equated credits: ENG. 001, 002, 003, 004, 005, 006, 010, NSM 001, 100, 101, 102, NSS 112, 111, CORE 103, 203, AGRO 303, SPR 003, 004, SPW 003, 004, SOC 003, 004, SPRL 003, 004, SPWL 003, 004, NSM 002, 003.

For example English 010, with 0 credit but 3 contact hours is equated to 3 credits.

Definition of Satisfactory and Unsatisfactory Progress

Satisfactory Progress

Courses for which one of the following grades is received is regarded as satisfactory progress: A, B+, B, C+, C, D, P.

Unsatisfactory Progress

Courses for which one of the following grades is received is regarded as unsatisfactory progress: F, WF, W.

- Note:*
- a. No grade including "W" will be recorded during the 1st three weeks of class.
 - b. A withdrawal after the 3rd week through the 8th week will be assigned the grade of W.
 - c. A grade of W may be appealed as unsatisfactory if Medical reasons for the withdrawal can be documented to the review committee.
 - d. Grades of INC., ABS, — are not computed in either category.

Table A

To compute your satisfactory rate of progress, total the number of satisfactorily completed credits and divide by the total number of credits attempted. The result is the % of courses satisfactorily completed.

Example

Credits or Equated Credits Attempted	Grade	Satisfactory or Unsatisfactory
4.5	F	4.5: U
3	D	3 :S
3	A	3 :S
3	W	3 :U
<hr/> 13.5 credits attempted		Totals: U=7.5; S=6

Student satisfactorily completed only 6 credits divided by 13.5 credits attempted or only 44% of his work. Therefore he will be placed on probation.

For students in Remediation, satisfactory progress is determined as above. The grade P is satisfactory and the grade F is unsatisfactory. Remediation credits must be completed within the first academic year with the college.

Additional Information

These standards are in accordance with student Retention and Progress guidelines established by the Board of Higher Education as of September 1976. They apply to all matriculated and non-matriculated students in attendance in Fall 1976.

2. Students will be held responsible for computing their G.P.A. and their Rate of Progress in order to be aware of their academic standing.
3. In addition to the CUNY wide minimum standards, students will be given a warning under two conditions:
 - a. If he has completed 12 credits and obtained a 1.50-1.99 G.P.A.
 - b. If he has completed 24 credits and obtained 1.75-1.99 G.P.A.

All students who have completed upward of 36 credits must maintain a minimum of a 2.0 G.P.A. in order to remain in good standing or they will be directly placed on probation.

Conditions for Retention

1. Students who fail to achieve required standards will be placed on probation for one semester. Students who fail to achieve the required standards while on probation will be dropped from the college and from the University.
2. Students may not be readmitted until they have been separated from the University for at least one semester or equivalent Calendar time. Students who are separated from the University may not re-enroll for credit-bearing or remedial courses in any unit of the University in any status.

Honors

Deans Honor List

During the Fall and Spring semesters a Dean's List is prepared at the end of each semester. To be eligible for this honor the student must meet one of the following conditions:

1. Full-time matriculated student and complete 12 credits with a 3.25 index.
2. Part-time matriculated student and complete 12 credits in two consecutive semesters (Fall and Spring) with a 3.25 index.

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, or scholars to engage in the advancement of knowledge, or students to learn and 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 facilities;
- (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 within 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 education 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, such person 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 fee 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 fee or tuition charges above those listed in this Bulletin or any other registration material issued by the College, students will be notified as soon as possible, but in no event later than the date on which they register. All students attending Medgar Evers College must pay tuition and College fees. In addition, all full-time and part-time students must pay a Student Association Fee of \$20.00 for each Fall and Spring Semester and \$10.00 for the Summer Semester, assessed by the Student Government, at the time of registration. (The Student Association Fee is not refundable).

Tuition

Tuition for lower division (those students who have earned less than 61 credits) New York City residents enrolled on a full-time basis is \$387.50 per semester. For upper division (those students who have earned 61 or more credits*) New York City residents enrolled on a full-time basis, tuition is \$462.50 per semester. The tuition rate for Non-City residents (including Foreign students) enrolled on a full-time basis is \$712.50 per semester for lower and upper division.

Non-Instructional Fees:

Application Fees

All students applying for admission must pay a \$20.00 application fee, which is non-refundable. (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.

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

* Students enrolled in Associate Degree programs are to be charged lower division rates.

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.

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 also charged when, at the student's request, an examination is given at a time other than the one scheduled.

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 \$10.00 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 non-payment of obligations when due shall pay \$15.00 in addition to the obligation to be reinstated.

Payment Re-Processing

Students who tender checks to the College 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 \$15.00 in addition to payment of their obligations.

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

Students who request a duplicate diploma will be charged a fee of \$15.00.

Duplicate I.D. Card

Students who have lost their I.D. cards will be issued a duplicate upon payment of a \$5.00 fee.

Miscellaneous Charges

In addition to those charges listed, 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 to 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 receipt enclosed. The date of withdrawal will be the date on which the letter is postmarked.

The 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 military 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 Division of Student Services provides a wide range of services that include financial aid, counseling, student activities, veterans affairs, health services, and career planning and placement. The division offers two required courses in career planning because of the importance of formulating career plans and finding suitable employment. The chairperson of the division is the Dean of Student Services.

Broadly speaking, educational training may be classified into academic and non-academic components. The non-academic activities and services offered by this division are of prime importance in the realization of a student's full potential. Student life at Medgar Evers College supplements formal instruction. The students share in a full range of responsibilities in the planning and governance of the academic and non-academic components of student life. They participate on nearly all of the college-wide and departmental committees.

All students are members of the Student Government Association (S.G.A.). The executive body of the S.G.A. (president, vice-president, secretary and treasurer) and elected Class Presidents and representatives — from each class — constitute The Student Council. The S.G.A. is concerned with many student activities including club budgets, the formation of new clubs, and the sponsoring of extra-curricular programs of intellectual, cultural, and social value for the entire student body.

Approximately thirty clubs and organizations are actively engaged in various campus activities. Many of these clubs reflect the integration of extra-curricular and class activity. Political, special interest, and departmental organizations represent a variety of purpose and interest among the clubs.

The specific functions of the units of the Division of Student Service follow:

Counseling

Counseling services are available to help the student achieve maximum benefit from the college. Students may confer with a counselor about any perplexing problem — personal, academic or vocational. 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. The counselors work 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. Counselors are located in room 113B of the Prep building. Students should visit their counselor whenever necessary.

Financial Aid

Students who desire financial assistance or general financial counseling should contact a counselor in the Financial Aid Office located in Room 225 of the Prep building. Every effort is made to help needy students meet the expenses of entering and continuing in College.

Financial Aid programs available at Medgar Evers College include the following: Tuition Assistance Program, Basic Educational Opportunity Grant, College Work Study, National Direct Student Loan, Supplemental Educational Opportunity Grant, Nursing Loan, or Nursing Scholarship, together with other sources of funds that may be available. Among the financial aid programs currently available are the following:

1. Scholarships and Grants

- a. **New York State Regents Scholarships** — \$250 to \$350 a year, depending on family income. Awards are based on the results of competitive examinations.
- b. **Agency Scholarships** — various religious, fraternity, and community agencies, business and industrial firms, as well as many hospital unions provide scholarships and assistance for which Medgar Evers students may be eligible.
- c. **Supplemental Educational Opportunity Grant (S.E.O.G.)** This is awarded to students (full-time students) who have **exceptional** financial need. (Student's income must be less than one half of student's expenses.) This federal grant does not have to be repaid. The amount of the award depends upon the individual student's need. Every dollar that is awarded to the student from the S.E.O.G. funds must be matched by another approved source of aid. In other words, if a student received a SEOG, he must either receive a matching amount of funds from Stipend, Scholarship, National Direct Loan and/or accept employment under the College Work Study Program. Thus, whatever is the dollar amount of your financial need, the SEOG award cannot be greater than one half of your computed need.
- d. **Nursing Scholarship Program** — Under the Health Manpower Act of 1968, allocation of Federal funds are only for students in the nursing program who have exceptional financial need and who need such assistance to pursue a course of study. The maximum Nursing Scholarship which a student may receive for any 12 month period may not exceed \$1,500.00 or the amount needed, whichever is lesser.
- e. **Tuition Assistance Program** — The Tuition Assistance Program (TAP) is administered by the New York State Higher Education Services Corporation. Under this Program, students at City University of New York who have combined family New York State taxable incomes of \$20,000 or less may qualify for between \$100 and \$900 to help meet tuition charges. The New York State Tuition Assistance Plan (T.A.P.) is a grant program for matriculated students who are attending a college of either the City or State University Systems on a full-time basis, and who are United States Citizens or permanent residents.

Eligibility and the amount of assistance possible, depends upon the family's income of the previous year.

The City University Tuition Assistance Plan (C.A.P.) is a grant program for undergraduate matriculated students only. In order to be eligible for C.A.P., students must be United States Citizens or permanent residents, reside in New York City, and be in attendance on a part-time basis taking more than three (3) but less than twelve (12) credits or its equivalent.

- f. **Basic Educational Opportunity Grant** — is a Federal aid program designed to be the "foundation" of a financial aid package and may be combined with other forms of aid in order to meet the full cost of education. The Basic Educational Opportunity Grant (B.E.O.G.) award is a grant and unlike a loan does not have to be repaid.
- g. **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 45 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.

2. Loans

- a. **National Direct Student Loan Program** — Loans under this program are offered to undergraduate students by Colleges and Universities taking part in the National Direct Student Loan Program. Repayment of principal and interest does not begin until nine months after the student ends his studies. After this time, interest on the unpaid balance is three (3%) percent per year and repayment of principal may be extended over a ten (10) year period. In addition, at the present time, as much as half or more of the loan may be cancelled at the rate of ten to fifteen (10%-15%) percent each year, if the borrower becomes a full-time teacher in certain designated school districts.
- b. **New York Higher Education Assistance Corporation (NYHEAC)** — The Guaranteed Loan Program is a State and Federally sponsored program available to students who do not normally qualify for any of the federal financial assistance outlined above. Eligible students who are residents of New York may borrow up to \$1,500.00 for their first and second years of study, respectively. The student has an obligation to repay this loan with eight (8%) percent interest commencing nine (9) months after graduation or when the student becomes less than a full-time student.
- c. **Nursing Student Loan Program** — Long term, low interest loans are made available through this program to students needing assistance in programs leading to a degree in nursing.

In order to qualify, the applicant must be a nursing student. Upon graduation, each year of full-time employment as a registered nurse in designated hospitals leads to a cancellation of ten (10%) percent of the loan.

- d. **Medgar Evers College Emergency Loan Fund** — This fund is maintained to enable students to borrow for a period of six (6) weeks small amounts, up to \$50.00, to meet emergencies such as the cost of books, college supplies, and personal needs.

3. College Work Study

Full time students with financial need may work an average of twenty (20) hours per week during the academic year and up to thirty five (35) during the summer and vacation periods. Hours of work are arranged around class schedules. There are several off campus jobs in non-profit and government agencies. During the summer, students may work full time. Pay usually ranges from \$2.25 to \$3.00 per hour.

4. Special Programs

S.E.E.K and College Discovery — These are the two major programs of the City University of New York for the economically and educationally disadvantaged. These programs provide concentrated and specialized counseling, remedial instruction, tutorial services and a financial aid stipend for educational expenses. These services are provided for students whose previous academic preparation and whose present economic and social condition would otherwise make successful completion of college a highly unlikely prospect. Students accepted for these programs may be eligible for a stipend. These students should apply for this stipend by completing a Financial Aid Application (FAF).

5. General Information

If you wish to apply for Financial Aid, we recommend that you do so at the time you file your Admissions Acceptance Form. We strongly urge you to visit the Financial Aid Office at Medgar Evers College, 1150 Carroll Street, Room 225, Brooklyn, New York 11225, and request a Financial Aid Application and consultation with a counselor. In order to be considered for Financial Aid, applications must be completed and returned to the Financial Aid Office no later than July 15th for the Fall Semester or December 15th for the Spring Semester. Early application is essential.

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. 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 claim forms are available from the nurse. *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 the nurse. The Health Services Office is located at Prep 20 Mezzanine.

Placement Services

Placement counselors are available to refer 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 113A 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 113. Students interested in joining a club, group or organization, or forming one, can do so by coming to the Student Activities 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 Activities 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 in Prep 212A, and is opened from 9-9 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.

Course Descriptions

Career Planning

CP 100 — Perspectives on Careers

2 class hours; 1 credit

An exploration of individual interests, aptitudes, and values as they relate to career study and choice. Self-exploration and group process will be facilitated by the use of interest and other inventories, the study of career clusters, visitations to the campus by outsiders, and structured class experiences. To be taken during student's first semester. Not to be taken by SEEK, College Discovery, or Secretarial Science students.

CP 200 — Confronting the World of Work

2 class hours; 1 credit

A highly structured course in which the students will experience all aspects of securing professional employment in their transition from an academic environment to the world of work. Students interested in Co-op Ed. should register for LAS 101. (To be taken prior to graduation). Not to be taken by SEEK, College Discovery, or Secretarial Science students.

The Library

Medgar Evers College Library is located on the second and part of the third floors in the Santini Building at 402 Eastern Parkway, on the corner of Bedford Avenue. Entrance to the library is from the Union Street side of the building. The collection consists of instructional, cultural, and research materials supportive of the College's programs and overall mission and goals. These materials are in the form of books, periodicals, documents, and such non-book items as pamphlets, microfilms, microfiche, and audio-visual materials. During the semester, the library hours are posted, and include evening and Saturday hours. Changes for holiday, summer, or other special hours are posted as required.

The growing library collection of approximately 85,000 volumes and 700 journal titles has emphases in Afro-American studies, nursing, and business. There are a number of special collections on microfilm, such as the Schomburg Collection for Research in Black Culture, to augment the cultural and educational information available from the library. In addition, the Library Media Services Department has a large and growing collection of films, filmstrips, slides, phonograph records, and cassettes available for home use and at the school.

Medgar Evers College Library's resources and facilities are augmented by the proximity of the Brooklyn Museum and the Brooklyn Public Library and other public library systems of metropolitan New York City. Students have access also to Brooklyn academic libraries through the Open Access programs of A.L.B., the Academic Libraries of Brooklyn, and to libraries in the City University system through the Direct Access program of CUNY. Medgar Evers College Library has recently joined METRO, The New York Metropolitan Reference and Research Library Agency. Through this important affiliation, students and faculty may avail themselves to an even greater number of services and resources.



Continuing Education Programs

The Continuing Education unit initiates and develops relationships between the College and Community through joint committees, activities, workshops and conferences, community programs, and continuing education courses. The Continuing Education unit has played a viable role in the establishment of the following College Community organizations: The College Community Council; the Continuing Adult Education Advisory Council; the Community Development Committee; and, the Committee of the Friends of Medgar Evers College.

Continuing Education offers a variety of programs aimed at developing and improving professional skills, providing personal growth, and preparing for advanced educational opportunities. The programs include Continuing Education, Adult Education, Consumer Education, Parent Education, and the Comprehensive Employment and Training Act (CETA). The programs offer courses in typing, shorthand and communication skills, as well as a variety of specialized courses designed to meet the needs of the community which the College serves.

For information concerning registration and enrollment into the Continuing Education programs or specialized courses, please contact the Office of Continuing Education, located at 402 Eastern Parkway, Room G-18, or call 735-1766.

Medgar Evers College Computer Center

Medgar Evers College has a modern computer center available for use by students, faculty and administration. It is located in rooms C-12 and C-13 of the Prep building. On site, the college has a Digital Equipment Corporation PDP 11/45 computer which can be used for local computer processing and for communications with the CUNY Central Computer Center. The CUNY Central Computer Center is one of the largest timesharing computer centers in the New York Metropolitan area and houses twin IBM 370/168 computers. The communication link between the college's DEC PDP 11/45 computer and the CUNY Central IBM computers is accomplished via high speed transmission over a leased telephone line which insures rapid turnaround in running computer jobs. An abundance of software is available on the CUNY Central facility including many statistical packages, student compilers and other simple-to-use computer programs.

Students and faculty are encouraged to use the college's computer laboratory which is located in room C-12 and which has 18 silent, video-display computer terminals. Many students particularly those in remedial courses, have taken advantage of the CAI (computer assisted instruction) system which is in operation on these terminals. These terminals also can be used for program development, data preparation, or running jobs at the CUNY Central Computer Center.

The staff of the computer center are available for consultation and for acquainting the students and faculty with the center's facilities.

Liberal Arts Studies

Liberal Arts Studies courses are designed to expose the student to the kind of liberal arts education which will provide an understanding of the values of life and society. The courses are offered by the Divisions of Health Sciences, Humanities, Natural Sciences and Mathematics, Social Sciences, and the Cooperative Education program. Liberal Arts Studies courses have been structured in an interdisciplinary manner to present the student with an overview of subject matter in health areas, the arts, general science, social science, and career goals. The courses will introduce the student to many disciplines of study, and will assist him in selecting the appropriate career path to follow in College.

The Liberal Arts Studies Courses are part of the College-Wide academic requirements (except for the Cooperative Education courses, which are electives). Lower Division students are required to take four courses, and Upper Division students seven courses in the Liberal Arts Studies sequence. Transfer students who have completed 45 credits or more will not have to take Liberal Arts Studies courses required of Lower Division students, but must complete the Liberal Arts Studies courses required of Upper Division students to fulfill the College-Wide Requirements (see Academic Regulations).

Course Descriptions

LAS 102 — Social Science I

3 class hours; 3 credits

This course is designed to help the student obtain a broad overview of the subject matter covered by the social sciences. The course will expose the student to basic concepts, approaches and principles governing the social sciences. The course will endeavor to help the student develop or reinforce the following basic skills: comprehension, analysis, deduction and application. The approach of the course is to trace the evolutionary development of man and his culture. In the process, the means he has developed to shape and adapt to his total environment will be explored. The course will be taught jointly by faculty members specializing in the various disciplines within the social sciences.

LAS 103 — Man and the Planet Earth: An Introduction to Science

3 hours; 3 credits

A study of the interrelatedness of living and non-living matter in the universe and man's place in this relationship. This course presents a discussion of theories of the origin of the universe, the atomic nature of matter, the origin of life, the evolutionary development of man, man's status as a living organism and his ability to alter the conditions of his life and the integrity of the planet.

LAS 104 — In Search of Wellness

3 class hours; 3 credits

Man is an inseparable congruence of physical emotional and social variables that affect his state of health. This course utilizes a problem-solving approach to selected critical health issues encountered by man in search of a high level of wellness as he moves from his conception to death. Family life, mental health, drug use and abuse, personal health care, health care delivery systems and the role of the health consumer, disease, aging and dying are among the issues that are covered.

LAS 201 — Visions In The Humanities

3 class hours; 3 credits

The underlying theme of the course is the human spirit in today's urban society. How can visions of our cultural past help us cope with, and lend beauty to, our city of today and tomorrow. The course will explore universal concepts such as "Form", "Beauty", "Tragic", "Comic", "Moral", "Existential", as they have been

envisioned and expressed by recognized artists, musicians, writers, and philosophers. Attendance at current exhibitions and performance will be a required part of the course. Prerequisite: Eng. 100.

LAS 302 — Social Science II *3 class hours; 3 credits*

This course is designed to help the student develop prerequisite tools for analyzing the interrelationships with the social sciences. The course will emphasize the unity within the social sciences from the point of view of structure and function. The course starts out by exploring the forms and characteristics of each discipline and continues by analyzing the structure of interrelationship between the disciplines. The last part will be devoted to an analysis of the functions or contributions each discipline makes to the survival of the whole. The interaction between the individual, the systems and his environment will be examined. Finally, the course will be taught by faculty members specializing in the various disciplines within the social sciences. Prerequisite: Eng. 150.

LAS 303 — Science: Philosophy, Methods and Issues *3 class hours; 3 credits*

This course will discuss ways of knowing in the natural sciences through an examination of the nature and philosophy of science, the methodology of the scientist and the ethics and role of selected contemporary issues in science. Prerequisite: Eng. 150.

LAS 304 — Values In The Humanities *3 class hours; 3 credits*

The underlying theme of the course is a personal value system. It will assist the student in applying insights of the past artists and thinkers to today's spiritual and moral dilemmas. Using the case studies method, the course will examine the ideas and the expressions of notable artists, musicians, writers, and philosophers, and apply them to today's problems of religion, love, death, human freedom, and the American Dream—the pursuit of happiness. Attendance at current exhibitions and performances will be a required part of the course. Prerequisite: Eng. 150.

Co-Operative Education

Co-operative Education at Medgar Evers is an expansion of the academic programs it offers. The College has as its mission to provide quality education in the professional field and to integrate career and liberal arts education. Co-operative Education is one of the mechanisms by which the College actualizes this mission.

Co-operative Education seeks to place students who elect it in full and part-time, paid employment, directly related to their academic pursuits. We believe that periods of work and study should alternate or be parallel depending upon the individual student's needs and capabilities. We believe that students will gain in the following ways:

1. Classroom study will be more relevant and meaningful as students will be testing and applying concepts and theories acquired during study periods;
2. Motivation will increase resulting in greater academic productivity as students interact with and receive feedback from professionals in their chosen fields;
3. Career choices will be reality tested before graduation while the student still has several academic programs to select from, for the student who desires to change his program based on first hand, on the job experience;
4. Career guidance and professional development will be more effective for the student who views himself not only as a student but also as a member of the work force and a future professional;
5. Meaningful contacts and references can be gained to aid students who are job hunting after graduation giving them a competitive advantage over the non-co-op student;
6. Paid employment will allow students to help meet some of their financial responsibilities and ease the burden of recently imposed tuition at the City University of New York.

Eligibility

Any full-time (prior to the semester of co-op) student studying for the Associate or Bachelor's degree is eligible to elect co-op. A minimum grade point average of 2.0 is required for participation, the approval of the Division Chairperson and the Director of Co-operative Education.

1. *Associate degree* students must have completed 30 credits including all college-wide requirements plus introductory courses in the major.
2. *Bachelor degree* students must have completed 75 credits including all college-wide requirements plus introductory courses in the major and reasonable distribution of other courses in the major.

Academic Credit

Academic credit is awarded according to the following formula:

1. A student who works full-time 35-40 hrs. per week will earn 6 academic cred-

its. 3 credits count toward the major and 3 credits count toward the liberal arts. All degree requirements remain the same.

2. A student who works part-time 15-20 hrs. per week will earn 3 academic credits. 1.5 credits count toward the major and 1.5 credits count toward the liberal arts. All degree requirements remain the same.
3. Pre-Co-op Seminar is required for all co-op students and will bear 1 academic credit.

Bachelor's Degree

A maximum of 12 co-op credits may be earned toward the Bachelor's Degree plus 1 credit for Seminar. Total 13 credits. The total number of credits needed for graduation remain the same.

Associate Degree

A maximum of 6 co-op credits may be earned toward the Associate Degree plus 1 credit for Seminar. Total 7 credits. The total number of credits needed for graduation remain the same.

