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COLLEGE CATALOGUE

1980-1981

MEDGAR EVERS COLLEGE
of the City University of New York
1150 Carroll Street
Brooklyn, New York 11225

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1980



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 Nine (9) of the Education Amendments Act of 1972 and the implementation 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 admission to the professional and graduate programs of the University. The City University is approaching the Title Nine (9) 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 200 A. The telephone number is 735-1923.

Students or parents have the right to examine the student's records. All inquiries should be directed to the Office of the Registrar.

This school is authorized under Federal law to enroll non-immigrant alien students.

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, N.Y. 11225
(212) 735-1947 - 9

Prepared by the Office of the Dean of Academic Affairs

The College is accredited by both the New York State Office of Education and the Middle States Association.

CALENDAR FOR 1980 - 1981

Fall Semester 1980

Labor Day - College Closed	September 1	Monday
Registration and Orientation for all Students	September 3-10	Wednesday-Wednesday
Last Day for 100% Tuition Refund	September 12	Friday
FIRST DAY OF CLASSES	September 13	Saturday
Last Day for 75% Tuition Refund	September 19	Friday
Yom-Kippur-No Classes	September 20	Saturday
Last Day for 50% Refund	September 26	Friday
Last Day to Add Classes	September 24	Wednesday
Last Day to File for January 1981 Graduation	October 3	Friday
Last Day for 25% Tuition Refund	October 3	Friday
Columbus Day - No Classes, College Closed	October 13	Monday
Last Day to Make Up Incompletes From Spring & Summer 1980	October 24	Friday
Black Solidarity Day-No Classes-College Open	November 3	Monday
Election Day - No Classes, College Closed	November 4	Tuesday
Last Day to Drop Classes With W Grade	November 7	Friday
Veterans' Day - No Classes, College Closed	November 11	Tuesday
Thanksgiving Recess	November 27-30	Thursday-Sunday
Advisement for Continuing Students	December 3-23	Wednesday-Tuesday
Winter Recess - No Classes	December 24-January 4	Wednesday-Tuesday
LAST DAY OF CLASSES	January 10	Saturday
Reading Day	January 12	Monday
Final Exams	January 13-20	Tuesday-Tuesday
Human Rights Day-College Closed	January 15	Thursday
Final Grades Due in Registrars Office at Noon	January 22	Thursday

Spring Semester 1981

Registration	January 22 - 29	Thursday - Thursday
Last Day for 100% Tuition Refund	January 30	Friday
FIRST DAY OF CLASSES	January 31	Saturday
Last Day for 75% Tuition Refund	February 6	Friday
Lincoln's Birthday - College Closed	February 12	Thursday
Last Day to File for June 1981 Graduation	February 13	Friday
Last Day for 50% Tuition Refund	February 13	Friday
Last Day To Add Classes	February 11	Wednesday
Washington's Birthday - College Closed	February 16	Monday
Last Day for 25% Tuition Refund	February 20	Friday
Last Day to Make Up Incompletes From Fall 1980	March 13	Friday
Last Day to Drop Classes With W Grade	March 27	Friday
Spring Recess - No Classes	April 17-26	Friday-Sunday
Advisement for Continuing Students	May 4	Monday
LAST DAY OF CLASSES Follow Friday Schedule	May 20	Wednesday
Reading Day	May 21	Thursday
Final Exams	May 22-29	Friday-Friday
Memorial Day - College Closed	May 25	Monday
Final Grades Due in Registrar's Office at Noon	June 1	Monday
Commencement	June 10	Wednesday

Summer Semester 1981

Registration and Advisement	June 23-25	Tuesday-Thursday
Last Day for 100% Tuition Refund	June 26	Friday
FIRST DAY OF CLASSES	June 29	Monday
Last Day for 50% Tuition Refund	July 1	Wednesday
Last Day To Add Classes	July 2	Thursday
Independence Day - College Closed	July 6	Monday
Last Day for 25% Tuition Refund	July 7	Tuesday
Last Day to Drop Classes With W Grade	July 16	Thursday
LAST DAY OF CLASSES	July 29	Wednesday
Final Grades Due in Registrar's Office at Noon	July 31	Friday

TABLE OF CONTENTS

FEDERAL, UNIVERSITY GUIDELINES	Inside Front Cover
CALENDAR FOR 1980-1981	1
TABLE OF CONTENTS	4
INTRODUCTORY NOTE	5
ABOUT THE COLLEGE	6
THE ACADEMIC STRUCTURE OF THE COLLEGE	8
ADMISSIONS INFORMATION	9
ACADEMIC REGULATIONS	11
TUITION FEES, REFUNDS AND OTHER COSTS OF EDUCATION	24
STUDENT SERVICES	30
COOPERATIVE EDUCATION	32
FINANCIAL AID	36
THE LIBRARY	39
COMPUTER ASSISTED INSTRUCTION	40
LIBERAL ARTS STUDIES	41
THE DIVISION OF BUSINESS ADMINISTRATION	43
THE DIVISION OF HEALTH SCIENCES	59
THE DIVISION OF HUMANITIES	68
THE DIVISION OF NATURAL SCIENCES AND MATHEMATICS	83
THE DIVISION OF SOCIAL SCIENCES	92
THE DIVISION OF TEACHER EDUCATION	109
THE DIVISION OF SPECIAL PROGRAMS	121
CONTINUING EDUCATION	132
CITY UNIVERSITY ADMINISTRATION	132
THE COMMUNITY COUNCIL OF MEDGAR EVERS COLLEGE	133
THE COLLEGE FACULTY AND ADMINISTRATION	135
INDEX	146

INTRODUCTORY NOTE

Medgar Evers College of the City University of New York is a small, diverse, multinational institution.

On its campus you will find students from Africa, the Far East and the Caribbean, from the College's Central Brooklyn community, as well as from every other part of New York City.

The College offers high quality liberal arts and professional degree programs designed to prepare students to succeed in our rapidly changing society. Liberal arts, business, nursing and other professional programs are open to all high school graduates. Baccalaureate and Associate Degree programs are offered in both day and evening.

Medgar Evers College has special programs in Basic Skills and extensive academic support laboratories to assist students to achieve college-level proficiency. Constant curriculum updating in all programs assures Medgar Evers College graduates of saleable skills in a highly competitive job market. The Library Services, SEEK and College Discovery programs, Bilingual Education, and Talent Search are just a few of the specialized support services the College offers.

As we complete our tenth year of service to the goals of Higher Education and the people of our community, Medgar Evers College continues to provide an atmosphere of learning, growth, exposure and development for future leaders of our community, city and state.

Richard D. Trent
President

ABOUT THE COLLEGE

MISSION

Medgar Evers College was founded as a result of collaborative efforts by community leaders, elected officials and the Chancellor and the Board of Higher Education of the City University of New York. The College, named for the late Civil Rights leader Medgar Evers, was established in 1969 with a mandate to meet the educational and social needs of Central Brooklyn. The College is committed to the fulfillment of the educational and social, needs of the Central Brooklyn community.

In keeping with the philosophy of the City University and Medgar Evers College, we believe that education is the right of all individuals in the pursuit of self actualization. Consequently, the college's mission is to develop and maintain high quality, professional, career-oriented undergraduate degree programs in the context of a liberal education. The College offers programs both at the baccalaureate and at the associate degree levels, giving close attention to the articulation between the two-year and the four-year programs

The College has a commitment to students who desire self improvement, a sound education, an opportunity to develop a personal value system, and to gain maximum benefits from life experience and from their environment.

GOALS AND OBJECTIVES

Consistent with Board of Higher Education policy, the College seeks to serve students with diverse educational, socio-economic, political, cultural experiences, and national backgrounds.

Objectives 1. Open Admissions — To develop and implement a program of recruitment and admission of students who have a variety and range of qualifications. 2. Curriculum — To provide students with relevant programs, courses and activities which will prepare them for college performance and aid in retention. 3. Support Programs — To implement support programs and activities which enable students to successfully complete their college experience.

The College seeks to prepare students with essential knowledge and skills necessary for career advancement and professional mobility, maintaining flexibility in the incorporation of student's experiential resources as the building blocks for the discovery of new knowledge and the achievement of academic skills.

Objectives 1. Basic Skills — To implement programs designed to assist students in mastery of basic skills in communication and reasoning, including reading, writing, speaking, computational operations and problem solving. 2. Career Education and Occupational Competence — To institute programs designed to increase the number of professionally and occupationally prepared people in the inner city, and which reflect the changing needs of society. 3. Lifelong Learning — To provide opportunities which will encourage a respect for continuous personal and professional learning.

The College seeks to provide its students with a liberal education which communicates the knowledge of tradition, the teachings of scholars, and the beauty and profundity of their cultural heritage, improving the students' understanding of past and present societies.

Objectives: 1. Human Relations — To create an environment which fosters an understanding, respect for, and ability to relate to other people through diverse means. 2. Cultural Appreciation — To expose students to cultural experiences which promote values clarification and aesthetic awareness. 3. Community Interaction — To provide opportunities for involvement in community related programs which enhance responsiveness to community needs.

The College seeks to prepare students for leadership roles in a changing world so that they and the College itself can be energizers or change agents in the community.

Objectives 1. Sociopolitical Understanding — To provide opportunities designed to assist in developing a greater understanding of social and political matrices and processes. 2. Leadership — To provide opportunities for students to participate in learning situations to develop organizational, interpersonal and leadership skills.

The College seeks to develop non-degree educational, social, economic and cultural programs which serve a broad population of community residents.

Objectives 1. To implement non-degree programs which facilitate the acquisition of pre-requisite skills essential to educational and career mobility. 2. To implement non-degree programs designed to broaden and strengthen occupational competencies. 3. To implement activities designed to enrich the students' understanding of their role in the cultural matrix.

The College seeks to fulfill its mission and goals through active interaction with community representatives.

Objective

1. Community Participation — To provide opportunities to involve the community in the decision making process.

In support of the goals and objectives above, the College implements organizational management systems to facilitate the operations and advancement of the institution.

THE ACADEMIC STRUCTURE OF THE COLLEGE

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

Business Administration B.S. Accounting; B.S. Business Administration; A.A.S. Secretarial Science

Health Sciences B.S. Nursing. Additional courses in -- Health Administration, Physical Education, Health Education

Humanities A.A. Liberal Arts (courses in: Art, Communications, English, Spanish, Music, Advertising Design) Additional courses in -- Humanities, Philosophy, General Studies

Natural Sciences and Mathematics B.S. Biology; A.S. Science. Additional courses in -- Chemistry, Mathematics, Physics, Pre-Engineering, Pre-Medical, Pre-Pharmacy.

Social Sciences B.S. Public Administration with additional courses in a Social Science area (optional) A.S. Public Administration with additional courses in a Social Science area (optional); A.A. Liberal Arts. Additional courses in -- Anthropology, Economics, History, Political Science, Comparative Politics and International Administration, Urbann Planning, Manpower.

Student Services Career Planning Courses, Career Development and Placement Center

Career Planning Courses

Special Programs SEEK and College Discovery

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

ADMISSIONS INFORMATION

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

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. This guide provides information about admission requirements, course offerings and application procedures for all the CUNY Colleges.

Freshman Applications Students who are in their last year at a New York City Public High School should obtain a preprinted application form from the college advisor at their school.

All other applicants who have not attended college may obtain an application for admission from:

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
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Applications for College Discovery

Applicants who wish to be considered for the College Discovery program must complete page 4 of the regular freshman application.

Applications for Students Educated Abroad Graduates of foreign institutions must file an "Application for Students Educated Abroad" through the International Students Office, 101 West 31 Street. Foreign Students on temporary visa whose native language is not English must also take the Test of English as a Foreign Language (TOEFL) which measures English proficiency. Arrangements to take this test can be made by contacting the

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

Transfer Applications Students who have attended college previously should file an "Application for Advanced Standing (Transfer) Admission". Transfer applications are available at the Office of Admissions Services or at any CUNY College Admissions Offices.

ACADEMIC REQUIREMENTS FOR ADMISSION

Freshmen A diploma from an accredited high school is required for admission of all freshman to Medgar Evers College. A High School Equivalency Diploma (GED) earned with a score of 225 or higher may be substituted for a high school diploma.

Advanced Standing 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 special requirements (described

in the section on "Health Sciences".) Students who do not meet the above criteria may file an appeal for Special Consideration. Any student admitted to Medgar Evers College with less than a 2.0 grade point average from another institution is admitted on probation. Courses completed at institutions outside of the CUNY system with grades of "D" or lower than 70%, are not transferable to Medgar Evers College. However, "D" grades from other units of CUNY may be transferable.

RESIDENCE REQUIREMENTS

New York City Residents To be eligible for New York City tuition rates the applicant must be an actual, legal and bonafide resident of New York City 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;
2. Demonstrate that he/she is an emancipated minor residing in NYC (as described in the section on tuition, fees and refunds).

New York State Residents Living Outside of New York City

New York State residents living outside of New York City who obtain a Certificate of Residence from their County Fiscal Officer may enroll as fee-paying students at the same rate as a New York City resident. Without the certificate, the student will be charged as an out-of-state resident.

Out-of-State Residents, Foreign Students

Applicants who reside outside New York State, applicants who have resided in NYC less than one year, and eligible 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 REQUIREMENTS

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 arrange for any special services that may be required.

APPLICATION DEADLINES

Students are admitted to the colleges by the University Application Processing Center (UAPC) in several phases or "allocations". Students allocated in earlier phases have a better chance of getting their first program choice and may have a greater access to University based financial aid funds. Since the deadlines for each of the phases vary slightly from semester to semester, applicants should contact the Admissions Office for this information.

READMISSION

Students who have been enrolled at Medgar Evers College previously but have not been in attendance for one or more semesters must apply for readmission. Readmission Applications and requirements may be obtained in the Admissions Office.

ADMISSIONS REQUIREMENTS AND DEADLINE DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

ACADEMIC REGULATIONS

Grading System 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
R	Basic Skills Course to be repeated
W	Official Withdrawal after 3 to 8 weeks
WF	Official Withdrawal after the 8th week of classes; counts as F
WU	Unofficial Withdrawal; counts as F
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 Chairperson 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. 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 of 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 automatically the grade recommended by the instructor on the INC Explanation Form. This is also true for ABS grades. To change the grade of INC or ABS the lower portion of the INC Explanation 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 the sixth week of the following semester. A reevaluation 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 an appeal should be made no later than two weeks after the meeting in Step 1, and no later than the end of the sixth week 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 supporting material, such requests may not be accepted. 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 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.

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, WU=0, P,R and W grades have no numerical value.

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 = Total grade points accumulated divided by 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	x	6	-	24.0
B+	3.5	x	3	-	10.5
B	3.0	x	10	-	30.0
C+	2.5	x	8	-	20.0
C	2.0	x	3	-	6.0
			Total		Total 90.5

In this example your grade point average would be 3.02, which is 90.5 divided by 30. Thus your grade average is approximately a B. The minimum grade point average needed for graduation is 2.0.

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 exceed twice the number of regular class meetings per week the student may be dropped from the course with a grade of WU.

Attendance regulations for special courses such as laboratory courses, physical activity courses, nursing, etc. may be determined by the Division. The class instructor shall announce in writing at the beginning of each course special attendance regulations for that course.

Every instructor shall keep attendance records for every course and shall count class participation, including attendance, in calculating the term grade.

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. The instructor or the Division can establish regulations that exceed those stated herein regarding attendance.

Dropping Courses

A student may drop a course without academic penalty through the eighth week of classes. No grade, including W, will be recorded during the first three weeks of class. Withdrawals 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 Divisional Chairperson who may recommend to the Dean of Academic Affairs that the grade of WF be waived in favor of a W.

When contemplating dropping 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 drop a course, a student must obtain a Program Change form from the Office of the Registrar, properly fill in all the information and obtain the signature of the academic advisor of the Division of his/her major. The student turns in all copies to the registrar, one copy is returned to the student.

The Registrar (or her 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 processing. Failure to follow this procedure will result in a WU grade for this semester.

No withdrawal from remedial courses will be permitted without the approval of the Associate Dean of Academic Affairs. Students, when contemplating drops, should be advised that the City University has established strict guidelines for the retention of students.

Withdrawal From All Courses

To officially withdraw from *all* courses, a Leave of Absence form must be filed with the Registrar's Office. Withdrawal during the first three weeks will not appear on the transcript. Between the 3rd and 8th weeks a grade of W will appear for each course, after the 8th week a grade of WF will appear.

Program Adjustment Period(Adding and/or Dropping Courses)

A student may add and drop a course during the first two weeks of classes in a regular semester, and during the first week of Summer Session, provided that he first obtains the approval of his advisor and the course instructor. Courses dropped during this time will not appear on the transcript.

Repeating Courses

A student may not repeat a course taken at Medgar Evers College unless he/she has received a grade of D, F W, WF or WU in that course. After successful completion of the course, both grades will show on the transcript and be counted in the student's cumulative index.

Examinations and Evaluation of Students; The manner in which students are evaluated, the number and times of examination, and the consequences of unauthorized failure to take examinations, are matters which shall be determined by the instructor in each course. Instructors shall provide students with this information in writing during the first three weeks of classes.

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.

Degree 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's degree program.

Requirements For All Degree Candidates

All students must demonstrate proficiency in reading, writing and mathematics as prescribed by the University. After admission, students are required to take the CUNY Skills Assessments Tests in all three areas and will be placed in appropriate courses. Students who have not demonstrated proficiency in the pre-test will be retested at the close of the appropriate course.

Requirements for Associate Degree candidates

All Associate Degree candidates must complete the following College-wide course requirements:

Courses	Credits
English 100 and English 150 or the equivalent	6
Philosophy 101 - Introduction to Logic	3
Speech 102	3
A two-credit 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 Perspectives on Careers	2
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 part of their Lower Division requirements. Students planning to complete a Baccalaureate Degree do not take Career Planning 200 as part of their Lower Division requirements, but complete it as part of their Upper Division requirements.

Requirements for Bachelor's Degree Candidates

All Baccalaureate Degree candidates must take the courses listed above under Requirements for Associate Degree Candidates as part of their Lower Division coursework. Additional College-wide requirements for the Baccalaureate Degree candidates are:

Courses	Credits
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 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.

Sequence of Courses

Students should enroll in courses according to the general numbering system. 100 level courses are designed for the freshmen; 200 level for sophomores; 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. All Lower Division requirements should be completed by the time a student is in the junior year, that is, has completed 60 credits.

Transfer Students: General College Programs

Students who transfer credits from an accredited college may be exempt from the following Lower Division College-wide requirements: Phil 101, Spch 102, LAS 102, LAS 103, LAS 104, LAS 201, PED 100, and CP 100. The Admissions Office will evaluate each transfer student's record prior to the ini-

tial registration and indicate those requirements from which he/she is exempt.

All transfer students are required to take the CUNY skills Assessment Examinations in Reading, Writing and Math and will be required to take skill courses where appropriate. Students who have taken these examinations at another CUNY unit may request an official test score report from their previous colleges and will be placed in courses based on this report.

Transfer Students: Nursing Program

Admission of A.A.S. and Diploma School Graduates: Courses and credits from the following Nursing Diploma Schools will be treated the same as courses and credits from Community College Associate Degree Programs:

- Long Island Hospital School of Nursing
- Misericordia School of Nursing
- Helene Fuld School of Nursing
- Edna McConnell School of Nursing (Columbia)

Since all of the above diploma schools are licensed by the State to award the A.A.S. Degree in Nursing, courses and credits from comparable diploma schools will be considered the same as courses and credits from these diploma schools.

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 at least 18 must be in the student's major area of study, and which must include 32 of his final 64 credits.

Credit Load Requirements

To earn an Associate Degree in two academic years or a Baccalaureate Degree in four years, a student needs 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 credits, unless their accumulated average is at least 2.5 (C+). Under no circumstances is a student permitted to carry more than 21 credits.

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	45-68.0 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 Examination, Cooperative Education, and Veteran Programs

For the Baccalaureate Degree at most 30 credits may be received through examination (CLEP, CPEP, and Written Challenge Examination) (1*), cooperative education and veteran programs. Nursing students may exceed this limit.

For the Associate Degree no more than 15 credits may be received through examination (CLEP, CPEP, and written challenge examinations), cooperative education and veteran programs.

*1. A challenge examination is any form of testing developed by the College for the purpose of awarding credit or exemption.

The following are the regulations governing the awarding of credit by means other than formal course work:

1. College Level Examination Program (CLEP) of the College Entrance Examination Board and College Proficiency Examination Program (CPEP) of the New York State Department of Education are recognized by the College as alternative ways to earn credit towards a degree. Information regarding minimum passing scores and Medgar Evers College course equivalents may be obtained in the Office of Admissions (Prep Building, Room M 14).

2. Cooperative Education; No more than 12 credits may be received for cooperative courses by baccalaureate candidates. Moreover, the 12 credits for cooperative education are to be divided equally between credits for the major and liberal arts. For the Associate Degree candidates, at most 6 credits may be received for cooperative education. Moreover, these six credits are to be divided equally between the major and the liberal arts.

