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ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

"WE WELCOME
STUDENTS WHO
DREAM BIG"

Exceptional Opportunity

EACH DAY LaGuardia Community College demonstrates the power of ordinary individuals to make extraordinary things happen. We stand out among other colleges for the quality of our faculty and staff and the diversity of our students. Faculty go to extraordinary lengths to support students and help them achieve their dreams. Our students come from over 150 countries to study together. We strive to provide an exceptional education to prepare graduates to face the challenges of our increasingly complex world, where they will be future leaders and productive citizens of the 21st century global workforce.

We welcome all students who want a college education. For immigrants, we are a gateway to achieve the American dream. Returning adult students, who never thought college was an option, can change their lives by walking through our doors. And for the many New York City teenagers just graduating from high school, LaGuardia is an affordable place to start their college education and have an outstanding learning experience.

At LaGuardia, students re-imagine their futures and better understand their opportunities. Students offered research experience in National Science Foundation labs become scientists. Accounting internships open the door to securing a great job in business, while students study further to become certified public accountants. Art and design classes taught by practicing artist-professors nurture the next generation of artists. With the help of college employment programs, entry-level jobs secured with local high-tech companies lead new Americans to become entrepreneurs.

We hope for more from our students than achievement in the worlds of scholarship and business. We provide support and experiences for our students to help them grow as human beings, as well as learners. Everything from enrolling their children in our day-care center, to participating in community-service activities with Queens social service organizations, to taking part in a wide range of student activities prepare LaGuardia students to participate in making a better world.

What strikes everyone who walks the halls and visits the classrooms of LaGuardia is our spirit—a potent mix of energy, ambition and hope. And it's you – our students— who are key to our continued success and extraordinary spirit! As we continue to build a great institution, we welcome students who dream big, and will continually challenge the faculty and staff to make LaGuardia an even greater institution of learning.

On behalf of our outstanding faculty, dedicated student service professionals, current students and alumni, I welcome you to LaGuardia.

Sincerely,
Dr. Gail O. Mellow, President

Vision Statement

Begin with this premise:

To change a mind is to change the world.

Now transform that premise into an organizing principle. Imagine that a single act of inspiration holds the capacity to excite other minds and draw them toward a common purpose.

Then imagine an environment where such energy is free to move, like a current, through an entire organization. A particular kind of community begins to take shape.

Now see that energy harnessed in pursuit of shared goals – all within a single place and across three decades.

Finally, give that place a name:

LaGuardia Community College

In this place, we join the discipline of scholarship with the practice of pedagogy and place both in service to all – whether native born or from abroad. And we do so in a community unique in the world – that most intensely global, outrageously diverse locale known as Western Queens, NYC.

In this way, we hope to conceive what is often only imagined – a kind of useful excellence – one that celebrates potential as well as achievement. It is a vision we carry in trust from our founders, which holds that for a college to be true to its students, the education must be true to life.

Today, however, we inhabit a new educational landscape, one those founders would hardly recognize. As part of America's most international neighborhood, we are now compelled to explore new educational forms, better connect to other institutions, and remind ourselves continually that educational aspirations can last a lifetime.

This, in broad strokes, is the spirit that animates our efforts. Now to the strategic themes that define where we shall go. We will:

◗ Pursue academic quality across disciplines and cultures for the purpose of developing minds ready for the challenge of further study and a competitive marketplace

◗ Support student success that leads to a life of personal fulfillment, economic security and community service

◗ Expand community as we seek to become both a resource for a richly varied city and a responsive partner of the world

◗ Embrace diversity, not just for what it teaches us about ourselves, but with an international perspective for what it tells us about how we are to live on our very crowded planet

◗ Create a supportive environment where each member is encouraged to believe that even failure can be as valuable as success, so long as excellence is the goal

◗ Promote fiscal and management effectiveness by the wise stewardship of resources required to insure the ongoing strength of the College

The result, we believe, is a place that both gives hope in the present and thought to the future. A place rooted in New York City, and yet an active contributor to world knowledge and culture.

Mission Statement

LaGuardia Community College of The City University of New York is named for Fiorello H. LaGuardia, New York City's New Deal mayor, who united and inspired a city of immigrants. Located at a transit hub that links Queens, the most ethnically diverse borough, with the world center of finance, commerce and the arts, the College provides access to higher education and serves New Yorkers of all backgrounds, ages and means. LaGuardia Community College is committed to:

◗ Offering career, as well as liberal arts and science curricula, developmental education and transfer preparation, cooperative education internships, continuing education classes, and training programs serving individuals, businesses and public agencies;

◗ Responding creatively to changes in student population, technology, and the global economy;

◗ Providing extensive support services and opportunities for the needs of a highly diverse student population;

◗ Upholding high standards through a focus on program assessment and innovative approaches to teaching and learning;

◗ Maintaining a dedicated, highly qualified faculty and staff;

◗ Preparing students to become full participants in the economic and civic life of the city, the nation, and the world; and

◗ Cultivating partnerships with business, community organizations, government, and public schools to enhance the economic, social, cultural, and educational development of Western Queens and New York City.