Seminar Requirements

Students who elect Co-operative Education must apply with the Office of Co-operative Education before registration. The student will be screened through the college for eligibility and if accepted, permission to register for Co-op Seminar is granted.

During the semester prior to Co-op the student is *required* to enroll in the eight week seminar (two (2) hours per week) for one credit.

Follow-Up Seminar

Once a student accepts a co-op assignment, the student is required to participate in a follow-up Seminar that meets once a month during the term of the co-op placement. The purpose of this seminar is to aid students with their learning objectives and to provide intensive follow-up and support for the Co-op student.

Calendar Rotation

The Co-op calendar is designed for two student groups alternating work and study periods. This technique provides the employer full time job coverage and allows the student a minimum 16 week work term.

The Co-op calendar is at least six months ahead of the current time in respect to processing and scheduling the co-op assignment. Therefore, along with career guidance, students receive long range academic advising as well.

	FIRST YEAR			SECOND YEAR			THIRD YEAR			FOURTH YEAR		
	FALL	WTR	SUM	FALL	WTR	SUM	FALL	WTR	SUM	FALL	WTR	SUM
SCHEDULE A												
SCHEDULE B												

Course Descriptions

LAS 101—Career Planning Seminar

1 credit

A preparatory overview of the world of work including career planning, preparing for job interviews, resume writing and decision making. Required for Co-op students prior to first work assignment.

LAS 200—Experiential Learning Laboratory

3-6 credits-Fall/Spring

2-4 credits-Summer

Co-op work assignment. Credit will be granted upon successful completion of the laboratory sequence. In addition to developing technical skills, the field experience is designed to expose the student to the psychological and socio-economic factors involved in the work situation and to help the student develop a personal system of work values. Students who work full-time may earn 6 credits; students who work part-time may earn 3 credits. Students are required to attend monthly follow-up seminars once a job has been accepted. Students must have completed thirty (30) credits to register, maintained 2.0 grade point average, and completed introductory courses in their major. Prerequisite: Co-op Seminar 101, Eng. 150, Phil. 101, Speech 101 and NSM 003 or equivalent.

LAS 301—Experiential Learning Laboratory

3-6 credits-Fall/Spring

2-4 credits-Summer

Co-op work assignment. Credit will be granted upon successful completion of the laboratory sequence. In addition to developing technical skills the field experience is designed to expose the student to the psychological and socio-economic factors involved in the work situation and to help the student develop a personal system of work values. Students who work full-time may earn 6 credits; students who work part-time may earn 3 credits. Students are required to attend monthly follow-up seminars once a job has been accepted. Students must have completed seventy-five (75) credits; maintained 2.0 grade average, and completed introductory courses in their major, and a reasonable distribution of other courses in the major. Prerequisite: Co-op Seminar 101, and all lower division college-wide requirements.

The Division of Business and Secretarial Sciences

Students entering the Division may major in Accounting, Business Administration, Business and 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.

The degree of Associate in Arts in Business enables a student that is uncertain as to his/her career objective, to major in business, and also complete a significant part of the required liberal arts courses toward the B.S. degree in Business.

Academic Standards

Accounting Majors

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 Majors

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

Associate in Science Majors

All Associate in Science majors must maintain an overall average of 2.25 in their business courses.

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 210	— Business Law I	3
Law 211	— Business Law II	3
Bus 291	— Computer and Information Systems	3
Bus 103	— Introduction to Business	3
Bus 292	— Business Programming (RPG)	3
Total		30

Required Liberal Arts & Science Core: credits

Eng 100	— College English I	3
Eng 150	— College English II	3
Phil 101	— Introduction to Logic	3
Spch 101	— Fundamentals of Speech	3
Econ 201	— Theory of Firms and Markets	3
Econ 203	— General Economy	3
NSM131	— College Math I	2
NSM210	— Math of Finance	4
NSM212	— Statistics	3
P.Ed 100	— Fitness for Living	1
C.P. 100	— Perspectives In Careers	1
C.P. 200	— Confronting the World of Work	1
		<u>30</u>
LAS	Liberal Arts Studies (102, 103, 104, 201, Lower Division) . .	12
LAS	Liberal Arts Studies (302, 303, 304, Upper Division)	9
Total		51

Accounting Major

Public Accounting Module

Required Courses:

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

One of the Following Electives:

- Acc 476 — Quantitative Measurements
- Acc 475 — New York City 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 — Advanced 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
Eng	100—College English I	3	Eng	150—College English II	3
NSM	131—College Math	2	Fin	151—Money and Banking	3
Bus	103—Intro to Business	3	Phil	101—Intro to Logic	3
LAS	102—Social Science I	3	LAS	104—In Search of Wellness	3
LAS	103—Intro to Science	3	LAS	201—Visions In Humanities	3
PEd	100—Fitness for Living	1	CP	100—Perspectives In Careers	1
		15			16
Third Semester			Fourth Semester		
Acc	271—Managerial Accounting I	3	Acc	272—Managerial Accounting II	3
Law	210—Business Law I	3	Law	211—Business Law II	3
NSM	210—Mathematics of Finance	4	NSM	212—Intro to Statistics	3
Mar	231—Essentials of Marketing	3	Bus	291—Intro to Computer	3
Eco	203—General Economy	3	Eco	201—Theory of Firm & Markets	3
		16	Man	211—Principles of Management	3
					18
Fifth Semester			Sixth Semester		
Acc	311—Intermediate Accounting I	3	Acc	312—Intermediate Accounting II	3
Acc	474—Taxation	3	Acc	374—Cost Accounting	3
Law	311—Business Law III	3	LAS	303—Philosophy, Methods & Issues	3
Bus	292—Bus. Programming RPG	3	Fin	351—Advance Finance	3
LAS	302—Social Science II	3	Liberal Arts Electives		3
		15			15
Seventh Semester			Eighth Semester		
Acc	471—Advanced Finance Accounting	4	Acc	480—Contemporary Accounting	3
Acc	473—Auditing	3	Acc	476—Quantitative Measurements	3
Acc	475—Taxation 475	3	Psych	101—Intro to Psychology	3
Spch	101—Voice and Diction	3	Liberal Arts Elective**		6
CP	200—Confronting the World of Work	1			15
Liberal Arts Elective		3			
		17			

Business Administration Module

Required Courses

- Mar 233—Principles of Advertising
- Bus 311—Small Business Management
- Man 311—Management, Theory & Practice
- Acc 474—Taxation

An additional 12 credits divided equally in the modules of Management, Marketing and Finance. A student must include in his electives one course at the 200 level, 300 level, and 400 level other than those required in the major.

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

First Semester	Credits	Second Semester	Credits
Eng 100—College English I	3	Eng 150—College English II	3
NSM 131—College Math	2	Fin 151—Money & Banking	3
Bus 103—Intro to Business	3	Phil 101—Intro to Logic	3
LAS 102—Social Science I	3	LAS 104—In Search of Wellness	3
LAS 103—Intro to Science	3	Mar 231—Essentials of Marketing	3
PEd 100—Fitness for Living	1	CP 100—Perspectives in Career	1
	15		16
Third Semester		Fourth Semester	
Acc 271—Managerial Accounting I	3	Acc 272—Managerial Accounting II	3
Law 211—Business Law I	3	Law 211—Business Law II	3
Eco 203—General Economy	3	Eco 201—Theory of Firm & Markets	3
NSM 210—Math of Finance	4	NSM 212—Intro to Statistics	3
Bus 291—Intro to Computer	3	LAS 201—Visions in Humanities	3
	16		15
Fifth Semester		Sixth Semester	
Bus 311—Small Business Management	3	Bus 292—RPG Programming	3
Man 211—Principles of Management	3	LAS 303—Philosophy, Methods & Issues	3
Psych 101—Intro to Psychology	3	LAS 304—Values in Humanities	3
LAS 302—Social Science II	3	Business Electives	6
Liberal Arts Electives	3		15
	15		
Seventh Semester		Eight Semester	
Business Electives	6	Acc 474—Taxation	3
Spch 101—Fundamentals of Speech	3	Business Electives	8
CP 200—Confronting the World of Work	1	Liberal Arts Electives	3
Liberal Arts Electives	4		14
	14		

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 Management

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
Eng 100—College English I	3	Eng 150—College English II	3
NSM 131—College Math	2	Fin 151—Money and Banking	3
Bus 103—Intro to Business	3	Phil 101—Intro to Logic	3
LAS 102—Social Science I	3	LAS 104—In Search of Wellness	3
LAS 103—Intro to Science	3	Bus 291—Intro to Computers	3
PEd 100—Fitness for Living	1	CP 100—Perspectives in Careers	1
	15		16
Third Semester		Fourth Semester	
Acc 271—Managerial Accounting I	3	Acc 272—Managerial Accounting II	3
Eco 203—General Economy	3	NSM 212—Intro to Statistics	3
Law 210—Business Law I	3	Eco 201—Theory of the Firm & Markets	3
NSM 210—Mathematics of Finance	4	Fin 351—Advance Finance (Money & Markets)	3
Fin 251—Modern Corporate Finance	3	LAS 201—Visions In Humanities	3
	16		15
Fifth Semester		Sixth Semester	
Acc 311—Intermediate Accounting I	3	Fin 451—Public Finance or Finance Elective	3
Fin 352—Investment Analysis	3	Bus 292—RPG Business Programming	3
Mar 231—Essential of Marketing	3	LAS 303—Philosophy Methods & Issues	3
Man 211—Principles of Management	3	LAS 304—Values in Humanities	3
LAS 302—Social Science II	3	Liberal Arts Electives	3
	15		15
Seventh Semester		Eighth Semester	
Fin 455—International Finance	3	Fin 458—Financial Management	3
Spch 101—Fundamentals of Speech	3	Acc 474—Taxation	3
CP 200—Confronting the World of Work	3	Business Electives	8
Psych 101—Intro. to Psychology	3		14
Liberal Arts Electives	2		
	14		

Management Module:

Required Courses:

- Man 311 — Management Theory and Practice
- Man 314 — Organizational Behavior and Administration
- Man 412 — Management Systems and Operations
- 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 414 — Development of Management Thought

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

First Semester	Credits	Second Semester	Credits
Eng 100—College English I	3	Eng 150—College English II	3
NSM 131—College Math	2	Man 211—Principles of Management ..	3
Bus 103—Intro to Business	3	Phil 101—Intro to Logic	3
LAS 102—Social Science I	3	LAS 104—In Search of Wellness	3
LAS 103—Intro to Science	3	Fin 151—Money and Banking	3
P.Ed. 100—Fitness for Living	1	CP 100—Perspective In Career	1
	15		16
Third Semester		Fourth Semester	
Acc 271—Managerial Accounting I	3	Acc 272—Managerial Accounting II ...	3
Eco 203—General Economy	3	Econ 201—Theory of Firms of Markets ..	3
Law 210—Business Law I	3	NSM 212—Intro to Statistics	3
NSM 210—Mathematics of Finance	4	Law 211—Business Law II	3
Bus 291—Intro to Computers	3	LAS 201—Visions in the Humanities ...	3
	16		15
Fifth Semester		Sixth Semester	
Man 311—Management Theory & Practice	3	Man 314—Organization Behavior, Admin	3
Psych 101—Intro to Psychology	3	Bus 292—RPG Business Programming	3
Mar 231—Essentials of Marketing	3	LAS 303—Philosophy, Methods & Issues	3
LAS 302—Social Science II	3	LAS 304—Values In Humanities	3
Liberal Arts Electives	3	Man Electives	3
	15		15
Seventh Semester		Eighth Semester	
Man 411—Managerial Policies	3	Man 413—Decision Theory	3
Spch 101—Fundamentals of Speech ...	3	Man 412—Management System Operation	3
CP 200—Confronting the World of Work	1	Business Electives	8
Bus Electives	3		14
Liberal Arts Electives	4		
	14		

Marketing Module

- Mar 331 — Marketing Management
- Mar 337 — Marketing Research
- Mar 431 — Marketing Policy and 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
- Mar 336 — Public Relation
- Mar 338 — International Marketing
- Mar 434 — Product Management

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

First Semester	Credits	Second Semester	Credits
Eng 100—College English I	3	Eng 150—College English II	3
NSM 131—College Math	2	Mar 231—Essentials of Marketing	3
Bus 103—Intro to Business	3	Phil 101—Intro to Logic	3
LAS 102—Social Science I	3	LAS 104—In Search of Wellness	3
LAS 103—Intro to Science	3	Fin 151—Money & Banking	3
PEd 100—Fitness for Living	1	CP 100—Perspectives In Careers	1
	15		16
Third Semester		Fourth Semester	
Acc 271—Managerial Accounting I	3	Acc 272—Managerial Accounting II	3
Law 210—Business Law I	3	Law 211—Business Law II	3
Eco 203—General Economy	3	Eco 201—Theory of Firm & Markets	3
NSM 210—Math of Finance	4	NSM 212—Intro to Statistics	3
Bus 291—Intro to Computer	3	LAS 201—Visions In Humanities	3
	16		15
Fifth Semester		Sixth Semester	
Mar 331—Marketing Man.	3	Mar 337—Marketing Research	3
Psych 101—Intro to Psychology	3	Bus 381—RPG Business Programming	3
Man 211—Principles of Man.	3	LAS 303—Philosophy, Methods & Issues	3
LAS 302—Social Science II	3	LAS 304—Values In Humanities	3
Liberal Arts Electives	3	Mar. Elective	3
	15		15
Seventh Semester		Eighth Semester	
Mar 431—Marketing Policies & Strategy	3	Mar 435—Pricing Theory	3
Spch 101—Fundamentals of Speech	3	Mar 336—Public Relations	3
CP 200—Confronting the World of Work	1	Business Electives	8
Bus Electives	3		14
Liberal Arts Electives	4		
	14		

Required Business Core:

A.A. Degree — 68 Credits		<i>credits</i>
Acc 271 — Managerial Accounting	3
Acc 272 — Managerial Accounting	3
Fin 151 — Money and Banking	3
Man 211 — Principles of Management	3
Mar 231 — Essentials of Marketing	3
Bus 291 — Computer and Information Systems	<u>3</u>
		18

Required Liberal Arts & Science Core:

Eng 100 — College English I	3
Eng 150 — College English II	3
Phil 101 — Introduction to Logic	3
Spch 101 — Fundamentals of Speech	3
Econ 203 — General Economy	3
NSM 131 — College Math I	2
P.Ed. 100 — Fitness for Living	1
CP. 100 — Perspectives in Careers	1
CP. 200 — Confronting the World of Work	1
LAS Liberal Arts Studies (lower division)	<u>12</u>
		32
Electives	<u>18</u>

Total 68

**Recommended Program of Study
(A.A. Degree in Business)**

First Semester	Credits	Second Semester	Credits
Eng 100—College English I	3	Eng 150—College English II	3
NSM 131—College Math	2	Phil 101—Intro to Logic	3
LAS 102—Social Science I	3	LAS 104—In Search of Wellness	3
LAS 103—Intro to Science	3	Man 211—Principles of Management	3
Fin 151—Money & Banking	3	CP 100—Perspective	1
P.Ed. 100—Fitness for Living	1	Business Electives	<u>4</u>
Liberal Arts Electives	<u>2</u>		17
	17		
Third Semester		Fourth Semester	
Acc 271—Managerial Accounting I	3	Acc 272—Managerial Accounting II	3
Eco 203—General Economy	3	Eco 201—Theory of Firm & Practice	3
Law 211—Business Law I	3	Business Electives	6
NSM 210—Mathematics of Finance	4	Liberal Arts Electives	<u>6</u>
Bus 291—Intro to Computers	<u>3</u>		18
	16		

Legal Option

Required Courses

- Sec. 233 — Legal Shorthand I and Transcription
- Sec. 234 — Legal Shorthand II and Transcription
- Sec. 293 — Legal Secretarial Practice I
- Sec. 294 — Legal Secretarial Practice II

One Of The Following Guided Electives:

- Law 211 — Business Law II
- Man 211 — Principles of Management
- Bus. 104 — Insurance
- RE 101 — Real Estate Principles and Practices
- PA. 011 — Orientation to Public Administration
- Acc. 272 — Managerial Accounting
- Fin. 151 — Money and Banking
- Mar. 231 — Marketing

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

First Semester	Credits	Second Semester	Credits
Eng 100—College English I.....	3	Eng 150—College English II.....	3
Sec 121—Bus. Shorthand I.....	3	Sec 122—Bus. Shorthand II.....	3
Sec 151—Typing I.....	3	Sec 152—Typing II.....	3
Bus 103—Intro to Bus.....	3	Phil 101—Intro to Logic.....	3
LAS 102—Social Science I.....	3	LAS 103—An Intro To Science.....	3
P.Ed. 100—Fitness for Living.....	1	CP 200—Confronting the World of Work.....	1
	16	NSM 125—College Math I.....	2
			18
Third Semester		Fourth Semester	
Sec 233—Legal Shorthand I.....	3	Sec 234—Legal Shorthand II.....	3
Sec 293—Legal Sec. Practice.....	3	Sec 294—Legal Sec. Practice II.....	3
Sec 219—Office Machines.....	3	Sec 297—Sec. Exp Seminar.....	1
Acc 271—Managerial Accounting I.....	3	Law 210—Business Law I.....	3
Eng 204—English for Secretaries.....	3	Spch 101—Voice & Diction or Spch.....	3
LAS 104—In Search of Wellness.....	3	LAS 201—Visions in the Humanities.....	3
	18		16

Secretarial Science

A.A.S. (Degree)

68 credits

Required Secretarial Science Core:

Sec. 121 — Business Shorthand	3
Sec. 122 — Business Shorthand	3
Sec. 151 — Secretarial Typing I	3
Sec. 152 — Secretarial Typing II	3
*Sec. 297 — Secretarial Experience Seminar	1
Acc. 271 — Managerial Accounting	3
Law 210 — Business Law I	3

Total 19

Required Liberal Arts and Science Core:

Engl. 100 — College English I	3
Engl. 150 — College English II	3
Engl. 250 — English for Secretaries	3
Phil. 101 — Introduction to Logic	3
NSM 125 — College Math I	2
Spch. 101 — Fundamentals of Speech	3
CP 200 — Confronting the World of Work	1
P.Ed. 100 — Fitness for Living	1
LAS Liberal Arts Studies 102, 103, 104 and 204	12

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Executive Option

Required Courses

- Sec. 219 — Office Machines
- Sec. 223 — Business Shorthand III and Transcription
- Sec. 224 — Business Shorthand IV and Transcription
- Sec. 251 — Advance Secretarial Typing
- Sec. 290 — Executive Secretarial Practice

One Of The Following Guided Electives

- Acc. 272 — Managerial Accounting
- Man. 211 — Principles of Management
- Bus. 103 — Introduction to Business
- Bus. 104 — Insurance
- Bus. 291 — Introduction to Computers
- RE. 101 — Real Estate Principles & Practices
- Mar. 231 — Essentials of Marketing
- Fin. 151 — Money & Banking
- Law 211 — Business Law II,

* Students enrolled in Sec. 297 are exempted from C.P. 100.

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

First Semester	Credits	Second Semester	Credits
Eng 100—College English I	3	Eng 150—College English II	3
Sec 121—Bus. Shorthand I	3	Sec 122—Bus. Shorthand II	3
Sec 151—Typing I	3	Sec 152—Typing II	3
Bus 103—Intro to Bus.	3	Phil 101—Intro to Logic	3
LAS 102—Social Science I	3	LAS 103—An Intro To Science	3
P.Ed. 100—Fitness For Living	1	CP 200—Confronting the World of Work	1
	16	NSM 125—College Math I	2
			18
Third Semester		Fourth Semester	
Sec 223—Bus. Shorthand III and Transcription	3	Sec 224—Bus. Shorthand IV & Trans	3
Sec 251—Typing III	3	Sec 290—Executive Sec. Practice	3
Sec 219—Office machines	3	Sec 297—Sec. Exp. Seminar	1
Acc 271—Managerial Accounting I	3	Law 210—Business Law	3
Eng 204—English for Secretaries	3	Spch 101—Voice & Diction or Spch.	3
LAS 104—In Search of Wellness	3	LAS 201—Visions in the Humanities	3
	18		16

Course Descriptions

Accounting

Acc 271/272 — Managerial Accounting I & II *6 class 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 & II *6 class 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 validation, 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 class 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 budgets. Prerequisite: Acc 312.

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

Students in their last semester of MEC 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 class 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 473 — Auditing** *3 class 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 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 class 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 class 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 474.
- Acc 476 — Quantitative Measurements** *4 class hours; 4 credits*
This course covers volume-cost profit analysis including breakeven analysis, profit and loss concept. It will also cover all the financial ratios, application of capital budgeting, linear programming, forecasting and planning. Prerequisite: Acc 374, NSM 210, NSM 212.
- Acc 478 — Municipal Accounting** *2 class 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.
- Acc 480 — Contemporary Accounting (formerly Acc 472)** *2 class 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).

Business

Bus. 103 — Introduction to Business

3 class 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, Marketing, Finance, and Information Science will be surveyed.

Bus. 104 — Insurance

3 class hours; 3 credits

A survey course covering life, health, property and casualty insurance; insurable types of interest, rights of beneficiaries, insurance policies reinsurance, insurance risk, premiums, no-fault insurance liability, insurance rates, and regulations of insurance companies.

Bus. 291 — Computer and Information System

3 class 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. 292 — RPG Business Programming

3 class hours; 3 credits

This is an introductory course in RPG programming language. Emphasis is placed on common business data processing principles and their implementation in a commercial environment . . . i.e., accounting, production, finance, sales analysis, and managerial decision making. This course prepares a student to write RPG application programs. Prerequisite: Bus. 291 and NSM 131.

Bus. 311 — Small Business Management

3 class 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 operation, Small Business Administration-Investment Corporation requirements, and growth and competition.

Bus. 381 — Cobol

3 class hours; 1 lab hour; 3 credits

A comprehensive course in Cobol business language. Cobol language will be taught from a theoretical and practical application approach. Students will utilize input and output devices to solve all assigned problems. Cobol structure and Data organization divisions will be covered identification, environment, data and procedure. Advance programming techniques such as overlays, subroutines, arrays, lists, multiple input-output routines will also be covered. Prerequisite: Business 292 and NSM 131.

Bus. 391 — Systems Development and Implementation

3 class hours; 3 credits

This 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 forms. The course will include field visits to data processing centers. Prerequisite: Business 291.

Finance

- Fin 151 — Money and Banking** *3 class hours; 3 credits*
A survey is made of money, credits 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 class 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 procedures. Prerequisite: Fin 151.
- Fin 351 — Advanced Finance (Money Markets)** *3 class 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 policy. Prerequisite: Fin 251.
- Fin 352 — Investment Analysis** *3 class hours; 3 credits*
Analysis of various types of securities and evaluation tests for bonds and stocks. Investment management and security markets are also studied. Prerequisite: Fin 351.
- Fin 401 — Field Experience/Internship** *15 class hours; 3 credits*
- Fin 451 — Public (Federal, State & Local) Finance** *3 class hours; 3 credits*
Analysis of the theory and practice of public finance including taxation, debt management, expenditures and public policy. Prerequisite: Fin 251, Fin 351.
- Fin 453 — Personal Finance** *2 class 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 class hours; 3 credits*
A study of the theory, mechanics and institutions of international finance. The role of International Monetary Fund World Bank and International Finance Corporation in stabilizing and financing World Trade. Prerequisite: Fin 351.
- Fin 457 — Banking Practices** *3 class 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 class 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 100—The Law of Creditors Rights (formerly Law 201)** *3 class hours; 3 credits*
Legal procedures for the recovery, collections, and enforcement of judgements, the course examines bankruptcy and the various other procedures, state and federal for dealing with embarrassed or insolvent debtors, including extension of time payment and liquidation.