Veteran Credits: Veterans are advised to consult the Veteran's counselor to determine their eligibility for veteran's credits which cannot exceed 8 credits.

Conditions for Retention and Progress

Probationary Status:

Students will be placed on probation under any one of the following conditions:

(1) *Admission on probation:*

A student admitted into Medgar Evers College with less than a 2.0 G.P.A from another institution is admitted on probation. He/she will not be dropped for at least two semesters.

(2) *Probation after admission:*

Any time a student's cumulative grade point index falls below 2.0 he/she is on academic probation. Additionally, a full-time student must complete with a passing grade 50% of courses for which he/she is registered.

Students on probation:

When a student is placed on probation, he/she should seek an interview with an academic advisor or special program counselor who will outline a program in keeping with the student's academic status. Such a plan may include credit load limitations or restrictions on extra-curricular activities.

Dismissal from the College:

The student will have two semesters to obtain removal from probation by raising his/her cumulative grade point index to 2.0. Failure to do so will result in dismissal.

Appeal for review of dismissal action:

Under special circumstances a request for a reconsideration of dismissal can be presented to the Dean of Academic Affairs through the student's academic advisor or special programs counselor.

Definition of Satisfactory and Unsatisfactory Rate of Progress

Satisfactory Progress

Satisfactory progress means a student has completed 50% of a semester's credits or equated credits with passing grades: A, B+, B, C+, C, D, P.

Unsatisfactory Progress

Unsatisfactory progress means a student has received grades of R, F, W, WF, WU in more than 50% of the semester's credits or equated credits.

TABLE OF GRADE POINTS & PROGRESS

Grade	Points	Progress
A	4	S
B+	3.5	S
B	3	S
C+	2.5	S
C	2	S
D	1	S
F	0	U
P	-	S
R	-	U
W	-	U
WF	0	U
WU	0	U

Grades of INC and ABS are not computed in either category. However, both of these grades will automatically be changed to the grade on the INC Grade Explanation Form if the outstanding work has not been submitted before the 6th week of the following semester. (See page 11 in catalogue.)

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

Example

Credits or Equated Credits Attempted	Grade	Satisfactory or Unsatisfactory
4.5	WU	4.5:U
3	A	3 :S
3	A	3 :S
3	W	3 :U
13.5 credits attempted	Totals	U=7.5, S=6

Student satisfactorily completed only 6 credits of 13.5 credits attempted or 44% of his work. Therefore he has not made satisfactory progress and is on probation.

Deans Honor List

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

- Full-time matriculated student and complete 12 credits with a 3.25 index, with no ABS or INC grades.

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 meets the Medgar Evers College criteria for honors. 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 a cumulative grade point average of 3.25 or higher but less than 3.50 for the complete College record.

Filing for Graduation

It is the responsibility of the student to file for graduation with the registrar and to request 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 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.
3. For August candidates - the end of the first week of the summer term.

All candidates for graduation must have completed all degree requirements by the last day of final examinations of the semester in which they expect to be graduated. If requirements are not completed, (an INC or ABS grade), the student's name will be removed from the semester's list of graduates and the students will have to file again for the next graduation period.

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.

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.

Discipline

The Board of Higher Education, at a meeting of June 23, 1969, passed a resolution regarding the rules and regulations for the maintenance of public order pursuant of Article 129 A 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 freedom; 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 By-Laws of the Board of Higher Education. With respect to enforcement of these rules and regulations we note that the By-Laws 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 by-laws, 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 on 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 By-Laws 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 regulations, 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.

GUIDELINES FOR GRADUATION AWARD SELECTION

1. **Graduates:** All students receiving a terminal degree (Associate or Baccalaureate).
2. **Determination of Recipients of Graduation Awards:** To be based on recognition of some outstanding achievement.
3. **Categories of Graduation Awards:** 1) Academic and 2) Service.
4. **Number of Awards to be offered:** 2 (plaque) awards per division (Academic and/or Service), and certificates to graduates with a cumulative grade point index of 3.5 or better.
5. **Budget Allocation for Division:** \$50. to cover cost of plaque awards.
6. **Cash or Outside Awards:** To be secured, independently, by each Division.
7. **Students Eligible for Awards:** August graduates, January graduates, and students certified to graduate in June.
8. **Student Eligibility for Academic Awards:** Graduates eligible for magna cum laude and summa cum laude Honors as defined in the college catalog a 3.5 or better cumulative grade point index and an academic record devoid of F's and INC's.
9. **Determination of Academic Awards:** To be based on Fall cumulative grade point index for June graduates and graduating, cumulative grade point index for August and January graduates.
10. **Graduation Award Selections:** To be approved by Division Chairperson and/or representative body of the Division.

TUITION FEES, REFUNDS, AND OTHER COSTS OF EDUCATION

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, 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 \$462.50 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. Non-city residents enrolled full-time pay \$712.50 per semester for upper and lower division.

Full-time Status/ Part-Time Status

Part-time: Students are considered part-time if they are registered for 6 to 11 1/2 credits or equated credits.

Full-time: Students are considered full-time if they are:

1. Continuing students and registered for 12 actual credits or 12 equated credits including at least 6 actual credits.
2. First-semester freshmen registered for 12 actual credits or 12 equated credits including at least 3 actual credits.
3. Nursing students registered for 10 1/2 or more credits including at least one nursing course.
4. Teacher education majors registered for Educ 462 and 472 or Educ 461, and 471 and one 3 credit course for a total of (11) credits.

Equated Credits

Equated credits are used only for Basic Skills courses. An equated credit is determined by the number of credits and excess contact hours. *Only* the courses listed below are equated to credits to determine full-time status:

Course	Credits	Equated Credits	Course	Credits	Equated Credits
ENGL 010	0	3.0			
ENGR 003	0	3.0			
ENGW 003	0	3.0			
ENGR 004	2	3.0	MTH002	0	4.0

ENGW 004	2	3.0	MTH131	2	4.0
ENRL 003	0	1.5	MTH 132	3	4.0
ENWL 003	0	1.5			
ENRL 004	0	1.5			
ENWL 004	0	1.5	SP/R 003	0	3.0
ESD003	0	6.0	SP/W 003	0	3.0
ESL003	0	6.0	SP/R 004	2	3.0
ESD 004	4	6.0	SP/W 004	2	3.0
ESL 004	4	6.0	SPRL 003	0	1.5
ESLR 003	0	1.5	SPWL 003	0	1.5
ESLW 003	0	1.5	SPRL 004	0	1.5
ESLR 004	0	1.5	SPWL 004	0	1.5
ESLW 004	0	1.5			

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 \$10.00 fee. The change of program fee is waived when the College cancels, withdraws, or changes the hours of a course in which a student has registered, or when a tuition-fee paying student receives less than a 100% refund of tuition fees as a result of withdrawal from a course or from the College.

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 of 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	100.00%	100.00%
Withdrawal from course in order to register at another unit of the City University during that semester	100.00%	100.00%
Withdrawal within one week after scheduled opening date of session	75.00%	50.00%
Withdrawal during second week after scheduled opening date of the session	50.00%	25.00%
Withdrawal during third week after scheduled opening date of the session	25.00%	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 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 weeks of induction, refund of tuition and all other fees except application fee will be made in accordance with the following principles:

Withdrawal before the beginning of the fifth
calendar week (third calendar week
for Summer Session) after scheduled opening
date of session

100%
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.

THE COST OF EDUCATION

Students who are reliant upon some other person(s) to provide a substantial portion of their support are generally defined as dependent students. For these students, the costs which are defined in parts I and II below represent the total out-of-pocket cost

For self-supporting students, who are not dependent upon some other person(s) for support, the out-of-pocket cost in parts I and II must be considered as additions to the regular cost of living, which the student incurs as a result of being dependent upon his/her own resources. A general description of these living costs is provided in part III.

I. Direct Educational Costs

Tuition and Fees

For the 1979-80 academic year, undergraduate students who attend any institution within the City University of New York will be charged according to the following Tuition Fee Schedule:

New York City and State Residents
Lower Division

Full Time
Part Time

\$462.50 per semester
\$35.00 per credit

Upper Division

Full Time	\$462.50 per semester
Part Time	\$40.00 per credit

Non-State Residents (Including Foreign Students)

Lower Division

Full Time	\$712.50 per semester
Part Time	\$55.00 per credit

Upper Division

Full Time	\$712.50 per semester
Part Time	\$55.00 per credit

Books/Supplies

The average cost of books and supplies for an undergraduate student is \$175. (In some cases, an individual student's curriculum may require a somewhat higher expenditure).

II. Costs Related To College Attendance

Transportation for nine months is approximately \$390 on an average. This amount is based upon the current 60 cent fare.

Lunch costs, on an average, are estimated to be \$400 during the school year, assuming that the student is able to make use of on-campus eating facilities. Should the student utilize a food service off-campus, the cost will increase by about \$100.

For personal expenses and recreation costs which a student would have regardless of enrollment status, \$450 is an approximate expense during the academic year. All the costs indicated above, exclusive of tuition and fees, total \$1,415. These costs are applicable to all students attending this institution.

III. Living Costs (For Self-Supporting Student)

Self-supporting (independent) student encounters the day-to-day costs of housing, food-at-home, clothing, and medical expenses, in addition to the direct and indirect costs related to College attendance.

Single, self-supporting students who commute to College should expect to expend approximately \$1,600 for rent and utilities and \$800 for food-at-home (excluding lunch) for the nine-month academic year. Clothing and medical expenses for a single person during this period approximate \$450.

Self-supporting students who are married or who have one dependent (other than a spouse) might expect to expend approximately \$1,900 for rent and utilities and \$1,300 for food-at-home (excluding lunch for the student) for the nine-month academic year. Clothing and medical expenses for a two-person family during this period totals approximately \$800.

Self-supporting students with two dependents should expect to expend approximately \$2,200 for

rent and utilities, \$1,600 for food (excluding the student's lunch) for a nine-month period. Clothing and medical expenses total over \$900 during the academic year.

For family sizes greater than 3, it is estimated that each additional person may increase the costs of the three person budget above by \$315 for housing, \$300 for food and \$140 for clothing and medical.

Student Refund Schedule

The University refund schedule, translated into a Schedule of Student Liability, is enumerated below:

TAP Full Time			
Lower Division	\$462.50	Upper Division	\$462.50
First Week	\$115.62	First Week	\$115.62
Second Week	\$231.25	Second Week	\$231.25
Third Week	\$346.87	Third Week	\$346.87

Change In Status from Full Time Student To Part Time Student

If a full-time student (registered for at least 12 credits) drops a course during the refund period and thus is registered for less than 12 credits, his effective tuition is then calculated on a part-time basis. However, he is liable also for that portion of the full-time tuition which is not refunded in accordance with existing refund procedures. His refund is calculated by subtracting the new part-time tuition amount from the full-time amount and giving him as a refund a percentage of that difference, the percentage depending upon the point of withdrawal.

As an example, the calculation for a lower division student is as follows:

Tuition paid as full time student	\$462.50
Tuition as part time student taking 9 credits (\$35 x 9)	\$315.00
Difference (subject to refund schedule)	\$147.50
Assume the three credits are dropped within the first week of classes; therefore the student receives 75% refund of the above difference	\$110.63
Effective tuition as part-time student (full time tuition less refund)	\$351.87

STUDENT SERVICES

The Division of Student Services provides a wide range of services that include counseling, health services, intercollegiate and intramural athletics, student activities, the career development center and veteran affairs. The Division offers two required courses in career planning. 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. Students share in a full range of responsibilities in the planning and governance of the academic and non-academic components of student life. Students 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 purposes and interests among the clubs.

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

Counseling

Counseling services are available to help students 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 to ensure that the needs of the students are being met. The counselors cooperate with the Division Chairperson and the instructional staff in order to assist students in such areas as advisement, obtaining tutorial help, planning for studies, referrals to the Reading Center, the Library and the Learning Center.

Students may arrange appointments to see a counselor in room 113 of the Prep building.

Health Services

The Medical Office offers first aid medical treatment, medical referrals and medical or health counseling. A registered nurse is on duty during regular class hours from 9:00 a.m. to 5:00 p.m. A *Health Record Form* is required to be on file for every student enrolled at the college. Students who do not fulfill this requirement prior to admission should make an appointment with the nurse. The Health Services Office is located at Prep 20 Mezzanine.

Intercollegiate and Intramural Athletics

The Intramural and Intercollegiate Athletic Program coordinates a variety of physical and sport ac-

tivities. The focus of intramurals is to promote leisure-time activities, informal instruction and sports competitions for the general student body. Activities, which have been initiated in response to the students' interests, include aquatics, dance, martial arts, coed volleyball, weight training and basketball. Six intercollegiate teams provide outlets for students with advanced sports skills. The varsity teams include cross country, basketball, soccer, indoor and outdoor track, and women's volleyball.

Information concerning intramural and varsity activities is available in the Athletic Office located in Prep 119.

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 the College decision-making process 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. 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."

The Career Development Center

(4) The Career Development Center provides students with information on various career possibilities and employment opportunities outlook. The Career Development staff schedules career days and forums, publishes job circulars and newsletters, develops jobs in private industry, government and community agencies, maintains a career resource library, provides career counseling and self assessment tools, schedules recruitment days on campus for employers to interview graduating seniors and conducts its own senior exit interviews in an effort to facilitate placement and or/entry into graduate school. The Center is located in Rooms 218, 220, 222, 224 of the Prep Building.

Students have opportunities to acquire credited (Co-operative Education) or noncredited (Placement) work experience so that their learning environments are broadened by the exposure to work settings wherein they may practically apply theoretical learnings.

One of the Academic activities offered by the Student Services Division, through the Career Development Center, is Co-operative Education.

The Career Development Center comprises Co-operative Education and Placement. A description of each function follows:

Placement Services

Placement Counselors are available to refer part-time and full-time jobs, provide career information and information on graduate schools. The Counselors assist students in identifying their skills and experiences, preparing resumes, job hunting and job interview preparation. An occupational Library is available to students. The Placement Office is open each day from 9:00 a.m. to 5:00 p.m. and is located in the Prep building.

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 edge 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 tuition at the City University of New York.

Eligibility

Any matriculated student, carrying at least six credits and studying for the Bachelor's Degree or Associate Degree is eligible to elect Co-Operative Education. A minimum grade point average of 2.0, with the approval of the Division Chairperson and the Director of Co-Operative Education, is required for participation.

1. For a first Co-Op placement, all students must have completed 28 credits, including all College-wide requirements plus introductory courses in the major.
2. For a second Co-Op full-time placement, Bachelor degree students must have completed 60 credits including all College-wide requirements plus introductory courses in the major.
3. A pre-placement seminar is required for all Co-Op students.

Academic Credit

Academic Credit is awarded according to the following formula:

1. A student who works full-time 35-40 hours per week will earn 6 academic credits. 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 hours per week will earn 3 academic credits. 1.5 credits count toward the major and 1.5 credits count toward the liberal arts requirement. All degree requirements remain the same.

3. During the summer semester, a student who works full-time 35-40 hours per week for 12-15 weeks will earn 6 academic credits. 3 credits count toward the major and 3 credits count toward the liberal arts. All degree requirements remain the same.

4. During the summer semester a student who works part-time 15-20 hours 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.

5. 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 remains 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 remains 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 pre-placement seminar (1 1/4 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 week 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 6 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.

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 Ser-

vices. 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 212 A and is open from 9 to 9 every 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 to veterans. The club 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 the 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 CEP 101. (To be taken prior to graduation). Not to be taken by SEEK, College Discovery or Secretarial Science students.

Cooperative Education

CEP 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.

CEP 102 Secretarial Pre-Placement Seminar

1 credit

This course is designed to develop professional attitudes and pride; to familiarize secretarial science students with hiring procedures, to refine office skills, and to provide information on professional growth and career opportunities. The course will include job search techniques, communication skills development, and testing procedures. This course is a prerequisite for Co-Operative Education Program (CEP) 200/301. Prerequisites: Secretarial Science 152 and 122.

CEP 200 Experiential Learning Laboratory

3 credits

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 socioeconomic factors involved in the work situation and to help the student develop a personal system of work values. Students work part-time for the semester and may earn 3 credits. Students are required to attend weekly follow-up seminars once a job has been accepted. Students must have completed 28 credits to register, maintained a 2.0 grade point average, and completed introductory courses in their major. Prerequisite: Co-Op seminar 101 or 102, Eng 150, Phil 101, Speech 101 and NSM 003 or equivalent.

CEP 301 Experiential Learning Laboratory

6 credits

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 work full-time for the semester and may earn 6 credits. Students are required to attend weekly follow-up seminars once a job has been accepted. Students must have completed 28 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 or 102 and all lower division College-wide requirements.

FINANCIAL AID

Students who desire financial assistance or general financial aid 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 expense of entering and continuing in college.

Financial aid programs available in the 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 many other sources of funds that may be available.

Campus Based Aid

These forms of aid are awarded to the student who demonstrates financial need through an accepted needs analysis system. Currently, a CUNY Student Aid Form (CSAF) is the application utilized by City University to determine a student's need. Awarding is done on a first-come, first-serve basis by a central computer of CUNY to insure fairness.

Programs under campus-based aid are subject to the student's need and the availability of funds. The programs for which a student may apply from a CSAF are as follows:

A. College Work Study (C.W.S.) - A student may receive an award for work at the minimum pay rate (\$3.10 per hour). The student may not earn more than his/her award. During the academic year, students are permitted to work 20 hours per week maximum; during vacation periods and recesses, students may work 40 hours per week maximum. Job placement is available on-campus and at various off-campus agencies.

B. National Direct Student Loan (N.D.S.L.) - is an award which must be paid back in installments beginning nine months after a student leaves the college. The interest rate for a N.D.S.L. is 3% per annum, and the student may take 10 years to repay the loan.

C. Nursing Loan - is available to those students who are officially registered in the Nursing Program. This loan's interest rate is 3% and becomes payable nine months after the student leaves the school. Each year of full-time employment as an R.N. in designated hospitals leads to 10% cancellation of the loan.

D. Supplemental Educational Opportunity Grant (S.E.O.G.) - Every needs analysis application (C.S.A.F) is automatically reviewed for eligibility for a S.E.O.G. award. S.E.O.G. is a grant for students with exceptional need, meaning that the income must be less than half the need by at least \$1.00. A student is not required to repay this award. Students must apply for self-help (C.W.S., N.D.S.L) in order to be considered for S.E.O.G..

E. Nursing Scholarship (N.S.) - is an award of money for those students in the Nursing Program who have exceptional need as determined by the C.S.A.F. This money does not have to be repaid, but students must apply for self-help (C.W.S. and N.D.S.L) in order to be considered for a Nursing Scholarship.

Entitlement Programs

These are programs to which the student is entitled as long as he/she meets the requirements of the Program. Awards are based on income and family size.

A. Tuition Assistance Program (T.A.P.) - is the state program which covers the student's tuition cost. Awards range from \$100 to \$900 per semester dependent upon both student need and the cost of tuition. A student must be registered full-time to receive a T.A.P. award. A T.A.P. application must be filed each year. Students are entitled to eight semesters of T.A.P.. (under certain circumstances, a student may receive up to ten semesters of T.A.P.).

B. Basic Educational Opportunity Grant (B.E.O.G.) - This is a federal entitlement program for which a grant of money is paid to the student to help defray the cost of his/her education. The amount of the grant depends on the student's income and size of household. A student will receive a portion

of the grant to which he/she is eligible if he/she is registered at least half-time. Students are entitled to eight semesters of B.E.O.G. (under certain circumstances, a student may receive up to ten semesters of B.E.O.G.).

Loans

New York State Higher Education Services Corporation (NYSHESC) - The Guaranteed Loan is a State and Federally sponsored program available to students who do not normally qualify for either campus-based aid or entitlement programs. A student picks up an application from a participating lender of his/her choice, fills it out completely, and brings it to the Financial Aid Office for certification. The approval of the loan is made by the Bank and NYSHESC. A student begins repayment of the loan at an interest rate of 8% per annum, beginning nine months after leaving the college and he/she may take 10 years to repay.

Other Financial Aid Programs

Various other financial aid programs are available to the students. The students might have to meet certain other criteria for awards. For example:

A. New York State Regents Scholarships - Students are awarded based on the results of competitive examinations (S.A.T. or A.C.T.). The award is \$2,500.00 per year for qualifying students.

B. Mayor's Scholarship Program - Needy students who live in designated areas and demonstrate need by filing a Mayor's Scholarship application, may qualify for an award which does not have to be repaid.

C. Part-Time Tuition Waivers - Students who register for less than full-time may be eligible for a waiver of all or part of their tuition dependent upon meeting requirements established by CUNY.

D. Community Scholarships - Also available to Medgar Evers College students are scholarships from various religious, fraternity and community agencies, business and industrial firms, as well as many unions.

E. Foreign Students - Students who do not have U.S. citizenship or permanent residency status are not eligible for any Federal or State financial aid. A limited number of Foreign Student Tuition Waivers are available. Students should contact the College's Foreign Student Advisor for details.