ACCREDITATION

LaGuardia Community College/CUNY is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

LaGuardia At a Glance

Conveniently located in Queens, New York City's most rapidly growing and ethnically diverse borough, LaGuardia Community College is also just minutes away from Manhattan and Brooklyn by subway and bus.

The college is 1 of 13 national Institutions of Excellence designated by the Policy Center on The First Year of College in 2002. Only one other community college in the country received this distinction.

LaGuardia is also 1 of the top 3 large community colleges in the country, according to a 2003 national survey.

LAGUARDIA AND SENIOR (4-YEAR) COLLEGES

◗ LaGuardia graduates transfer to private and public senior colleges at twice the national average.

◗ By attending LaGuardia for the first two years of their Bachelor's Degree, students can save up to $30,000 in senior college tuition.

◗ Recent graduates have transferred to some of the country's most elite institutions, including Yale, Columbia, Cornell, Barnard, Vassar, Georgetown and Mt. Holyoke.

◗ Our Transfer Services Center is available to help students research and decide on their best career and education paths after LaGuardia.

◗ Many of our degree programs are designed for immediate job placement after graduation.

LAGUARDIA OFFERS:

◗ 56 Degree Programs and 4 Certificate Programs

◗ An enhanced semester structure that allows students to accelerate to their Associate Degree, saving time and money

◗ A nationally renowned Internship Program

◗ Highly distinguished faculty

◗ An Honors Program

◗ Evening and weekend classes

◗ Free tutoring labs

◗ Small class size

◗ Academic, career and personal counseling

◗ Our "one-stop" Enrollment Services Center

◗ Faculty, staff and student mentors

◗ Strong support to help ensure student success

◗ Exchange and transfer programs with Columbia University, Barnard, and Vassar Colleges

◗ Study abroad opportunities in over 30 countries

◗ A Transfer Services Center

◗ A Performing Arts Center

◗ A 6-lane NCAA regulation size swimming pool, Fitness Center, and intramural team sports

◗ On-campus childcare facilities

ADMISSION

Applicants who have a high school diploma, General Equivalency Diploma (GED), or foreign secondary education credentials equivalent to a U.S. high school diploma are eligible for admission to LaGuardia. The SATs are not required. If you've already taken them, however, your scores may exempt you from LaGuardia's placement tests, which are given after you've been admitted to the College.

TUITION

As part of The City University of New York, LaGuardia has one of the lowest college tuitions in New York City.

◗ Students can sign up for a monthly payment plan.

◗ Over 60% of our students qualify for Financial Aid.

◗ The Office of Student Financial Services encourages all LaGuardia students to use its services. All students, even those who aren't U.S. citizens, NY state residents or eligible non-citizens, can access resources and information to help them search for and secure financing for their education.

◗ Students can pay via check, money order, cash (do not mail), Mastercard, American Express and Discover.

We encourage prospective students to meet with our Student Financial Services staff in C-109 to discuss their financial needs when filing an admission application to LaGuardia.

YOUR TRANSITION TO COLLEGE

LaGuardia's award-winning First-Year Experience orients new students to college life and the support services that help them set personal, educational, and career goals.

For entering students who need help with basic skills in math, reading or writing, the College has several options including: an intensive pre-freshman First Year Institute program, intra-semester workshops, and non-credit basic skills classes during the academic year.

Our student body hails from more than 150 countries and speaks over 100 languages. We are the future of America. At LaGuardia, you'll meet people from your own background, as well as people from countries you may have only read about before.

INTERNSHIPS

LaGuardia was the first community college in the United States to develop a student internship program. Internships provide students with opportunities to learn through practical experiences in the workplace.

Specifically, they allow you to:

◗ Explore career options and gain work experience in your desired career field. You'll make contacts and learn from people who currently work and are successful in those industries.

◗ Apply classroom learning in real world situations–reinforcing new information at the same time you're learning it.

◗ Practice and strengthen your interpersonal and technical skills.

HONORS PROGRAM

Our Honors Program for highly motivated students includes Student Exchange and Transfer Programs with Columbia University, Barnard and Vassar Colleges, Study Abroad opportunities, the Phi Theta Kappa Honor Society, the Alpha Beta Gamma Business Honor Society, and the Dean's List.

TECHNOLOGY AND ePORTFOLIO

LaGuardia is committed to helping students learn to effectively use multiple technologies. Through an ePortfolio students save work from different courses and activities into their electronic portfolios, and then select their best work for display in a personal web space. By also creating a digital/online resume, students have a wealth of materials available to showcase for potential employers and senior colleges.

LEADERSHIP & DIVERSITY PROGRAM

Open to all students, this program shapes our future leaders through community service activities, organizational leadership sessions and skills development workshops. Students develop leadership skills and participate in situational challenges, while embracing and capitalizing on the cultural diversity of our community.