Law 210—Business Law I (formerly Law 101) *3 class hours; 3 credits*

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

Law 211—Business Law II (formerly Law 102) *3 class hours; 3 credits*

Following a review of the documents governing principle and agent, the course examines the law covering partnerships and corporations in their formations, operation, internal relationships, and dissolution with reference to the law. Prerequisite: Law 210.

Law 311—Business Law III (formerly Law 301) *3 class hours; 3 credits*

An examination into the legal aspects and the use of commercial papers such as checks, notes, drafts and acceptance and how they are used in business. Also, a study of the law of scales and several transactions and their relationships and importance to business. Prerequisite: Law 211.

Management

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

A practical course designed to examine management process, concepts and principles and to improve personal competence in problem solving, decision making and communication. Particular emphasis is placed on leadership styles and employee and 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 class 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 class 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 class 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 morale. Prerequisite: Man 311.

Man 314 — Organizational Behavior and Administration *3 class 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

process. Sensitivity training is explored through T-group simulations. Prerequisite: Man 311.

Man 315 — Industrial Management *3 class 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 class hours; 3 credits*

Man 411 — Managerial Policies *3 class 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 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 class hours; 3 credits*

Modern management systems are reviewed and the dimensions of operations are developed. Analysis of identification, evaluation and modification of mechanisms related 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 class hours; 3 credits*

Discusses and analyzes the theories, methods and process 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. Prerequisite: Man 311.

Marketing

Mar 231 — Essentials of Marketing *3 class 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 class 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 class 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 class 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 class 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. Analysis 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 class 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. Prerequisite: Mar 231, Mar 232.
- Mar 334 — Sales Management** *3 class 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. Prerequisite: Mar 231, Mar 234.
- Mar 335 — Consumer Motivation and Behavior** *3 class 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 class 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 class 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 important of research in marketing. Prerequisite: Mar 331.
- Mar 338 — International Marketing** *3 class 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 class hours; 3 credits*

Mar 431 — Marketing Policy and Strategy *3 class 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 class 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 class 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, product 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 class 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.

Real Estate

RE 101 — Real Estate Principles and Practices *3 class hours; 3 credits*

A course designed to prepare an applicant for licensure as a real estate broker or salesman. Emphasis is placed on the following topics: Real Estate ownership and interests, contracts or real estate, land surveying and property descriptions, deeds, leases, and other real estate instruments; and investment. Also covers the appraisal and brokerage functions, and all other areas required to sit for the New York Real Estate Broker's License Examination.

RE 102 — Real Estate Appraisal, Valuation and Financing *3 class hours; 3 credits*

A survey is made of the nature, importance, and purpose of appraisal. A study is made of the principles controlling real estate value, the economic cost, and income approach to appraisals and valuation are examined. Value analysis of Neighborhood characteristics, site analysis, financing of real estate, mortgage companies, mortgage loans, Federal Programs, (FHA, VA GNMA) and sources of alternative methods of financing. Prerequisite: RE 101 Real Estate Principles and Practices.

RE 203 — Real Estate Management *3 class hours; 3 credits*

A course designed to cover the following topics in real estate management: organizing and planning brokerage operations, selecting and training sales personnel, marketing practices and policies, maximizing profits and advertising as the above topics relate to residential, commercial, and industrial real estate properties. Prerequisite: RE 101 Real Estate Principles and Practices.

RE 204 — Real Estate Management of Low Income Housing *3 class hours; 3 credits*

A course specifically designed to cover the following topics: rights and liabilities of landlords and tenants, and co-ops management. New York City regulations; rent controls, vacancy decontrol, radically integrated housing units, zoning and building ordinances, fire, health, and safety regulations. Prerequisite: RE 101 Real Estate Principles and Practices.

Secretarial Science

Sec. 121 — Business Shorthand I (Gregg) *4 class 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 class hours; 3 credits*

Shorthand principles, as well as punctuation and spelling are reviewed in this course as dictation speed 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 class 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 class 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 class 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 class hours; 3 credits*

Skill in development on the 10-key adding, printing calculator, switchboard, spirit duplicator, mimeograph, offset, electronic calculator, bookkeeping machine, dictaphone MTST and the keypunch machine.

Sec. 220 — Word Processing *4 class hours; 1 lab hour; 3 credits*

This course is designed to provide the skills necessary to work in a "word processing system" environment. Emphasis will be placed on operating dictaphones, transcribers, Magnetic Tape, Selectric Typewriters, Magnetic Card Selectric Typewriters and Magnetic Disks processing centers. Prerequisite: Sec. 222 or 232.

- Sec. 223 — Business Shorthand III and Transcription** *4 class hours; 1 lab hour; 3 credits*
(formerly 221)
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.
- Sec. 224 — Business Shorthand IV and Transcription** *4 class hours; 1 lab hour; 3 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: Sec. 223.
- Sec. 233 — Legal Shorthand II and Transcription** *6 class 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. 233.
- Sec. 241 — Medical Shorthand I and Transcription** *6 class 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 class 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 class 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 class 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 class 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 class hours; 3 credits*
 Advanced Secretarial Typing Skills are discussed. Timed production of business correspondence, reports, manuscripts and tabulated material are developed. Students at the end of the semester are expected to attain a speed of 55-65 WPM for 5 minutes. Prerequisite: Sec 151.
- Sec. 290 — Executive Secretarial Practice** *4 class hours; 3 credits*
 Emphasis is placed on the functions and understanding of the requirements 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 class 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 class 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 class 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 class 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 Programs are 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, with a focus on inner city communities, and to take the State licensure examination. The Baccalaureate Nursing Program prepares the primary nurse practitioner to deliver primary health care including the ability to:

1. Assess the health status of individuals and families through health and medical history taking, physical examination;
2. Institute and provide continuity of health care to clients/patients;
3. Provide instruction and counseling to individuals, families and groups in the areas of health promotion and maintenance; and
4. Work in collaboration with other health care providers and agencies to provide — and where appropriate, coordinate services to individuals and families.

The Associate Degree Nursing Program has full accreditation by the National League of Nursing. The application for accreditation of the Baccalaureate Degree Nursing Program has been submitted.

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 1).

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. Credits 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

The last class will be admitted to Nursing 101 in September of 1977, as the Associate Degree Program will be phased out as of June 1979, and, only repeating students, if necessary, can register for Associate Degree offerings needed to complete the requirements for the AAS Degree in Nursing.

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 (10th) grade reading level. If a student does not score at the tenth grade reading level he/she will not be admitted, regardless of the student's 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 100/150* and Phil 101*	9 credits
Soc 101*	3 credits
Health Science Requirements*	
(HSC 112, HSC 205, HSC 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

* 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.

in less than average time, while another might need an extended time. Each course must be passed with a "C" and may be repeated one time only, in the following year.

A student may withdraw from a mini-course without academic penalty through the first half of the mini-course. In the five week mini-courses, the student may withdraw without penalty through the 3rd week of classes.

Withdrawal after the first half of the mini-course will result in a grade of "WF" for the course.

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.

Admission

Students may be admitted in the Fall or Spring Semester if they meet the admission criteria. All candidates for admission to the Baccalaureate Nursing Program must meet the following criteria:

1. 2.5 cumulative index (C +)
2. 2.0 nursing index (C)
3. Current R.N. licensure for New York State
4. Malpractice insurance
5. 64 College credits from lower division

Credits from lower division should be distributed as follows:

Nursing	31 credits
English	6 credits
Introductory Sociology	3 credits
Introductory Psychology	3 credits
Human Growth and Development	3 credits
Anatomy, Physiology, Microbiology	12 credits
Electives	6 credits

No candidate will be eligible for acceptance into the Baccalaureate Program in Nursing until these courses and the other requirements listed above are completed. Applicants who have just completed lower division nursing education, may take general education courses while they await results of the State Board Licensing Examination.

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 test 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 as prescribed by the Division of Natural Sciences and Mathematics.

All remedial work must be completed prior to formal admission to the program. Credit for remedial work will not be given toward the B.S. in Nursing.

The A.A.S. graduate from C.U.N.Y. will receive the amount of credits earned in the program from which he/she graduated (up to 64 credits).

Proficiency Examinations in Nursing for Diploma Program Graduates

In order to receive college credit for lower division nursing, graduates of diploma nursing programs must successfully complete (with a "C" or better) the following New York State College Proficiency Examinations in Nursing:

Fundamentals of nursing	5 credits
Maternal-Child Nursing (Associate Level)	5 credits
Psychiatric-Mental Health Nursing.....	3.5 credits
Adult Nursing	<u>17.5 credits</u>
Total	31 credits

For questions, information and/or study guides on the College Proficiency Examinations please write to the following address:

College Proficiency Examination Program
99 Washington Avenue, Room 1919
Albany, New York 12230

The Diploma program graduate 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 the 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 College Proficiency Examination Program, given by the State Department of Education. Satisfactory performance on these examinations (C or better) will exempt the student from corresponding courses required in the Nursing curriculum.

Grade and Promotion

A student must maintain a "C" in each required nursing and general education 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 that content which all nurse practitioners need for beginning practice, as well as allow the student to choose his/her own clinical setting for experience as a beginning professional nurse.

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.

Requirements for the B.S. in Nursing

Health Science (HSC 306)	3 credits
Natural Science and Mathematics (NSM 209, NSB 323, science electives)	9-10 credits
Social Sciences (Soc 314, Anth 201)	6 credits
Nursing (Nur 300, 308, 310, 311, 312, 401, 415, 416)	32 credits
Liberal Arts Electives	6 credits
Liberal Arts Studies (LAS 302, 304)	6 credits
Other electives	1 or 2 credits
	Sub-Total 64 credits
Lower Division credits	<u>64 credits</u>
	Total 128 credits

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

Offered only to nursing majors graduating by 9/1/79

Curriculum Pattern A

First Semester	Credits	Second Semester	Credits
Eng 100—English I	3	Eng 150—English II	3
NSB 251—Human Biology I	4	NSB 252—Human Biology II	4
Nur 101	2	Nur 103	2.5
Nur 102	3	Nur 104	2.5
HSC 205—The Developing Person I	3	HSC 306—The Developing Person II	3
NSM 111—Measurement of Clinical Assessment	2		15.0
	<u>17</u>		
Third Semester		Fourth Semester	
Nur 241	3.5	Nur 244	3.5
Nur 242	3.5	Nur 245	3.5
Nur 243	3.5	Nur 246	3.5
NSB 361—Microbiology	4	Nur 204	1
Soc 101—Intro to Sociology	3	Phil 101—Logic	3
	<u>17.5</u>		<u>14.5</u>
		Nursing Credits	32
		Total Credits Required	64

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

Curriculum Pattern B

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

Offered only to nursing majors graduating by 9/1/79

Pre-Nursing

First Semester (Fall)		Credits	Second Semester (Spring)		Credits
Eng 100—English I		3	Eng 105—English II		3
HSC 112—The Self Concept and Health Careers		3	HSC 306—The Developing Person II ...		3
HSC 205—The Developing Person I....		3	Soc 101—Intro to Sociology		3
Phil 101—Logic.....		3	NSB 251—Human Biology I.....		4
		<u>12</u>			<u>13</u>

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 Assessment.....		2			<u>9</u>
		<u>11</u>			

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
		<u>10.5</u>	Nur 204—Nursing In The Inner City....		1
					<u>11.5</u>

Total Credits Required 67

* 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.

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

Curriculum Pattern

First Semester	Credits	Second Semester	Credits
Nur 300—Scientific Principles of Community Health Nursing	5	Nur 310—Nursing in Family & Community Health	5
Nur 308—The Nursing Process & Health Appraisal	4	Nur 311—Group Behavior in Nurs. Practice	3
NSM 209—Statistics	3	Nur 312—Intro to Research in Nursing	2
NSB 323—Pathophysiology	3	HSC 306—The Developing Person II . . .	3
Anth 201—The Nature of Culture	3	Soc 314—Public Bureaucracy	3
	18		16
Third Semester		Fourth Semester	
Nur 415—Principles and Practice of Primary Care Nursing I	5	Nur 416—Principles and Practice of Primary Care Nursing II	5
LAS 304—Values in the Humanities . . .	3	Nur 401—Nursing in the Social System	3
Liberal Arts Elective	3	LAS 302—Social Science II	3
Science Elective	3-4	Liberal Arts Elective	3
	14-15	Elective	1-2
			15-16
		Total Upper Division Credits	64
		Total Lower Division Credits	64
			128

Course Descriptions

Health Sciences

HSC 205 — The Developing Person in the Black and Hispanic Family I *3 class hours;
3 credits*
(Formerly HSC 105)

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 306 — The Developing Person in the Black and Hispanic Family II *3 class hours;
3 credits*
(Formerly HSC 106)

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 (Fall Only)
(Formerly Nur. 101/102) *6 weeks; 3 class hours; 7 lab hours; 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 (Fall Only)
(Formerly Nur. 101/102) *9 weeks; 3 class hours; 7 lab hour; 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 *½ Semester, 3 class hours;*
(Formerly Nur. 103/104) *7 lab hours; 2.5 credits*
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 Centers. Prerequisite: Nur. 102. Prerequisite or co-requisite: NSB 252.

Nur. 104 — Nursing of Children *½ Semester; 3 class hours, 7 lab hours; 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. Prerequisite: NSB 251, Nur, 102. Prerequisite or corequisite: NSB 252.

Nur. 204 — Nursing in the Inner City *1.5 class hours; 1 credit*
(Formerly Nur. 203)
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. 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. Co-requisite: NSB 361.

Nur. 241 — Nursing Care of Clients with Alterations in Psycho-Social Functioning (Formerly 211) *5 weeks; 6 class hours; 9 lab hours; 3 seminar hours; 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 seminar hours; 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 (Formerly 213/216) *6 class hours; 9 lab hours; 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 (Formerly 214/217) *6 class hours; 9 lab hours; 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 (Formerly 215/216) *6 class hours; 9 lab hours; 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 Alteration in Sexual and Sensory Functioning (Formerly 217/219) *6 class hours; 9 lab hours; 3 seminar hours; 3.5 credits*
Alterations in the physiological need for sexual and sensory functioning are discussed in this course.

Nur. 300 — Scientific Principles of Community Health Nursing (Formerly HSC 303) *3 class hours; 3 lab hours; 4 credits*
Introduces the student to the concepts of professional identity, role resocialization, and responsibility in assisting individuals and groups to seek high-level wellness. The nursing process and epidemiological approach are utilized as cognitive frameworks for decision-making in planning, implementing and evaluating nursing care outcomes. Factors and conditions that influence the occurrence are explored. Pre-or co-requisite: NSM 209 and the written permission of the Division Chairperson.

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

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. Pre-or co-requisite: NSB 323 and written permission of the Division Chairperson.

Nur. 310 — Nursing in Family and Community Health 3 class hours; 6 lab; 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 will be analyzed. Prerequisite courses: NSM 209, Nur. 300, Nur. 308. Prerequisite or corequisite courses: Nur. 311, HSC 306 and written permission of the Division Chairperson.

Nur. 311 — Group Behavior and Nursing Practice

(Formerly HSC 304)

3 class hours; 1 seminar hr; 4 credits

Designed to increase understanding of behavioral process basic to all groups including families. The dynamics of role-making, group goals and tasks, decision-making process and leadership functions in nursing 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. Prerequisite: Written permission of the Division Chairperson.

Nur. 312 — Introduction to Research in Nursing

(Formerly Nur. 402)

2 class hours; 2 credits

This course is designed to help the student acquire the skills and concepts necessary to read and evaluate research literature. It will also provide an opportunity for the acquisition of experience in applying the principles of the research process to nursing problems. Prerequisite: NSM 209 and written permission 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: Nur. 310, Nur. 311, Nur. 312. Prerequisite or corequisite: Soc 314, and written permission of the Division Chairperson.

Nur. 415/416 — Principles and Practice of Primary Care Nursing

(Formerly Nur. 403, 406, 407, 408, 409, 410, 411, 412)

Nur. 415 — Principles and Practice of Primary Care Nursing I

2 class hours; 1 seminar hour; 6 lab hours; 5 credits

First semester — the course provides the opportunity for the student to synthesize the concepts common to the nurse practitioner role, such as health appraisal, inter-

disciplinary collaboration, health teaching, advocacy and research within the framework of the nursing process. Prerequisite: Nur. 310, Nur 311, Nur. 312. Pre- or co-requisite: Soc. 314, Nur. 401 and written permission of the Division Chairperson.

Nur. 416 — Principles and Practice of Primary Care Nursing II (Second semester practicum)

12 lab hours; 2 seminar hours; 5 credits

A minimum of 12 hours weekly are spent in primary care management of families and/or groups of clients of all ages in varied health and health/related settings in the inner city. The clinical laboratory experience will be selected by the students to encourage development of in-depth skills in their areas of interest. The student will explore a problem or issue related to nursing in the inner city community. Prerequisite: Nur. 415 and written permission of the Division Chairperson.

Nurse-Midwifery Sequence

Students who are admitted to the Nurse-Midwifery sequence must first complete the Baccalaureate degree requirements (except Nur. 416) at Medgar Evers College. The Nurse-Midwifery curriculum will require approximately nine (9) additional months of study at Downstate Medical Center beyond the College requirements for the Baccalaureate degree. Students may test out of several modules in the mid-wifery sequence, shortening the period of study. Students will receive five (5) credits (equivalent of Nur. 416) for this sequence.

Upon completion of the program, the student is awarded a Baccalaureate Degree in Nursing from Medgar Evers College and a Certificate in Nurse-Midwifery by Downstate Medical Center.

For further information regarding the Nurse-Midwifery sequence, see a faculty advisor.

Health Administration

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. 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 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 class 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 class hours; 3 credits*
Emphasis in the cultural and social characteristics of population which influence and affect the type of health services provided in a given health structure.

HA 301 — Health Services Administration I *2 class 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 311 — Alcohol, Tobacco, and Drugs *3 class hours; 3 credits*
The use and abuse of alcohol, tobacco, and drugs. Emphasis on the physiological, and social effects.

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

Physical Education

Phys Ed. 100 — Fitness for Living (Co-Ed) *2 class hours; 1 credit*
This course is designed to provide students with the knowledge that physical fitness activities will be valuable throughout life in contributing toward good health. The

need for vigorous physical activity increases as man advanced technologically. This theory and activity course delves into the nature and value of lifetime physical fitness. Selected fitness programs and sports activities are reviewed. Each student will be required to design, implement and evaluate his/her own fitness program.

Phys Ed. 127 — Swimming I (Co-Ed) *2 class 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 class 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 class 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. 135 — Conditioning Activities (Co-Ed) *2 class hours; 1 credit*
This course is designed for students who are interested in improving or maintaining body fitness through exercise. Related topics of dieting and techniques of relaxation are included.

Phys Ed. 136 — Popular Team Sports (Co-Ed) *2 class hours; 1 credit*
Analysis and practice of the fundamental skills, rules and strategies of selected popular team sports.

Phys Ed. 142 — Power Volleyball (Co-Ed) *2 class 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 *2 class hours; 1 credit*
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 class 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 class 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 class hours; 1 credit*
 Analysis and practice of the fundamental techniques of bowling. No fees involved.
- Phys Ed. 224 — Advanced Bowling (Co-Ed)** *2 class 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 class 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 class hours; 1 credit*
 A course designed for beginners only which stresses the mental, as well as physical aspects of karate. Realistic street defenses are taught and practiced within the physical limitations of each individual.
- Phys Ed. 236 — Karate for Beginners II (Co-Ed)** *3 class 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 class 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 class 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 Humanities Division offers courses in Art, English, Ethnic Studies, French, Mass Communication, Music, Philosophy, Spanish, Speech, and Theatre. Divisional programs focus on the following goals:

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.

In addition to specific objectives related to the content of each course, there are general objectives basic to all courses in the Division. Some are: 1) increasing skills development in oral and/or written expression; 2) learning to apply course material to improve rational thinking, problem solving and decision making; 3) gaining factual knowledge; 4) learning fundamental principles, generalizations, or theories; 5) gaining a broader understanding of intellectual and cultural activity; 6) applying the course materials to self-understanding; and 7) developing a sense of personal responsibility.



Program Offerings

Several alternative programs leading to the Associate in Arts degree are recommended by the Humanities Division. 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 college-wide requirements are mandatory* for the Associate of Arts degree:

Required Courses	credits
Career Planning 100	1
Career Planning 200 or LAS 101	1
English 100	3
English 150	3
Liberal Arts Studies 102	3
Liberal Arts Studies 103	3
Liberal Arts Studies 104	3
Liberal Arts Studies 201	3
Logic 101	3
Mathematics 125	2
Physical Education 100	1
Speech 101 or 102	3

In addition to these 29 credits, all majors in the Humanities Division must complete 15 credits in the area of concentration; 9 credits in Humanities outside the area of concentration; and 11 credits of electives. Students who are interested in the Co-operative Education Program should see LAS 200, 300.

Academic Policies

There are no letter grades or credits given for remedial courses. Students receive either Pass or Fail for all courses in the remedial sequence.

If a student in Freshman English 100 or 150 has a "C" average or less in the course and does not pass the final examination, he must receive a grade of "F" for the course and repeat the course.

An incomplete ("Inc") is a temporary grade for the student who is doing passing work but has not completed all required work. Upon receiving an "INC" the student must accomplish all required work for the course, as defined by the instructor, or in the absence of the instructor, by the division chairperson prior to the end of the sixth week of the subsequent semester in residence. If the student has not completed his work by the end of the 6th week period, the student shall receive a grade of F in that course. An "INC" will not be given for College English I, College English II, or Remediation.

Students in the Division are expected to pass required courses in their area of concentration with a grade of C or above. Where there are sequential courses, 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.

* Required of all students entering in Fall 1977. The Liberal Arts Studies courses, particularly LAS 201, are also strongly recommended for students who have entered prior to Fall 1977.

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. Developmental skills programs are available in English as a second language (ESL). 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 Prep Building; the Language Laboratory is located in the Santini Building.

Suggested Programs

Program suggestions are for the Associate of Arts degree in Liberal Arts with an emphasis in Humanities, General Studies, Communications Arts and Sciences, and Advertising Design.

A. A. Degree: Liberal Arts and Sciences Humanities Emphasis

This program is designed for students seeking careers in basic fine arts, music, and other areas of the humanities. Upon successful completion of this program, graduates usually transfer as juniors to four-year colleges where they pursue the baccalaureate degree, before proceeding to graduate schools and professional study in their chosen fields.