F. Special Programs - S.E.E.K. and College Discovery are the two special programs for educationally and economically disadvantaged students available to Medgar Evers College students. Students apply for S.E.E.K. and College Discovery through the CUNY Admissions application. Acceptance into either program is made by computer according to the guidelines of each program. Those applicants accepted into either program receive a stipend to help defray the cost of education. The amount of the stipend depends on need as determined by the needs-analysis application (C.S.A.F.). These students may apply for and receive the other forms of financial aid mentioned above.

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 Room 212A, Prep Building, telephone number 735-1893. Office hours are 9-5 Monday through Friday.

General Information

Students are advised to apply for financial aid as early as possible. Once a student has been admitted to the college, he/she should pick up applications in the Financial Aid Office, Room 225, Prep Building.

Students should check the bulletin board outside of the Financial Aid Office, Room 225, as well as in the lobbies of the Prep and Santini Buildings, to check for important deadlines and other financial aid information.

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 the City, State and Federal government agencies. Students must also adhere to certain CUNY regulations such as good academic standing, in order to retain financial aid.

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, and 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 75,000 volumes and 670 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. Filmstrips, slides, phonograph records, and cassettes are available for home use and at the school.

Medgar Evers College Library's resources and facilities are augmented by the nearby 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 of an even greater number of services and resources.

COMPUTER ASSISTED INSTRUCTION

The College has a modern computer center available for use by students, faculty and administration. It is located in rooms C12 and C13 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 University Computer Center. The Computer Center is one of the largest timesharing centers in the New York Metropolitan area and houses two IBM computers, models 3033, 3031 and an Amdahl 470/V6. 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.

The Computer Assisted Instruction (CAI) Laboratory consists of a DATA General computer and 32 television display-type terminals at which students can interact with the computer. The Data General machine has available on it curricula in the basic skills areas of reading, writing, and mathematics.

These curricula have been used as drill and practice in the basic skills program of the College. Research has revealed a high degree of reliability and effectiveness. As many as five hundred students use this equipment in their studies each semester to improve their reading, writing and math skills.

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 Co-Operative 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, 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. 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 class hours; 3 credits

A study of the interrelatedness of living and non-living matter in the universe, 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 performances 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 interrela-

tionships within the social sciences from the point of view of structure and function. It starts out by exploring the forms and characteristics of each discipline and continues by analyzing the structure of the interrelationships among 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 among 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 Value 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.

DIVISION OF BUSINESS ADMINISTRATION



Description of Program

Students entering the Division may major in Accounting, Business Administration, Business, and Secretarial Science. The curriculum for students in the Department of Business Administration 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 is conferred on students who successfully meet the requirements. In this area, students may select as their module: Marketing, Management, Finance, Business Administration, and Office Management.

Students who major in accounting may select either the Public Accounting option or the Managerial Accounting option. Those students who follow the Public Accounting option are eligible, after receiving their Bachelor of Science Degree, to take Part 1 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. (Associate in Applied Science) degree are prepared to assume positions as secretaries to executives,

lawyers, and in a variety of government agencies.

Secretarial Science majors upon receipt of the A.A.S. degree may continue to pursue courses to receive their Bachelor of Science Degree in Business with Office Management as their option.

Program Offerings

The Division offers the following courses of study:

B.S. Degree in Business with options in:

- Business Administration
- Finance
- Management
- Marketing
- Office Management

B.S. Degree in Accounting with options in:

- Public
- Managerial

A.A.S. Degree in Secretarial Science with options in:

- Executive
- Legal

Divisional Academic Criteria

Accounting Majors

All Accounting majors, after completing the sophomore year, should have a minimum average of 2.0 in all accounting subjects. Candidates for graduation must have an overall minimum average of 2.0 in all accounting subjects to be eligible to receive the degree in accounting. A grade of D in required accounting courses will not be acceptable toward a degree in accounting.

Business Majors

All Business Administration majors must maintain an overall average of 2.0 in all business subjects to graduate. A grade of D in a student's field (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 2.0 in their major in order to graduate.

Associate in Science Majors

All Associate in Science majors must maintain an overall average of 2.0 in their business courses.

Incompletes

If a student receives an "Inc" (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 "Inc" within six weeks or be subject to dismissal from the course (See academic regulations).

Comprehensive Examination

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

Course and Credit Requirements

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 391 - Systems Development and Implementation*		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
MTH 131 - College Math I		2
MTH 210 - Math of Finance*		4
MTH 222 - Statistics*		4
P.E - Fitness for Living		1
C.P.100 - Perspectives on Careers		2
C.P. 200 - Confronting the World of Work		2
PSYC 101-Introduction to Psychology		3
LAS Liberal Arts Studies (102,103,104,201,Lower Division)		12
LAS Liberal Arts Studies (302,303,304 Upper Division)		9
Total		57

*Students electing the office management option are exempted from Math 210 and Math 222 and may substitute Liberal Arts electives.

Accounting Major**Public Accounting Option****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 Accounting* Acc 478 - Municipal Accounting *

Managerial Accounting Option

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

Business Major

Business Administration Option

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.

Finance Option

Required Courses

Fin 251 - Modern Corporate Finance
Fin 351 - Advanced 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

*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 C.P.A. examination in the State of New York.

Management Option**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

Marketing Option**Required Courses**

Mar 337 - Marketing Research Mar 331 - Marketing Management Mar 435 - Pricing Theory Mar 431
 - Marketing Policy and Strategy

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 Relations Mar 338 - International
 Marketing Mar 434 - Product Management

B.S. Degree in Business Administration for Secretarial Science Majors with an option in Office Management**Required Accounting and Business Administration Core**

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 103 - Introduction to Business	3
Bus 291 - Computer and Information Systems	3
Bus 292 - Business Programming (RPG)	3

	30 credits

Required Secretarial Science Core

Sec 224 - Business Shorthand IV or Sec 234	
Sec 290 - Executive Secretarial Practice or Sec 294 Legal Secretarial Practice	
Sec 251 - Advanced Secretarial Typing	3
Sec 219 - Office Machines	2
Sec 350 - Office Supervision	3
Sec 370 - Records Management	3

	17 credits

Required Liberal Arts and 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
Eco 201 - Theory of Firms and Markets	3
Eco 203 - General Economy	3
Psych 101-Introductory Psychology	3
Math 131- College Math	2
P.Ed.131- Fitness For Living	1
CP 100 - Perspectives in Careers	2
CP 200 - Confronting the World of Work	2

	28 credits

LAS -- Liberal Arts studies (102,103,104, 201 lower division)	12
LAS -- Liberal Arts Studies (302, 303,304, upper division)	9

	49 credits

Secretarial Science**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 R.E. 101 -
Real Estate Principles and Practices P.A. 011 - Orientation to Public Administration Acc 272 -
Managerial Accounting Fin 151 - Money and Banking Mar 231 - Marketing

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
Total	31

Executive Option**Required Courses**

Sec 219 - Office Machines
 Sec 223 - Business Shorthand III and Transcription
 Sec 224 - Business Shorthand IV and Transcription
 Sec 251 - Advanced 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
 R.E. 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.

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 the auditor's contribution to society. Topics include generally accepted auditing standards, professional ethics, legal responsibilities, internal control, and the auditor's report. Prerequisite: Acc 312.

ACC 474 Taxation *3 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 gain 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 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 Systems*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 381 Cobol*3 class hours; 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, identification and environment divisions, and data and procedure divisions, will be covered. Advance programming techniques such as overlays, sub-routines, arrays, lists, multiple input-output routines will also be covered. Prerequisites: 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 system 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. Prerequisites: 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 the International Monetary Fund, World Bank and the 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. Prerequisites: 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 and working capital management, the evaluation of capital expenditures; attention is directed to cash flows and capital budgeting for decision making. Prerequisites: 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 201) *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 *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 formation, 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 sales 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 productivity and effectiveness while giving insight into centralized and decentralized operations. Text, reading 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

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 and industrial conglomerates. Participants are responsible for an in-depth management project related to their specialization. Prerequisite: Man 311.

MAN 413 Decision Theory*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 to financial, manpower and physical resource utilization are made through applicable concepts such as optimization, feedback, man-machine interface, work simplification and cybernetics. Prerequisite: Man 411.

MAN 413 Decision Theory*3 class hours; 3 credits*

Discusses and analyzes the theories, methods and process of decision making which are an integral part of 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*3 class hours; 3 credits*

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 layouts, 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 plan-

ning, 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 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 importance of research in marketing. Prerequisite: Mar 331.

MAR 338 International Marketing *3 class hours; 3 credits*
An analytical survey of the policies, practices, and functions 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, racially 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 I (Gregg)

4 class hours; 3 credits

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

SEC 150 College Typing*3 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; 2 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; 2 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 200 ABC Shorthand*3 class hours; 3 credits*

All the principles of ABC Shorthand are learned while dictation speed is built to 60 WPM for 5 minutes. Emphasis is placed on phonics and syllabication. Vocabulary building and spelling is also emphasized.

Sec 201 ABC Shorthand II*3 class hours; 3 credits*

Shorthand principles, phonics, syllabication, vocabulary building and spelling are reviewed. Dictation speed is built to 80 WPM. Transcription skill is developed. Emphasis on language arts is integrated into transcription where needed. Prerequisite: Sec. 200, Sec. 151 or Sec. 150 Co-requisite: Eng 100

SEC 219 Office Machines*3 class hours; 2 credits*

Skill in development on the 10-key adding machine, printing calculator, switchboard, spirit duplicator, mimeograph, offset, electronic calculator, bookkeeping machine, dictaphone MTST and the keypunch machine. Prerequisite: Sec 152

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 Disk processing centers. Prerequisite: Sec 222 or 232.

SEC 223 Business Shorthand III and Transcription*4 class hours; 1 lab hour; 3 credits*

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

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 I and Transcription*4 hours; 3 credits*

Dictation and transcription are designed to prepare students for the exacting work required in a le-

gal office. Legal letters, records and diaries as well as other documents required in litigation are used to develop dictation and transcription skills. At the conclusion of the course, students are expected to take dictation at 90-110 WPM. Prerequisite: Sec 122

SEC 234 Legal Shorthand II and Transcription *6 class hours; 5 credits*
Dictation and transcription of more advanced litigation documents, judgements, 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 223.

SEC 251 Advanced Secretarial Typing *4 hours; 3 credits*
Advanced office typing skills are discussed. Timed production of business correspondence, reports, manuscripts and tabulated materials are developed. Students at the end of the semester are expected to attain a speed of 55-65 WPM for 5 minutes. Prerequisite: Typing II SEC 152.

SEC 290 Executive Secretarial Practice *4 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 preparing of final copy from rough drafts, typing of financial statements. The subject matter requires initiative and judgement on the part of the student. Prerequisite: SEC 251.

SEC 293 Legal Secretarial Practice I *3 hours; 2 credits*
An in-depth discussion of the activities of the law office with particular emphasis on the duties of the legal secretary. Prerequisite: SEC 122, SEC 152.

SEC 294 Legal Secretarial Practice II *3 hours; 2 credits*
This term takes the student from essential legal vocabulary and rhetoric to the understanding of client and court documents. Prerequisite: SEC 293.

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

SEC. 300 Records Management *3 class hours; 3 credits*
This course is designed to prepare students to apply the principles governing the efficient control of business records. Students will learn the criteria by which records within an organization are created, distributed, used, retained, stored, protected, retrieved, preserved and disposed of. The students will learn the principles of designing a records system and selecting hardware and software. Computer and manual systems of files will be discussed. Prerequisite: Bus. 103

SEC. 350 Office Supervision *3 class hours; 3 credits*
The Office Supervision course provides students with the necessary principles of supervision which include developing human relations skills. Planning, standards of performance, staffing, and decision making are among the administrative skills emphasized in this course. Strong communication skills will be developed through writing, analyzing and evaluating material. Supervision of typing, stenographic pools, and word processing centers will be discussed. Simulated activities will aid students in demonstrating their abilities to apply principles learned to the "real" office. Prerequisite: Bus. 103.

THE DIVISION OF HEALTH SCIENCES



The Division of Health Sciences is comprised of:

- 1) B.S. in Nursing program; and
- 2) Health and Physical Education courses.

The Baccalaureate Nursing Program is specifically designed to:

- 1) promote academic excellence;
- 2) reflect awareness of diverse educational needs of adult students;
- 3) promote career mobility and
- 4) focus on cultural diversity in nursing care.

The Baccalaureate Nursing Program, designed exclusively for registered nurse students (graduates of associate degree and diploma nursing programs), prepares a generalist professional nurse practitioner who can deliver efficient nursing care in a variety of settings, with a focus on the primary level of intervention. Opportunities are provided for the student to develop the competencies of professional nursing in the areas of leadership, health teaching and counseling, collaboration and client advocacy. The purpose of this program is to 1) prepare a beginning generalist professional nurse practitioner and 2) provide a foundation for graduate study in nursing.

Health and Physical Education offer jointly a variety of courses designed to promote healthful living through exploration of selected health issues. All students are required to take **Physical Education 100 - Fitness for Living** and **LAS 104- In Search of Wellness**. Students majoring in Teacher Education are required to take **Health 311 - Alcohol, Tobacco and Drugs** to qualify for teacher certification by the State of New York.

Program Offerings

The Division offers the following course of study:

B.S. Nursing

Divisional Academic Criteria

Admission Criteria

Students must meet the requirements for admission to the College. Following acceptance by the College, students must meet standards of proficiency in the basic skills areas of reading, writing and mathematics established by the College. To be eligible for admission to the first nursing course, Nur. 235 - Basic Concepts of Professional Nursing, the student must have met or be in the last semester of meeting lower division requirements.

The 64 lower division College credits are distributed as follows:

English	6
Introductory Sociology	3
Introductory Psychology	3
Human Growth and Development	3
Anatomy and Physiology (or Human Biology)	8
Chemistry	8
Microbiology	4
Logic	3
Anthropology (Cultural or Social)	3
NUR 235	4
Electives	13
Liberal Arts electives	6
Total	64

To progress to the junior year nursing courses, the student must file an application and meet the following criteria:

1. 2.5 cumulative index (C+)
2. "C" or better in every prerequisite course
3. Current R.N. licensure for New York State
4. Professional liability (malpractice) insurance
5. 64 College credits from the lower division

Deadlines for applications for admission to the program are May 1 for fall admission and November 1 for spring admission.

Challenge Examinations

Credits by examination may be earned in all lower division courses except English II, Logic, Anthropology and Nur. 235. General education course credit may be earned by satisfactory achievement

(as determined by the respective division chairperson) on the College Level Examination Program (CLEP) or the challenge examinations offered in the College. Two nursing courses in the junior year, Nur. 313 and Nur. 314, are offered for credit by examination only. The examination will consist of written examinations and simulated clinical performance tests in the Nursing Laboratory. The clinical performance examination evaluates the student's ability to apply basic nursing theory to nursing practice within the framework of the nursing process. This examination will be given by the faculty of Medgar Evers College Nursing Program in simulated clinical settings in the College Laboratory. Candidates will also be requested to perform selected nursing and other therapeutic measures to validate basic technical skills. The overriding criterion for satisfactory performance is safety. Prior to the examinations, candidates will be provided opportunities to review multi-media materials and equipment pertinent to the nursing process, communication process, technical skills, and the natural sciences on an independent basis in the college nursing laboratory. The Laboratory is open daily, Monday to Friday, check Rm. 308 for lab. hours. In addition, seminar sessions are held periodically during each semester to promote student success on the nursing challenge examinations.

Challenge examinations are offered in the Spring and Fall semesters. Challenge examinations may be taken only once with the exception of NUR 313 and NUR 314.

The admission requirements apply to graduates of the Medgar Evers College Associate Degree Program, as well as transfer students. Transfer course credits must have been earned at institutions of higher education approved by the City University of New York. No candidate will be eligible for acceptance into the Baccalaureate Program in Nursing until all admission criteria have been met. Applicants who have not met all admission requirements (e.g. candidates who do not have required prerequisite education courses) are classified as pre-baccalaureate students. Pre-baccalaureate students who have completed the prerequisite general education courses and may be awaiting State Board examination results may register for upper division general education courses only. The curriculum design permits entry of students at levels appropriate to individual differences in the backgrounds of the students.

Retention and Progress

A student must maintain a "C" or better in each required nursing and general education course, and an overall "C" average in order to maintain his standing in the B.S. Nursing Program.

Course and Credit Requirements

College-wide requirements are listed on page 14 of this catalogue.

Requirements for the B.S. in Nursing

The nursing curriculum represents requirements of the College, as well as those identified as essential to the nursing program. The baccalaureate nursing curriculum requires 128 credits for graduation.

General Education Courses		Credits
HSC 306 - The Developing Person in Black and Hispanic Family II		3
MTH 209 - Statistics		3
BIO 323 - Pathophysiology		3
HSC 210 - Nutrition		2
SOC 314 - Public Bureaucracy		3
LAS 302 - Social Science II		3
LAS 304 - Values in Humanities		3
Liberal Arts Electives		6
Nursing Courses		Credits
Nur 313 - Nur. Process: Nurs. Intervention with the Ind. Client System I		5
Nur 314 - Nur. Process: Nurs. Intervention with the Ind. Client System II		5
Nur 316 - Nur. Process: Nurs. Intervention with the Family Client System		4
Nur 317 - Nur. Process: Nurs. Intervention with Group & Aggregate Client Systems		4
Nur 318 - Nur. Process: Nurs. Intervention with Family & Comm. Client Systems		5
Nur 417 - Nur. in the Social System		3
Nur 418 - Nur. Process: Nurs. Intervention with Complex Client Systems I		5
Nur 419 - Nur. Process: Nurs. Intervention with Complex Client Systems II		5
Nur 420 - Guided Independent Study of Client Systems		2
	Sub Total	64
	Lower Division Credits	64
	Total	128

COURSE DESCRIPTIONS

Health Science

HSC 210 - Nutrition *2 class hours; 2 credits*

A main focus of this course will be the metabolism of nutrients. The functions and dietary significances of carbohydrates, proteins, lipids, vitamins, and minerals will be discussed. Emphasis will be directed towards the application of the principles of nutrition as related to health care practices. Comparisons will be made between current nutrition controversies and metabolic facts. Prerequisite: CHM 206 or CHM 202.

HSC 211 -- Alternative Healing Modalities *3 class hours; 3 credits*

This course is designed to assist consumers and providers of health care to understand the health needs and practices of individuals in our multi-cultural society. Some of the alternative healing modalities to be discussed include meditation, acupressure, therapeutic touch, Afro-Hispanic folk remedies and the therapeutic use of prayer. The course will focus on the interactions between individuals and the environment, and the transfer of energy to promote health. Opportunities will be provided for students to participate in selected experiences that will help them to gain an awareness of the individual's potential for high-level wellness. Prerequisite: Eng 150, LAS 104.

HSC 306 The Developing Person in the Black and Hispanic Family II *3 class hours, 3 credits*

This course explores the evolving personal and social behavior as it relates to family structure and interaction. Emphasis is placed on the strengths of the black and hispanic family and their effects on roles and behavior as the individual moves through the span of life from conception to senescence. Required for all B.S. Nursing students.

Prerequisite or corequisite: HSC 205, or Psych. 309 or equivalent.

Nursing

Nur. 235 - Basic Concepts of Professional Nursing Throughout the Life Process

3 class hours; 3 lab; 4 credits

This course introduces the student to the major concepts of the Baccalaureate Nursing Program. It focuses on the nursing process and general systems theory as the organizing themes for the study of the interrelated concepts of man, society, health and nursing. It also introduces the student to the concepts of professional identity and role-resocialization. Planned learning experiences in the college laboratory are designed to provide situations in which the student has the opportunity to apply beginning professional skills in the cognitive, affective and psychomotor domain.

Prerequisite: Written permission of Division Chairperson; student must have met or be in the last semester of meeting lower division requirements.

Nur. 313 - Nursing Process: Nursing Intervention with the Individual Client System I

By Examination Only; 5 credits

The nursing process is utilized as the framework for nursing interventions with the individual client system who has a high potential for wellness in a variety of environments. The focus is on the major challenges of the health of individual members of the developing family. Laboratory experiences are designed to begin to develop professional nursing skills in caring and communication.

Pre-requisite: Nur. 235 and written permission of the Division Chairperson.

Nur. 314 - Nursing Process: Nursing Intervention with the Individual Client System II

By Examination Only; 5 credits

The nursing process is utilized as the framework for nursing intervention with the individual client system who has a decreased potential for wellness in a variety of environments. The focus is on

common maturation/situational health problems throughout the life process. Laboratory learning experiences are designed to provide the opportunity for the student development skills in the roles of career, health teacher, and collaborator.

Prerequisite: Nur. 235 and written permission of the Division Chairperson.