Suggested First Year Program

First Semester	Credits	Second Semester	Credits
*College English 100	3	*College English 150	3
LAS 102	3	LAS 103	3
LAS 104	3	LAS 201	3
Phil 101	3	*NSM 125	2
Speech 101 or 102	3	Elective—Humanities	3
Career Planning 100	1	P.Ed. 100	1
	<hr/> 16		<hr/> 15
 Third Semester		 Fourth Semester	
#Foreign Language	3	Foreign Language	3
Electives—Humanities	3	Electives—Humanities	9
Electives—Liberal Arts & Sciences	6	Electives—Unrestricted	4
Electives—Unrestricted	4	Career Planning 200 or LAS 101	1
	<hr/> 16		<hr/> 17
		Total Credits Required	64

* According to placement.

Students should complete one year of a foreign language. They will be initially placed on the basis of their proficiency. If they do not need 6 credits in college to complete their foreign language sequence, they must take additional Humanities electives.

Unrestricted electives should be chosen on recommendation of the advisor in the area of concentration.

**A.A. Degree: Liberal Arts and Sciences
General Studies Emphasis**

This program is designed for students who are seeking a general education to enhance their understanding and appreciation of the aesthetic, social, and scientific ideas and processes which shape our world. It also serves those students who are undecided about their career goals, and who wish to explore diverse fields of interest. With the assistance of a faculty member, students may select courses in applied subjects which will assist them in choosing and embarking upon a career, or they may discover an area of interest and plan to pursue further education at a four-year college.

Suggested Program

First Semester	Credits	Second Semester	Credits
*College English 100	3	College English 150.....	3
LAS 102.....	3	LAS 103.....	3
LAS 104.....	3	LAS 201.....	3
*Speech 101 or 102	3	Phil 101.....	3
Elective—Humanities	3	Elective—Humanities	3
Career Planning 100	1	P.Ed. 100.....	1
	<hr/> 16		<hr/> 16
Third Semester		Fourth Semester	
#Electives—Unrestricted	9	Electives—Humanities	9
Electives—Humanities	6	@ Electives.....	6
NSM 125.....	2	Career Planning 200 or LAS 101.....	1
	<hr/> 17		<hr/> 16
		Total Credits Required	64

* According to placement.

Unrestricted electives may be chosen from any course offering in the college other than Remedial English and/or remedial Mathematics.

@ Electives must be chosen from course offering in the Humanities, Social Sciences, or Natural Sciences and Mathematics.

**A.A. Degree—Liberal Arts and Sciences
Communications Arts and Sciences Emphasis**

The Communication Arts and Sciences curriculum is a two-year program for students who plan careers in radio and television or related industries as production technicians. In addition to courses in Liberal Arts, the program provides the technical and practical experiences essential for employment in the operational aspects of the broadcasting industry. The curriculum emphasizes Liberal Arts,

especially written communications. All Communications Arts and Sciences majors are required to have the ability to type 40 words per minute before graduation.

Suggested Program

First Semester	Credits	Second Semester	Credits
*College English 100	3	*College English 150	3
Phil 101.....	3	Med 180.....	3
LAS 104.....	3	LAS 102.....	3
Med 150.....	3	*NSM 125.....	2
Speech 101 or 102	3	LAS 103.....	3
P.Ed. 100.....	1	#Elective.....	3
	<u>16</u>	Career Planning 100.....	1
			<u>18</u>
Third Semester		Fourth Semester	
Med 241.....	3	Med 242.....	3
LAS 201.....	3	Med 293.....	3
Med 292.....	3	Electives.....	6
#Electives.....	3	Career Planning, 200 or LAS 101	1
Electives—Humanities	6		<u>13</u>
	<u>18</u>		
		Total Credits Required	64

* According to placement.

Electives must be chosen from Liberal Arts and Sciences on recommendations of the Director of Communications Arts and Sciences.

A.A. Degree: Liberal Arts and Sciences Advertising Design Emphasis

This program is designed for students who plan careers in advertising. The curriculum emphasizes Liberal Arts and also provides the technical and practical experiences essential for employment in the various career possibilities in advertising.

Suggested Program

First Semester	Credits	Second Semester	Credits
*College English 100	3	College English 150.....	3
Phil 101.....	3	Art 281.....	3
LAS 104.....	3	LAS 102.....	3
Art 207.....	3	*NSM 125.....	2
Speech 101 or 102	3	LAS 103.....	3
Career Planning 100.....	1	#Elective—Liberal Arts and Sciences.....	3
	<u>16</u>	Phys Ed. 100.....	1
			<u>18</u>

Third Semester		Fourth Semester	
Art 282.....	3	Art 283.....	3
LAS 201.....	3	Electives.....	6
Art 210.....	3	Electives—Humanities.....	3
Electives—Liberal Arts and Sciences.....	3	Career Planning 200 or LAS 101.....	1
Electives—Humanities.....	6		13
	18		
		Total Credits Required	64

* According to placement.

Electives must be chosen from course offerings in the Humanities, Social Sciences, or Natural Sciences and Mathematics. Electives should be chosen on recommendation of the Coordinator of Art.

Course Descriptions

Art

The program in Art is directed toward these curricular emphases: (1) the development of the student's awareness of basic design concepts; (2) the development of the student's ability to use experience creatively in the visual, plastic and graphic arts; (3) the provision of a background in art suitable as a basis for developing practical solutions in design and advertising; (4) the understanding of historical and contemporary visual arts including familiarity with third-world aesthetics, especially African and Afro-American forms.

Art 151 — Basic Design *3 class 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 170 — Copper Relief Sculpture *3 class 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 class 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 201 — African Art History *3 class 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 Binnin/life periods to present contemporary African Art forms of the twentieth century. Museum trips are an integral part of the course.

Art 203 — Ceramics *4 class 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 204 — Advanced Ceramics** *4 class hours; 3 credits*
Continued exploration in the ceramic arts. Slip casting and pottery wheel techniques are introduced. Prerequisite: Art 203.
- Art 207 — Drawing and Painting** *4 class 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 oil painting during course of semester. Lectures will deal with contemporary art forms. Special projects and gallery trips are an integral part of the course.
- Art 208 — Painting Techniques** *4 class hours; 3 credits*
An advanced exploratory studio and lecture course designed to intensify painting in oil, acrylics and water color. Lectures will deal with contemporary art forms. Special projects and gallery trips are an integral part of the course. Prerequisite: Art 207.
- Art 210 — Printmaking Etching** *4 class 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 211 — Advanced Printmaking — Etching** *4 class hours; 3 credits*
Further exploration into the dimensions of the etching and other intaglio processes. Color viscosity printing will be introduced. Prerequisite: Art 210.
- Art 281 — Advertising Production and Pasteup** *4 class hours; 3 credits*
This course gives the student a foundation in the assembly of ads and introduces the technical aspect of advertisement. Prerequisite: Art 207.
- Art 282 — Lettering and Design** *4 class hours; 3 credits*
This course acquaints the student with the basic execution of lettering and typography as well as the elements of basic layout for advertising. Prerequisite: Art 207.
- Art 283 — Advertising Design** *4 class hours; 3 credits*
The purpose of this course is to familiarize the students with the basic principles of design in relationship to commercial art. The student acquires the tools to execute projects relating to design and production. Prerequisite: Art 207.
- Art 400 — Independent Study in Art** *3 credits*
(See Humanities 400)

English

The English Department of the Humanities Division is a two-tiered program. The Remedial English program and the Freshman English program form one unit that moves the student from the sentence and paragraph, to the essay and research paper in writing, and from below college level to the college level in reading. The literature component consists of a combination of traditional literature offerings, a study of the literature of people of African descent and the treatment of third-world people in traditional courses.

English/Writing 003

3 class hours, required labs, 0 credits

This course provides fundamentals in writing with particular emphasis upon developing a paragraph (e.g., effective topic sentences and developers). Students are assigned a number of paragraphs of various types. Emphasis is placed also upon grammar, punctuation, word usage, sentence structure, as well as exercises in vocabulary

building. Laboratory sessions are required in accordance with students' needs, in addition to the 3 class hours.

English/Reading 003 *3 class hours; required labs; 0 credits*

This course will include work in phonetic and structure analysis of unfamiliar words. Word-attack skills and general vocabulary development will be emphasized as well as specific reading skills which have been found to be essential to college survival will be taught. Exit criteria requires that students must demonstrate eighth grade reading on a standardized test. Laboratory sessions are required in accordance with students' needs, in addition to the 3 class hours.

English/Writing 004 *3 class hours; required labs; 0 credits*

This course provides a transition from the paragraph to a group of paragraphs around a theme. Students are assigned a number of themes of various types. Exit criteria includes writing an essay meeting criteria established for entry into College English.

English/Reading 004 *3 class hours; required labs; 0 credits*

This is a course in developmental reading for students who have completed the requirements of Reading 003 and have acquired a reading level of 8.0. The course is designed to provide students with an understanding of the critical reading skill, skills for reading in the content areas, and development of reading rate. The major emphasis of the course will be to help students read and understand their college textbooks. A reading score of 10.0 on the standardized reading test is required for exit.

English 010 — Comprehensive Reading and Writing Review *3 class hours; 0 credits*

This course is designed for transfer students who have passed their English requirements at their respective transfer college but who have not demonstrated a tenth grade reading level and/or passed the required college level writing test. Students will be given individualized assistance in their specific area of need. Areas to be covered include reading comprehension, vocabulary building; study of grammar, sentence structure, paragraph and essay development. For transfer students only.

English 100 — College English I *3 class hours; 3 credits*

Outlining and organization. Review of paragraph structure and sentence structure. Elements of style and clarity in principal rhetorical term. Weekly papers.

English 150 — College English II *3 class 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.

English 202 — The Craft of Writing *3 class 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.

English 204 — English for Secretaries *3 class 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.

English 209 — Children's Literature *3 class 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.

English 215 — Survey of British Literature I *3 class hours; 3 credits*
Major British writers and literary movements from the earliest forms through the 19th century. Prerequisite: English 150 or an equivalent course to be determined by the Humanities Division Faculty.

English 216 — Survey of British Literature II *3 class hours; 3 credits*
Selected readings in English Literature from the end of the 19th century to the present. Prerequisite: English 150 or an equivalent course to be determined by the Humanities Division faculty.

English 219 — Survey of Afro-American Literature I *3 class 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 equivalent course to be determined by the Humanities Division faculty.

English 220 — Survey of Afro-American Literature II *3 class hours; 3 credits*
A survey of Black American literature, oral and written, from the Harlem Renaissance through the present. Prerequisite: English 150 or an equivalent course to be determined by the Humanities Division faculty.

English 222 — Survey of American Literature *3 class hours; 3 credits*
Principal authors and literary movements from the colonial period to the present. Emphasis will be on such writers as Hawthorne, Poe, Melville, Whitman, Dickinson, Twain, Faulkner, Hemingway, Stevens, and Richard Wright. Prerequisite: English 150 or equivalent course as determined by Humanities Division Faculty.

English 226 — African and Caribbean Literature *3 class hours; 3 credits*
The course will examine such questions as the literary tradition of the African and West Indian novel, the role of the literary artist, and the problem of language and imagery. There will be a cross cultural perspective viewed through selected readings of 20th century British and American authors. Prerequisite: English 150, or equivalent course as determined by Humanities Division Faculty.

English 301/302 — Creative Writing I, II *3 class 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. Prerequisite: English 150 or permission of the instructor.

English 400 — Independent Study in English *3 credits*
(See Humanities 400)

Foreign Languages

The program in Foreign Languages is organized: (1) to provide all students with a valuable and useful linguistic tool; (2) to furnish collateral training for students specializing in other fields; (3) to train majors in the literature, culture, and civilization of the French- and Spanish-speaking nations of the world.

French

Fr 101 — Beginning French I *3 class hours; 1 lab hour; 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 hour; 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 hour; 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 class 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.

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 the 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 hour; 3 credits*

Study of pronunciation and the basic patterns of the language. A controversial 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 class hours; 1 lab hour; 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 class hours; 1 lab hour; 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 class 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 class 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 class 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 class 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 class hours; 3 credits*
 Continuation of Spn 206. Emphasis will be on reading, analysis and discussion of representative modern works. Prerequisite: Spn 206 or by permission of the instructor.
- Spn 211 — Intermediate Conversation** *3 class hours; 1 lab hour; 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 Conversation Spanish II** *3 class hours; 1 lab hour; 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 301 — Contemporary Literature of the Hispanic Caribbean** *3 class 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 class 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 class 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** *3 class 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 class hours; 3 credits*
 A comprehensive survey of Iberian and Hispanic-American culture and institu-

tions. Hispanic contributions to the world of literature, music, fine arts. Prerequisite: Span 206/207, Span 310/311, or by permission of the instructor.

- Spn 321 — Contemporary Spanish Literature** *3 class 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 400—Independent Study in Spanish** *3 credits*
(See Humanities 400)

Humanities

The humanities courses are designed for all students — those whose interests are still undefined and those who seek a broad cultural foundation for a variety of professions. Most course are interdisciplinary. Instructors make consistent efforts in class and in the organization of course materials to indicate relationships between subjects within a time period. An effort is also made to develop analogies between contemporary and past concepts and ideas.

- Hum 268 — Survey of Selected Eastern Philosophies** *3 class 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. Prerequisite: English 100.
- Hum 273 — Black Creative Arts** *3 class hours; 3 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. Prerequisite: English 100.
- Hum 300/301 — Great Books, I, II** *3 class hours; 3 credits*
A study of world literary masterpieces from the ancient world to the present. The course will include Western and non-Western works of literary, philosophic, and cultural traditions. Prerequisite: English 150 or by placement.
- Hum 310 — Contemporary Latin American Fiction** *3 class hours; 3 credits*
This course will study the English versions of representative novels and short stories of such notable writers as Miguel Angel Asturias, Nobel Prize winner, Gabriel García Marques, Julio Cortazar, Demetrio Aguilera-Malta, and the Brazilian novelist, Graciliano Ramos. Students will be introduced to the distinctive features of Latin America's social, economic, political, and geographic forces and to the unique blend of African, Indian, and European traditions that often are combined in a style that reflects an atmosphere of both the real and the fantastic. Prerequisite: English 150.
- Hum 350 — Special Topics in Philosophy** *3 class hours; 3 credits*
An advanced course in philosophy, conducted as a seminar. Intensive study of a topic, such as the philosophy of science, will be offered. Students are required to prepare a bibliography and present a paper to the class for discussion. Permission of the instructor is required.

Hum 390 — Research Projects In Humanities 3 credits

This course is designed to give students intensive research experience through the completion of projects in cultural institutions in New York City. The students will use research skills to gain knowledge of the particular institution. Also, students will explore either the cultural, environmental, social, economic, political, or career interrelationships between the institution and the community it serves. Activities will include experience at museums, theatres, art galleries, botanic gardens, zoos, libraries, and other organizations in the city. (may be repeated for 6 credits). Prerequisite: English 100 or by permission.

Hum 400 — Independent Studies in Humanities 3 credits
(for concentration in art, English, foreign languages, media, music, philosophy, speech)

A course of study centering on a project in the major area which incorporates content and depth not possible in regular course offerings. With the prior approval of a faculty supervisor, the student will undertake a project which will constitute the semester's work. One weekly conference is required. Prerequisites: completion of 6 credits, or the equivalent, in the major area of study with a grade of B or better and acceptance by a faculty supervisor. Approval by Division Chairperson. (May be repeated for 6 credits.)

Media

All courses for Communications Arts and Sciences students graduating by June 1978 must be chosen on recommendation of the Director of Communications Arts and Sciences.

Med 150—Mass Communication, Contents Structure, Control 3 class 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 class 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. This course will be offered only to Media majors graduating June 1978.

Med 180 — Introduction to Broadcasting (Radio and TV) 3 class 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 241 — Radio Production 3 class 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.
Prerequisite: Media 150, 180 or by permission.

- Med 242 — Advanced Radio Production** *3 class hours; 3 credits*
A continuation of Media 241. 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. Prerequisites: Media 241.
- Med 260 — Media Internship** *3 class 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. This course will be offered only to Media majors graduating June 1978.
- Med 292 — Workshop in Media Writing** *3 class 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. Prerequisite: English 100.
- Med 293 — Workshop in Media Writing II** *3 class hours; 3 credits*
Advanced — A continuation of media writing I. Prerequisite: Med 292.
- Med 294 — Media and Minorities: An Analysis** *3 class 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 participation on all levels will be discussed. Prerequisite: Med 150, 180 or by permission.
- Med 300—Media Internship (formerly Med 260)** *3 class 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. Prerequisite: Advanced Radio Production or by placement.
- Med 301 — TV Production** *3 class 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. This course will be offered only to Media majors graduating June 1978.
- Med 361 — Film Production** *3 class hours; 3 credits*
A course in the production of both super 8mm, 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. This course will be offered only to Media majors graduating June 1978.

Med 400 — Independent Study in Media *3 credits*
(See Humanities 400)

Med 490/491 — Media Practicum-Internship *3 class 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. This course will be offered only to Media majors graduating June 1978.

Med 492 — Media Enterprises *3 class 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. This course will be offered only to Media majors graduating June 1978.

Med 500 — Independent Studies in Media *3 class 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. This course will be offered only to Media majors graduating June 1978.

Music

The program in Music is designed to train the students in both western and non-western music with coordinated studies in the areas of theory, history, and performance.

Music majors are required to participate in one of the performing groups for the duration of their stay in the college.

Students wishing to concentrate their A.A. studies in Music are advised to follow the following sequence:

First Semester	Credits	Second Semester	Credits
Music 104	1	Music 103	3
Performance.....	1-2	Performance.....	1-2
 Third Semester		 Fourth Semester	
Music History or Lit.....	3	Music History or Lit.....	3
Music 240	3	Music 400	3
Performance.....	1-2	Performance.....	1-2

Course Descriptions

Music 103 — Rudiments of Music *3 class 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.

Music 104 — Basic Musicianship *2 class hours; 1 credit*
Ear training in meter and rhythm, major and minor mode, intervals, chords and melody. Co-requisite: Music 103.

- Music 109 — College Chorus** *3 class hours; 1 credit*
 (May be repeated) Exploration, study and performance of choral musical literature. Up to four credits.
- Music 201 — Afro-American Music** *3 class 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. Co-requisite: English 100.
- Music 203 — West Indian Music** *4 class 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. Co-requisite: English 100.
- Music 204 — History and Literature of Jazz** *3 class hours; 3 credits*
 Critical examination of the history and literature of jazz from its roots in the folk-songs 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). Co-requisite: English 100.
- Music 205 — African Music** *3 class 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. Co-requisite: English 100.
- Music 210/211 — Intermediate Piano I, II** *3 class hours; 2 credits*
 Class lessons in small homogeneous groups on piano. Transposition, rudimentary keyboard harmony, and ensemble will be integral parts of the course. Prerequisite: Music 103 or by placement.
- Music 212 — Song Writing** *3 class 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.
- Music 214 — Jazz Workshop** *3 class 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.
- Music 215 — Ensemble** *3 class 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. This course may be repeated for three semesters.
- Music 222 — Music Literature** *3 class hours; 3 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. Co-requisite: English 100.
- Music 234 — Music Theatre Workshop** *6 class hours; 3 credits*
 Students will be introduced to all aspects of musical theatre production including staging, directing, acting, accompanying and the visual arts, to culminate with a public performance (May be repeated to maximum of 6 credits).

Music 240 — Music Materials *3 class hours; 1 lab hour; 3 credits*

A review of fundamentals; drill in sight-singing, dictation, recognition and analysis of simple melodic, harmonic, and rhythmic materials; harmonization of melodies using fundamental triads and their inversions. Prerequisite Music 103 or by placement.

Music 400 — Independent Study in Music (See Humanities 400) *3 credits*

Philosophy

Offerings in the area of philosophy fulfill two purposes: they provide a firm foundation for advanced work in the area and round out liberal Arts offerings in the Humanities. Thus, it is possible to gain an A.A. with its Humanities emphasis in Philosophy and possible to take courses in the area of general interest in philosophy.

Phil 101 — Introduction to Logic *3 class 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 mathematic" will be introduced. This course offers a foundation for pre-calculus mathematics, social science research, and argumentative writing.

Phil 104 — Survey of Western Philosophy *3 class hours; 3 credits*

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

Phil 201 — Political Philosophy *3 class 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 class hours; 3 credits*

The scientific method and its philosophical rational: instrumentalism and pragmatism. Charles Pierce, John Dewey, Williams James and Rudolf Carnap are philosophers whose works will be read. Prerequisite: English 100.

Phil 300 — Black Philosophy *3 class 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. Prerequisite: English 100.

Phil 303 — Philosophy of Education *3 class hours; 3 credits*

The principal philosophies of education. Authors whose work will be discussed are: John Dewey, Israel Scheaffer and his students, Montessori and B. F. Skinner. Special emphasis will be placed in educational theory pertinent to inner-city youth. Prerequisite: English 100.

Phil 340/Hist 340/Pol. Sci 340 — History of Political and Social Movement in America *3 class hours; 3 credits*

A discussion of the Philosophical and idealogical issues around which social and political movements evolve and the political impact of these movements. Prerequisite: Phil. 101, Soc. 101, Pol. Sci, 101.

Phil 400 — Independent Study in Philosophy (See Humanities 400)

3 credits

Speech

Speech courses are aimed at the following specific objectives: 1) to develop an understanding of the broad field of speech; 2) to appreciate the importance of Speech Communications in relation to all areas of knowledge and personal development; 3) to develop basic skills in public speaking; 4) to develop the necessary abilities for the application of these skills; and 5) to gain knowledge of the art and science involved in oral communication.

Spch 101 — Voice and Diction

3 class 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 102 — Fundamentals of Speech

3 class hours; 3 credits

A workshop course designed to develop communicative skills and values. Research, speech outlining and development, audience analysis, 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 204 — Oral Interpretation of Literature

3 class 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. Prerequisite: Speech 101, 102 or by placement.

Spch 215 — Phonetics

3 class 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. Prerequisite: Speech 101 or 102, or by placement.

Spch 227 — Discussion

3 class 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. Prerequisite: 101, 102 or by permission of instructor.

Spch 299 — MEC Theatre Workshop

6 class hours; 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.

Spch 400 — Independent Study in Speech (See Humanities 400)

3 credits

The Division of Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics offers programs in Biology, Chemistry, Mathematics, Physics and Pre-Engineering leading to the Associate in Science (A.S.) degree, and a program in Natural Science leading to the Bachelor of Science (B.S.) degree in Biology. These programs are flexible and they are designed to meet a variety of student needs. The Associate degree programs are specially geared to facilitate the transfer of students into a 4-year baccalaureate program in Biology, Chemistry, Engineering, Mathematics, Physics and Allied Health. The B.S. program is especially designed to prepare students for entry into Medical and Dental schools, and into advanced training in other health and para-medical professions. Alternatively, this program prepares the student to enter into graduate study in Biology and Chemistry, or to seek employment in education, government or industry.

All entering students who have not had college-level science courses must take NSS 111 and 112. Students with exceptional high school preparation in science may be exempted from these courses by examination. Students who pass the mathematics entrance examination may apply for advanced placement in mathematics.

A student may not register for any course without completing the prerequisites with a grade of C or better.