Nur. 316 - Nursing Process: Nursing Intervention with the Family Client System
3 class hours; 3 lab; 4 credits

This course is designed to assist the student in the acquisition of the health appraisal skills of inspection, auscultation, percussion, palpation and interview techniques in order to expand the data base for nursing assessment. The problem-oriented recordkeeping system is utilized as a method of recording client health data within the context of the nursing process. The course focuses on the identification of normal states of wellness and/or deviations from wellness in family client systems of various ages. These nursing assessment activities serve as a basis for nursing interventions in the areas of health teaching, early casefinding, referral and follow-up.

Prerequisites: Nur. 235 and written permission of the Division Chairperson.

Nur 317 -- Nursing Process: Nursing Intervention with Group and Aggregate Client Systems
3 class hours; 3 lab hours; 4 credits

This course focuses on the nursing process and general systems theory as these concepts apply to effective intervention with family and group systems. The course also introduces the student to various theories related to group dynamics, role-taking, group goals and task and maintenance functions which are explored through the concepts of self-awareness and awareness of other systems, interpersonal relations, decision-making and leadership. Simulated small group laboratory experiences provide the student with the opportunity to explore, analyze and apply these concepts to nurse/client interactions.

Prerequisites: HSC 306 and written permission of the Division Chairperson. Corequisite: Nur. 316

Nur. 318 -- Nursing Process: Nursing Intervention with Family and Community Systems
3 class hours; 6 lab hours; 5 credits

The study of professional nurse interactions with family and community client systems to promote the delivery of comprehensive personal and environmental health care. The epidemiological approach and nursing process are utilized by the student as part of the organized effort to assist client systems in the movement toward high level wellness. Clinical laboratory experiences are provided in a variety of community settings.

Prerequisites: Nur. 313, Nur. 314, Nur. 316, Soc. 314, MTH 209, and written permission of the Division Chairperson.

Nur. 417 -- Nursing in the Social System *3 class hours; 3 credits*

This course is designed to increase the students' awareness of health/nursing problems within community and societal systems. The interrelated and interlocking interactions of complex social systems and health care/nursing systems are evaluated for the purpose of identifying the potential for change. This change is directed toward the delivery of quality, accessible health services to maximize the wellness potential and minimize the illness potential of client systems. This course is also designed to provide the opportunity for the student to expand their knowledge of the research process as it relates to health/nursing problems of client systems throughout the life process.

Prerequisites: Nur. 317, 318 and written permission of the Division Chairperson.

Nur. 418 -- Nursing Process: Nursing Intervention With Complex Client Systems I
3 class hours; 6 lab hours; 5 credits

The course focuses on nursing interventions in situational and/or maturational client-environmental interactions in which the outcomes reflect increasing disorder and/or decreasing potential for high level wellness. Emphasis is placed on meeting the nursing needs of high-risk parenting systems; and where wellness cannot be achieved, the goal of nursing activities is to maximize the client's in-

tegrity through the final stage of growth. The course also explores the roles and functions that enable the professional nurse to exercise leadership in initiating change in health/nursing systems. Prerequisites: Nur. 317, Nur. 318 and written permission of the Division Chairperson.

Nur. 419 -- Nursing Process: Nursing Intervention with Complex Client Systems II
3 class hours; 6 lab hours; 5 credits

The course focuses on nursing interventions in situational and/or maturational client-environmental interactions in which the outcome reflect increasing disorder and/or decreasing potential for high-level wellness. Emphasis is placed on meeting the nursing needs of the high-risk maturing and older client systems (families, groups, communities); and where wellness cannot be achieved, the goal of nursing activities is to maximize the client's integrity through the final stage of growth. The course continues to explore the role and functions that enable the professional nurse to exercise leadership in initiating change in health/ nursing systems.

Prerequisites: Nur. 417, Nur. 418 and written permission of the Division Chairperson.

Nur. 420 -- Nursing Process: Guided Independent Study of Client Systems
2 seminar hours; 2 credits

This course is designed to promote the students' integration of nursing process concepts by applying the scientific method to the circumscribed study of a single problem area of a nurse/client-system interaction of their choice. The emphasis is placed on the facilitation of the student's personal growth in the design and implementation of the plan of study for the selected problem area. The primary goal is to provide the student with the opportunity to incorporate research findings into their emergent professional nursing system. Prerequisites: Nur. 417, and Nur. 418 and written permission of the Division Chairperson.

Health Education

HEALTH 311 Drug Education *3 class hours; 3 credits*

The use and abuse of alcohol, tobacco, and drugs. Emphasis on the physiological and social effects.

HEALTH 313 Concepts in Sexuality *3 class hours; 3 credits*

Sexuality may be divided into three core concepts: gender, sexual orientation, and power dynamics in interpersonal relationships. These concepts will be examined in relation to procreation, recreation and intimacy. Prerequisite: Eng. 100 and LAS 104.

Physical Education

PED 100 Fitness for Living (Co-Ed) *3 class hours; 2 credits*

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 advances 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 own fitness program.

PED 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, breaststrokes, and elementary forms of diving. A beginner's American Red Cross certificate will be issued to all who pass this course.

PED 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.

PED 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.

PED 134 Introduction to Yoga*2 hours; 1 credit*

This course is designed to develop strength, flexibility and harmony of mind and body through the practice of "Asanas" or postures, deep relaxation and breath control.

PED 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.

PED 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.

PED 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.

PED 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.

PED 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 etiquette will also be stressed. Rackets will be provided. Each student must supply one can of tennis balls.

PED 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.

PED 233 Bowling I (Co-Ed)*2 class hours; 1 credit*

Analysis and practice of the fundamental techniques of bowling. No fees involved.

PED 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. Prerequisite: Phys. Ed. 223 or permission of instructor.

PED 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.

PED 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.

PED 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 defense is taught and practiced within the physical limitations of each individual.

PED 236 Karate for Beginners II (Co-Ed) *3 class hours; 2 credits*
Designed for enthusiasts with a prior knowledge of karate. This course utilizes hand and foot techniques, as well as general physical conditioning of the entire body. Prerequisite: Phys. Ed. 235 or permission of instructor.

PED 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.

PED 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.

PED 261 African Dance II (Co-Ed) *3 class hours; 2 credits*
This course is a continuation of the basic course in African dance. Emphasis will be placed on selected fundamental choreographic principles and creative expression. Prerequisite: PED 251, PED 252 or permission of instructor.

THE DIVISION OF HUMANITIES

The Humanities Division offers courses in Art, English, Ethnic Studies, French, Mass Communications, Music, Philosophy, Spanish and Speech. Divisional curricula focus on the following goals:

1. To provide opportunities for students to acquire the basic communications and judgemental skills (analytic & critical) necessary for career placement, advancement, and professional mobility.
2. To provide opportunities for students to acquire knowledge of the liberal and fine arts with awareness of the substance and quality of their own cultural heritage.
3. To provide opportunities for students to experience through learning diverse concepts, ideas and styles of the arts and to recognize the significance and importance of concepts, ideas and styles to humanity.
4. To provide a range of learning experiences in various fields of study which promote an awareness of humanistic concepts, ideas, lessons, and values.
5. To provide opportunities for students to examine the principles and theories underlying ethical decision and aesthetic evaluation.
6. To provide opportunities for students to develop as informed citizens in a changing world, with understanding of the human element in all cultures.

Program Offerings

Several alternative programs leading to the Associate in Arts degree are recommended by the Humanities Division.

The Division offers the following courses of study:

A.A. Humanities emphasis (Art, English, Ethnic Studies, Mass Communications, Music, Philosophy, Spanish, and Speech)

This program is designed for students seeking careers in the areas of the humanities. Upon successful completion of this program, graduates usually apply for admission to the CUNY B.A. Degree program or to four-year colleges where they pursue the baccalaureate degree, before proceeding to graduate schools and professional study in their chosen fields.

A.A. 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 and the academic advisor, 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.

A.A. Communications Arts and Sciences emphasis

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 essentials 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.

A.A. Advertising Design emphasis

For students who plan careers in advertising. The curriculum emphasizes liberal arts and also provides the technical and practical experience essential for employment in the various career possibilities in advertising.

Divisional Academic Criteria

Admission to Programs

The requirements for admission to programs in the Humanities Division are the same as the College-wide requirements.

Academic Standards

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 six 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.

College-Wide Academic Requirements

Students must meet the CUNY standards of writing proficiency. Those who plan to enter the junior year in CUNY must demonstrate proficiency on the arithmetic portion of the CUNY Skills Assessment Test and score at the twelfth grade reading level on the CUNY Reading Proficiency Test. Those students who have not scored 12th grade will be given the CUNY Reading Test upon completion of English 100 and English 150. Opportunities for achieving this score will also be offered by the Office of Institutional Research upon student's completion of 30 credits and again at 45 credits, if necessary. Students may obtain help in strengthening reading skills by taking additional reading courses, by working in the College reading laboratory, or by working in the CAI laboratory.

Course and Credit Requirements

College-wide requirements are listed on page 14 of this catalogue.

A.A. Degree Requirements

The total number of credits required for an Associate of Arts (A.A.) degree in the Division of Humanities is 66-68. Of these 66-68 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.

Areas of Emphasis for A.A. Degree and Distribution of Credits

Humanities emphasis (Art, English, French, Music, Philosophy, Spanish, or Speech).

College-wide requirements	31 credits
Humanities electives (in one of the disciplines listed above)	16 credits
Foreign language	6 credits
Liberal arts & sciences electives	6 credits
Unrestricted electives	8 credits
Total:	66 credits

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

Art	Phil
Art 151	Phil 104
Art 200	Phil 202
Art 201	Phil 300
Art 170 or any one of the following	Phil 201 or any one of the following
Art 203-204	Phil 303
Art 207-208	Phil 340/Hist 340/Pol. Sci. 340
Art 210-211	Phil 400
Art 400	

English	Spanish
Eng 215-216	Span 301
Eng 219-220	Span 310
Eng 222	Span 311
Eng 226 or any one of the following	Span 321
Eng 301-302	Span 331
Eng 360	
Eng 400	

Music	Speech
Mus 103	Spch 204
Mus 104	Spch 215
Mus 201 or any three of the following	Spch 227
Mus 203	Spch 400
Mus 204	
Mus 205	
Mus 222	
Mus 240	
Mus 400	

General Studies Emphasis

College-wide requirements	30 credits
Humanities electives	20 credits
Liberal arts & sciences electives	6 credits
Unrestricted electives	8 credits
Total	65 credits

Communications Arts & Sciences Emphasis

College-wide requirements	31 credits
Media courses	18 credits
Media 150 Mass Communication	
Media 180 Introduction to Broadcasting	
Media 241 Radio Production	
Media 242 Advanced Radio Production	
Media 292 Workshop in Media Writing I	
Media 293 Workshop in Media Writing II	
Humanities electives	6 credits
Liberal arts & sciences electives	6 credits
Unrestricted electives	6 credits
Total	67 credits

Advertising Design Emphasis

College-wide requirements	31 credits
Art courses	15 credits
Art 207 Drawing & Painting	
Art 210 Printmaking and Etching	
Art 281 Advertising Production and Pasteup	
Art 282 Lettering and Design	
Art 283 Advertising Design	
Humanities electives	9 credits
Liberal arts & sciences electives	6 credits
Electives	6 credits
Total	67 credits

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' contributions to the mainstream as well as the black aesthetic in American art.

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 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 various grounds. Students will explore contemporary printmaking concepts.

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.

English

The English Department of the Humanities Division is a two-tiered program. The Remedial English program and the College English form one unit that moves the student from the sentence and paragraph to the essay and research paper in writing, and from below tenth grade reading to the functional tenth (or higher) grade level in reading. The literature component consists of an introduction to traditional literature of diverse cultures, a combination of traditional literature offerings, and a study of the literature of people of African descent.

In order to move from Remedial English, students must score at least grade 10 on the CUNY standardized reading test, and fulfill the exit requirements of English Writing 004 which includes demonstration of competency in English Departmental exams.

ENGW 003 Basic Writing

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.

ENGR 003 Basic Reading

3 class hours; required labs; 0 credits

Word attack skills and general vocabulary development are emphasized as well as those specific reading skills necessary to college survival. Exit criteria include class and/or lab attendance as well as an eighth grade reading score on the CUNY standardized reading test. Additional laboratory sessions may be scheduled for students who demonstrate need.

ENGW 004 Developmental Writing

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 include writing an essay meeting criteria established for entry into College English.

ENGR 004 Developmental Reading

3 class hours; required labs; 2 credits

Developmental reading for students who have completed the exit requirements of English Reading 003. Major emphasis is on critical reading skills and strategies for understanding college textbooks. Exit criteria include class and/or laboratory attendance as well as a tenth grade reading score on the CUNY standardized reading test. Additional laboratory sessions may be scheduled for students who demonstrate need.

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.

ENG 014 Reading for Paraprofessionals

3 class hours; 2 credits

This course is designed to help paraprofessionals who aspire to become teachers to develop the reading skills which they will be expected to teach their own students. Major focus will be on strengthening word power, word attack skills, and reading comprehension skills. Attendance in the Reading Laboratory at least once each week is required. Exit requirements include achieving the minimum proficiency score on CUNY's standardized reading test. Limited to those recommended by the Teacher Education Division. Equivalent: HUM ENGR 004.

ENG 015 Writing for Paraprofessionals *3 class hours; 2 credits*

The basics of writing, from the sentence to the structure of the short essay will be covered. The mechanics of English, including punctuation, capitalization, and spelling will also be learned. Exit criteria include scoring 180 on an essay which will be graded by the Medgar Evers College Evaluation Form. Limited to those students recommended by the Teacher Education Division. Equivalent: HUM ENGW 004.

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

Students write full-length critical and expository essays. Representative literary selections of various genres and diverse cultures are read. Elements of grammar, sentence and paragraph structure are reviewed, and students are introduced to the library. Students must pass Departmental exams in language structure, literature, comprehension, and essay writing.

ENGLISH 150 College English II *3 class hours; 3 credits*

Review of grammar and organization and style in the paragraph. Emphasis is on writing critical essays, reading and comprehending representative literary selections of various genres and diverse cultures, library research techniques and writing a fully annotated research paper.

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. Prerequisites: College English I and II.

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 nov-

el, 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 360 Black Women in Literature *3 class hours; 3 credits*
This course will examine the lives of Black women in Literature and how their plight reflects some of the central issues facing Western society. Some of the writers to be considered will be Phyllis Wheatly, Francis Harper, Nellie Larson, Zora Neale Hurston, Nikki Giovanni, Shanga, Ann Petri and Toni Morrison. Prerequisite: English 150.

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 prospective majors in the study of 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 Fr 101. One hour weekly attendance in the Learning Laboratory is required. Prerequisite: Fr 101 or 1 year of High School French.

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 2 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, 212, 301, 308, 310, 311, 315, 321 and 331.

SPN 101 Beginning Spanish I *3 class hours; 1 lab hour; 3 credits*
 An introduction to the Spanish 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.

SPN 102 Beginning Spanish II *3 class hours; 1 lab hour; 3 credits*
 A continuation of the materials covered in Spn 101. One hour weekly attendance in the Learning Laboratory is required. Prerequisite: Spn 101 or 1 year of High School Spanish.

SPN 111 Spanish for Teachers *3 class hours; 1 lab hour; 3 credits*
 This course will present materials in Spanish useful in the teaching situation to establish a minimal competency in communicating with children and their families of Hispanic background. An oral/aural approach will be stressed. In addition to pertinent cultural information of value to the teacher for understanding ethnic differences among his or her pupils, vocabulary and expressions of high frequency will be taught. One hour weekly in the Learning Laboratory is required. Open only to Teacher Education majors. Not open to native speakers of Spanish. Prerequisite: Spn 101 or equivalent.

SPN 121 Spanish for Nurses I *3 class hours; 1 lab hour; 3 credits*
 Students will be introduced to and intensively drilled in subject matter dealing with patient-nurse relationships. Conversational and vocabulary material in Spanish will cover major topics most likely to be encountered in a hospital setting; family, ailments, symptoms, patient's needs, meals, etc. The approach in this course is entirely conversational.

SPN 122 Spanish for Nurses II *3 class hours; 1 lab hour; 3 credits*
 Vocabulary and conversational material will be intensified and expanded in topics concentrating on patient-nurse relationships. In addition to developing aural/oral language skills students will also be introduced to cultural information helpful in understanding the background of Hispanic patients. Prerequisite: Spanish 121.

SPN 131 Spanish for Business Students *3 class hours; 1 lab hour; 3 credits*
 Students will be introduced to and intensively drilled in aural/oral language skills dealing with client-businessman (woman) relationships. Conversational and vocabulary material in Spanish will cover major topics most likely to be encountered in an office setting: answering an inquiry in person or by telephone, gathering vital statistics, placing orders, etc. The approach in this course is conversational, but students will be introduced to the format of the business letter in Spanish. Selected aspects of geography, social structure and social usage will also be discussed.

SPN 201 Intermediate Spanish I *3 class hours; 1 lab hour; 3 credits*
 Rapid review of grammatical structures. Selected reading of modern texts. One hour weekly attendance in the Learning Laboratory is required. Prerequisite: Spn 102 or 2 years of High School Spanish.

SPN 202 Intermediate Spanish II *3 class hours; 1 lab hour; 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 courses. 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*

Spn 203 and 204 are a sequence. In Spn 204 the student continues the study of the materials introduced in Spn 203. Upon the completion of both courses, student will have the basic skills needed to use his native language effectively and to proceed to major-level course work. Prerequisite: Spn 203 or by permission of the Instructor.

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 by 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 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 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 the 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 the instructor.

SPN 315 Hispanic Civilization*3 class hours; 3 credits*

A comprehensive survey of Iberian and Hispanic-American culture and institutions. Hispanic contributions to the world of literature, music, fine arts. Prerequisite: Spn 206/207, Spn 310/311, or by permission of the instructor.

SPN 331 Advanced Grammar and Composition*3 class hours; 3 credits*

Systematic review of grammar and a study of syntactical peculiarities of modern Spanish. Prerequisite: Spn 202 or 203/204 or by permission of the instructor.

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 courses 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 250 Urban Folklore: The Ethnic Neighborhood*2 class hours; 2 lab hours; 3 credits*

Consideration of folklore methodology and field-work theory. Field-work research in an ethnic neighborhood: schools, churches, festivals, local business enterprises. Recording of oral lore, birth,

wedding, and funeral rites. Appreciation of ethnic art: dance, music, crafts and foods. The course will culminate in a manuscript profiling the ethnic neighborhood co-authored by all the students. The neighborhood: Weeksville. Prerequisite: English 100.

HUM 260 The Male/Female Dilemma: The Woman's Perspective *3 class hours; 3 credits*
An interdisciplinary course that will rely upon the resources of the social sciences, the health sciences, business and the humanities to examine interpersonal problems such as the sharing of household income, the monetary value of household skills, alimony, sexual passivity, frigidity, impotence, aggressiveness, sexual infidelity, sexual morality, love and morality, and alternatives to marriage. Prerequisite: English 100.

HUM 261 Woman and the Self *3 class hours; 3 credits*
A re-examination of the concept of a woman assessing biological and sociological stereotypical definitions discussing the problems involved for women in loving themselves, living alone, balancing careers and marriage, building confidence, nurturing female sexuality, coping with a male-dominated society. Prerequisite: Eng 150.

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 299 Contemporary Topics in Humanities: From Egypt to America - Myth and Reality *3 class hours; 3 credits*
The critical examination of a current topic relative to values, mores, cultures, ideas, arts, etc. Topics will be announced in advance. The course is open to faculty, students, staff, and persons from the community. Auditors will be welcomed.

HUM 340 An Introduction to General Concepts of Yoga *1 class hour; 1 credit*
This is a lecture course consisting of one lecture per week for the duration of one semester. The course will be a survey of major forms of Yoga and an explanation of some of the fundamental axioms of Natural law. Some of the topics are: Mantra Yoga and Bhakti Yoga; Yantra Yoga and Tantra Yoga; Kundalini Yoga; Atharva Veda: Principles of Psychic Phenomena; Karma, Reincarnation and the concepts of Fate and Self-Determination; The Importance of Breath, The Science of Breath-Control and the Control of Destiny; The Relationship Between Life Here and Life Hereafter, The Stars and You; Colors and Their Significance for Health; Your Inner Voice; The Spiritual Path: On Being Realistic; The Spiritual Preceptor, etc.

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 six credits). Prerequisite: English 100 or by permission.

HUM 400 Independent Studies in Humanities *3 credits*
(option 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

MED 150 Mass Communication, Contents, Structure, Control *3 class hours; 3 credits*
Analysis of the nature and impact of Mass Communications in society; a study of its development, structure, function and control.

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. 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 air-ready show for consideration by a station. Participation at a local radio station will be required. Prerequisite: Media 241.

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 will be discussed concerning the control and content of the media 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. Prerequisite: Med 159, 180 or by permission.

MED 300 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. Prerequisite: Advanced Radio Production or by placement.

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 college.

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. Corequisite: 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 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. Corequisite: English 100.