Natural Science and Mathematics courses offered in fulfillment of the requirements for a degree in the Division must be completed with a grade of C or higher.

Bachelor of Science Degree in Biology

Minimum Requirements for the Degree:

126 Credits distributed as follows:

A. College-Wide Requirements (38 credits)

College English I & II (Eng 100, 150)

Logic (Phil 101)

Speech 102

College Math I & II (NSM 131, 132)

Physical Education 100

Social Science I & II (LAS 102, 302)

Humanities I & II (LAS 201, 304)

Natural Science II (LAS 303)

Health I (LAS 104)

Career Orientation I & II (LAS 100, 200)

B. Divisional Requirements (70 credits)

Seventy credits of Natural Science and Mathematics courses as shown below;

Introduction to the Study of Natural Science I & II (NSS 111 & 112)

General Biology I & II (NSB 201, 202)

General Chemistry I & II (NSC 201, 202)

Basic Physics (NSP 200)

General Physics (NSP 205, 206)

Genetics (NSB 302)

PreCalculus (NSM 201)

Calculus I & II (NSM 300, 301)
 Organic Chemistry I & II (NSC 303, 304)
 12 credits from courses 300 or above in biology

C. Open Electives (18 credits)

These credits may be used by the student to complement his career interests. They may include courses in teacher education, cooperative education, advanced courses and research in biology, foreign language or upper divisional courses in the liberal arts.

Recommended Program of Study for B.S. Degree in Biology

This program of study is designed to meet the requirements for entry into medical and dental schools and for advanced training in other health and para-medical fields. Students are advised to declare their career choices as early as possible to their academic advisor. Students interested in veterinary medicine, optometry and podiatry should consult their academic advisor about minimum requirements to enter professional schools in these fields.

First Semester		Credits	Second Semester		Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
NSS 111—Intro to Nat Sci I	3	Phil 101—Intro to Logic	3
NSS 112—Intro to Nat Sci II	3	NSB 201—Gen Bio I	4
NSM 131—College Math I	2	NSM 132—College Math II	3
Spch 101—Fund of Speech	3	LAS 102—Soc Sci I	3
P. Ed. 100—Fitness for living	1			16
		<u>15</u>			
Third Semester			Fourth Semester		
NSB 202—Gen-Bio II	4	NSB 302—Genetics	4
NSM 201—Pre-Calculus	4	NSP 200—Basic Physics	4
NSC 201—Gen Chem I	4	NSC 202—Gen Chem II	4
LAS 201—Humanities I	3	NSB 103—Bio Med Term	1
Career-Planning 100	1	LAS 104—Health I	3
		<u>16</u>			16
Fifth Semester			Sixth Semester		
NSB 375—Chordate Morphology	4	NSP 206—Gen Phys II	4
NSP 205—Gen Phys I	4	NSC 304—Org Chem II	4
NSC 303—Org Chem I	4	NSB 376—Chordate Develop	4
NSM 300—Calculus I	4	NSM 301—Calculus II	4
		<u>16</u>			16
Seventh Semester			Eighth Semester		
LAS 304—Humanities II	3	LAS 303—Nat Sci II	3
*NSB 491—Cell Bio	4	*NSB 481—Human Physiology	4
*NSC 341—Bio-Chem	3	*NSC 411—Quant Anal	4
*NSB 403—Microbiology	4	*Field Experience	2
Career Planning 200	1	LAS 302—Soc Sci II	3
		<u>15</u>			16
* Electives			Total Credits		126

Associate in Natural Science Degree

Minimum Requirements for the Degree:

60-64 credits distributed as follows:

A. College-Wide Requirements (26 credits)

College English I & II (Eng 100, 150)
 Logic (Phil 101)
 Speech 101
 Physical Education 100
 College Mathematics I (NSM 131)
 Social Science I (LAS 102)
 Humanities I (LAS 201)
 Health I (LAS 104)
 Career Orientation I & II (LAS 100 & 200)

B. Divisional Requirements (34-39 credits)

Thirty-four to thirty-nine credits of Natural Science and Mathematics courses. The student must take a minimum of two courses at the 200 level or above in at least two disciplines in the Division.

The recommended program of study for the A.S. degree is dependent upon the student's career interests. Sample programs are outlined for transfer programs in Biology, Chemistry, Mathematics, Pre-Engineering and Pre-Pharmacy. The Division is also able to provide programs of study for transfer to baccalaureate programs in Medical Technology, Environmental Health Science, Medical Computer Science and Physical Therapy. Students interested in these or other programs should consult their academic advisor.

Recommended Program for the Associate Degree in Science-Pre-Pharmacy

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
NSS 111—Intro to Nat Sci I	3	Phil 101—Intro to Logic	3
NSS 112—Intro to Nat Sci II	3	NSC 201—Gen Chem I	4
NSM 131—College Math I	2	NSM 132—College Math II	3
Speech 101—Fund of Speech	3	LAS 102—Soc Sci I	3
P.Ed. 100—Fitness for Living	1		16
	15		
Third Semester		Fourth Semester	
LAS 201—Humanities I	3	LAS 104—Health	3
Career Planning 100	1	Career Planning 200	1
NSC 202—Gen Chem II	4	NSC 303—Org Chem	4
NSB 201—Gen Bio I	4	NSB 202—Gen Bio	4
NSP 200—Basic Physics	4	Elective (Economics)	3
	16		15
		Total Credits	62

Recommended Program for the Associate Degree in Science-Mathematics Transfer

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
NSS 111—Intro to Nat Sci I	3	Phil 101—Intro to Logic	3
NSS 112—Intro to Nat Sci II	3	NSM 300—Calculus I	4
NSM 201—PreCalculus	4	NSP 200—Basic Physics	4
Speech 101—Fund of Speech	3	P.Ed. 100—Fitness for living	1
	16		15
Third Semester		Fourth Semester	
LAS 201—Humanities I	3	LAS 104—Health	3
Career Planning 100	1	LAS 102—Soc Sci I	3
NSM 301—Calculus II	4	NSM 302—Calculus III	4
NSM 212—Statistics	3	NSP 206—Gen Physics II	4
NSP 205—Gen Physics I	4	Career Planning II	1
	15		15
		Total Credits	61

To complete this program in two years, a student must demonstrate sufficient preparation in mathematics to gain exemption from College Mathematics I and II.

Recommended Program for the Associate Degree in Science-Pre-Engineering

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
NSS 111—Intro to Nat Sci I	3	Phil 101—Intro to Logic	3
NSP 200—Basic Physics	4	NSM 300—Calculus I	4
NSM 201—PreCalculus	4	NSP 205—Gen Physics I	4
Career Planning 100	1	Phys Ed 100—Fitness for Liv'g	1
	15		15
Third Semester		Fourth Semester	
LAS 201—Humanities I	3	LAS 104—Health	3
Career Planning 200	1	NSM 302—Calculus III	4
NSM 301—Calculus II	4	Elective (Engineering)*	3
Elective (Engineering)*	3	LAS 102—Soc Sci I	3
NSP 206—Gen Physics	4	Speech 101—Fund of Speech	3
	15		16
		Total Credits	61

*These courses may be taken at City College with permission of Chairperson of the Division of Natural Science and Mathematics. To complete this program in two years, a student must demonstrate sufficient preparation in mathematics to gain exemption from College Mathematics I and II.

Recommended Program for the Associate Degree in Science-Chemistry Transfer

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
NSS 111—Intro to Nat Sci I	3	Phil 101—Intro to Logic	3
NSS 112—Intro to Nat Sci II	3	NSC 201—Gen Chem I	4
NSM 131—College Math I	2	NSM 132—College Math II	3
Speech 101—Fund of Speech	3	LAS 102—Soc Sci I	3
Phys Ed 100—Fitness for Living	1		16
	15		
Third Semester		Fourth Semester	
LAS 201—Humanities I	3	LAS 104—Health	3
Career Planning 100	1	Career Planning 200	1
NSC 202—Gen Chem II	4	NSM 300—Calculus I	4
NSM 201—Pre-Calculus	4	NSC 303—Org. Chem I	4
NSP 200—Basic Physics	4	Elective	3
	16		15
		Total Credits	62

Recommended Program for the Associate Degree in Science-Physics Transfer

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
NSS 111—Intro to Nat Sci I	3	Phil 101—Intro to Logic	3
NSP 200—Basic Physics	4	NSP 205—Gen Physics I	4
NSM 201—PreCalculus	4	NSM 300—Calculus I	4
Career Planning 100	1	P.Ed. 100	1
	15		15
Third Semester		Fourth Semester	
LAS 201—Humanities I	3	LAS 104—Health	3
Career Planning 200	1	LAS 102—Soc Sci I	3
NSM 301—Calculus II	4	NSM 302—Calculus III	4
NSP 206—Gen Physics II	4	NSP 309—Electronics	4
NSM 212—Statistics	3	Speech 101—Fund of Speech	3
	15		17
		Total Credits	62

To complete this program in two years, a student must demonstrate sufficient preparation in mathematics to gain exemption from College Mathematics I and II.

Recommended Program for the Associate Degree in Science-Biology Transfer

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
NSS 111—Intro to Nat Sci I	3	Phil 101—Intro to Logic	3
NSS 112—Intro to Nat Sci II	3	NSB 201—Gen Bio I	4
NSM 131—College Math I	2	NSM 132—College Math II	3
Speech 101—Fund of Speech	3	LAS 102—Soc Sci I	3
P.Ed. 100—Fitness for Living	1		16
	15		
Third Semester		Fourth Semester	
LAS 201—Humanities I	3	LAS 104—Health	3
Career Planning 100	1	NSB 302—Genetics	4
NSB 202—Gen Bio II	4	NSP 200—Basic Physics	4
NSC 201—Gen Chem I	4	NSC 202—Gen Chem II	4
NSM 201—Pre-Calculus	4	NSB 103—Bio Med Term	1
	16		16
		Total Credits	63

Course Descriptions

Biology

NSB 103 — Bio/Medical Terminology

1½ class 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.

NSB 201/202 — General Biology I and II

3 class hours; 3 lab hours; 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 or Co-requisite: NSM 131. Prerequisite: NSS 112 or placement by examination.

NSB 251/252—Human Anatomy and Physiology I and II

3 class hours; 3 lab hours; 4 credits

Principles of Human Anatomy and Physiology. Introduction to cell and fundamentals of cellular physiology. Morphology and function of the major organ systems, e.g., muscular, skeletal, nervous, circulatory, respiratory, digestive, urinary, endocrine and reproductive. Fundamentals of Mendelian genetics. Prerequisite: NSS 112 or placement by examination.

NSB 302 — Genetics

3 class hours; 2 lab hours; 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 or 252.

NSB 304 — Histology

3 class hours; 3 lab hours; 4 credits

Microscopic anatomy of animal cells, tissues and organs systems, including introduction to and practice in cytological and cytochemical techniques. Prerequisite: NSB 202 or 252; NSC 201.

- NSB 323 — Pathophysiology** *3 class hours; 3 credits*
Principles of the biological and physical sciences that contribute to an understanding of normal body processes and of abnormal states and conditions. Emphasis is on basic principles of anatomy, physiology and pathology. Consideration is given to homeostatic disturbances involving the various organ systems, disease and disease producing organisms and heredity and hereditary diseases. Prerequisite: NSB 361 or permission of the instructor.
- NSB 353 — Evolution** *3 class hours; 3 credits*
Application of the theory of evolution by natural selection to living populations; the process of evolution rather than its results stressed. Prerequisite: NSB 302.
- NSB 361—Immunology and Pathogenic Microbiology** *3 class hours; 3 lab hours; 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.
- NSB 362 — Microbial Physiology** *3 class hours; 3 lab hours; 4 credits*
Physiologic properties of bacteria and fungi, with emphasis on those microbes employed domestically and in industry. Prerequisite: NSB 202, NSC 304.
- 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. Prerequisite: NSB 202 or 252.
- NSB 372 — Ecology and Population Dynamics** *3 class hours; 3 lab hours; 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, or 361; NSC 304 or permission of Division Chairperson.
- NSB 373 — Invertebrate Zoology** *3 class hours; 3 lab hours; 4 credits*
Survey of invertebrate animals. Anatomy, ecology, and taxonomy of all major phyla. Prerequisite: NSB 302.
- NSB 375/376 — Morphology and Development of Chordates** *2 lectures; 4 lab; 4 credits*
Chordate evolution as illustrated by a comparative study of the morphology and development of chordate organ systems. Topics include studies of the biochemical and morphological events in differentiation and growth. Prerequisite: NSB 202, NSC 202.
- NSB 403 — Microbiology** *3 class hours; 3 lab hours; 4 credits*
Survey of bacteria, algae, fungi and protozoa with regard to their distinctive features, phylongenetic relationships, distribution and ecologic roles, and their exploitation by man. Prerequisite: NSB 202 and NSC 202.
- NSB 481 — Human Physiology and Genetics** *3 class hours; 3 lab hours; 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 361.

NSB 491 — Cell Biology *3 class hours; 3 lab hours; 4 credits*
Discussion and laboratory study of the cell; cell physiology, and structure and function of macromolecules and organelles. Prerequisite: NSB 302, or 361; NSC 304.

Chemistry

NSC 201/202 — General Chemistry I and II *3 class hours; 3 lab hours; 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. Prerequisite: NSS 112 or placement by examination. Prerequisite or Co-requisite: NSM 131.

NSC 303/304 Organic Chemistry I and II *3 class hours; 3 lab hours; 4 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 includes use of polarimeter, infra-red and ultra violet spectrometers, NMR, and chromatography. Prerequisite: NSC 202, NSM 132.

NSC 341 — Biochemistry *3 class hours; 3 credits*

Structure reactions and metabolism of amino acids carbohydrates, enzymes, lipids, nucleic acids, proteins, and vitamins. Prerequisite: NSC 304.

NSC 411 — Quantitative Analysis *2 class hours; 6 lab hours; 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 202, NSM 132.

Mathematics

All entering students must take the mathematics proficiency test which measures basic skills in computation, problem-solving and elementary mathematics concepts. Students who do not perform satisfactorily on this test are placed in NSM 001, 002 or 003. A passing grade in either of these courses fulfills the College requirement. Students who do not receive a passing grade in one level may be moved to a higher level.

NSM 001 — Arithmetic I *4 class hours; 2 lab hours; no credit*

An intensive course for students whose performance on the mathematics entrance examination was unsatisfactory in computation, concepts and problem-solving. The content of the course includes 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.

NSM 002 — Arithmetic II *3 class hours; 1 lab hour; no credit*

A course for students whose performance on the mathematics entrance exam was unsatisfactory in concepts and problem-solving. The content of the course includes 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.

- NSM 003 — Arithmetic III** *1½ class hours; 1 lab hour; no credit*
 A review of selected topics in arithmetic for students who did not perform satisfactorily in either the area of concepts or of problem-solving on the mathematics entrance examination.
- NSM 111—Mathematics of Clinical Measurements** *2 class hours; 2 credits*
 The metric, apothecary, and household systems. Converting from one system to another. Measuring oral medication. Pediatric dosages. Preparation of solutions. Solutions and titrations. Prerequisite: Either NSM 001, 002, or 003. Offered only to A.A.S. Nursing students graduating by June 1979.
- NSM 121/122 — Mathematics for Elementary Education** *3 class 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-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, NSM 002 or NSM 003 or placement by examination. Open only to students in the Teacher Education Program or by permission of the Division Chairperson.
- NSM 125 — Mathematics for General Education** *3 class hours; 1 lab hour; 2 credits*
 The course is designed to instruct students in how to pose, delimit, attack and solve mathematical problems. Material will be selected from algebra, plane and analytic geometry, interpretation of graphs and special relationships to give the student a knowledge of the skills, and content necessary to use mathematics in a flexible manner. Not open to science and business majors. Students who have completed NSM 100 should not register. Prerequisite: NSM 001, 002, 003 or placement by examination.
- NSM 131 — College Math I** *4 class hours; 2 credits*
 Selected topics in Elementary Algebra, Plane Geometry, and Intermediate Algebra. Topics include signed numbers, linear equations and inequalities, polynomials, powers and roots, computation with common logarithms. Prerequisite: NSM 001 or placement by examination. Students who have completed NSM 100 may not register for this course. Recommended for students majoring in Business and Natural Sciences.
- NSM 132 — College Math II** *4 class hours; 3 credits*
 Selected topics in College Algebra, Solid Geometry and General Mathematics. Topics include linear and quadratic functions and their graphs, bar graphs and histograms, combinatorial algebra, probability and statistics, measurement geometry and beginning trigonometry. Prerequisite: NSM 100 or NSM 131 or placement by examination.
- NSM 201 — Precalculus** *4 class hours; 4 credits*
 Sets. The real number system. Advanced treatment of polynomial, exponential and logarithmic functions. Additional functions and solution of triangles. Absolute value and inequalities. Prerequisite: NSM 132 or NSM 102 or placement by examination.
- NSM 209 — Statistics** *3 class hours; 3 credits*
 The objective of this course is to give the student a fundamental understanding

of basic statistical procedures for interpreting, evaluating and using data 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. Open only to upper division students.

NSM 210 — Mathematics of Finance *4 class hours; 4 credits*
Simple and compound interest, discounting, annuities, amortizations, sinking funds, valuation of bonds, and other forms of investment. Prerequisite: NSM 131 or NSM 101 or placement by examination.

NSM 212 — Introductory Statistics *3 class 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: NSM 131 or placement by examination.

NSM 300 — Calculus I *4 class hours; 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 201.

NSM 301 — Calculus II *4 class hours; 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 300.

NSM 302 — Calculus III *4 class hours; 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 class 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 307 — Elementary Linear Algebra *3 class hours; 3 credits*
Vector spaces, inner products. The Euclidean vector spaces. Linear geometry. Linear transformations and matrices. Prerequisite: NSM 300.

NSM 308 — Elementary Abstract Algebra *3 class hours; 3 credits*
Introduction to the theory of groups, the theory of rings and the theory of fields. Prerequisite: NSM 300.

Physics

NSP 200 — Basic Physics *3 class hours; 3 lab hours; 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 131, NSS 112, or placement by examination.

NSP 205/206 — Introduction to Physics I and II *3 class hours; 3 lab hours; 4 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: NSM 201.

NSP 309 — Electronics *3 class hours; 3 lab hours; 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 206.

Natural Science

NSS 111/112 — Introduction to the Study of Natural Science I and II *4 hours; 3 credits*

Instruction in basic skills particularly important to the successful study of courses in biology, chemistry and physics. Reading and analysis of scientific literature, development of scientific vocabulary and methodology. Science as one of the ways man understands his environment. Major concepts in biology, chemistry, and physics.

Students wishing to take this course must take the Natural Science Entrance Examination. A student may be permitted to register for these courses simultaneously if his performance on the entrance exam is satisfactory.

NSS 400 — Field Experience *Hours and credits to be arranged not to exceed 6 credits*

Students will work and observe in a biomedical research or industrial facility under the guidance of a faculty member designated by the Division. Students are encouraged to plan this program during the junior year and to carry it out in their senior year.

NSS 401 — Senior Research *Hours and credits arranged; not to exceed 3 credits*

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

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 related fields. Professionally-oriented courses, research, practicum, close faculty-student relationships, and liaison 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.). It also offers courses leading to the Associate in Sciences (A.S.), and the Bachelor of Science (B.S.) degrees in Public Administration with concentrations in: Comparative Politics and Administration, Economic Development, Mental Health (Psychology), Social Service Administration, Urban Planning. The A.A. curriculum consists of a minimum of 64 credits, and the A.S. curriculum consists of a minimum 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.S. degree requires a minimum of 128 credits.

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 purpose 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 better. For graduation, a student must have an index of 2.5 in their major. 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 applying 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 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 9:00 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 sciences and optional liberal arts subjects are available.

Cooperative Education

The Social Science Division recommends that majors in the Division participate in the program of Cooperative Education. We believe that the students who have a work experience before graduation will benefit educationally. Credits earned in the Cooperative Education program will count toward Social Science and toward Liberal Arts on a 50/50 basis.

For more information regarding the Cooperative Education Program, please refer to the section on that program.

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.

A.A. Degree Requirements

Total number of credits required for an Associate of Arts (A.A.) degree in the Division of Social Sciences is 64. These credits will be distributed in the following manner:

College Wide Requirements

College English I & II	6 credits
Phil 101	3 credits
Mathematics	2 credits
Speech 101	3 credits
LAS 102 (Social Science majors are exempted — may substitute for an elective)	
LAS 103 Man and the Planet Earth: An Introduction to Science	3 credits
LAS 104 In Search of Wellness	3 credits
LAS 201 Vision in the Humanities	3 credits
Career Planning 100	1 credit
Career Planning 200	1 credit
P.Ed 100 Fitness for Living	1 credit

Total 26 credits

Divisional Requirements

Area of Concentration 12 credits

12 credits selected from at least 4 of the following disciplines:
Anthropology, Economics, History, Inner City Studies (ICS),

Political Science, Psychology and Sociology	12 credits
Electives	14 credits
Total	64 credits

Areas of Concentration for A.A. Degree

Students are required to take the designated courses in their major as listed below:

Anthropology

- Anth. 201
- Anth. 202
- Anth. 203
- Anth. 204 or any of the following
- Anth. 302
- Anth. 303/ICS 303/Soc 216
- Anth. 304/Soc 211

Economics

- Eco 201
- Eco 203
- Eco 205
- Eco 301/ICS 337

History

- Hist 220
- Hist 221
- Hist 222
- Hist 223 or any one of the following
- Hist 230
- Hist 231
- Hist 250
- Hist 251

Social Work

- ICS 220
- ICS 320/Soc 320
- ICS 321/Soc 321
- ICS 336/Soc 336 or
- ICS 338/Soc 338

Political Science

- Pol Sci 101
- Pol Sci 202
- Pol Sci 205
- Pol Sci 228 or any one of the following
- Pol Sci 232
- Pol Sci 393/Hist 393
- Pol Sci 394/Hist 394

Psychology

- Psy 101
- Psy 213
- Psy 215
- Psy 301 or any one of the following
- Psy 305, Psy 223

Sociology

- Soc 101
- Soc 206
- Soc 302/ICS 302
- Soc 308 or any one of the following
- Soc 210
- Soc 209/ICS 209
- Soc 314/ICS 314/PA 300

Urban development

- ICS 260
- ICS 345/346
- ICS 263 or any one of the following
- ICS 201
- ICS 264

Social Science Courses

Students will be required to take 3 courses in at least three disciplines in the Social Sciences Division outside of their area of concentration.

Recommended Program of Study for A.A. Anthropology

First Semester	Credits	Second Semester	Credits
Eng 100—College English I	3	Eng 150—College English II	3
Anth 201—Nature of Culture	3	LAS 201—Visions in the Humanities	3
Phil 101—Logic	3	Spch 101—Fundamentals of Speech	3
NSM 125—Math	2	LAS 103—Nat Sci I	3
Career Planning 100 Perspective on Planning	1	Anth 202—Physical & Cultural Evolu- tion	3
	12		15
		Summer Electives	5
Third Semester		Fourth Semester	
LAS 104—In Search of Wellness	3	Anth 303—American Minorities	3
Soc 101—Intro to Sociology	3	Psy 101—Intro to Psychology	3
Hist 220—Afro-American Hist. to 1875	3	Pol Sci 101—Intro to Political Science	3
Anth 204—Afro-American Soc. Cultures	3	Anth 304—African Societies and Cul- tures	3
Career Planning 200 Confronting the World of Work	1	Anth 302—Societies and Culture of Latin Amer.	3
PEd 100—Fitness for Living	1		15
Elective	3		
	17		
		Total Credits	64

Recommended Program of Study for A.A. Economics

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
Eco 201—Theory of Firm & Markets	3	LAS 104—In Search of Wellness	3
Phil 101—Logic	3	SPCH 101—Fundamental of Speech	3
NSM 125—Math	2	LAS 103—Nat Sci I	3
Career Planning 100—Perspective on Planning	1	Eco 203	3
	12		15
		Summer Electives	5
Third Semester		Fourth Semester	
LAS 201—Visions in the Humanities	3	Eco 301	3
Eco 205	3	Soc 101—Intro to Sociology	3
Hist 222—U.S. In 19th Century	3	Anth 201—Nature of Culture	3
Pol 101—Intro to Pol Science	3	Electives	6
PEd 100—Fitness for Living	1		15
Career Planning 200 Confronting the World	1		
Elective	3		
	17		
		Total Credits	64

Recommended Program of Study for A.A. History

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
Hist 222—U.S. to 1900	3	LAS 201—Visions in the Humanities ...	3
Phil 101—Logic	3	Spch 101—Fundamental of Speech	3
NSM 125—Math	2	LAS 103—Nat Sci I	3
Career Planning 100—Perspective on Planning	1	Hist 223—U.S. in 20th Century	3
	12		15
		Summer Electives	5
Third Semester		Fourth Semester	
LAS 104—In Search of Wellness	3	Hist 251—Select Problem Modern Europe	3
Hist 250—Selected Topics of Medieval Europe	3	Hist 221—Afro American History since 1865	3
Anth 201—Nature of Culture	3	Soc 101—Intro to American Govern- ment	3
Hist 220—Afro-American History to 1865	3	Eco 201—Theory of Firm & Markets ...	3
PEd 100—Fitness for Living	1	Elective	3
Career Planning 200—Confronting the World of Work	1		15
Elective	3		
	17	Total Credits	64

Recommended Program of Study for A.A. Political Science

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng I	3
Pol 101—Intro to Political Science	3	LAS 104—In Search of Wellness	3
Phil 101—Logic	3	Spch 101—Fundamental Speech	3
NSM 125—Math	2	LAS 103—Nat Sci I	3
Career Planning—Perspectives in Planning	1	Pol 202—Intro to American Govern- ment	3
	12		15
		Summer Electives	5
Third Semester		Fourth Semester	
LAS 201—Visions in the Humanities ...	3	Pol 228	3
Pol Sci 205—Intro to Comparative Govt. .	3	Anth 201—Nature of Culture	3
Hist 222—U.S.A. to 1900	3	Soc 101—Intro to Sociology	3
Eco 201—Theory of the Firm & Market.	3	Electives	6
P.Ed. 100—Fitness for Living	1		15
Career Planning 200 Confronting the World	1		
Elective	3	Total Credits	64
	17		

Recommended Program of Study for A.A. Psychology

First Semester	Credits	Second Semester	Credits
Eng 100—College English I	3	Eng 150—College English II	3
Psy 101—Intro to Psychology	3	LAS 104—in Search of Wellness	3
Phil 101.....	3	Spch 101—Fundamentals of Speech ...	3
NSM 125—Math.....	2	LAS 103—Nat Sci I.....	3
Career Planning 100 Perspective on Planning	1	Psy 213—Social Psychology	3
	12		15
		Summer Electives	5
Third Semester		Fourth Semester	
LAS 201—Visions in the Humanities ...	3	Psy 301—Abnormal Psych.....	3
Psy 215—Theories of Personality	3	ICS 220—Intro to Casework/Group- work	3
Soc 101—Intro to Sociology	3	Eco 201—The Theory of the Firm & Markets	3
Anth 201—The Nature of Culture	3	Electives.....	6
PEd 100—Fitness for Living	1		15
Career Planning 200 Confronting the World of Work	1		
Elective.....	3		
	17	Total Credits	64

Recommended Course of Study for A.A. Sociology

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I.....	3	Eng 150—College Eng II	3
Soc 101—Intro to Soc.....	3	LAS 104—In Search of Wellness	3
Phil 101—Logic.....	3	Spch 101—Fund of Speech	3
NSM 125—Math.....	2	LAS 103—Nat Sci I.....	3
Career Planning 100 Perspectives in Planning	1	Soc 206—Comparative Family Struc- ture	3
	12		15
		Summer Electives	5
Third Semester		Fourth Semester	
LAS 201—Visions in the Hum.	3	Soc 308—Sociological Theory.....	3
Soc 302/ICS. 302—Social Stratifica- tion	3	ICS 220—Intro to Casework/Group- work	3
Anth 201—Nature of Culture	3	Eco 201—The Theory of the Firm & Markets	3
Psy 101—Intro to Psychology	3	Electives.....	6
P.Ed. 100—Fitness for Living	1		15
Career Planning 200—Confronting the World of Work	1		
Elective.....	3		
	17	Total Credits	64

Recommended Program of Study for A.A. Social Work

First Semester	Credits	Second Semester	Credits
Eng 100—College Eng I	3	Eng 150—College Eng II	3
Soc 101—Intro to Sociology	3	LAS 104—In Search of Wellness	3
NSM 125—Math	2	Spch 101—Fundamental of Speech	3
Career Planning 100—Perspective on Planning	1	LAS 103—Nat Sci I	3
	12	ICS/SOC 320—Inter Casework PSY 101— Intro to Psychology	3
			15
		Summer Electives	5
Third Semester		Fourth Semester	
LAS 201—Visions in the Humanities ...	3	ICS 321	3
ICS 220—Intro to Casework	3	Pol 202—Intro to American Govern- ment	3
ICS 338—Soc Welfare & Soc Policy ...	3	Elective	9
Hist 222—Intro to Psychology	3		15
PEd 100—Fitness for Living	1		
Career Planning 200—Confronting the World of Work	1		
Elective	3	Total Credits	64
	17		

Recommended Program of Study for A.A. Urban Development

First Semester	Credits	Second Semester	Credits
Eng 100—College English I	3	Eng 150—College II	3
ICS 201—Intro to Urban Development.	3	LAS 104—In Search of Wellness	3
Phil 101—Logic	3	Spch 101—Fundamentals of Speech ...	3
NSM 125—Math	2	LAS 103—Nat Sci I	3
Career Planning 100—Perspective on Planning	1	ICS 260/Hist 260—The City in History .	3
	12		15
		Summer Electives	5
Third Semester		Fourth Semester	
LAS 201—Visions in the Humanities ...	3	ICS 346—Urban Planning II	3
ICS 345—Urban Planning I	3	Pol Sci 202—Intro to American Govern- ment	3
Anth 201—Nature of Culture	3	Soc 101—Intro to Sociology	3
ICS 220—Intro to Casework/Group- work	3	Electives	6
P.Ed. 100—Fitness for Living	1		15
Career Planning 200—Confronting the World of Work	1		
Elective	3	Total Credits	64
	17		

A.S. Degree Requirements

Total number of credits required for the degree shall be 66 credits distributed in the following manner:

1. College Wide Requirements

College English I & II	6 credits
Phil 101	3 credits
Mathematics	2 credits
Speech 101	3 credits
LAS 102 (Social Science majors are exempted — may substitute as an elective) . . .	
LAS 103 Man & the Planet Earth: An Introduction to Science	3 credits
LAS 104 In Search of Wellness	3 credits
LAS 201 Visions in the Humanities	3 credits
Career Planning 100	1 credit
Career Planning 200	1 credit
P.Ed. 100 Fitness for Living	1 credit

Total 26 credits

2. Divisional Requirements

A. 15 credits in the following P.A. courses:

P.A. 103 Introduction to Public Administration	
P.A. 105 Public Personnel Administration	
P.A. 120 Statutory Analysis and Program Implementation I	
P.A. 201 Government Communications	
P.A. 215 Statutory Analysis and Program Implementation II	15 credits

B. 9 credits in three of the following basic Social Science courses:

Anth. 201 The Nature of Culture	
Eco. 201 The Theory of Firm & Markets OR	
Eco. 203 The General Economy	
Hist. 222 United States to 1900	
Pol. Sci. 101 Introduction to Political Science	
Soc. 101 Introduction to Sociology	
Psy. 101 Introduction to Psychology	9 credits

3. Electives

16 credits in elective courses.

Total 66 credits

Public Administration

B.S. Degree Requirements

Total number of credits required for the degree shall be 128, distributed as follows:

1. College Wide Requirements

College English I & II	6 credits
Phil 101	3 credits
Speech 101	3 credits
Math*	5 credits

* See College-Wide requirements

LAS 102 (Social Science majors are exempted — may substitute as an elective)	
LAS 103 Man and the Planet Earth: An Introduction to Science	3 credits
LAS 104 In Search of Wellness	3 credits
LAS 201 Visions in the Humanities	3 credits
Career Planning 100	1 credit
P.Ed. 100 Fitness for Living	3 credits
LAS 302 Social Science II	3 credits
LAS 303 Science: Philosophy Methods and Issues	3 credits
LAS 304 Values in the Humanities	3 credits
Career Planning 200	1 credit
Total	40 credits

2. Divisional Requirements

- A. 36 credits in the following Public Administration courses:
- P.A. 103 Introduction to Public Administration
 - P.A. 105 Public Personnel Administration
 - P.A. 120 Statutory Analysis and Program Implementation I
 - P.A. 201 Government Communication
 - P.A. 215 Statutory Analysis and Program Implementation II
 - P.A. 300 Public Bureaucracy
 - P.A. 340 Systems Analysis in Planning & Budgeting
 - P.A. 350 Trends in Organizational Response to the Urban Environment
 - P.A. 405 Municipal Administration OR
 - P.A. 407 Comparative Public Administration
 - P.A. 415 Policy Making and the Public Interest
 - P.A. 450 Decision Making in Government Agencies
 - P.A. 470 Practicum: Decision Making in Government Agencies OR
 - P.A. 480 Internship: Decision Making in Government Agencies
- B. 9 credits in any *three* of six social science disciplines:
- Soc. 101 Introduction to Sociology
 - Psy. 101 Introduction to Psychology and any one of the following six courses:
 - Anth. 201 The Nature of Culture
 - Pol. Sci. 101 Introduction to Political Science
 - Pol. Sci. 202 Introduction to American Government
 - Eco. 201 The Theory of the Firm & Market
 - Eco. 202 The General Economy
 - Hist. 222 United States to 1900
- C. 18 credits in *one* of the following areas of selected concentration:
- Social Services Administration
 - Mental Health (Psychology)
 - Comparative Politics and Administration
 - Urban Planning
 - Economic Development
- D. 6 credits in *Research & Statistics*
- Social Science 301 Research Methods 3 credits
 - Social Science 302 Statistics 3 credits
- E. 6 credits in a *Foreign Language*
- 6 credits (2 semesters) of Language-Spanish or French
- Total 75 credits in Divisional Requirements**

3. Electives

15 credits in electives.

Divisional Requirements (Non-P.A. Courses)

1. Social Services Administration (for B.S.)

Soc. 101 Introduction to Sociology
Soc. 220 Introduction to Casework/Groupwork
Soc. 309 Introduction to Human Development of Infancy and Childhood
(for B.S.)
Soc. 320 Intermediate Casework OR
Soc. 321 Intermediate Groupwork
Soc. 402 Community Organization
Soc. 338 Social Welfare and Social Policy

2. Mental Health (for B.S.)

Psy. 213 Social Psychology OR
Psy. 215 Theories of Personality
Psy. 305 Theories of Learning
Psy. 309 Infancy & Child Development OR
Psy. 310 Human Development of Adolescence OR
Psy. 311 Human Development of Adulthood and Aging
(for B.S.)
Psy. 301 Abnormal Psychology OR
Psy. 405 Techniques of Psychotherapy and Counseling OR
Psy. 319 Experimental Design
Psy. 406 Test and Measurement

3. Comparative Administration (for B.S.)

Pol. Sci. 101 Introduction to Political Science
Pol. Sci. 205 Introduction to Comparative Government
Pol. Sci. 228 U.S. Foreign Policy OR
Pol. Sci. 232 African Nationalism
(for B.S.)
Pol. Sci. 259 Black Power Movement in America OR
Pol. Sci. 340 Political and Social Movements in America
Pol. Sci. 393 Western Political Thought I
Pol. Sci. 394 Western Political Thought II

4. Urban Planning (for B.S.)

ICS 345 Urban Planning I
ICS 346 Urban Planning II
Hist. 260 The City in History OR
ICS 201 Introduction to Urban Development
(for B.S.)
ICS 320 Introduction to Social Planning — Planning in Developing Nations
ICS 375 Introduction to Housing Policy
ICS 388 Issues in Urban Transportation

5. Economic Development (for B.S.)

- Eco. 201 Theory of The Firm & Markets (Microeconomics)
- Eco. 203 The National or General Economy (Macroeconomics)
- Eco. 205 History of Economic Institutions OR
- Eco. 301 Economics of Racism & Discrimination

(for B.S.)

- Eco. 303 Theory of Economic Development
- Eco. 305 Minority (or Inner City) Economic Development
- Eco. 306 Monetary Theory & Policy OR
- Eco. 322 Fiscal Policy (i.e. Economics of the Public Sector) OR
- Eco. 333 International Economics
- OR
- Eco. 390 Education as a Social Investment

**Social Sciences
Recommended Program—B.S. Degree**

Public Administration Major with Concentration in *Comparative Politics & Administration*.

First Semester	Credits	Summer	Credits
College English 100.....	3	Language Sequence (Spanish or French)	
LAS 103—Nat Science.....		Electives.....	6
Pol. Sci. 101.....	3		6
P.A. 103—Intro to Public Administration.....	3		
P.A. 105—Public Personnel Administration.....	3		
Career Planning 100—Perspectives on Careers.....	1		
	13		
Second Semester		Third Semester	
College English 150.....	3	Pol. Sci. 202—Intro to American Government.....	3
*NSM 125—Math.....	2	Anthro. 201—Nature of Culture.....	3
LAS 104—Health.....	3	P.A. 201—Government Communications.....	3
P.A. 120—Stat. Analysis & Program Implementation I.....	3	LAS 201—Humanities I.....	3
Sociology 101—Intro to Sociology.....	3	Psy 101—Intro to Psychology.....	3
	14		15
		Summer—Electives	6
			6

* A three credit course for those graduating with a Baccalaureate degree.

Fourth Semester	Credits
Speech 101—Voice & Diction.....	3
*Career Planning 200.....	1
P.A. 215—Stat. Analysis & Program Implementation II.....	3
Philosophy 101—Logic.....	3
Pol. Sci. 205—Intro to Group Govern- ment.....	3
	<hr/> 13

Fifth Semester	Credits
P.A. 300/Soc. 314/Pol. Sci. 313/ICS 314 Public Bureaucracy.....	3
LAS 304—Humanities II.....	3
P.A. 340—Systems Analysis in Planning & Budget.....	3
Pol. Sci. 228/Hist. 228 U.S. Foreign Policy	3
Elective.....	3
	<hr/> 15

* Only for those graduating with associate degree; others going directly for Baccalaureate degree must take this course during 7th semester.

Summer	Credits
PEd 100—Fitness for Living.....	1
Elective.....	3
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Sixth Semester	Credits
P.A. 350—Trends in Organizational Response to the Urban Environ- ment.....	3
P.A. 405—Municipal Administration or P.A. 407—Comparative Public Adminis- tration.....	3
LAS 303—Nat. Science II.....	3
Pol. Sci. 340/Hist. 340 Pol. Science and Social Movements.....	3
Elective.....	3
	<hr/> 15

Seventh Semester	Credits
P.A. 415—Policy Making in the Public Interest.....	3
P.A. 450—Decision Making in Govern- ment Agencies.....	3
Social Science 301—Social Research Methods 301.....	3
Pol. Sci. 393/Hist 393 Western Political Thought I.....	3
Elective.....	3
	<hr/> 15

Eighth Semester	Credits
NSM 209—Statistics or Social Science 302—Statistics.....	3
P.A. 470—Practicum: Decision Making in Government Agencies or	3
P.A. 480—Internship: Decision Making in Government Agencies.....	3
Pol. Sci. 394/Hist 394—Western Political Thought II.....	3
	<hr/> 12

Social Sciences
Recommended Program—B.S. Degree

Public Administration Major with Concentration in *Economic Development*.

First Semester	Credits	Second Semester	Credits
College English 100.....	3	College English 150.....	3
LAS 103—Nat. Science I.....	3	*NSM 125—Math.....	2
P.A. 103—Intro to Public Administration.....	3	LAS 104—Health.....	3
P.A. 105—Public Personnel Administration.....	3	P.A. 120—Stat. Analysis and Program Implementation I.....	3
Career Planning 100—Perspectives on Careers.....	1	Soc 101—Intro to Sociology.....	3
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* A three credit course for those graduating with a Baccalaureate degree.

Summer	Credits	Third Semester	Credits
Language Sequence (Spanish or French) Electives.....	6	Speech 101—Voice and Diction.....	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 6	Eco 201—Theory of the Firm and Markets.....	3
		P.A. 201—Government Communications.....	3
		LAS 201—Humanities I.....	3
		Psy 101—Intro to Psychology.....	3
			<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 15

Summer	Credits	Fourth Semester	Credits
Electives.....	6	Hist 222—US to 1900.....	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 6	*Career Planning 200.....	1
		P.A. 215—Stat. Analysis and Program Implementation II.....	3
		Philosophy 101—Logic.....	3
		Eco 203—The General Economy.....	3
		Elective.....	3
			<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 16

*Only for those graduating with associate degree; others going directly for Baccalaureate degree must take this course during 7th semester.

Fifth Semester	Credits	Summer	Credits
P.A. 300/Soc. 314/Pol. Sci. 314—Public Bureacracy.....	3	PEd 100—Fitness for Living.....	1
LAS 304—Humanities II.....	3	Elective.....	3
P.A. 340—Systems Analysis in Planning and Budgeting.....	3		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 4
Eco 303/ICS 347—Theory of Eco. Develop.....	3		
Elective.....	3		
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 15		

Third Semester	Credits
Speech 101—Voice and Diction	3
Anth 201—Nature of Culture	3
P.A. 201—Gov't Communications	3
LAS 201—Humanities I	3
Soc 101—Intro to Sociology	3
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	15

Fourth Semester	Credits
Hist 222—US to 1900	3
Career Planning 200	1
P.A. 215—Stat. Analysis and Program Implementation II	3
Phil 101—Logic	3
Psy 309—Child Development <i>OR</i>	
Psy 310—Human Dev. of Adolescence <i>OR</i>	
Psy 311—Human Dev. of Adulthood and Aging	3
	<hr/>
	13

* Only for those graduating with associate degree; others going directly for Baccalaureate degree must take this course during 7th semester.

Fifth Semester	Credits
P.A. 300/Soc. 314/Pol. Sci. 314—Public Bureacracy	3
LAS 304—Humanities II	3
P.A. 340—Systems Analysis in Planning & Budget	3
Psy 305—Theories of Learning	3
Psy 301—Abnormal Psych.	3
	<hr/>
	15

Sixth Semester	Credits
P.A. 350—Trends in Organizational Response to the Urban Environ- ment	3
P.A. 405—Municipal Administration <i>OR</i>	
P.A. 407—Comparative Public Admin- istration	3
LAS 303—Nat. Sci. II	3
Psy 319—Experimental Design	3
Elective	3
	<hr/>
	15

Eighth Semester	Credits
NSM 209—Statistics <i>OR</i> Soc. Sci. 302— Statistics	3
P.A. 470—Practicum: Decision Making in Government Agencies <i>OR</i>	
P.A. 480—Internship: Decision Making in Government Agencies	3
Psy 301—Abnormal Psychology	3
Psy 405—Techniques of Psychotherapy and Counseling	3
	<hr/>
	15

Summer	Credits
Electives	6
	<hr/>
	6

Summer	Credits
PEd 100—Fitness for Living	1
	<hr/>
	1

Seventh Semester	Credits
P.A. 415—Policy Making in the Public Interest	3
P.A. 450—Decision Making in Govern- ment Agencies	3
Soc. Sci. 301—Social Research Methods	3
Psy 213—Social Psychology	3
Elective	3
	<hr/>
	15

**Social Sciences
Recommended Program—B.S. Degree**

Public Administration Major with Concentration in *Social Service*.

First Semester	Credits	Summer	Credits
College English 100.....	3	Language Sequence (Spanish or French)	
LAS 103—Nat. Sci I	3	Electives.....	6
P.A. 103—Intro to Public Administra- tion	3		6
P.A. 105—Public Personnel Adminis- tration	3		
Career Planning 100 Perspectives on Careers.....	1		
	13		

Second Semester	Credits
College English 150.....	3
*NSM 125—Math	2
LAS 104—Health.....	3
P.A. 120—Stat. Analysis and Program Implementation I.....	3
Soc 101—Intro to Sociology	3
PEd 100—Fitness for Living	1
	15

* A three credit course for those graduating with a Baccalaureate degree.

Third Semester	Credits	Summer	Credits
ICS 220/Soc. 220—Intro to Casework/ Groupwork	3	Electives.....	6
Anth 201—Nature of Culture	3		6
P.A. 201—Government Communica- tions	3		
LAS 201—Humanities I	3		
Psy 101—Intro to Psychology	3		
	15		

Fourth Semester	Credits
Hist 222—US to 1900.....	3
* Career Planning 200	1
P.A. 215—Stat. Analysis and Program Implementation II	3
Phil 101—Logic.....	3
ICS 320/Soc. 320—Intermediate Case- work	3
Electives.....	3
	16

* Only for those graduating with associate degree; others going directly for Baccalaureate degree must take this course during 7th semester.

Fifth Semester	Credits
P.A. 300/Soc. 314/Pol. Sci. 314—Public Bureaucracy	3
LAS 304—Humanities II.....	3
P.A. 340—Systems Analysis in Planning & Budgeting	3
Soc. Sci. 302—Research Methods	3
Psy 309—Human Dev. of Infancy and Childhood.....	3
	15

Seventh Semester	Credits
P.A. 415—Policy Making in the Public Interest.....	3
P.A. 450—Decision Making in Govern- ment Agencies	3
ICS 338—Social Welfare and Social Policy	3
Elective.....	3
Elective.....	3
	15

Sixth Semester	Credits
P.A. 350—Trends in Organizational Response to the Urban Environ- ment	3
P.A. 405—Municipal Administration OR	
P.A. 407—Comparative Public Admin- istration	3
Psy 311—Human Dev. of Adulthood and Aging	3
Elective.....	3
	15

Eighth Semester	Credits
NSM 209—Statistics or Elective	3
P.A. 470—Practicum: Decision Making in Government Agencies OR	
ICS 400—Internship	6
Psy 310—Human Develop. of Adoles- cence	3
ICS 321—Intermediate Groupwork.....	3
	12-15

Total Credits 128

Social Sciences Recommended Program—B.S. Degree

Public Administration Major with concentration in *Urban Planning*.