MUSIC 234 Music Theatre Workshop *6 class hours; 3 credits*

Students will be introduced to all aspects of music theatre production including staging, directing, acting, accompanying and the visual arts, to culminate with a public performance (may be repeated to a maximum of 6 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 mathematics" 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 Wittgenstein will be discussed. The central trends and themes of Western philosophy provides the focus of the course.

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 upon a subjugated people. Guest speakers, field trips. Prerequisite: English 100.

PHIL 340/HIST 340/POL SCI 340 History of Political and Social Movements in America

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.

Prerequisite: Phil 101, Soc 101, Pol Sci 101.

Speech

Speech courses are aimed at the following specific objectives: 1) to develop an understanding of the 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 communication 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 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 *Advanced Public Speaking* *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: Speech 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 theatre production. Each student will be strengthened in the areas in which he exhibits talent and interest.

THE DIVISION OF NATURAL SCIENCES AND MATHEMATICS

Program Offerings:

B.S. , A.S.	Biology
A.S.	Chemistry
A.S.	Physics
A.S.	Mathematics
A.S.	Pre-Engineering
---	Pre-College program in Science and Mathematics

DESCRIPTION OF DIVISION

Degree Programs The programs in the Division are flexible and 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 (pharmacy, physical therapy, nutrition, food science, medical technology, nursing, etc.). 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 paramedical professions. Alternatively, this program prepares the student to enter into graduate study in biology or to seek employment in education, government, or industry.

Honors Program The Division offers an Honors Program for outstanding students interested in graduate studies leading to the Ph.D. or to studies in professional schools leading to a medical career. Students participating in the HONORS PROGRAM are expected to participate in the Biomedical Research Program of the Division.

MINORITY ACCESS TO RESEARCH CAREERS HONORS PROGRAM

PROJECTS: Research projects include investigations of the mutagenic and carcinogenic effects of environmental agents, neurobiology studies of monoaminergic neurotransmitters, and the effects of environmental pollutants on neurotransmitters.

BIOMEDICAL RESEARCH PROGRAM: The Division offers to students interested in pursuing careers in the Biomedical Sciences, opportunities to develop and carry out research projects in these areas.

Resources for the HONORS PROGRAM and BIOMEDICAL RESEARCH PROGRAM

Facilities: Well equipped modern biology and chemistry labs. Instruments include Liquid Scintillation Counter, Gradient HPLC, Spectrofluorometer, Marine Aquaria, Ultracentrifuge, High Speed Refrigerated Centrifuges, NMR, Atomic Absorption, Spectrophotometer, GLC, Fluorescence Microscope with microspectrofluorometer, UV/VIS Spectrophotometer, Tissue Culture Apparatus, Environmental Chambers, Ultramicrotome, Electrophoresis Apparatus, Darkroom Facilities, Laminar Flow Sterile Hood, Photomicroscopes.

Pre-College Program The Pre-College program in sciences and mathematics is offered to juniors and seniors in neighboring high schools. Students in this program register for science and mathematics courses each semester while still in high school and are expected to attend seminars and other related activities offered at the College. The courses are all credit-bearing and transferable, and the program is offered at no cost to students.

ADMISSION TO PROGRAMS

Degree Programs The requirements for admission to the A.S. and B.S. degree programs are the

same as those for the College. Students who plan to enroll in a College program in Natural Sciences and Mathematics should avail themselves of the science and mathematics courses offered at their high school and where possible should participate in the Medgar Evers Pre-College Science Program.

Honors Curriculum To gain admission to the Honors Curriculum students should complete a minimum of one full year of study in the natural sciences and should demonstrate an ability for outstanding scholarship and interest in pursuing a research career in the biomedical sciences.

Pre-College Curriculum To apply to the Pre-College Program, the interested high school student should contact the Chairperson of the Division for information and application forms.

ACADEMIC STANDARDS

Students in the Division of Natural Sciences and Mathematics are expected to pass required courses in biology, chemistry, mathematics and physics with a grade of C or better. Students will be required to repeat any course in which a grade of D or below is received before going on to the next course in the sequence. Students in the Honors Program must maintain a minimum grade point average of 3.0 and must participate in the required activities of the Honors Program.

COURSE AND CREDIT REQUIREMENTS

College-wide requirements are listed on page 14 of this catalogue.

A.S. Degree Requirements	60-64 credits
A. College-wide requirements	26 credits
B. Divisional requirements	34-38 credits

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

B.S. Degree Requirements

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

A. College-wide requirements	33-38 credits
B. Divisional requirements	73 credits

73 credits distributed as follows:

SCI 111	Intro To Natural Science I
SCI 112	Intro To Natural Science II
BIO 201/202	General Biology I and II
BIO 302	Genetics
CHEM 201/202	General Chemistry I and II
CHEM 304/305	Organic Chemistry I and II
PHY 200	Basic Physics
PHY 205/206	General Physics I and II
MTH 132	College Math II
MTH 201	Pre-Calculus I and II
MTH 300/301	Calculus I and II
BIO	12 credits of Biology at 300 level or above.

C. Open Electives 15-20 credits

A student may select open elective courses from the upper level courses in the Division, or to complement his career interests, he/she may enroll in courses in Teacher Education, Cooperative Education, Foreign language or upper divisional courses in Liberal Arts.

D. Honors Requirements 12-17 credits

These twelve to seventeen credits shall be selected from the Honors courses and from advanced courses in the natural sciences by the students in consultation with his/her advisor and with the approval of the Director of the Honors curriculum.

The following courses are required to be taken by the Honors students:

SCI 301	Research Methods	2 credits
SCI 302	Laboratory Instrumentation	2 credits
SCI 404	Honors Research	3 credits

COURSE DESCRIPTIONS

Biology

BIO 103 Bio-Medical Terminology *1 1/2 class hours; 1 credit*
 Study of Greek and Latin derivatives in biological and medical terminology. Knowledge of these derivatives is employed to determine meaning of and to construct terms in biological and medical sciences.

BIO 201/202 General Biology I & II *3 class hours; 3 lab hours; 4 credits*
 A lecture - laboratory course in general biology. Topics include molecular and cellular biology, energy transformation and metabolism, structural and functional organization of living systems, heredity development, principles of organic evolution, ecological relationships, and animal behavior. Pre- or Co-requisite: MTH 131. Pre-requisite: SCI 111.

BIO 251/252 Human Anatomy and Physiology I & 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: SCI 111 or permission of instructor.

BIO 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: BIO 202 or 252

BIO 304 Histology *3 class hours; 3 lab hours; 4 credits*
 Microscopic anatomy of animal cells, tissues and organ systems, including introduction to and practice in cytological and cytochemical techniques. Prerequisites: BIO 202 or 252; CHM 201

BIO 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: BIO 361 or permission of instructor.

BIO 353 Evolution *3 class hours; 3 credits*
 Discussion of the origin of the universe and matter and their relationship to the origin of life. The processes of evolution and the phenomenon of change among living things, including man, will be discussed emphasizing the evidence and the trends which underlie modern evolutionary theory. Prerequisite: BIO 302

BIO 361 Pathogenic Microbiology and Immunology *3 class hours; 3 lab hours; 4 credits*
 An introduction to the principles of microbiology and microbiological laboratory techniques with emphasis on bacterial and fungal pathogens. Introduction to the principles of immunological response in the occurrence and control of infectious diseases. Prerequisite: BIO 202 or 252

BIO 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: BIO 202 or 252

BIO 372 Ecology and Population Dynamics *3 class hours; 3 lab hours; 4 credits*
 Principles of ecosystems, cyclic phenomena, communities and successions. Examination of wilder-

ness, rural and urban environments, and their relations to natural resources. Prerequisites: BIO 302 or 361; CHM 304 or permission of Division Chairperson.

BIO 373 Invertebrate Zoology *3 class hours; 3 lab hours; 4 credits*
Survey of invertebrate phyla. Anatomy, physiology, ecology, and phylogeny of the major invertebrate organisms. Prerequisite: BIO 202

BIO 375/376 Morphology and Development of Chordates *3 class hours; 3 lab hours; 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. Prerequisites: BIO 302, CHM 202

BIO 403 Microbiology *3 class hours; 4 lab hours; 4 credits*
Survey of the major groups of microorganisms: bacteria, fungi, algae, protozoa, and viruses. Introduction to the structure, function, and growth requirements of these groups. Discussion of the importance and interactions of microorganisms with man and the environment. Laboratory will include techniques for handling and identification of microorganisms. Prerequisites: BIO 202 and CHM 202

BIO 462 Microbial Physiology *3 class hours; 3 lab hours; 4 credits*
Study of the physiology of microorganisms with emphasis on bacteria. The composition, growth, nutrition, metabolism, and genetic regulation of bacteria and other selected microorganisms will be studied in lecture and in the laboratory. Prerequisites: BIO 302, 403; CHM 304

BIO 481 Human Physiology *3 class hours; 3 lab hours; 4 credits*
Analysis of the human body's internal environment, the nature of biological control systems, and the properties of the major specialized cell types - nerve, muscle, and gland - which comprise these systems and their coordination. Prerequisites: BIO 302, CHM 303, or permission of instructor. BIO 375 is suggested.

BIO 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. Prerequisites: BIO 302, CHM 304

Chemistry

CHM 112 - See "Natural Science"

CHM 201/202 General Chemistry I & 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: SCI 112; Prerequisite or Corequisite: MTH 132

CHM 205 Chemistry for Health Professions I *3 class hours; 3 lab hours; 4 credits*
An introductory course for the health professions student covering the fundamentals of general and organic chemistry with applications in biological sciences. Topics include the structure, properties, and states of matter, chemistry bonding and reactions, chemistry of solutions, and the chemistry of major groups of organic compounds. This course is not the prerequisite for organic chemistry, CHM 303; see CHM 201/202

CHM 206 Chemistry for Health Professions II *3 class hours; 3 lab hours; 4 credits*
An introductory course designed to develop fundamentals of biochemistry with application in the

life sciences. Topics include the biochemistry of the cell, chemistry of carbohydrates, proteins, lipids, and nucleic acids, principles of metabolism, regulation and control, genetics, and biochemistry of drugs. Prerequisite: CHM 205

CHM 303/304 Organic Chemistry I & 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 include modern experimental and research techniques for preparing, purifying and identifying organic compounds, and the use of polarimeter, infra-red and ultraviolet spectrometers, NMR, and chromatography. Prerequisites: CHM 202, MTH 132

CHM 341 Biochemistry *3 class hours; 3 credits*
A course concerning the chemical characteristics of living matter. Topics include the structure, function, and metabolism of proteins, carbohydrates, lipids, and nucleic acids. Prerequisite: CHM 304

CHM 411 Quantitative Analysis *2 class hours; 6 lab hours; 4 credits*
Basic methods in quantitative analysis; theory and techniques of colorimetric, volumetric and gravimetric determinations. Instrumental analysis using spectrophotometers, gas chromatograph and NMR. Prerequisites: CHM 202, MTH 132

Physics

PHY 200 Basic Physics *4 class hours; 4 credits*
A one semester survey course covering the fundamentals of Physics. Emphasis will be placed on the basic concepts and meaning of physical laws, motion and energy. Topics will include force, vectors, velocity and acceleration, Newton's laws of motion, gravitation, work and energy, thermal energy, electrostatics, electric currents, magnetism, atomic structure of matter, and wave phenomena. Pre-requisite: MTH 132.

PHY 205/206 Introduction to Physics I & II *3 class hours; 3 lab hours; 4 credits*
An introductory course in physics designed for those majoring in natural sciences. The course will include the basic laws of mechanics, energy and momentum conservation, thermal properties of matter, properties and propagation of sound, wave motion, light and fundamental concepts of electrical phenomena including electrostatics and electric currents, electromagnetism and a.c. circuits. Prerequisites: PHY 200, MTH 201

PHY 309 Electronics *3 class hours; 3 lab hours; 4 credits*
An introductory discussion of electron tubes, thermionic emission, solid state devices, rectifiers, amplifiers, oscillators, transistors, detector circuits, and nonlinear devices. Emphasis will be placed on the physical applications. Prerequisite: PHY 206

Natural Science

BIO 111 Introduction to Biology *4 class hours; 3 credits*
Introduction to the nature of scientific knowledge, the fields of study, vocabulary, and methodology of the natural sciences. Special consideration is given to the major concepts of biology including unique structure and function of living things and their interreactions with the biological and physical environment. Open only to students who wish to take 200 level courses in the Natural Science Division. For students who must satisfy the Liberal Arts requirement in Natural Science see LAS 103.

CHM 112 Basic Chemistry*4 class hours; 3 credits*

An introductory course designed for students who plan further study in chemistry. The course presents those areas of chemistry which are essential and which students find most difficult in general College chemistry. These include the mole concept, nomenclature, stoichiometric calculations, gas laws, and solution concentration calculations. Corequisite: MTH 131

SCI 301 Research Methods*2 class hours; 2 credits*

Introduction to the nature of scientific investigation and the skills needed to develop a research problem. Emphasis is placed on reading primary sources of scientific literature, experimental design, data presentation and analysis, and preparation of a literature review in area of interest in science. This course is required for those students in the Honors Program. Prerequisite: 16 credits of biology and permission of Chairperson.

SCI 302 Laboratory Instrumentation*6 lab hours; 2 credits*

Discussion of theory and operation of modern laboratory research instruments. Instruments will include infra-red, fluorescence, ultraviolet, and atomic absorption spectrophotometers, nuclear magnetic resonance spectrophotometers, gas chromatograph, fluorescence and phase contrast microscopes, ultracentrifuge, and electrophysiology equipment. This course is required for those students in the Honors Program. Prerequisite: 16 credits of biology and permission of chairperson.

SCI 401/402/403 Independent Research I, II, III*3 credits*

Minimum of 9 hours of conference and independent research per week. Library and/or laboratory investigation of a problem in the Natural Sciences, selected and pursued under the guidance of the faculty of the Division. Regular meetings with advisor, presentation of findings at Divisional seminars, and submission of a written report of research carried out. Prerequisites: Completion of freshman science courses and other courses appropriate to the research project as determined by the faculty advisor and the Chairperson. Only three of these credits may be applied to the Bachelors degree.

SCI 404 Honors Research*3 credits*

Minimum of 9 hours of conference and independent research per week. Library and laboratory investigation of a problem in the natural sciences, selected and pursued under the guidance of the faculty of the Division. Students will be required to submit a written dissertation and an oral presentation to the science faculty. This course is required of all students in the Honors curriculum.

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 MTH 002.

MTH 002 Arithmetic Through Algebra*4 class hours; 0 credits*

A course for students whose performance on the mathematics entrance examination was unsatisfactory. The content of the course includes the use of signed numbers, introduction to polynomials, rational numbers, ratio-proportion, decimals, percent, linear equations, exponents and scientific notation, and measurements. Computational skills are developed by application of principles of elementary algebra. Emphasis is placed on applications and word problems, wherever possible.

MTH 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. Compu-

tation with approximate numbers. Problem-solving in mathematics. Sets and Venn diagrams. Introduction to logic. Prerequisite: MTH 002 or placement by examination. Open only to students in Teacher Education Program or by permission of Chairperson.

MTH 125 Mathematics for General Education *3 class hours; 1 lab hour; 3 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 MTH 131 should not register. Prerequisite: MTH 002 or CUNY-wide mathematics test.

MTH 131 College Math I *4 class hours; 2 credits*
Study of factoring, rational numbers, equations and inequalities; introduction to radicals, exponents and roots, real and complex numbers, functions and graphs of linear equations, systems of equations, exponents, quadratic equations and logarithms. Emphasis will be placed on word problems and applications. Prerequisite: MTH 002 or placement by examination.

MTH 132 College Math II *4 class hours; 3 credits*
Selected topics in College algebra, analytical geometry, and elementary trigonometry, including the algebra of polynomials, fractional exponents, radical expressions, absolute values, equations and inequalities, systems of equations, sequences, conic sections, trigonometry of a right triangle, and laws of sine and cosine. Prerequisite: MTH 131 or placement by examination.

MTH 201 Pre-calculus *4 class hours; 4 credits*
Study of the properties of real functions through analysis and graphing. Topics include set theory; absolute value inequalities; polynomial, rational, trigonometric, exponential, and logarithmic functions; composite and inverse functions; the general second degree equation; and vectors.

MTH 209 Elementary Statistics *3 class hours; 3 credits*
The objective of this course is to give the student an understanding of the fundamentals of present day statistical procedures. Topics surveyed will include analysis and presentation of data by graphs, mean, median, mode percentiles, measures of variability, intuitive concept of probability, use of the normal distribution for estimation and hypotheses testing procedures and linear correlations. Open only to upper division students. Required for nursing students. Not open to science and business students

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

MTH 212 Probability and Statistics *4 class hours; 4 credits*
Presentation of data by graphical and numerical methods, measures of central tendency and variability, elementary probability theory, binomial and normal distributions, applications to estimation and hypotheses testing procedures, introduction to correlation theory, analysis of variance, index numbers, time series analysis and quality control techniques. Prerequisite: MTH 131.

MTH 300 Calculus I *4 class hours; 4 credits*
Sets, functions, and the real number system. Analytic geometry of the line, limits and continuity; derivatives and antiderivatives of polynomial, exponential, logarithmic, and trigonometric functions. Chain rule, inverse functions, mean value theorem, maxima and minima, curve tracing. Applications of derivatives, fundamental theorem of integral calculus. Prerequisite: MTH 201 or placement by examination.

- MTH 301 Calculus II** *4 class hours; 4 credits*
Definite and indefinite integral. Further applications of the derivative and integral, natural growth and decay, Taylor's formula with remainder, and infinite series. Prerequisite: MTH 300.
- MTH 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: MTH 301
- MTH 303 Elementary Differential Equations** *3 class hours; 3 credits*
Equations with separable variables. Applications in geometry, physics, and chemistry. Homogeneous equations. Systems of linear differential equations. Differential equations of higher order. Solutions by infinite series. Prerequisite: MTH 302
- MTH 307 Elementary Linear Algebra** *3 class hours; 3 credits*
Matrices, determinants, vector spaces, linear dependence, Eigen values and inner products. Prerequisite: MTH 201.
- MTH 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.

THE DIVISION OF SOCIAL SCIENCES

Programs in the Division of Social Sciences respond to the educational needs of the community by:

1. Increasing the number of professionally prepared people in the inner city.
2. Helping students improve the mastering of basic reasoning skills.
3. Developing among students an appreciation for cultural heritage and a capacity of self-actualization.
4. Creating among students a greater understanding of the sociopolitical process.
5. Helping students develop a capacity to relate to other people.
6. Providing relevant and meaningful programs and sources that guide and enhance student aspirations to careers, personal, educational and academic concerns of the surrounding neighborhoods.

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

Degree programs in this Division are characterized by a curricula mix which includes courses in Natural Sciences, Social Sciences, Humanities and professionally oriented fields.

Program Offerings

The Division offers a two year Associate of Arts Degree (A.A.), a two year Associate of Science Degree (A.S.) in Public Administration, and a four year Baccalaureate in Science (B.S.) in Public Administration.

The A.A. degree program is designed for those who are seeking a general education to enhance their understanding and appreciation of essential knowledge used in the various disciplines of the science of man. The A.S. is for students who are seeking a general education to enhance their future aspirations in a professionally oriented field of Public Administration. Both the A.A. and the A.S. degree programs serve students who are undecided about their career goals, and who wish to explore diverse fields of interest. The A.A. degree requires 64 credits and the A.S. 66.

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 or the CUNY B.A.

The Public Administration B.S. Degree program aims at the preparation of those who are seeking a combination of general knowledge and careers as public administrators in middle and upper management positions at all levels and branches of government. Careers in social welfare, community agencies, manpower, mental health programs, international and political affairs are emphasized. The B.S. Degree program requires 128 credits.

The Public Administration degree program focuses upon the process and substance of public management and the knowledge and skills needed for effective implementation of public policy. It is multi-disciplinary in nature, drawing upon the behavioral sciences, economics, political science, and the quantitative sciences. As an undergraduate public administration program, it is designed to accomplish three objectives:

1. Preparation for professional careers in the public service.
2. Preparation for advanced study in graduate PA Programs.
3. In service upgrading of career civil servants.

Divisional Academic Criteria

Admission to Programs

The requirement for admission to programs in the Social Sciences Division are the same as the College-wide requirements.

Academic Standards

Students in the Division are expected to pass Social Science required courses 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, 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.

Course and Credit Requirements

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 are distributed as follows:

College wide requirements (see p. 14) **27 credits**
(Social Science majors are exempted from LAS 102)

Social Science Course Offerings **27 credits**

15 credits from the following courses:

Pol 202	Intro to American Government
Hist 224	Growth and Development of the U.S.A.
Econ 203	General Economy
Anth 201	Nature of Culture
Psych 101	Intro to Psychology
Soc 101	Intro to Sociology

12 credits in a Social Science discipline

Electives **10 credits**

Total **64 credits**

Suggested 12 credits in any of the Social Science disciplines:

Anthropology	Economics
Anth 201	Eco 201
Anth 202	Eco 203
Anth 204	Eco 205
Anth 2	Eco 206

History	Psychology
Hist 220	Psy 101
Hist 221	Psy 209
Hist 222	Psy 213
Hist 223	Psy 215

Political Science Sociology

Pol Sci 101	Soc 101
Pol Sci 202	Soc 206
Pol Sci 205	Soc 209
Pol Sci 228	Soc 210

A.S. Degree Requirements

Total number of credits required for the Associate of Science Degree shall be 66 credits distributed in the following manner:

College wide requirements (see p. 14) 27 credits
 (Social Science majors are exempted from LAS 102)

15 credits in P.A. Courses 15 credits

P.A. 103 Introduction to Public Administration
 P.A. 120 Statutory Analysis and Program Implementation I
 P.A. 201 Government Communications
 P.A. 205 Public Personnel Administration
 P.A. 215 Designing Government/Foundation Supported Activities

Social Science courses 15 credits
 9 credits in the following:

Eco 203 The General Economy
 Hist 224 Growth and Development of U.S.A.
 Pol Sci 202 Introduction to American Government

6 credits from the following:
 Anth 201 The Nature of Culture
 Soc 101 Introduction to Sociology
 Psy 101 Introduction to Psychology

Electives 9 credits

Total **66 credits**

B.S. Degree Requirements

Total number of credits required for the B.S. Degree is 128 distributed as follows:

College wide requirements (see p. 14) 33 credits
 (Social Science majors are exempted from LAS 102)

General Divisional Requirements

- | | |
|---|------------|
| a. Core Social Science courses: | 9 credits |
| Pol 202 Intro to American Government | |
| Econ 203 General Economy | |
| Hist 224 Growth and Development of the U.S.A | |
| b. Any two courses from the following set: | 6 credits |
| Anth 201 Nature of Culture | |
| Psych 101 Intro to Psychology | |
| Soc 101 Intro to Sociology | |
| c. Analytical tools: | 6 credits |
| Soc 301 Research Methods | |
| Soc 302 Statistics for the Social Sciences | |
| d. Foreign language | 6 credits |
| 2 semesters in French or Spanish | |
| e. Public Administration core courses: | 27 credits |
| PA 103 Intro to Public Administration | |
| PA 120 Statutory Analysis I | |
| PA 201 Government Communications | |
| PA 205 Public Personnel Administration | |
| PA 215 Statutory Analysis II | |
| PA 300/Soc 314 Public Bureaucracy | |
| PA 340 System Analysis | |
| PA 415 Policy-Making and the Public | |
| PA 450 Decision-Making in Government Agencies | |
| 6 credits Internship-PA 490 | 6 credits |
| f. Specialized courses in P.A. | 6 credits |
| P.A. 350, P.A. 405, or P.A. 407 | |
| g. Electives | 14 credits |
| h. Areas of Emphasis | |
| Students interested in a particular social science discipline are strongly encouraged to utilize 18 credits to enhance that interest in the following recommended courses | 18 credits |

Mpr 201	Psy 213
Mpr 210	Psy 215
Mpr 220	Psy 209
Mpr 230	Psy 301
Mpr 310	Psy 305
Mpr 320	Psy 403

Pol. Sci. 202	Soc 209
Pol. Sci. 205	Soc 220
Pol. Sci. 210	Soc 320
Pol. Sci. 216	Soc 321
Pol. Sci. 228	Soc 338
Pol. Sci. 393	Soc 457

Total

128 credits

COURSE DESCRIPTIONS

Anthropology

ANTH. 201 The Nature of Culture

3 class hours; 3 credits

This course is an examination of the nature, function, and evolution of culture in western and non-western traditional societies. Family and kinship, religion, economic and political institutions are examined comparatively.

ANTH 202 Physical and Cultural Evolution

3 class hours; 3 credits

This course is an analysis of man's physical and cultural evolution as a basis for understanding present day variation in physical type and cultural systems.

ANTH 204 Afro-American Societies and Cultures

3 class hours; 3 credits

This course examines the cultures developed by people of African descent in the New World. The national, economic and ecological factors underlying their diversification are discussed.

ANTH 216/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 302 Societies and Cultures of Latin America

3 class hours; 3 credits

This course is a comparative analysis of selected rural and urban communities, with particular attention to social and political organization, religion, traditional economic patterns, and values. The uses of anthropological materials in programs of directed change in education, health, and economic life is emphasized. 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 ethnographic descriptions of some traditional African societies. Socio-political organizations and religions are also examined. 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 develop-

ment. Prerequisite: Eng 150

ECO 206 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 208 and Eng 150.

ECO 301 Economics of Racism and Discrimination *3 class hours; 3 credits*
This course considers the economic aspects and consequences of racism and discrimination; factors which affect occupational mobility and attendant poverty in the United States, particularly with respect to Blacks and other minorities. The causes and consequences of 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 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. Prerequisite: Eng 150.

ECO 305 Labor Economics *3 class hours; 3 credits*
An economic analysis of labor markets in theory and practice with special emphasis on the manpower problems of minorities. Topics such as minimum wage legislation, unemployment, labor unions will be covered. Prerequisite: Eco 201 or 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 Post 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 224/POL SCI 224 The Growth and Development of The U.S.A. *3 class hours; 3 credits*
This course surveys American history from the first English colonial settlements to the present. Among the topics to be studied are: the character of colonial society; the motivations and character of American expansionism; the War of Independence, and the Federal Constitution; the chang-

ing role of government in American life; the intellectual and political expressions of nationalism, liberalism, and abolitionism; the nature of work and labor organization; immigration and the history of racial and ethnic minorities; urbanization; and other major movements and individual figures in American history. Prerequisite: Eng 100

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 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 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 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. Corequisite: Eng 100

HIST 300/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.

HIST 333/POL SCI 333 The History of Black Civil Rights Movements in America

3 class hours; 3 credits

This course will discuss the development, approaches and accomplishments of Black Civil Rights movements in the United States. Emphasis will be placed upon the growth of the radical-militant

and the conservative leadership patterns in the Black struggle for social equality and justice in American society. Prerequisite: Eng 150.

HIST 336/POL SCI 336 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.

HIST 340/POL SCI 340 History of Political and Social Movements in America *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, Malcolm X, Rustin, Fanon, Marcuse, St. Clair Drake. Prerequisite: Pol Sci 101.

HIST 393/POL SCI 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.

HIST 394/POL SCI 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, Fanon, Marcuse, and Dewey. Prerequisite: Pol Sci 393 and Eng 150.

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.

Manpower

MPR 201 Introduction to Manpower Program Development Planning and Administration *3 class hours; 3 credits*
This course is an examination of the nature, evolution and impact of manpower policies in the United States since the Federal-State Vocational Education Program in 1917 to the CETA act of 1973 and its amendments. An emphasis will be focused on emerging trends, which may have long-range implications on the nation's manpower systems. Prerequisites: Eng 100, P.A. 103 or with the permission of the chairperson.

MPR 210 Intake and Counseling of Manpower Clients *3 class hours; 3 credits*
This course emphasizes intake, assessment and counseling methods and techniques in community-based manpower programs. Particular attention will be given to methods and techniques identified as effective with manpower clients. Prerequisite: with permission of chairperson.

MPR 220 Placement and On-the-Job Reinforcement of Manpower Clients *3 class hours; 3 credits*
This course is designed to sensitize the student to special needs of manpower clients and enables him to understand and apply specialized job placement and on-the-job reinforcement techniques appropriate to specific target groups from a job placement specialist/counselor perspective. Methods, trends, recent developments, issues and current problems in these areas are stressed. Community action and neighborhood manpower service center experience will also be utilized. Prerequisites: Eng 100 or with the permission of chairperson.

MPR 230 Fundamentals of Manpower Training *3 class hours; 3 credits*

In this course students examine designs, methodologies and techniques utilized in manpower development and training programs. Significant attention will be given to perspectives of skill training programs as a function of society and as a practical expression of the work ethic. Earlier program experiences in this area will be analyzed to determine the role they have played in respect to employment opportunities, requisite skills, and future labor market needs. Prerequisite: Eng 100 or with the permission of chairperson.

MPR 310 Techniques and Practices in Job Development *3 class hours; 3 credits*

Framework within which effective job development systems can be designed. Techniques, strategies, trends, and methodology of job development and its associated tasks will be examined. The employment process; client and employment barriers; employers' attitudes, needs, and concerns will be stressed in reference to developing and creating jobs. Prerequisites: MPR 201 or MPR 220, Eng 100 or with the permission of chairperson.

MPR 320 Information Systems for Manpower Operations *3 class hours; 3 credits*

This course examines models for information systems and their relevance to manpower service delivery systems and decision making. Discussion of models includes the "CETA Information System" Prerequisite: MPR 201 or P.A. 215, Eng 100 or with the permission of chairperson.

MPR 350 Manpower Planning I *3 class hours; 3 credits*

A theory course that reviews manpower policies in relation to the limits of government responsibility, the allocation of resources and the distribution of costs, the division of labor and the extent of public controls. Surveyed are rationale and definitions of manpower planning in (both) public and private sectors of the economy. The role of state and local governments in manpower planning are also examined under statutory provisions. Students are introduced to a variety of planning models for manpower programs. Prerequisite: Eng 150 and/or the permission of chairperson.

MPR 401 Issues and Problems in Manpower Service Delivery *3 class hours; 3 credits*

A seminar on issues and problems related to manpower service delivery systems. Discussions will consider the process of change and interventions with reference to the administrative process, policies and political environment of manpower operations. Guest speakers may be invited. Prerequisites: Mpr 201, Eng 150 or with the permission of the Chairperson.

MPR 450 Manpower Planning II *3 class hours; 3 credits*

Standard planning steps are translated into essential planning tasks in the context of public manpower programs. The following planning tasks are covered: establishing priorities among target groups; forecasting and identifying barriers that currently impede access of target group to jobs; designing a mix of manpower services capable of removing those barriers; choosing the agency network to act as service delivery system, and monitoring performance of service delivery agencies. Prerequisite: Mpr 350.

MPR 490/PA 490/ Internship *20 hours/wk; 6 credits*

This course provides the future practitioner with an educational practice setting where he integrates all prior learning (knowledge, skills, attitudes and behavior) into his future styles and professional practice. There is a seminar as well as a field work component of the program. The scope and format of the field work program is semi-structured to provide sufficient flexibility in meeting the diverse educational needs and professional interest of each student. The student will have an opportunity to observe and participate in the practical aspects of administrative activities when he selects one of the following foci:

- exposure to the environment and value systems affecting organizations and agencies.
- observation of decision-making process at appropriate levels.
- opportunities for professional practice in a real work setting where the student is responsible for his work to an agency supervisor and for academic growth to a faculty member.

-participation in some problem solving task which draws upon his/her knowledge and skills, and which is clearly of benefit to the agency.

Cooperative Education courses that satisfy the above conditions may be viewed as internships. Prerequisite: 70 credits completed.

Students enrolled in internship for 6 credits may substitute for one specialized course (P.A. 340 P.A. 405, P.A. 407).

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 interest groups; relationship between the American social, economic and political systems; contemporary issues in American government are examined. Prerequisite: Eng 100.

POL SCI 205 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 that political system and vice versa. Discusses political culture as a variant in comparative analysis. Prerequisite: Pol Sci 101 or 202 and Eng 100.

POL SCI 210 International Relations *3 class hours; 3 credits*
The basis of relationships between nations; the role of region 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, 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; 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 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 U.S. Foreign Policy from 1776 to the 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 to a world power. Corequisite: Eng 100.

POL SCI 300 The American Presidency *3 class hours; 3 credits*
(See History 300 for description)

POL SCI 314/PA 300/SOC 314 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.

POL SCI 336/HIST 336 Constitutional Law *3 class hours; 3 credits*
(See History 336 for description)

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; and Eng 150.

POL SCI 340/HIST 340 History of Political and Social Movements in America *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. Will focus on such movements as the Chicano, Civil Rights, Students and Black Liberation. Readings will include essays by Salazar, Savio, Malcolm X, Rustin, Fanon, Marcuse, St. Clair Drake. Prerequisites: Pol Sci 101 or 202; Eng 150.

POL SCI 393/HIST 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. Prerequisites: 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, Fanon, Marcuse, and Dewey. Prerequisites: 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 209 Human Development: 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 213 Social Psychology*3 class hours; 3 credits*

This course will survey the general concepts of social psychology; including concepts of perception, motivation, personality, learning, abnormal behavior and social psychology. Particular attention will also be paid to the potential social etiology of mental disturbance. Corequisite: Eng 100.

PSYCH 215 Theories of Personality*3 class hours; 3 credits*

Analysis of the major theories of personality will provide the emphasis of this course. Their assumptions, especially in regard to the normal, the ideal, and the aberrant, will be critically examined. The influences of environment on the individual personality as well as the problems of personality assessment will receive special attention. Prerequisite: Psych 101.

PSYCH 301 Abnormal Psychology*3 class hours; 3 credits*

An examination of the facts and theories about the etiology of mental disorders. The impact of social and economic distress upon the frequency and manifestations of disturbance will form the main focus of this course. Critical examination of the meaning of "abnormal", especially in light of recent research, will be an important theme. 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 learning process and methods of facilitating learning and cognition. The importance of historical theories to the development of behaviorism and its subsequent representation in behavior modification will constitute a major section of the course. Prerequisite: Psych 101.

PSYCH 310 Human Development: 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 interaction 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. Prerequisites: Psych 101 and Eng 150.

PSYCH 311 Human Development: Adulthood and Aging*3 class hours; 3 credits*

This course deals with human development from early adulthood through the end of the life cycle. Topics emphasized will be marriage, changes with age, sex differences, family, work, leisure, retirement and death. Prerequisite: Psych 101 and Eng 150.

PSYCH 319 Experimental Psychology*3 class hours; 3 credits*

(Formerly Psych 317 and 318)

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. Corequisites: 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 and 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 the utility and predictability of tests in clinical, educational and personnel areas will be examined. The ethical value of testing will be explored. 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. Prerequisites: Psych 101 and Eng 150.

Public Administration

P.A. 103 Introduction to Public Administration *3 class hours; 3 credits*
 An introduction to theories, concepts and approaches in public administration to enable students to understand basic ideas and techniques relevant to administrative processes in public decision making, personnel systems, budget processes, and communication systems will be explored. Prerequisite: basic skills courses in English.

P.A. 120 Statutory Analysis and Program Implementation *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. Corequisite: Eng 150, Prerequisite: P.A. 103.

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; Eng 100.

P.A. 205 Public Personnel Administration *3 class hours; 3 credits*
 Government personnel policies and practices are studied with special reference to employment planning, recruitment, selection, rewards, protection, control and evaluation. Studied also are: cultural influences, governmental and union requirements, economic conditions, and equal employment opportunities. Prerequisite: basic skills courses in English.

P.A. 215 Designing Government/Foundation Supported Activities *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. 201; Eng 150; P.A. 205.

P.A. 300/Soc 314/Pol Sci 314 Public Bureaucracy *3 class hours; 3 credits*
 (See Pol Sci 314 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 atten-

tion 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 crisis. 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. 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

3 class hours; 3 credits

Spans the related disciplines of the political and the 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 orientation to both descriptive and prescriptive approaches to policy-making in the public interest. Prerequisite: P.A. 350 or with the 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. Concepts 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. 490/MPR 490/Internship

20 hours/week; 6 credits

This course provides the future practitioner with an educational practice setting where he integrates all prior learning (knowledge, skills, attitudes and behavior) into his future styles and professional practice. There is a seminar as well as a field work component of the program. The scope and format of the field work program is semi-structured to provide sufficient flexibility in meeting the diverse educational needs and professional interest of each student. The student will have an opportunity to observe and participate in the practical aspects of administrative activities when he selects one of the following foci:

- Exposure to the environment and value systems affecting organizations and agencies
- Observation of the decision-making process at appropriate levels.
- Opportunities for professional practice in real work setting where the student is responsible for his work to an agency supervisor and for academic growth to a faculty member.
- Participation in some problem solving task which draws upon his/her knowledge and skills, and which is clearly of benefit to the agency.

Sociology

SOC 101 Introduction to Sociology

3 class hours; 3 credits

(Prerequisite to all sociology courses)

This course will familiarize the student with the basic concepts in sociology and develop his appreciation of the nature and scope of the discipline. Emphasis will be centered on the critical importance of human interaction, inter-and-intra group relations, cultural relativity, the process of socialization, race, caste and class stratification and on sex, age and other bases of differentiation. The structure of social organizations 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 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. Prerequisites: Soc 101, Eng 100.

SOC 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 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 216 American Minorities

3 class hours; 3 credits

(See Anth 216 for description)

Soc 220 Introduction to Social Work Practice

3 class hours; 3 credits

This course introduces the student to basic patterns of professional social work practices, areas of casework, group work, community organization, policy, research and administration. The student will become acquainted with a generic and distinctive theoretical framework for practices as well as the traditional methods and processes of intervention as they relate to changes and pressures in the current social scene. Prerequisite: Eng 100.

SOC 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. Prerequisites: Soc 101, Soc 209, Eng 150.

SOC 303 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. Prerequisites: Eng 150, and Soc 101.

SOC 308 Sociological Theory

3 class hours; 3 credits

Introduction to the major sociological theories and their sociopolitical implications. (Current sociological theory developments will be studied). Students will compare and evaluate the analytical and conceptual contributions of the sociological theorists. Prerequisites: Soc 101, Eng 150.

SOC 314/POL SCI 314/P.A. 300 Public Bureaucracy *3 class hours; 3 credits*
(See Pol Sci 314 for description)

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 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: Soc 220 and Eng 150.

Soc 321 Intermediate Groupwork *3 class hours; 3 credits*
This course expands upon social groupwork 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: Soc 220 and Eng 150.

SOC 336 Police and 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 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. Prerequisites: Eng 150, Soc 101 or Soc 220.

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.

SOC 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.

SOC 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 457/SW 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.

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 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 students 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 500 Independent Study *3-6 hours; 3-6 credits*
 This course is designed to allow the student to intergrate theoretical concepts and current issues in a social science area of interest, by developing and carrying out a research project. SSC 500 is open to all social science majors in their senior year with an index of 2.5 or better, who have completed the required research methods course. The student meets with the instructor regularly once a week. Student and instructor must establish performance criteria, the attainment of which must be demonstrated at the end of the course in the form of any appropriate culminating project. All outlines should be submitted to Chairperson for approval the semester prior to registration for SSC 500.

Urban Planning

UP 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.

UP 337 Urban Design Methods *3 class hours; 3 credits*
 This course is 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 desired spatial relationship will be reviewed. A study planning problem will be undertaken by the class. Prerequisites: UP 201 and Eng 150.

UP 345/346 Urban Planning I & II *6 class hours; 6 credits*
 (Two 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 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. Prerequisites: Eng 150 and UP 201.

UP 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 analysis of the supply and demand functions of movement systems, is discussed in detail. Case studies of major transportation planning efforts are analyzed. Prerequisites: Eng 150 and UP 345 and 346 or permission of instructor.

THE DIVISION OF TEACHER EDUCATION

Description of Program

The Division offers courses, programs, and degrees which prepare undergraduates (transfer students, teacher assistants, education associates, and others) for careers in early childhood and elementary education. The Competency Based Teacher Education Program (C.B.T.E.P.) is highly individualized to meet the specific needs of each student. Each student's program is planned with a mentor who maintains continuous contact with the student throughout his or her studies, and student experience includes a variety of learning strategies including independent study, seminars, and small and large group activities.

The current program is organized around abilities in teaching for which learning modules have been developed to help students acquire and demonstrate the teaching competencies required to obtain New York State teacher certification. Satisfactory completion of the C.B.T.E.P. will lead directly to certification in elementary education (common branches) in New York State. This program of elementary education leading to the award of the Bachelor of Science degree provides students with the opportunity to diversify their work with concentrations in special education, bilingual education, or early childhood education within the regular elementary education emphasis.

Wherever possible, competencies are developed through direct work with children in public school classrooms. Admission with advanced standing is possible for students who demonstrate, through pretests on learning modules, prior acquisition of equivalent competencies.

Program Offerings

The Division offers the following program of study:

English As A Second Language/English As A Standard Dialect

The ESL/ESD program is a comprehensive language development program designed to meet the educational needs of students for whom English is a second language (ESL), and for whom standard English is a second dialect (ESD). The program seeks to develop reading, writing, and speaking skills which conform with standard usage. It seeks to develop language competencies that will insure success in academic, social and career pursuits.

A.A. Elementary Education

The A.A. program provides course offerings in Early Childhood Education. The curriculum consists of a minimum of 64 credits. Any student who successfully completes the A.A. degree becomes eligible to apply for admission to the related baccalaureate program at Medgar Evers College, other senior CUNY colleges, and/or the CUNY B.A. program.

B.S. Elementary Education

The B.S. program offers emphases in special education, bilingual education, and/or early childhood education. The B.S. degree requires a minimum of 128 credits.