First Semester	Credits
College English 100.....	3
LAS 103—Nat. Sci. I.....	3
P.A. 103—Intro to Public Administra- tion	3
P.A. 105—Public Personnel Administra- tion	3
Career Planning 100.....	1
	13

Second Semester	Credits
College English 150.....	3
NSM 125—Math.....	2
LAS 104—Health.....	3
P.A. 120—Statutory Analysis & Pro- gram Implementation I.....	3
Soc 101—Intro to Sociology.....	3
	14

Summer	Credits
Language Sequence (Spanish or French)	6
	6
Third Semester	Credits
Speech 101—Voice & Diction.....	3
Anth 201—Nature of Culture	3
P.A. 201—Government Communica- tions	3
LAS 201—Humanities	3
ICS 345—Intro to Urban Planning I....	3
	15

Fourth Semester		Credits	Fifth Semester		Credits
ICS 260—City in History	3		P.A. 300/Soc 314/Pol. Sci. 314—Public Bureaucracy	3	
Career Planning 200	1		LAS 304—Humanities II	3	
P.A. 215—Statutory Analysis & Program Implementation II	3		P.A. 340—Systems Analysis in Planning & Budgeting	3	
Phil 101—Logic	3		ICS 346—Intro to Urban Planning II	3	
ICS 201—Intro to Urban Development	3		PEd 100	1	
		13			13
Summer			Sixth Semester		
Electives	3		P.A. 350—Trends in Organizational Response to the Urban Environment	3	
	3		P.A. 405—Municipal Administration		
			OR		
			P.A. 407—Comparative Public Administration	3	
			LAS 303—Nat. Sci. II	3	
			Soc. Sci. 301—Social Research Methods	3	
					15
Seventh Semester			Eighth Semester		
P.A. 415—Policy Making in the Public Interest	3		NSM 209—Statistics	3	
P.A. 450—Decision Making in Government Agencies	3		P.A. 470—Practicum: Decision Making in Government Agencies		
Soc. Sci. 302—Statistics	3		OR		
ICS 375—Housing Policy	3		P.A. 480—Internship: Decision Making in Government	3	
ICS 388—Urban Transportation Policy	3		ICS 335—Urban Design Methods Agencies	3	
		15	Electives	6	
					15
					Total Credits 128

**Recommended Program of Study
For Bachelor of Sciences
in
Public Administration**

Part—Time Students

A.S. Degree 66 credits

B.S. Degree 128 credits

Lower Division

First Semester		Credits	First Summer		Credits
Eng 100—College English I	3		Phil 101—Intro to Logic	3	
P.A. 103—Intro to Public Administration	3			3	
LAS 102—Soc. Sci. I	3				
Career Planning 100	1				
NSM 125—Math	2				
		12			

Second Semester		Credits
Eng 150—College English II	3	
P.A. 105—Public Personnel Administration	3	
LAS 103—Man and Planet Earth	3	
Soc 101—Intro to Sociology	3	
	<u>12</u>	

Second Summer		Credits
Eco 203—The General Economy	3	
PEd 100—Fitness for Living	1	
	<u>4</u>	

Fifth Semester		Credits
LAS 201—Visions in the Humanities	3	
Anth 201—Nature of Culture	3	
Elective	5	
	<u>11</u>	

Upper Division

Sixth Semester		Credits
P.A. 300—Public Bureaucracy	3	
Hist 223—USA in 20th Century	3	
LAS 302—Soc. Sci. II	3	
LAS 304—Values in the Humanities	3	
	<u>12</u>	

Seventh Semester		Credits
Soc. Sci. 301—Research Methods	3	
P.A. 340—Systems Analysis	3	
Pol. Sci. 216—State and Local Government	3	
Foreign Language	3	
	<u>12</u>	

Fourth Summer		Credits
LAS 303—Nat. Sci. II	3	

Tenth Semester		Credits
Eco 306—Monetary Theory	3	
Eco 302—Minority <i>OR</i> Economic Development	3	
P.A. 470—Practicum <i>OR</i>	3	
P.A. 480—Internship	3	
Elective	3	
	<u>9</u>	

Third Semester		Credits
P.A. 120—Statutory Analysis & Program Implementation I	3	
LAS 104—Search of Wellness	3	
Hist 222—USA to 1900	3	
Pol. Sci. 202—Intro to American Government	3	
	<u>12</u>	

Fourth Semester		Credits
P.A. 201—Government Communications	3	
Speech 101—Voice & Diction	3	
P.A. 215—Statutory Analysis & Program Implementation II	3	
Psy 101—Intro to Psychology	3	
	<u>12</u>	

Third Summer		Credits
NSM 209—Statistics	3	
Career Planning 200	1	
	<u>4</u>	

Eighth Semester		Credits
Foreign Language	3	
P.A. 350—Trends in Organizational Responses to the Urban Environment	3	
P.A. 415—Policy Making & the Public Interest	3	
Elective	3	
	<u>12</u>	

Ninth Semester		Credits
P.A. 405—Municipal Administration <i>OR</i>	3	
P.A. 407—Comparative Public Administration	3	
P.A. 450—Decision Making in Government Agencies	3	
Electives	4	
	<u>10</u>	

Total 128

**Recommended Program of Study
For Bachelor of Science
Public Administration without
specialized concentration.
(Evening Sequences)**

Lower Division—A.S. Degree 66 Credits

First Semester	Credits
Eng 100—Freshman English I	3
PA 103—Intro to Public Administration	3
LAS 102—Social Science I	3
	9

Second Semester	Credits
Eng 150—Freshman English II	3
LAS 103—Man and the Planet Earth ...	3
PA 105—Public Personnel Administration	3
	9

Fourth Semester	Credits
Phil 101—Intro to Logic	3
LAS 104—In Search of Wellness	3
PA 201—Government Communications	3
	9

Fifth Semester	Credits
Hist 222—U.S.A. to 1900	3
PA 215—Statutory Analysis & Program Implementation II	3
Pol. Sci. 202—Intro to American Government	3
	9

First Summer	Credits
Career Planning 100	1
PEd 100—Fitness for Living	1
	2

Third Semester	Credits
Soc 101—Intro to Sociology	3
PA 120—Statutory Analysis & Program Implementation I	3
NSM 125—Maths	2
	8

Second Summer	Credits
Speech 101—Voice & Diction	3
	3

Third Summer	Credits
Electives	8
	8

Upper Division

Sixth Semester	Credits
Psych 101—Intro to Psychology	3
Eco 203—The National General Economics	3
LAS 201—Visions in the Humanities ...	3
	9

Fourth Summer	Credits
Career Planning 200	1
NSM 209—Statistics	3
	4

Seventh Semester	Credits
LAS 302—Social Sciences II	3
PA 300—The Public Bureaucracy	3
Soc 301—Research Methods	3
	9

Eighth Semester	Credits
LAS 304—Values in the Humanities ...	3
LAS 303—Nat. Science	3
PA 340—System Analysis	3
	9

Anth. 303/ICS 303/Soc 216—American Minorities *3 class 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. Prerequisite: Eng. 150.

Anth. 304/Soc 211—African Societies and Cultures *3 class hours; 3 credits*

This course surveys African Cultures throughout the continent, including in depth ethnographical descriptions of some traditional African religious systems and social political organizations. Prerequisite: Eng. 150.

Economics

Eco. 201—The Theory of the Firm and Markets *3 class 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 decisions processes. Prerequisite: NSM 001 or equivalent.

Eco. 203—The National Economy *3 class 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. Prerequisite: NSM 001 or equivalent.

Eco. 205/Hist. 302—History of Economic Institutions *3 class 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. Prerequisite: Eng. 150.

Eco. 301/ICS 337—Economics of Racism and Discrimination *3 class 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: Eco. 203 and Eng. 150.

Eco. 303/ICS 347—Theory of Economic Development *3 class 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. Prerequisites: Eco. 203 and Eng. 150.

Eco. 304—Problems of African Development *3 class hours; 3 credits*

This course begins with definitions of development and under-development—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. Prerequisite: Eng. 150.

- Eco. 306—Monetary Theory** *3 class 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. Prerequisite: Eco. 203.
- Eco. 322—Fiscal Policy** *3 class 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. Prerequisite: Eco. 203.
- History**
- Hist. 220/Pol. Sci. 200—Afro-American History to 1865** *3 class 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 class 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. Prerequisite: Eng. 150 and Hist. 220.
- Hist. 222—U.S.A. to 1900** *3 class 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 class 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. Prerequisite: Eng. 150 and Hist. 222.
- Hist. 228/Pol. Sci. 228—History of the U.S. Foreign Policy** *3 class hours; 3 credits*
(See Pol. Sci. 228 for description)
- Hist. 230—History of Africa to 1800** *3 class 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 are studied.

- Hist. 231—History of Africa since 1800** *3 class 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. Prerequisite: Hist. 230 and Eng. 150.
- Hist. 242—History of the Caribbean** *3 class 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. Corequisite: Eng. 100.
- Hist. 250/Pol. Sci. 250—Selected Topics in the History of Medieval Europe** *3 class hours; 3 credits*
This is a study of the selected aspects of the history of Europe. These aspects 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. Prerequisite: Eng. 150.
- Hist. 251/Pol. Sci. 251—Selected Problems in the History of Modern Europe** *3 class 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. Prerequisite: Hist. 250.
- Hist. 260/ICS 260—The City In History** *3 class hours; 3 credits*
(See ICS 260 for description)
- Hist. 300/Pol. Sci. 300—The American Presidency** *3 class hours; 3 credits*
(See Pol. Sci. 300 for description)
- Hist. 333/Pol. Sci. 333—The History of Black Civil Rights** *3 class hours; 3 credits*
Movements in the U.S.A. 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. Prerequisite: Eng. 150.
- Hist. 336/Pol. Sci. 336—Introduction to Constitutional Law** *3 class hours; 3 credits*
(See Pol. Sci. 336—for description)

- Hist. 340/Pol. Sci. 340—History of Political and Social Movements in America** *3 class hours; 3 credits*
(See Pol. Sci. 340 for description)
- Hist. 393/Pol. Sci. 393—History of Western Political Thought I** *3 class hours; 3 credits*
(See Poli. Sci. 393 for description)
- Hist. 394/Pol. Sci. 394—History of Western Political Thought II** *3 class hours; 3 credits*
(See Poli. Sci. 394 for description)
- Hist. 410—Comparative History of Slavery in the Americas** *3 class 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 and Eng. 150.
- Inner City Studies**
- ISC 201—Introduction to Urban Development** *3 class 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 class hours; 3 credits*
(See Soc. 206 for description)
- ICS 209/Soc 209—Urban Life Styles** *3 class hours; 3 credits*
(See Soc. 209 for description)
- ICS 210/Soc 210—Social Profiles of American Regions** *3 class hours; 3 credits*
(See Soc 210 for description)
- ICS 220/Soc 220—Introduction to Casework/Groupwork** *3 class hours; 3 credits*
This course focuses upon basic aspects of casework and group/work as methods of intervention for individual, group and social change. Skills and techniques utilized in assisting the individual and small group; 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. Prerequisite: Eng. 100.
- ICS 260/Hist 260—The City in History** *3 class hours; 3 credits*
This course explores the development of cities from an 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 highlight western and non-western cities. Co-requisite: Eng. 100.
- ICS 320/Soc 302—Social Stratification** *3 class hours; 3 credits*
(See Soc. 302 for description)

- ICS 314/Soc 314/P.A. 300—Public Bureaucracy** *3 class hours; 3 credits*
(See Soc 314 for description)
- ICS 320/Soc 320—Intermediate Casework** *3 class 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 and Eng. 150.
- ICS 321/Soc 321—Intermediate Groupwork** *3 class 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 and Eng. 150.
- ICS 335/Soc. 303—Social Deviance** *3 class hours; 3 credits*
(See Soc. 303 for description)
- ICS 336/Soc. 336—Police and Penal System** *3 class hours; 3 credits*
(See Soc. 336 for description)
- ICS 337—Urban Design Methods**
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 notation and criteria for determining desire spatial relationship will be reviewed. A study planning problem will be undertaken by the class. Prerequisite: ICS 201 & Eng 150.
- ICS 338/Soc 338—Social Welfare and Social Policy** *3 class hours; 3 credits*
The evolution of social service 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 government in the area of social policy will be examined. Prerequisite: Eng 150, Soc 101 or ICS 220.
- ICS 340/Soc 340—Selected Problems in Community Development** *3 class 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. Prerequisite: Eng 150.
- ICS 345/346—Urban Planning I & II** *6 class hours; 6 credits*
(2 semester sequence)
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. Prerequisite: Eng. 150 & ICS 201.

ICS 347—Urban Transportation Planning *3 class 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. Prerequisite: Eng. 150 & ICS 201 or permission of instructor.

ICS 375—Housing Policy in the U.S.A. *3 class 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. Prerequisite: Eng. 150.

ISC 400/Psy 400—Internship

(Formerly ICS 397.04/Psych 397)

15 hours; 6 credits

This course is a special program that provides for the integration of theoretical knowledge and practical experience. There is a seminar as well as a field work 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 experience in terms of grades. The program provides experiences which substantially increase the student's understanding of the respective discipline or professions. Prerequisites: Eng. 150 and permission of chairperson.

ICS 410/Soc 410—The Role of the Church in the Black

Community

(See Soc. 410 for description)

3 class hours; 3 credits

ICS 457/Soc 457—Community Organization

3 class 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. Prerequisite: Eng. 150.

Political Science

Pol. Sci. 101—Introduction to Political

Science

3 class hours; 3 credits

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 will be analyzed.

Pol. Sci. 202—Introduction to American

Government

3 class 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 are examined.

- Pol. Sci. 205—Introduction to Comparative Government** *3 class hours; 3 credits*
This course focuses on the political systems of selected nations in Western and Eastern Europe and in developing areas. It considers the impact of the economic system on political systems and vice versa. Discusses political culture as a variant in comparative analysis. Prerequisite: Pol. Sci. 101 or 202 and Eng. 100.
- Pol. Sci. 210—Introduction to International Relations** *3 class hours; 3 credits*
The basis of relationships between nations; the role of regional and world-level international organizations and of international law in international relations, basic considerations underlying the development of blocs; theories of the international system; contrasts between third world and major powers in regard to inception of international relations are examined. Prerequisite: Pol. Sci. 101 or 202 and Eng. 100.
- Pol. Sci. 216—State and Local Government** *3 class hours; 3 credits*
Studies include emphasis on the federal system context and upon administrative and political decentralization, with special reference to the inner city; fiscal aspects of state, federal and local relationships and the changing nature of such relationships techniques for citizen influence on the political process, especially in terms of needs of inner cities; problems of rural and "suburban" political power in relation to urban political power and especially the inner city. Prerequisite Pol. Sci. 202 or 101; Eng. 100.
- Pol. Sci. 224—The Third World in World Politics** *3 class hours; 3 credits*
Studies include the emergence of a third world movement in the post-World War II period; the concept of a non-alignment; Impact of the third world movement on international politics generally and upon the major powers in particular. Third World challenges to the prevailing assumptions of the international legal, political and economic systems are examined. Prerequisite: Pol. Sci. 101 or 202; Eng. 100.
- Pol. Sci. 228/Hist 228—History of the U.S. Foreign Policy from 1776 to Present** *3 class 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. Corequisite: Eng. 100.
- Pol. Sci. 300—The American Presidency** *3 class hours; 3 credits*
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. Included will be selected cases of the expansion and deterioration of presidential power. Prerequisite: Pol. Sci. 202; Eng. 150.
- Pol. Sci. 303/ICS 339/Soc 406—Governmental Policy and Community Development** *3 class hours; 3 credits*
(For description see ICS 399)

- Pol. Sci. 336/Hist. 336—Introduction to Constitutional Law** *3 class hours; 3 credits*
 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. Prerequisite: Pol. Sci. 101 or 202; Eng. 150.
- Pol. Sci. 338—Consumer and Poverty Law** *3 class hours; 3 credits*
 (Jointly with Division responsible for business Studies) The evolution of techniques for enhancing consumer protection: the legal right of the consumer; his awareness of these legal rights; the evolution of ombudsman techniques; the administration of the law. Prerequisite: Pol. Sci. 101 or 202; Eng. 150.
- Pol. Sci. 340/Hist. 340—History of Political and Social Movements in American** *3 class hours; 3 credits*
 A discussion of the philosophical and ideological issues around which social and political movements evolve, and the political impact of these movements. Readings will focus on such movements as the Chicano, Civil Rights, Students and Black Liberation. Readings will include essays by Salazar, Savio, Malcom X, Rustin, Fanon, Marcuse, St. Clair Drake. Prerequisite: Pol. Sci. 101 or 202; Eng. 150.
- Pol. Sci. 393/Hist. 393/ICS 393—History of Western Political Thought I** *3 class hours; 3 credits*
 This course is a survey of Western Political thought from Plato to Rousseau and Thomas Paine. Prerequisite: Pol. Sci. 101 or 202; Eng. 150.
- Pol. Sci. 394/Hist. 394—History of Western Political Thought II** *3 class 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, Fannon, Marcuse, and Dewey. Prerequisite: Pol. Sci. 393 and Eng. 150.
- 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.
- Psych 101—Introductory Psychology** *3 class 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. Corequisite: Eng. 100.
- Psych 213—Social Psychology** *3 class 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. Prerequisite: Psych. 101.
- Psych 215—Theories of Personality** *3 class 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. Prerequisite: Psych. 101.

- Psych 301—Abnormal Psychology** *3 class 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. Prerequisite: Psych. 101 and Eng. 150.
- Psych 305—Theories of Learning** *3 class hours; 3 credits*
 This course deals with theories of learning and motivation with special consideration of environmental influences; examination of the learning process and methods of facilitating learning and cognition. Prerequisite: Psych. 101.
- Psych 309/ICS 331—Introduction to Human Development of Infancy and Childhood** *3 class 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. Prerequisite: Psych. 101 and Eng. 150.
- Psych 310—Introduction to Human Development of Adolescence** *3 class 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. Prerequisite: Psych 101 and Eng. 150.
- Psych 311—Introduction to Human Development of Adulthood and Aging** *3 class 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. Prerequisite: Psych 101 and Eng. 150.
- Psych 319—Experimental Psychology (formerly Psy 317 & 318)** *3 class hours; 3 credits*
 This course is concerned with experimental design and the methods and techniques of experimentation. The course shall be devoted to an introduction to the statistics required. In addition, students will design and carry out experiments in various areas of psychology. Co-requisites: Soc. Sci. 250 and 251. Prerequisites: Psych 101 and Eng. 150.
- Psych 403—Psychology of Oppression** *3 class 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. Prerequisite: Psych. 101 and Eng. 150.
- Psych 404—Psychology of Motivation** *3 class 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. Prerequisite: Psych 101 and Eng. 150.

Psych 405—Techniques of Psychotherapy and Counseling

3 class 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. Prerequisite: Psych 101 and Eng. 150.

Psych 406—Psychological Tests and Measurements

3 class 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. (This course will be offered only to psychology majors graduating in June 1978). Prerequisite: Psych. 101 and Eng. 150.

Psych 427—Psychology of Social Change

3 class hours; 3 credits

This course deals with an in-depth psychological study of the origin and nature of selected social problems in the U.S.A., and a consideration of the possibilities and barriers for social change. Prerequisite: Psych. 101 and Eng. 150.

Public Administration

P.A. 103—Structure and Operation of

Government Agencies

3 class 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. Co-requisite: Eng. 100.

P.A. 105—Public Personnel Administration

3 class 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. Co-requisite: Eng. 100.

P.A. 120—Statutory Analysis and Program

Implementation I

3 class 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. Co-requisite: Eng. 150, Prerequisite: P.A. 103 or P.A. 105.

P.A. 201—Government Communications

3 class 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: P.A. 120, P.A. 103.

P.A. 215—Statutory Analysis and Program

Implementation II

3 class 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. Prerequisite: P.A. 120, P.A. 201.

- P.A. 300/Soc. 314/ICS 314/Pol. Sci. 311—Public Bureaucracy** *3 class hours; 3 credits*
(See ICS for description)
- P.A. 340—Systems Analysis in Planning and Budgeting** *3 class hours; 3 credits*
Organizational problems of public agencies are scrutinized by the systems approach. The planning, budgeting and personnel operational systems within an organization are examined; particular attention is paid to problems which originate within these systems, and to their solutions. Prerequisite: P.A. 300 or with permission of chairperson, and Eng. 150.
- P.A. 350—Trends in Organizational Response to the Urban Environment** *3 class 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: P.A. 215, P.A. 300 or with permission of chairperson, and Eng. 150.
- P.A. 405—Municipal Administration** *3 class 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. With permission of chairperson. Prerequisite: P.A. 340 or permission of chairperson and Eng. 150.
- P.A. 407—Comparative Public Administration** *3 class hours; 3 credits*
Theories of comparative public administration; methodological problems; practical concerns. Students analyze major administrative systems, administrative structures and institutions including resources, allocation and utilization, machinery of coordination, etc. Prerequisite: P.A. 340 and Eng. 150.
- P.A. 415—Policy-Making and the Public Interest** *3 class 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: P.A. 350 or with permission of chairperson and Eng. 150.
- P.A. 450—Decision-Making in Government Agencies** *3 class hours; 3 credits*
Descriptive and normative approaches to decision-making processes resulting in modification of public agency structure, formation of goals and objectives, procedures and devices for achieving same and for evaluating performances. Con-

cepts of leadership are studied with attention to leadership patterns, their focus in the organization and the skills and abilities which they require. Prerequisite: P.A. 415 and Eng. 150.

P.A. 470—Practicum: Administrative Decision-Making in Government Agencies

3 class hours; 3 credits

Required of each student is the development of decision-making responses to a major agency 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: P.A. 350, P.A. 450 or with permission of chairperson and Eng. 150. (For students who have had one or more years of full-time experience in a government agency).

P.A. 480—Internship: Administrative Decision-Making in Government Agencies

3 class 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. This course involves field work and there may not be class session as such. The highlights of the Public Administration course in decision-making are amplified by a practical approach. (This course is for those students who have *not* had at least one year's full-time experience in a government agency.) Prerequisite: P.A. 350, P.A. 450 or with permission of chairperson and Eng. 150.

Sociology

Soc. 101—Introduction to Sociology

(Prerequisite to all sociology courses)

3 class hours; 3 credits

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 as well as the problem of social change will be analyzed. Corequisite: Eng. 100.

Soc. 206/ICS 206—Comparative Family Structure

3 class 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, Corequisite Eng. 100.

Soc. 209/ICS 209—Urban Life Styles

3 class 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.

Soc. 210/ICS 210—Social Profiles of American Regions

3 class hours; 3 credits

This course focuses on a regional analysis of American society in terms of the prevailing ideologies, customs, socio-economic system, race and ethnic composition,

etc. Problems indigenous to each area and their relationship to the larger society will be explored. Prerequisite: Soc. 101.