Divisional Academic Criteria

Admission to Programs

The requirements for admission to professional study in the baccalaureate program are as follows:

- Each student will have completed the equivalent of two years (64 semester hours) of college work.
- 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 these requirements before the culmination of his degree program.
- Each student will demonstrate a criterion level of competency in 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 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.
- 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.
- 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.

In-Program Standards

Minor

Students in the Teacher Education Division are advised to minor in a liberal arts discipline in order to assist in achieving career goals. For the purpose of a minor, fifteen credits in a specific discipline (psychology, sociology, mathematics, biology, etc.) will be accepted.

Academic Standards

Students in the Division are expected to pass required courses in education with a grade of C or better. For graduation, a student must have an index of 2.5 or better in education.

Advanced Standing

Students applying for advanced standing are required to meet the general advanced standing requirements of the College. Required and prerequisite courses must have been completed with a grade of C or better. In addition, students desiring advanced standing credits for required education courses may be required to pass pretests of modules in these courses.

Course and Credit Requirements

College-wide requirements are listed on page 14 of this catalogue.

B.S. Degree Requirements

Total number of credits required for a Bachelor of Science (B.S.) degree in the Division of Teacher Education is 128. These credits, in addition to the College-wide requirements, will be distributed in the following manner:

College-wide Requirements	41 credits
Education Requirements	47 credits*
Education Electives in Areas of concentration	10 credits*
Health 311	3 credits
Liberal Arts Minor	15 credits
Foreign Language	6 credits
History 222	3 credits
Psychology 209	3 credits

*Paraprofessionals, because of a difference in professional lab requirements will take 43 credits of education requirements and 14 credits in education electives in areas(s) of emphasis.

Education Requirements

Students are required to take the designated courses in Teacher Education as listed below:

Students must have four foundation courses:

Educ. 211 (all freshmen) and other students Educ. 222 (Prerequisite Educ. 211) Educ. 223 (part I)
Educ. 224 (223 part II)

Students entering the College in the year 1971 and 1972 would have the following acceptable foundation courses: Educ 220, Educ 221, Educ 233 or 275.

All students are required to complete the following methods courses, regardless of entry date:
Educ. 311 and 312; Educ. 315 and 316.

Other required education courses, considered as Liberal Arts: Educ 307, Educ 340.

Lab Requirements

All Teacher Education majors are required to complete six labs.

Lab requirements for day students:

Educ. 351 and 352; Educ. 461 and 462; Educ. 471 and 472.

Lab requirements for paraprofessionals:

Educ. 351 and 352; Educ. 451 and 452; Educ. 461 and 462. Students who have completed Professional Labs 251 and 252 need not take Educ. 351 and 352.

Students who have completed Professional Lab 251, need not take Educ. 351 or who have completed 252, need not take 352.

Education Areas of Concentration:

Special Education

Educ. 201	Educ. 322
Educ. 303	Educ. 381
Educ. 310	Educ. 407

Early Childhood Education

Educ. 100	
Educ. 301	Educ. 304
Educ. 302	Educ. 306

Bilingual Education

Educ. 200	Educ. 318
Educ. 202	Educ. 421
Educ. 314	Educ. 422
Educ. 317	

COURSE DESCRIPTIONS

EDUC 100 Parent-Teacher - Child Interaction *3 class hours; 3 credits*
 This course is designed to create an awareness of parent involvement in education informally and formally throughout the 19th and 20th century. Briefly, the course will cover the history of parent involvement in the United States, and examine structured parent programs. The course will also explore effective techniques and approaches utilized by parents, to support their children in school. The course is open to teachers and parents. No Prerequisites are necessary.

EDUC 200 Introduction to Bilingual/Bicultural Education *3 class hours; 3 credits*
 This course explores the theory and philosophy underlying the field of bilingual/bicultural education in conjunction with a general overview of each of its major components; second language proficiency; learning styles of linguistic minorities; cultural diversity in cross-cultural environment; curriculum utilization and adaptation of materials; instructional techniques in the learner's first and second languages; varied designs of bilingual/bicultural programs; suitable assessment techniques and instruments; structural and cultural relations between school and community; and, on-site supervised and cultural relations between school and, on-site supervised teaching experiences. Prerequisites: English 150, Linguistics (Education 419), all the College's introductory courses.

EDUC 201 The Exceptional Child *3 class hours; plus lab, 4 credits*
 An introduction to areas of exceptionality. Such concepts as the self-image, feelings about the gifted and disabled, and what it means to be exceptional are explored. The major areas of exceptionality are investigated. Field work in each of these areas will give the students practical classroom experience with exceptional children. Prerequisite: Psychology 101

EDUC 202 The Structure of Language in the Educational Environment *4 class 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 nonverbal, 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 of their students. The prospective teacher will be required to master stated competencies by way of demonstrations, critical analysis, and the use of various texts in the field. Registration only by permission of the chairperson.

EDUC 211 Orientation to the World of the Learner *3 class hours; 3 credits*
 Orientation to the World of the Learner was designed as an introductory course for students who have shown some interest in the teaching profession. Its purpose is to make the prospective teacher aware of the many resources available to youngsters in becoming involved in the learning process. Such resources include schools, churches, homes, neighborhoods, museums, print and mass media. The prospective teacher will explore the concept of self and begin to see the impact of interactive situations between adults and children.

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:

- An understanding of the self as a person, as well as a prospective teacher.
- A knowledge of one's own cultural environment as it affects one's learning styles and teaching techniques.
- An understanding of theories of learning and methods of teaching.
- An ability to assess educational instruction.

EDUC 223 Philosophical, Social, and Historical Foundation of Education Part I & II*3 class hours; 3 credits (per semester)*

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

EDUC. 223 (or the equivalent) is a Prerequisite of Ed. 224. Corequisite: Eng. 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 self and his achievement 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 course. Prerequisites: Psych 101, Ed 222.

EDUC 302 Curriculum and Instruction In Early Childhood Education*3 class hours; 3 credits*

Curriculum resources and innovations which continue 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 303 The Slow-to-Develop Child*3 class hours; 3 credits*

This course is designed to address the needs of teachers of children who have heretofore been classified as CRMD. Some of these children are now being "mainstreamed" in accordance with PL 94-142. The major thrust of the course will be methods and materials to teach and train the developmentally-disabled which have proven successful. Current issues such as the rights of the

retarded in the areas of schooling, housing, medical treatment and institutionalization will also be explored. Field experiences will be included in the course. Prerequisites: Psych 101, Ed 201.

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 *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. Prerequisites: Ed 222, Psych 101.

EDUC 307 Foundations of Educational Psychology *3 class 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 class 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's. Prerequisites: Ed 222, Psych 101.

EDUC 310 The Troubled Child *3 class hours; 3 credits*

This course is designed to meet the needs of teachers of children who may have been excluded from regular classrooms because of emotional problems. Many are now being "mainstreamed" in accordance with PL 94-142. Emphasis will be on recognizing the troubled child, and developing methods of working with him/her within the classroom setting. The overall view of therapeutics programs in an educational setting will be employed. Field experiences are included. Prerequisites: Psych 101, Ed 201.

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: Eng 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: Ed. 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 maturation 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 perceive, 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. Corequisite: 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. Prerequisites: Eng 150, Educ 311; Corequisites: Prof. Lab 351.

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 *3 class hours; 3 credits*

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 Education *4 lab hours; 2 credits*

EDUC 352 Professional Laboratory Experience in Elementary Education *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 class 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, hospi-

tals, 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 class hours; 3 credits

This course is designed to help the prospective teacher develop awareness and understanding of the community in which he teaches. It focuses on the involvement of the community in the educational process. The areas of concentration are comprised of: (a) Pupil-Community Involvement (b) Parent-Pupil Relationships and Parent-Teacher Relationships

EDUC 407 Education of the Physically Handicapped

3 class hours; 3 credits

Students enrolled in this course will have the opportunity to develop the observational and instructional skill 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 relations 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 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 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, 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. Prerequisite: 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 on 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.

EDUC 500 Independent Study

1 to 6 credits

Independent study is designed to allow the student to engage in self-development through supervised reading, field work, research, and discussion on an issue or subject matter related to the crucial issues in education, philosophically, methodologically, or psychologically. The content of independent study should consist of information or experience not covered sufficiently by existing education courses, of immediate interest to both the student and the professor with whom he will work in an Independent Study mode, and should relate to the student's educational and professional growth in developing an in depth solution to the problem which is posed. Together with the professor with whom he will be working, the student participates in defining and delimiting the problem, deciding upon which resources to draw, the manner of acquiring the necessary data, the way in which the data will be analyzed, and how the data will be used to forge the logical conclusions from it. The student also participates with the instructor in establishing performance criteria for the successful completion of the course. Admission by designation and consent of a supervisory instructor may be made at any time during a regular semester.

THE ESL/ESD* PROGRAM

Description of Program

ESL/ESD 003 and ESL/ESD 004 provide two levels of intensive language arts skills - listening, speaking, reading and writing for special groups of students. Students for whom English is a second language and students for whom another linguistic system interferes with the use of standard English will be serviced in this program depending upon placement scores.

The need to implement a standard English language development program that acknowledges Black Dialect as a system of communication with its own linguistic pattern has been recognized by the Medgar Evers College Community.

Classes meet six hours per week (2 three hour sessions) with trained ESL/ESD instructors. Counseling, advising and laboratory work are added supportive services.

Program Offerings

Summer and intersession mini courses are offered for students or community people who wish to raise their CUNY test scores, become more competent in their academic work, or increase their working skills in the English language.

Course and Credit Requirements

ESL/ESD 003 offers no credit, but a student must pass the classwork with a "D" or better to take the CUNY assessment tests.

Scoring between 8th and 10th grade on the C.A.T. moves a student into the 004 level, and scoring at level 4 on the CUNY writing test moves the student into the 004 level.

ESL/ESD 004 is for students who have successfully passed the 003 level but who have not achieved the requisite CUNY score score to exit basic skills. At this level students earn 4 credits (2 for reading and 2 for writing). A student must receive a "D" or better in class to take the CUNY-wide exam.

Scoring over 10th grade in reading on the C.A.T. and a 5 or better in writing moves the student on to Eng 100. If an ESL student passes the classwork satisfactorily, but does not pass the CUNY assessment exams he may receive any grade and repeat the class again.

Course	Credits	Lab
ESL 003	0	1/3 of class weight
ESL 004	4	1/3 of class weight
ESD 003	0	Reading Lab and Writing Lab
ESD 004	4	Reading Lab and Writing Lab together counts as 1/3 of class weight

*ESL - English as a Second Language

ESD - English as a Second Dialect

COURSE DESCRIPTIONS

ESL 003

6 class hours; 0 credits

This first level ESL 003 intensive course is for students whose performance on the placement exams indicates a need to break the language barrier that hinders their ability to progress in English. The content of the course includes learning the phonological, morphological, and syntactic linguistic system of English. Emphasis will be placed on using the language in all of its forms. Since language is sequential in nature, the teaching/learning process will follow the order of listening/speaking, reading, and writing.

ESL 004

6 class hours; 4 credits

This second level intensive course is for students who have successfully passed through ESL 003 and are still in need of basic skills courses to progress academically in English. The content of the course includes continued stress on the phonological and morphological linguistic skills, a great deal of emphasis on reading and writing at more advanced levels, study skills and test taking skills. Assignments will include reading in the content areas. Exit criteria requires that students demonstrate their ability to pass the minimum proficiency score in writing.

ESD 003 English as a Standard Dialect

6 class hours; 0 credits

Course content includes comparing the differences between two linguistic systems that are creating confusion analyzing the phonetical, phonological, lexical and semantic errors made as a result of language rule interferences, and focusing in on the use of appropriate language in varying situations. Students are expected to attend both the reading and writing labs for additional individualized or group help. Exit criteria requires that students demonstrate their ability to pass the minimum proficiency set by CUNY in both reading and writing.

ESD 004 English as a Standard Dialect

6 class hours; 4 credits

This course level of ESD is for students who have passed ESD 003 but who have not scored high enough to go into English 100. The course content continues to point out differences in the two linguistics systems, Black English and standard English, but more emphasis is expected on upgrading reading, writing, study skills and test taking skills. Assignments in the reading and writing labs will be analyzed to help students become competent users of standard English. Student assignments will also include reading in the content areas. Exit criteria requires that students demonstrate their ability to pass the minimum proficiency set by CUNY in reading and the Medgar Evers proficiency score in writing.

THE DIVISION OF SPECIAL PROGRAMS

The Division of Special Programs houses the Search for Education, Elevation and Knowledge (S.E.E.K.) and College Discovery (C.D.) Programs. These programs are the two major programs of the City University of New York (C.U.N.Y.) designed for eligible students who require economic and academic support to complete a college education.

The Division has five components, including instruction, counseling, tutoring, financial aid, and research & evaluation. Basic skills instruction, individual and group counseling, tutorial service and a financial aid stipend for educational expenses are provided to each Special Programs student. The New York State Higher Education Opportunity Program Act provides for the funding of these supportive services.

Programs Offered

S.E.E.K.

College Discovery

S.E.E.K. is operational in senior colleges in CUNY, and C.D. is offered in Community Colleges. Medgar Evers College has both two and four-year degree programs. Therefore, Medgar Evers College services both S.E.E.K. and C.D. students.

S.E.E.K.

The S.E.E.K. program was established in CUNY in 1968, and the University maintains ten S.E.E.K. units. S.E.E.K. students working toward a Baccalaureate Degree are eligible for ten semesters of assistance by the program.

College Discovery

The College Discovery Program was created by the Board of Higher Education of the City University of New York in 1964. College Discovery is offered at nine Community Colleges in CUNY. C.D. students are eligible for six semesters of economic and academic support while meeting the requirements for an associate degree.

Program Objectives

The major objectives of both programs are:

1. To provide a permanent and structured program of special assistance to selected students who require and can utilize supportive services to overcome educational and economic disadvantages to achieve a quality college education and expand career and social options available to them.
2. To provide, by means of special funding, a range of intensive supportive services (as provided for under the Higher Education Opportunity Act) to aid each Special Programs student to bridge as successfully and expeditiously as possible the gap between basic skills instruction and the regular college curriculum.
3. To explore, develop, and demonstrate innovative techniques and processes for providing integrated educational services which seek to enable fundamentally capable students in achieving self-actualization and becoming contributing members of their communities.
4. To provide the appropriate supports of the S.E.E.K. program to those College Discovery students

who enter B.A. programs following completion of Associate Degree programs and/or 64 credits.

5. To encourage the faculty and administration of Medgar Evers College to accept the above-stated purposes among the central missions of the College.

Divisional Criteria

Admission

To apply for admission to the S.E.E.K. or College Discovery program, an applicant must complete the "Special Programs" section of the CUNY application.

In accordance with a Board of Higher Education resolution, a person is eligible for admission to the S.E.E.K. and C.D. Programs if he or she meets the following criteria.

1. Is economically disadvantaged. 2. Is educationally disadvantaged. 3. Is a graduate of an approved high school or has obtained a New York State high school equivalency diploma or its equivalent as determined by the Commissioner of Education of the State of New York. 4. Has not previously attended a college or any other accredited post-secondary education institution. 5. Is a citizen of the United States or has permanent residence status. 6. Has lived in New York City for one year prior to the semester for which he or she is applying.

After acceptance into a CUNY college, S.E.E.K. and C.D. applicants must submit a copy of their Federal Income Tax Return Form 1040 and other supporting documentation to verify income eligibility, citizenship and residence.

In-Program Standards

Maintenance of "Special Programs" status requires that a student: a) register as a full-time student each semester. b) maintain a grade point average of "C" or better. c) regularly attend classes. d) enroll in group counseling each semester; and e) file a financial aid form, annually.

Program Requirements

The requirements for economic and academic eligibility are specified below.

Economic Eligibility

An applicant is economically eligible if he or she meets the following criteria:

Number of Household Members (including head of household)	*Gross Family Income Schedule
1	\$4,780
2	5,920
3	7,540
4	9,050
5	10,440
6	11,710
7	12,870
8	13,920
9	14,850
10	15,660

*figures are subject to annual review and revision.

Whether the applicant has dependent or independent status also affects the determination.

In a household where any member is a recipient of public assistance, the applicant is economically eligible.

Academic Eligibility

An applicant is academically eligible if he or she:

- 1) has a general equivalency diploma; or
- 2) has an academic average of less than 80%; or
- 3) ranks at the 65th or lower percentile of his or her graduating class.

COURSE DESCRIPTIONS

The courses described below are for entering Special Programs students who are placed in basic reading and/or writing based upon their scores on the entrance examination. Typically, an entering student will register for a "blocked program" which is a cluster of complementary courses. For example:

SP/Writing 003	3 hours; 0 credit
SP/Reading 003	3 hours; 0 credit
SP/Group Counseling 003	1.5 hours; 0 credit

A student may test out of reading or writing or both. Should he test out of one skill area, he will be required to register for a course in the other skill area and group counseling. If he tests out of both reading and writing, he is only required to enroll in group counseling. All reading and writing courses offer a corresponding laboratory which is required.

Several compensatory-level courses are offered to students who have tested out of basic skills and wish to continue to improve their reading or writing skills.

SP/READING 003 *3 class hours; required labs; 0 credit*

This course aims to introduce incoming students to the initial work in reading by acquainting them with the reading process, focusing their attention on their present study habits and developing these habits through study techniques, building vocabulary through various methods, organizing and comprehending reading material at the literal level and by introducing them to critical evaluation. Laboratory sessions are required in addition to the 3 class hours.

SP/READING LABORATORY 003 *1.5 hours; 0 credit*

In the lab, students will work individually or in small groups of two to five on such reading skills as word power and comprehension, and on study skills. Each student works with a reading specialist or tutor on his/her particular problem area.

SP/WRITING 003 *3 class hours; required labs; 0 credit*

This course provides fundamentals in writing with particular emphasis upon developing a paragraph, effective topic sentences and developers and the simple essay. Students are assigned a number of paragraphs and short essay themes 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 with student registration in the course.

SP/WRITING LABORATORY 003 *1.5 hours; 0 credit*

In the lab, students will work individually or in small groups of two to five on writing effective paragraphs, and later, on short essays under the direction of a tutor. Each student will be helped to

master his individual problems in sentence structure and grammar.

SP/READING 004

3 class hours; required labs; 2 credits

Provides a review of the 003 Reading Skills and emphasizes synthesizing and applying readings in the content areas, reading critically, understanding specialized vocabulary and developing varied rates of reading. Laboratory sessions are required in addition to the 3 class hours.

SP/READING LABORATORY 004

1.5 hours; 0 credit

Students will be given a lab assignment which will reinforce the skills being taught in SP/Reading 004.

SP/WRITING 004

3 class hours; required labs; 2 credits

This course provides a transition from the short essay to a group of longer, related paragraphs around a theme. Students are assigned a number of themes of various types. Exit criteria includes reaching "proficiency" according to the CUNY proficiency guidelines. Laboratory sessions are a required component of this course.

SP/WRITING LAB 004

1.5 hours; 0 credit

Students will write essays using a variety of organizational formats under the guidance of a tutor. Each student will work with three or four other students and a tutor on structure and grammar.

SP/HUM 101 (Critique of Curriculum Literature)

3 class hours; 3 credits

This course is designed to help students who desire to develop speed and critical evaluative skills in technical and pleasure reading including textbooks and literary writings. This course is recommended for those who will take the C.U.N.Y. Reading Proficiency Examination. Laboratory attendance is required.

SP/HUM 102 (Self Expression Through Art & Drama)

3 class hours; 3 credits

Students will have the opportunities in this course to write and act their own plays as well as to improve their writing skills. Emphasis will be on improving writing skills through art and drama. Open to all students. Laboratory attendance is required.

SP/C 003 Transition From High School to College

1.5 class hours; 0 credit

This course is designed to provide an orientation to college life. It focuses on the development of survival skills needed to cope with academic endeavors. Topics will include: developing effective study skills; habits and attitudes; student rights and responsibilities; choosing a major; test taking skills, listening skills and orientation to the college structure. Co-requisite: SPR/SPW 003 (Exceptions: Chairperson's approval).

SP/C 004 College As A Social System

1.5 class hours; 0 credit

This course completes the introductory core of counseling classes for SP freshmen students. It is designed to equip students with essential skills for successful academic careers. The course serves to involve students with the "College as a Social System" by covering such modular topics as: Academic Division, Administrative Functions, M.E.C. within C.U.N.Y., Special Programs, and Extra-curricular Activities. Co-requisites: SPR/SPW004 (Exceptions: Chairperson's approval).

AGRO 101 Financial Planning and Budgeting

1.5 class hours; 1/2 credit

This course is designed to familiarize students with personal money management, identifying additional financial aid resources, budgeting strategies, interpreting and processing financial aid forms and identifying legal resources. Pre-requisite: SPC/003 and 004

AGRO 102 Development of Self-Concept

1.5 class hours; 1/2 credit

The focus of this Course is to develop inner awareness. Areas addressed are improving one's self concept, self assesment, the role of culture in self concept formation, the influence of media on the

development of self concept and the role of unity in group survival. Pre-requisite: SP/C 003 and 004

AGRO 103 Advanced Career Planning *1.5 class hours; 1/2 credit*

Aquiring strategies for entering the world of work will be the focus of this course. The following issues will be addressed: Theories of career development, interview techniques, formulation of goals, skills for employment, search and maintenance, resume preparation, values clarification and decision making. Pre-requisites: AGRO 102; SEEK and College Discovery students are not required to enroll in CP 100 and 200 or CEP 101 and CEP 102 courses. (Exceptions: Chairperson's approval.)

AGRO 104 Politics, You And Your Community *1.5 class hours; 1/2 credit*

This course is designed to heighten the awareness of the political process. Issues and activities are as follows: The voter's registration process, Club house politics, the relationship between politics and the absence or presence of community resources, citizen rights and responsibilities, City and State political personality profiles. Pre-requisites: SPC 003 and 004 (Exceptions: Chairperson's approval.)

AGRO 105 Skills For Urban Living *1.5 class hours; 1/2 credit*

This course is designed to facilitate the aquisition of survival skills needed for urban living. Issues that will be addressed are as follows: self advocacy, consumer education, crime prevention, tenant rights, organized resource banks, orqanizing community groups. Pre-requisites: SPC 003 and 004 (Exceptions: Chairperson's approval.)

AGRO 106 Parenting and Family Relationships *1.5 class hours; 1/2 credit*

This course will explore the areas of parenting and family relationships. The areas that will be explored: Parental care, child care, prevention of child abuse, alternative family systems, male/female relationships and the effect of slavery on minority families. Pre-requisites: SPC 003 and 004

ARGO 201 Issues In Minority Education *1.5 class hours; 1/2 credit*

This course is designed to provide information on social factors affecting minority entry into institutions of higher education. It will address issues on the roles of community based colleges, equal access to higher education, graduate and professional school opportunities.

AGRO 202 Honors/Cultural Program *1.5 class hours; 1/2 credit*

The focus of this course will be to extrapolate upon exceptional academic achievement, areas of concentration will center around involvement in the political process, cultural and/or social activities, research student initiated activities, and guest lecturers on current and historical events. Pre-requisite: College English 100 (Exceptions: Chairperson's approval.)

AGRO 203 Medgar Evers *1.5 class hours; 1/2 credit*

This course will focus on structured motivational materials. Structured motivational exercises as well as student centered activities that will constitute the group's thrust regarding historical context of Medgar Evers. Additionally, it will provide opportunity for self discovery and direction. Pre-requisite: SPC 003-004 (Exceptions: Chairperson's approval.)

AGRO 301 Achievement Motivation *1.5 class hours; 1/2 credit*

This course is designed to familiarize students with self-study exploration of and development of achievement strategies and goal setting related to academic success and career actualization, and the development of interpersonal relationships and supports of other life experiences. Pre-requisites: AGRO 102 and AGRO 103 (Exceptions: Chairperson's approval.)

Advanced Special Programs students who have shown exceptional ability in mastering the counseling objectives and who display mastery of specific academic skills, may request exemption from

Advanced Group Counseling and work with Special Programs students who require such assistance.

Individual counseling is by personal arrangement between the counselor and student. The counselors of Special Programs view themselves as resource persons who provide academic, social, personal and career counseling with the aim of fostering the development of the "whole person."

THE DIVISION OF ADULT CONTINUING EDUCATION

This Division does not grant degrees. All of its courses are non-credit, and are open to the community.

Courses and programs in the adult continuing education division are designed to provide a wide variety of learning opportunities for those who are seeking personal enrichment and enhanced career opportunities. The division also offers specially designed programs that provide a bridge for many community residents to gain admission to College degree programs.

PROGRAM OFFERINGS

Career Development Program
 High School Equivalency Program
 Adult Basic Education Program
 Grant Supported Programs and Courses

CAREER DEVELOPMENT PROGRAM

The career development program offers community residents an opportunity to develop skills needed for personal growth and advancement. Students are awarded certificates upon successful completion of each course.

THE HIGH SCHOOL EQUIVALENCY PROGRAM THE ADULT BASIC EDUCATION PROGRAM

The high school equivalency and adult basic education programs are offered in cooperation with the New York City Board of Education. This program is designed to assist adult students in preparing for the general education diploma (GED) examination. Each student in this program studies math, English, science, social studies and English grammar. The adult basic education program is designed to assist adult students in reaching an eighth grade level of competency in the basic skills area.

GRANT SUPPORTED PROGRAMS AND COURSES

The grant supported programs and courses provide a bridge between community residents and admission to the College. Included are the comprehensive employment and training program (CETA), the Brooklyn Small Business Skills Development Program. A number of the grant supported courses are expected to be available in the Fall of 1979. A current listing of these offerings can be acquired by contacting the Adult Continuing Education Division. Counseling services are available to participants in the offerings of the division and to community residents.

THE COMPREHENSIVE EMPLOYMENT AND TRAINING PROGRAM

The CETA program is designed to prepare individuals for clerical positions in business and industry. It provides training in typing, bookkeeping and general office practices. Applicants accepted into the program without a high school diploma are prepared to take the high school equivalency examination. Applicants must meet the CETA income guidelines to be eligible for this program. Counseling and job placement services are also provided.

BROOKLYN SMALL BUSINESS SKILLS DEVELOPMENT PROGRAM

STRUCTURE OF THE COURSES: The program is designed to provide instructions in planning a business venture and in the various disciplines of marketing, finance, accounting, inventory control

and pricing. The program also addresses the other techniques and strategies of successful business operations.

DIVISIONAL ACADEMIC CRITERIA

Admission to Programs and Courses

All courses and programs are open to adult community residents. Participants who wish to continue at the College must have a high school equivalency or high school diploma. Students who complete 24 College credits within the Adult Continuing Education Division are eligible for the awarding of a New York State high school equivalency diploma.

COURSE DESCRIPTIONS

Brooklyn Small Business Skills Development Program

Structure of the Courses -- The program is designed to provide instructions in planning a business venture and in the various disciplines of marketing, finance, accounting, inventory control and pricing. The program also addresses the other techniques and strategies of successful business operations.

CE 271/272 Accounting I and II *3 class hours*
 These courses are designed to study the basic principles and procedures of accounting related to the function of controls and decisions. Topics to be discussed include preparation of a general ledger, understanding the income statement, balance sheet, inventory and depreciation. Prerequisite for Accounting II: Acc 271.

CE 151 Money and Banking *3 class hours*
 This course is designed to give basic theory of money, credits and monetary standards, commercial and central banking, their relations and roles in the United States economy, and how the small business person can best be served by the banks.

CE 231 Essentials of Marketing *3 class hours*
 This course focuses 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 instructions in order to improve efficiency and lower overall distribution costs.

CE 331 Marketing Management *3 class hours*
 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.

CE 331 Small Business Management *3 class hours*
 This course provides assistance to small business owners in starting and operating a small business. A critical analysis is made of capital accumulations, government aids and regulations, adopting technologies to specialized needs, feasibility studies, marketing strategies, franchise operation, Small Business Administration - Investment Corporation requirements, and growth and competition.

CE Career Planning*1 class hour*

This course is designed to provide an orientation to college for the participants in the program. It is based upon student self-study and the understanding of possible life styles. Examination and understanding of what one is like and projecting oneself into different occupational roles are encouraged. Emphasis is also placed on occupational exploration and educational and vocational planning.

CE Personnel Management*3 class hours*

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 motivation techniques.

Ceta Program**Figure Clerk Typist Curriculum****Bookkeeping***15 hours*

This course is designed to serve the needs of students desiring to enter the job market as bookkeepers at entry level. The course entails the study of journalization and posting of business transactions, footing of accounts in the ledger, the preparation of a proof of ledger balance (trial balance) and an introduction to the main financial statements.

Typing and Office Practice*15 hours*

Beginning typing: includes the mechanics of the typewriter, mastery of the keyboard, spacing, punctuation and tabulation. Office Practice — filing, answering the phone.

Career Development Courses**CE 101 Beginning Conversational Spanish***10 sessions*

This course is a conversational approach to elementary Spanish for those with no previous knowledge. Dialogues and class discussions are used to teach grammar, and develop speaking skills useful in everyday situations.

CE 001 Civil Service Arithmetic*10 sessions*

This course is designed to review the basic arithmetic operations, using fractions, decimals, rates and percentages. With this foundation employees who have not had a strong mathematical background will learn how to read and interpret graphs, charts and tables.

CE 002 High School Equivalency*15 sessions*

This course is designed to assist adult students in preparing for the General Education Diploma (GED) examination. Each student will study math, English, science, social studies, and English grammar.

CE 003 English Grammar and Usage*10 sessions*

This course is a refresher in the fundamentals of English usage. Class discussions and exercises will emphasize sentence structure, parts of speech, punctuation and spelling.

CE 004 Speed Reading*10 sessions*

This course is designed for beginners of speed reading. It teaches the basic techniques of speed

reading and teaches when and how speed reading is used. Students registering for this course should be able to read at a minimum speed of 300 words per minute.

CE 005 English as a Second Language *15 sessions*
This course is designed to develop written, oral and verbal skills for those persons from non-English speaking countries. Emphasis is placed on vocabulary expansion, speech patterns and idioms and utilization of spoken English in daily activities.

CE 006 English as a Second Language (Intermediate Level) *15 sessions*
Further development of written, oral and verbal skills. Continuation of vocabulary expansion. Introduction to English grammar and usage, its impact on the ESL student. Special emphasis on verb forms. Examination of a few peculiarities of the English language. Attaining fluency and expression in English words which are commonly mispronounced in English. Words which are commonly misspelled. Writing declarative, interrogative, imperative and exclamatory sentences. Miscellaneous field trips. Prerequisite: ESL 1 or equivalent as determined by a placement examination.

CE 007 Effective Writing (Beginning Level) *10 sessions*
This course is designed to give students an introduction to the written word as a viable means of communication. Sessions cover a variety of methods for paragraph development including motivation for writing, vocabulary expansion and the sentence as a unit of the paragraph.

CE 008 Effective Writing (Advanced Level) *10 sessions*
This course is designed for students who have mastered the basic or beginning level course, and provides an introduction to expository writing. Emphasis is placed on writing to explain, to persuade, or to guide a course of action. Assignments focus on outlining techniques, the autobiography and the biography, writing news briefs, press releases, short news articles and forms of poetry will be explored. Prerequisites: CE 007.

CE 100 Introduction to Psychology *10 sessions*
This course is designed to give the layman a clearer understanding of his own behavior and the behavior of those around him, and to update his knowledge of the field. Topics included are behavior modifications, motivation, memory improvement, and new understanding in human relationships.

CE 151 Beginning Typing *15 sessions*
This course approaches the basic skills in the use of an electric typewriter. Students will learn to master the keyboard and prepare letters, office forms, reports and tabulations.

CE 152 Intermediate Typing *15 sessions*
A continuation of Beginning Typing, for students who have developed skills in the use of the electric typewriter.

CE 211 Intermediate Conversational Spanish *10 sessions*
This course is designed for those with previous knowledge of Spanish. This course is designed to improve conversational skills and develop a working vocabulary for on-the-job contact with Spanish-speaking people. Prerequisite: CE 101.

CE 271 Bookkeeping and Accounting I and II *10 sessions*
This course is designed to give a working knowledge of current bookkeeping, working trial balance and statements of financial condition for small businesses will be covered.

CE 275 How to Prepare Your Personal Income Taxes*8 or 10 sessions*

This course is designed to aid the student in the preparation of individual Federal, State and City returns. The course will include the areas of taxable income, non-taxable income, exemptions, allowable deductions, capital transactions, and income averaging. Special attention will be given to newly imposed taxes, newly revised tax forms and how they affect you.

CE 555 Beginning Shorthand*15 sessions*

This course teaches the ABC Landmark system of shorthand for those who wish to learn speedwriting techniques for faster note-taking and transcription. Lessons will present principles of shorthand and provide practice in dictation.

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INDEX

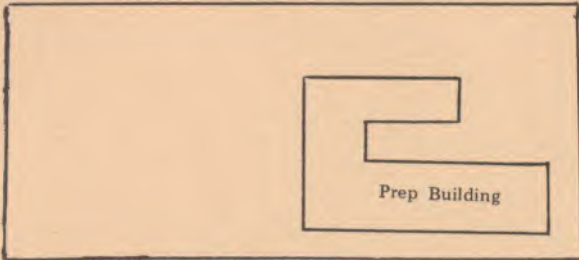
- About the College 6
- Absence, class (attendance) 13
- Academic
 - conditions for retention and progress 18
 - regulations 11
 - requirements (College-wide) 14, 69
 - residency 10, 16
 - standing 9
 - structure 8
- Accounting, courses in 50
- Adding, dropping courses 13
- Administration, College 135
- Admissions
 - advanced standing 9
 - applications 9
 - deadlines 10
 - fees 10, 25
 - foreign students 10
 - general requirements 9
 - health 10
 - high school diploma 9
 - procedures 9
- Advanced standing 9
- Adult Continuing Education 127
- African and Afro-American Studies -- see individual departments
- Aid (financial) 36, 37
- Algebra 89, 91
- Anthropology -- courses 96
- Application -- to the College 9
 - fees 10, 25
- Attendance 13
- Art -- courses 72
- Arithmetic -- see mathematics
- Athletics -- see Physical Education
- Attendance 13
- Basketball -- see Physical Education
- Biochemistry -- courses 88
- Biology -- courses 86
- Board of Trustees 132
- Bowling courses 66
- Business Administration 43
- Calculus -- courses 90, 91
- Calendar for 1980-1981 1
- Career Planning 31, 34, 129
- Casework -- courses 107
- Change of grade 12
- Change in status -- part-time, full-time 29
- Chemistry -- courses 87
- Class Standing (requirements) 17
- College Discovery Program 121
- Community Council members 133
- Community Council Awards 134
- Computer Assisted Instruction 40
- Continuing Education 127
- Co-Operative Education 32, 35
- Counseling 30
- Credits (Equated) 24
- Credit (load) requirements 17
- Course Descriptions
 - accounting 50
 - anthropology 96
 - art 72
 - biology 86
 - business 51
 - career planning 31, 34, 127, 129
 - chemistry 87
 - communications 79
 - dance 67
 - economics 96
 - education 113
 - english 73
 - ESL/ESD 120
 - finance 52
 - french 75
 - health education 65
 - health science 63
 - history 97
 - humanities 77
 - languages 75
 - law (business) 52
 - law (political sciences) 102
 - liberal arts 41
 - management 53
 - manpower 99
 - marketing 54
 - mass communications 79
 - mathematics 89

- media 79
- music 80
- natural science 88
- nursing 63
- philosophy 80
- physical education 65
- physics 88
- political science 101
- psychology 102
- public administration 104
- real estate 56
- secretarial science 56
- social science 107
- sociology 106
- spanish 75
- special programs 123
- speech 81
- urban planning 108
- Yoga 66, 78
- Dance -- courses 67
- Dean's Honor List 19
- Degree offerings 8
- Degree requirements -- College-wide 14, 69
- Diploma 20, 127
- Discipline -- rules and penalties 20
- Disciplines -- see Academic Structure
- Divisions
 - Business Administration 43
 - Health Sciences 59
 - Humanities 68
 - Natural Sciences and Mathematics 83
 - Social Sciences 92
 - Special Programs 121
 - Teacher Education 109
- Dropping courses 13
- Duplicate records 26
- Economics -- courses 96
- Education, Teacher 113
- Education, cost of 27
- Electives -- see individual divisions
- English -- courses 73
- Enrollment -- see admissions
- Equivalency diploma 127
- ESL/ESD program 119
- Examinations 14
- Expulsion 23
- Faculty 135
- Fees - penalty 25
 - other 26
- Finance -- courses 52
- Financial aid 36, 37
- Foreign students 10
- French -- courses 75
- Freshman applications 9
- General applications 9
- GI Bill 27, 37
- Grades 11
- Grade Point Average 12
- Graduation -- filing for 20
- Grants 37
- Group counseling 30
- Guidelines for Graduation Award Selection 23
- Health Education 65
- Health -- general requirements 10
- Health services 30
- Health Sciences -- Division of 59
- High School diploma 9
- History -- courses 97
- Honors 20
- Humanities - Division of 68
- Independent studies -- see individual divisions
- Languages -- courses 75
- Library 39
- Loans 37
- Management -- courses 53
- Manpower -- courses 99
- Marketing -- courses 54
- Mass communications 79
- Mathematics -- courses 89
- Maximum credits 17
- Media -- courses 79
- Medical -- see Health Services
- Mid-Semester evaluations 14
- Military
 - GI Bill 37
 - refunds 27
 - veterans affairs 33
- Music -- courses 80
- Natural Sciences - Division of 83

- New York State Scholarships 37
- Non-Instructional -- fees 25
- Nursing -- courses 63
- Officers of the University 132
- Pass/Fail 11
- Penalties 22
- Philosophy -- courses 80
- Physical education -- courses 65
- Physics -- courses 88
- Placement services 31
- Planning, career 31, 34, 129
- Planning, urban 108
- Political science -- courses 101
- Psychology, courses 102
- Probation 18
- Progress, rate of, defined 18, 19
- Public Administration 104
- Radio -- see Media
- Real estate -- courses 56
- Refunds 26
- Regulations, academic 11
- Repeating courses 14
- Requirements
 - admissions 9
 - credit 14, 15
 - general 14, 69
 - divisional -- see divisions
- Residence 10
- Retention and Progress 18
- Rules 21
- Sanctions, defined 22
- Scholarships 37
- Secretarial science -- courses 48, 49, 56
- SEEK 121
- Shorthand -- courses 56, 57
- Social Science -- courses 107
- Social Sciences -- Division of 92
- Sociology -- courses 106
- Special Programs 121, 123
- Speech -- courses 81
- Sports -- courses 65
- Spanish -- courses 75
- Statistics -- courses 90
- Structure, academic 8
- Student Activities 31
- Student Services 30
- Swimming -- course 66
- Teacher Education -- Division of 109
- Transcript fees 26
- Tuition 24
- Typing -- courses 57
- Urban planning 108
- Veterans Affairs 33
- Withdrawal from courses 14
- Work-Study Program 32
- Yoga -- courses 66, 78
- Zoology -- courses 87



Crown Street



Prep Building

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CARROLL

Of fices:

- Academic Affairs
- Administration
- Admissions
- Alumni Association
- Financial Aid
- The President
- Public Relations
- Registrar
- Student Government
- Student Services

Services:

- Computer Assisted Instruction
- Data Processing
- Institutional Research
- Campus Nurse

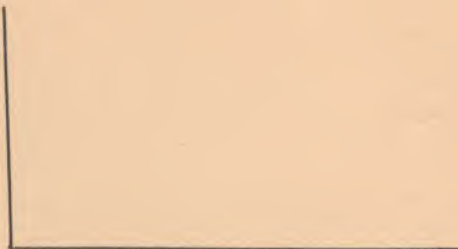
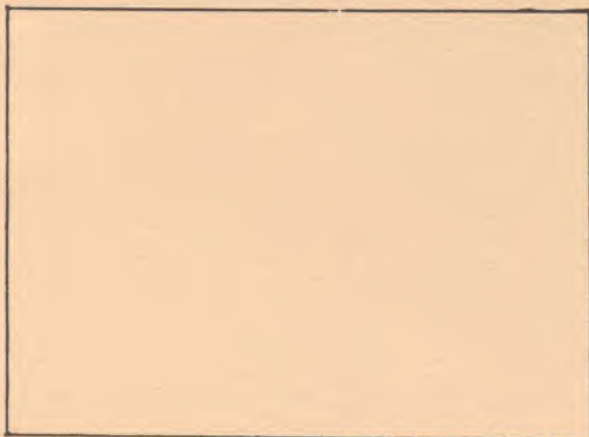
Divisions and Programs:

- Cooperative Education
- Health Sciences
- Natural Sciences and Mathematics
- Physical Education
- Teacher Education
- Social Sciences
- Special Programs

Facilities:

- Gymnasium
- Cafeteria
- Swimming Pool

UNION



President Street

Of fices:

- Bursar, Payroll
- Business Office

Services:

- Library
- Media Services

Divisions and Programs:

- Adult Continuing Education
- Business
- Humanities

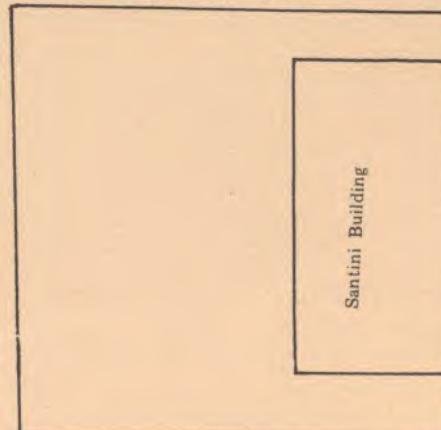
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- Radio Station WMEC

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