- Soc. 216/Anth. 303/ICS 303—American Minorities** *3 class hours; 3 credits*
(See Anth. 303 for description)
- Soc. 220/ICS 220—Introduction to Casework** *3 class hours; 3 credits*
(See ICS 220 for description)
- Soc. 302/ICS 302—Social Stratification** *3 class 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. are studied in this course. The social mechanisms that regulate relations between strata and groups in the society will also be considered. Prerequisite: Soc. 101, Soc. 209, Eng. 150.
- Soc. 303/ICS 335—Social Deviance** *3 class 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 problems of socialization, norms, and the pressures of society. Salient topics are: drugs, social behavior, religion, politics and crimes as they relate to deviance. Prerequisite: Eng. 150 and Soc. 101.
- Soc. 308/ICS 308—Sociological Theory** *3 class 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. Prerequisite: Soc. 101, Eng. 150.
- Soc. 314/ICS 314/P. A. 300—Public Bureaucracy** *3 class hours; 3 credits*
This course will deal with the origins, nature and function of modern bureaucracy. All phases of contemporary life will be examined and some possible alternatives to present bureaucratic structures will be considered. Prerequisite: Soc. 101, Eng. 150.
- Soc. 320/ICS 320—Intermediate Casework** *3 class hours; 3 credits*
(See ICS 320 for description)
- Soc. 321/ICS 321—Intermediate Groupwork** *3 class hours; 3 credits*
(See ICS 321 for description)
- Soc. 336/ICS 336—Police and The Penal System** *3 class 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. Prerequisite: Eng. 150.
- Soc. 340/ICS 340—Selected Problems in Community Development** *3 class hours; 3 credits*
(See ICS 340 for description)
- Soc. 400/ICS 400—Internship (field work)** *15 hours; 6 credits*
(Formerly ICS 397.04/Psych 397) (seminar) *3 hours*
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.

Soc. 410/ICS 410—The Role of The Church in the Black Community

3 class 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. Prerequisite: Eng. 150, or permission of instructor.

Soc. 402/ICS 457—Community Organization
(See ICS 457 for description)

3 class hours; 3 credits

Social Science (Interdisciplinary Courses)

Soc. Sci. 301—Social Research Methods

3 class 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, the mechanics of qualitative vs. quantitative research, 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). Prerequisite: Eng. 150 (Open only to Juniors and Seniors).

Soc. Sci. 302—Statistics For the Social Science Major

3 class 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). Prerequisite: Eng. 150 (Open only to Juniors and Seniors).

Soc. Sci. 498—Senior Seminar

3 class 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. (Only for Psy and ICS majors graduating in June 1978).

Soc. Sci. 499—Thesis Writing

3 class 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. (Only for Psy and ICS majors graduating in June 1978).

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.

Effective in the Fall of 1977, the program of Elementary Education leading to the award of the Bachelor of Science degree will provide students with the opportunity to begin the diversification of work with a concentration of work in three areas in order to meet State Certification requirements for serving as Special Education teachers, Bilingual teachers, teachers in Early Childhood Education and the regular Elementary Education emphasis. The requirements for graduation will vary in terms of the areas of concentration.

Degree Requirements

1. Admission Requirements for Baccalaureate

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 of 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 the divisional faculty committee.
- e. For students intending to teach in the areas of Special Education and Bi-lingual Education admission requirements will be enlarged to include language and/or other special skills.

2. Requirements for Graduation

The Associate of Arts Degree is awarded upon the satisfactory completion of 65 credits of work to be completed as follows:

- a. 47 credits in Liberal Arts and Sciences including college-wide requirements
- b. The remaining 18 credits will be distributed as follows: Ed 222, Ed 223 (Parts I & II), Ed 311, Ed 312, and Ed 307.

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) should be completed prior to admission to the junior year.
- b. Field experience courses as specified must be completed for graduation.
- c. The student must successfully pass both a Junior and Senior teaching comprehensive.
- d. Students will be required to complete the recommended electives for city certification and state licensing.
- e. The student will be expected to complete a minimum of 45 credits of required courses in education with a grade average of B.
- f. Students are required to complete 64 credits in liberal arts to include 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.

Teacher Certification Requirements and Licensing

In accordance with the revised New York State Certification requirements the Board of Education of New York City requires the completion of 6 semester hours of study in the methods and techniques of teaching reading skills.

In order to satisfy this requirement, students enrolled in the program at Medgar Evers College may register for two of the following courses approved by the board of examiners: Ed 311, Ed 312, and Ed 411.

There are two types of certification: provisional and permanent. City and State requirements are very similar. (Note: All licensing and certification procedures in the

State of New York are undergoing current review and change. Such change will affect present requirements over the next five (5) years).

New York State 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 to complete the credits.

New York City Licensing Procedures

Two methods 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 required 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.
- 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 examinations offered by the Board of Examiners:

Alternative One — 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 examination. 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 Economics	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)

Alternative Two — This plan is for second semester seniors in a teaching 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 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)

Amendment to the Regulations Concerning Special Education

To obtain a certificate as a teacher of special education, the deaf and hearing impaired, the blind and partially seeing, or the speech and hearing handicapped a candidate shall meet the requirements set forth in either paragraph 1, 2, or 3 of the Sub-division:

- (1) Completion of an approved program registered by the Department. A certificate will be issued upon completion of a program registered by the Department for the preparation of the teacher of special education, teacher of the deaf and hearing impaired, teacher of the blind and partially sighted, and teacher of the speech and hearing handicapped. The form of the certificate to be recommended and issued will be determined by the recommending institution upon approval of the Department.
- (2) Alternative completion of requirements. A certificate will be issued upon evidence that the requirements noted below have been met.
 - (i) Provisional Certificate. (a) The candidate shall hold a baccalaureate degree from a regionally accredited institution of higher education or from an institution authorized by the Regents to confer degrees and whose programs are registered by the Department, and shall have completed within, or in addition to, that degree:
 - Twelve semester hours of study in professional education,
 - College supervised practicum in the area of certification for which an application is filed, and
 - Twenty-four semester hours of study appropriate to teaching special education, the deaf and hearing impaired, the blind and partially sighted, or
 - Thirty-six semester hours of study appropriate to teaching the speech and hearing handicapped.
 - a) Substitution: One year of paid, full-time experience as a teacher of special education, the deaf and hearing impaired, the blind and partially sighted, or the speech and hearing handicapped may be accepted in lieu of the college supervised practicum when such experience carries the recommendation of the employing school district administrator.
 - b) Distribution: Special education
 - Collegiate study in teaching emotionally, mentally, multiple or physically handicapped children *15 sem. hrs.*
 - Collegiate study related to teaching emotionally, mentally, multiple or physically handicapped children *9 sem. hrs.*
 - Deaf and hearing impaired
 - Collegiate study in teaching the deaf and hearing impaired *15 sem. hrs.*
 - Collegiate study related to teaching the deaf and hearing impaired *9 sem. hrs.*
 - Blind and partially sighted
 - Collegiate study in teaching the blind and partially sighted *15 sem. hrs.*
 - Collegiate study related to teaching the blind and partially sighted *9 sem. hrs.*
 - Speech and hearing handicapped
 - Collegiate study in teaching the speech and hearing handicapped *24 sem. hrs.*

Collegiate study related to teaching the speech and hearing
handicapped 12 sem. hrs.

- (c) Time validity. The provisional certificate is valid for five years and is not renewable.
- (ii) Permanent certificate: The candidate shall have completed a master's degree that is functionally related to a field of special education or the deaf and hearing impaired or the blind and partially sighted or the speech and hearing handicapped. The total program of preparation shall include the preparation required for the issuance of the provisional certificate.
- (3) Interstate Agreement on Qualifications of Educational Personnel. A provisional certificate will be issued to an applicant who has completed a program of preparation at an approved institution of higher education or who has attained an initial regular certificate in a state which has contracted with the State of New York pursuant to Education Law, section 3030.

Exceptions to stated preparation:

- (1) A person employed in a position in New York State for which no certificate existed prior to May 1, 1976 may be issued a statement of continued eligibility, provided that such person has been employed in such position for a period of three years within the five years immediately preceding the effective date of this regulation.
- (2) The validity of the statement of continued eligibility shall be limited to the specific area of service for which it is issued but shall be valid in and transferrable to any school district.
- (3) The applicant for the statement of continued eligibility shall hold a permanent certificate valid for service in any area or grade level in the public schools of New York.

**Recommended Program of Study in
Competency-Based Teacher Education
(A.A. Degree)**

First Semester	Credits	Second Semester	Credits
Eng 100.....	3	Engl 150.....	3
Ed 222.....	3	Hist 222.....	3
NSM 131.....	2	NSM 122 (or equivalent).....	3
Psych 101.....	3	Career Planning 200.....	1
LAS 102.....	3	LAS 103.....	3
	14	Ed Elective.....	3
			16
Third Semester		Fourth Semester	
Ed 223 (Part I).....	3	Ed 223 (Part II).....	3
Speech 101 or 201.....	3	Ed 307.....	3
LAS 104.....	3	Liberal Arts Elective.....	3
Phil 101.....	3	Health Ed 311.....	3
Ph. Ed.....	1	LAS 201.....	3
Ed 311.....	3	Ed 312.....	3
Career Planning 200.....	1		18
	17	Total Credits	65

**Recommended Program of Study in
Competency-Based Teacher Education
(B.S. Degree)**

First Semester	Credits	Second Semester	Credits
Eng 100.....	3	Engl 150.....	3
Ed 222.....	3	Hist 222.....	3
NSM 131.....	2	NSM 122 (or equivalent).....	3
Psych 101.....	3	Career Planning 200.....	1
LAS 102.....	3	LAS 103.....	3
	14	Ed Elective.....	3
			16
Third Semester		Fourth Semester	
Ed 223 (Part I).....	3	Ed 223 (Part II).....	3
Speech 101 or 201.....	3	Ed 307.....	3
LAS 104.....	3	Liberal Arts Elective.....	3
Phil 101.....	3	Health Ed 311.....	3
Ph. Ed.....	1	LAS 201.....	3
Ed 311.....	3	Ed 312.....	3
Career Planning 200.....	1		18
	17		
Fifth Semester		Sixth Semester	
Ed 351.....	2	Ed 352.....	2
Ed 315.....	3	Ed 316.....	3
Foreign Language.....	3	Foreign Language.....	3
Psych 309.....	3	Ed 319.....	3
LAS 302.....	3	LAS 303.....	3
Liberal Arts Elective.....	3		14
	17		
Seventh Semester		Eighth Semester	
*Ed 451, 471, or 421.....	4 or 6	*Ed 452, 472, or 421.....	4 or 6
Ed 309 (area of concentration).....	3	Ed 404 (area of concentration).....	3
Ed 461.....	2	Ed 462.....	2
Ed 419.....	3	Ed Elective.....	4
LAS 304.....	3		15
	17		
		Total Credits	128

* Students qualified to register for Ed 451 and 452 may receive 2 hours of Life Experience credits with each course upon approval of appropriate credentials.

Course Descriptions

Educ 222—Principles and Practices of Competency-Based Teacher Education

3 class 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.

Educ 223—Philosophical, Social and Historical Foundations of Education

(Part I and Part II)

3 class hours; 3 credits (per sem.)

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 non-school educational agencies, and an off-campus field placement. Prerequisite: Ed 222,

Educ 224

Ed 223 (or the equivalent) is a prerequisite of Ed 224. Corequisite: Engl 100 or the equivalent. A letter grade for Ed 223 is not awarded until the prospective teacher has successfully completed Ed 224.

Educ 301—Principles of Early Childhood Education

3 class 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 towards 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.

Educ 302—Curriculum and Instruction in Early Childhood Education

3 class 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.

Educ 304—Creative Drama for Early Childhood 3 class hours; 1 lab hour; 3 credits

This workshop course will explore the ways in which creative drama and children's theatre 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, improvisations, and puppetry with different age groups in the schools, day care and/or recreational programs.

Educ 306—Management and Early Childhood Programs

3 class hours; 1 lab hour; 3 credits

An interdisciplinary study of systematic 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. Prerequisite: Ed 222, Psych 101.

Educ 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 adjustments. Prerequisite: Psych 101.

Educ 309—Human Dynamics in the Classroom

3 hours; 3 credits

This course is a seminar laboratory experience developed to meet the needs of teachers in the area of self understanding and effective human relationships. Emphasis will be directed towards effective classroom management. Participation in actual group process will provide opportunity for development of insight into the effects of one's behavior or another. Prerequisite: Educ 222, Psych 101.

Educ 311—Teaching of Reading (Part I)

3 class 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: English 100.

Educ 312—The Teaching of Reading (Part II)

3 class hours; 3 credits

This is a laboratory course designed to develop the student's 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: Education 311.

Educ 314—The Teaching of Social Sciences and Language Arts 3 class hours; 3 credits

The area of social sciences will be explored from the standpoint of its systematically related parts, including anthropology, history, psychology and American Studies. Modules and competencies will be designed with an emphasis on the application of reading, writing, listening and speaking skills of children at various maturational levels.

Educ 315—Teaching of Mathematics I

3 class hours; 3 credits

Educ 316—Teaching of Mathematics II

3 class hours; 3 credits

This course emphasizes the importance of experiences, attitudes, language and thought in mathematics development. It emphasizes developing the ability to per-

ceive, analyze, attack and solve problems and solutions verbally and symbolically to others.

- (a) Mathematics and communication
- (b) Understanding concepts, generalizations and
- (c) Development, diagnosis, identification, measurement and assessment of mathematics.

Prerequisite: NSM 121, corequisite: NSM 122.

Educ 317—The Teaching of Science *3 class 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:

The areas of concentration are:

- (a) Understanding concepts, facts, theories, principles and generalizations in the area of science which are taught in the elementary school
- (b) Understanding concepts, facts, theories, principles and generalizations in science
- (c) Diagnosis, identification, measurement, and assessment of the science taught in the elementary school

Corequisites: LAS 302

Educ 318—Theories, Methods and Materials of Teaching English as a Second Language

3 class 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 adult). The concept will be based on the principle of second language acquisition and the body of knowledge made available by the linguists.

Educ 319—Art, Music and Other Media as Instructional Tools *3 class 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.

Educ 322—Identification and Treatment of Learning Problems *3 class hours; 3 credits*

Through this course the students will be able to identify the typical child and provide the appropriate treatment necessary to enhance his education opportunities.

Prerequisites: Psych 101, Psych 307.

Educ 340—Testing and Evaluation

General overview of testing and evaluation methods and materials, standard and non-standard testing, construction of informal testing instruments, and the use of evaluation as a teaching tool. Prerequisites: Ed 315/316, Ed 251/252, Ed 351/352.

Educ 351—Professional Laboratory Experience in Elementary Ed. *4 lab hours; 2 credits*

Educ 352—Professional Laboratory Experience in Elementary Ed. *4 lab hours; 2 credits*

These courses will involve the application of theory through supervised observation and practical teaching experience in grades two through six. It is open to students who have met the standards of the Division of Teacher Education as to personality traits, speech, and scholarship. Prerequisite: For Ed 352 is Ed 351

Educ 381—Methods and Materials for Teaching Dyslexic Children *3 hours; 3 credits*

This course will study a variety of disorders in which there is reading retardation or deficiency. It will include organization of activities and materials; selection of

equipment; use of medical and guidance services; counseling of parents and case conferences; field observations and demonstrations of selected methods, practices in planning remedial instructional programs for classes, hospitals, day care centers, institutions, community agencies and in-home instruction. Prerequisites: LAS Science I, Ed 307, Ed 312.

Educ 404—School and Community Relations (Community Involvement)

3 hours; 3 credits

This course is designed to help 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

Educ 407—Education of the Physically Handicapped

3 class hours; 3 credits

Students enrolled in this course will have opportunity to develop the observational and instructional skills necessary for interacting with the physically handicapped in the classroom situation. Attention will be paid to the development and selection of materials as well as increase competency in one to one relationships with the physically handicapped. The course will be taught in a field-based setting and will be open to students with a Special Education concentration (except the blind and deaf). Prerequisite: Educ 381.

Educ 411—Diagnosis in Reading

3 class 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. Prerequisites: Ed 311, Ed 312.

Educ 419—The Structure of Language in the Educational Environment

4 hours; 4 credits

This course deals with language as a medium of communication in education. In this context, language may be defined by using the Sapir-Whorf Hypothesis which states that the structure of language one habitually uses influences the manner in which one understands his environment. In addition, language, verbal and non-verbal, is the teacher's basic instructional tool. It is necessary that all teachers understand the effects language may produce on their classroom teaching and on the learning capabilities (both cognitive and affective), of their studies. The prospective teacher will be required to master stated competencies by way of demonstrations, critical analyses and the use of various texts in the field. Registration by permission of the chairman.

Educ 421—Practicum in Bilingual Education

4 class hours; 8 lab hours; 6 credits

Educ 422—Practicum in Bilingual Education

4 class hours; 8 lab hours; 6 credits

The workshop courses are designed to involve students in the direct development of a Bilingual curriculum in the native language of the students (French or Spanish), and how to infuse culture within the curriculum. Special attention will be given to methods, materials, and techniques for teaching subjects related to the humanities—language arts, reading, art, and music, and in the social sciences—social studies in the native language. Students will be developing these competencies in a field-based site in a variety of classroom settings.

Those students who are weak in one language be it French, Spanish or English will concentrate on building teaching skills in that language.

Prerequisites: For Ed 421—Ed 318, and demonstrated mastery in the language of Instruction.

Prerequisite: For Ed 422 is Ed 421

Educ 451—Teaching Internship (Paraprofessionals) 3 class hours; 3 lab hours; 4 credits

Educ 452—Teaching Internship (Paraprofessionals) 3 class hours; 3 lab hours; 4 credits

Education 451/452 is an internship course for paraprofessionals. It is arranged as a two-semester sequence. The course involves work in a simulated classroom around instructional methods and procedures. Only paraprofessionals or non-degree teachers who are currently employed may register for this course. They must give evidence of daily involvement in a teaching-learning situation either in Day Care Centers or a public or private school setting. The emphasis in this course is the reinforcement or review of "on site" experience. Prerequisite: Ed 352.

Educ 461—Teaching Seminar

2 seminar hours; 2 credits

Educ 462—Teaching Seminar

2 seminar hours; 2 credits

The seminar provides the setting for the analytical exploration of experiences acquired in the 451/452, 421/422 or 471/472 senior level teaching internships. Seminar activity will focus upon the analysis of teaching roles, responsibilities, methodology and philosophy. Analysis will involve both content and inferential levels. Corequisites for 461 is 451, 421, or 471; for 462 is 452, 422, or 472.

Educ 471—Teaching Internship (Day Students) 4 class hours; 8 lab hours; 6 credits

Educ 472—Teaching Internship (Day Students) 4 class hours; 8 lab hours; 6 credits

These courses involve an intensive field-based teaching assignment for senior level day students (those students who are not paraprofessionals). Participants will be involved in an internship for two semesters in a cooperating elementary school. The experience will consist of three full teaching days weekly at the assigned location.

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

The courses described below are for entering S.E.E.K. and College Discovery students who score at a certain level on the entrance examination. Typically a first term entering student placed at this initial level will register for a "Core" package which is cluster of complementary courses. For example:

SP/Wring 003 *3 hours; 0 credit*

SP/Reading 004 *3 hours; 0 credit*

SP/Group Counseling *1.5 hours; 0 credit*

A student may test out in either Reading or Writing. Should he test out of one, he is required to take the corresponding laboratory for the required component. Should a student test out of both the Reading and Writing components, he will be required to take Counseling only.

Supplementary reading is provided for all students with special reading needs in the Reading Center.

Sp/Writing—003 *3 class hours; required labs; 0 credit*

This course provides fundamentals in writing with particular emphasis upon developing a paragraph (e.g., effective topic sentences and developers). Students are assigned a number of paragraphs of various types. emphasis is placed also upon grammar, punctuation, word usage, sentence structure, as well as exercises in vocabulary building. Laboratory sessions are required in accordance with students' needs, in addition to the 3 class hours.

Sp/Read—003 *3 class hours; required labs; 0 credit*

This course will include work in phonetic and structure analysis of unfamiliar words. Word-attack skills and general vocabulary development will be emphasized as well as specific reading skills which have been found to be essential to college survival will be taught. Exit criteria request that students must demonstrate eight grade reading on a standardized test. Laboratory sessions are required in accordance with students' needs, in addition to the 3 class hours.

Sp/Writing—004 *3 class hours; required labs; 0 credit*

This course provides a transition from the paragraph to a group of paragraphs around a theme. Students are assigned a number of themes of various types. Exit criteria include writing an essay meeting criteria established for entry into College English.

Sp/Reading—004 *3 class hours; required labs; 0 credit*

This is a course in developmental reading for students who have completed the requirements of Reading 003 and have acquired a reading level of 8.0. The course

is designed to provide students with an understanding of the critical reading skills, skills for reading in the content areas, and development of reading rate. The major emphasis of the course will be to help students read and understand their college textbooks. A reading score of 10.0 on the standardized reading test is required for exit.

Sp/Writing—003-B, 004-B *3 class hours; required labs; 0 credit*

This is a supplementary laboratory session which corresponds to the Writing Class. It is a required session for those students who tested out of the Reading Component and need only to improve their writing skills.

The emphasis of this laboratory session is on analyzing and remediating individual student weaknesses as revealed by the writing sample.

Sp/Reading—003-B, 004-B *3 lab hours; 0 credit*

This is supplementary laboratory session which corresponds to the Reading Class. It is a required session for those students who tested out of the English Component and need only to improve their reading skills.

The emphasis of this laboratory session is on analyzing and remediating individual student weaknesses as revealed by the standardized reading examination. Special attention is given toward test taking techniques and test practice.

Speed Reading—005 *3 hours; 0 credit*

This is a course in reading designed for students who tested out of remediation, (at the 10.0 level) but desire to improve their reading skills. Emphasis will be on improving study techniques, pleasure reading and development of speed. Open to all SEEK students.

**Self-Expression Through Acting and
Drama Study—005** *3 hours; 0 credit*

In this course students will have an opportunity to write and act their own plays, as well as, familiarize themselves with short plays as models. Emphasis will be on participation and script writing. Open to all SEEK students.

Sp/Reading Center

The purpose of the Reading Center is to supplement classroom instruction and emphasize individualized instruction. Students will be diagnosed and instruction will be geared toward individual strengths and weaknesses. Students scoring at a certain level are obligated to attend the Reading Center.

Sp/Group Counseling—003, 004 *1.5 class hours; 0 credit*

Group counseling is required for each student of Special Programs. Each student is required to take counseling each semester. Group counseling is designed to assist students in developing survival skills for academic and life. Topics such as: the management of money; identity and personal development; developing and mastering survival skills for college, and exploring career goals are explored in the counseling session.

Agro—303 *1.5 class hours; 0 credit*

Advanced Special Programs students are also required to take group counseling. These sessions will include such topics as delineated under Group Counseling above.

Advanced Special Programs students who have shown exceptional skill in master-

ing 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.

Individual counseling is by personal arrangement between counselor 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 examining and developing alternatives.

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