Admission, Tuition and Financial Aid

Admissions – Find Out More About the College

The Admissions Office encourages prospective students to attend an Information Session or one of the many admissions events scheduled throughout the year to learn more about LaGuardia Community College. An Admissions Counselor will help students examine their objectives, review requirements for programs of interest and discuss career opportunities. We also provide assistance in the application process. Students can sign up for admissions events at www.laguardia.edu/events or by calling 718-482-5000. If you would like to schedule an appointment to meet with an Admissions Counselor please call 718-482-5107.

Office Hours: Monday – Thursday 9:00 am – 7:00 pm (closed Fridays and weekends)

Location: Shenker Hall, Room M-147
31-10 Thomson Avenue
Long Island City, New York 11101
Phone: 718-482-5000
Email: Admissions@lagcc.cuny.edu

TYPES OF APPLICATIONS

Students should only complete one of the three applications listed below. Students are responsible for filing the correct application.

1. Freshman Applicant

A freshman applicant is defined as a student who has never attended a college, university or postsecondary institution since graduating from high school or receiving a General Equivalency Diploma (GED). Neither a high school certificate nor an Individualized Education Program (IEP) diploma is acceptable. We do not accept wallet-sized diplomas. Applicants who earned a United States Armed Forces Institute Diploma must submit proof of having earned a minimum score of 225 or 2250 on the GED examinations. Application fee is $65.

Requirements to Apply ***(Submit one of the following:)***

◗ Original high school diploma and sealed high school transcript

◗ Original GED certificate and scores

◗ International secondary education credentials equivalent to a U.S. high school diploma and English translation (if applicable)

2. Transfer Applicant

A transfer applicant is defined as a student who has attended a college, university or post-secondary institution (either in or outside the U.S.), since graduating from high school or receiving its equivalent GED. Students who file a transfer application may qualify for advanced standing credit for completed coursework. To be eligible for admissions students must be in good standing at their home college. In addition, they must meet CUNY's standards of retention as a condition for admissions. Application fee is $70.

Internationally-educated transfer students must submit their applications directly to the University Applications Processing Center (UAPC).

Requirements to Apply:

◗ One item listed above* to prove the completion of high school or equivalent

◗ Sealed official college transcripts from all colleges attended, regardless if you are seeking transfer credit or not

◗ Sealed official international transcript from non-U.S. college and English translation (if applicable)

3. Visiting/Non-degree Student

A visiting/ non-degree student is defined as a non-matriculated student who enrolls for individual courses, but is not enrolled in a specific curriculum or major. Therefore, the student is not working toward a degree. Visiting/ non-degree registration is on a space available basis each semester, and students are not eligible for financial aid. Students can apply four times a year;

Fall and Spring sessions I and II (see enhanced semester calendar– inside front cover.) The application fee of $65 will only be charged if you have successfully registered for a class.

◗ Apply online and learn what documents are required to process the application. Obtain information about immigration status, residency status and restrictions on registering for certain courses: www.laguardia/admissions/applynondegree/

This option is available up to two weeks before the first day of classes.

◗ Visit LaGuardia's Admissions Office and apply in-person.

Applications and information about immigration status, residency status and restrictions on registering for certain courses are available in the Admissions Office.

* Effective Fall 2009, all non-matriculated students are required to provide CUNY Assessment Test results or to prove exemption from placement in Basic Skills courses. They are also required to meet all pre- and co-requisites for all courses for which they register unless they receive a waiver from the appropriate academic chairperson.

How to Apply

There are two ways to file an application as a **Freshman or Transfer applicant:**

1. Apply online: www.laguardia.edu/apply now

   To guide you through the application process and to view additional information you can go to www.cuny.edu and click on Apply to CUNY

2. Visit and apply in-person during Direct Admission. Please refer to www.311learn.com or call 718-482-7206.

There are two ways to file an application as a **visiting/non-degree student:**

1. Apply online and learn what documents are required to process the application. Obtain information about immigration status, residency status and restrictions on registering for certain courses: www.laguardia/admissions/applynondegree/

   This option is available up to two weeks before the first day of classes.

2. Visit LaGuardia and apply in-person.

   Applications and information about immigration status, residency status and restrictions on registering for certain courses is available in the Admissions Office.

Along with declaring your college major you need to indicate if you will be taking classes in Day or Extended Day (Evening /Weekend) status. Most majors offer both options.

Day students may enroll in evening and weekend classes and Extended Day students may enroll in daytime classes. *Day students must complete the College's internship requirement. For most Extended Day students, internships are optional.* Internships benefit our students by helping them gain real life work experience in the industry of their choice for college credit. Once you are registered, you cannot change your Day/Extended Day status. Every student, regardless of status, benefits from the same basic College services.

CUNY's Policy on the Submission of Fraudulent Documents in Support of an Application for Admissions.

An applicant for admission to any college of CUNY who submits, as part of an admission application, a document that is found to be fraudulent before an admission decision is made or before the applicant has enrolled shall be barred from enrolling in any college of CUNY for a period of five years. Please be sure to complete a transfer application if you have attended ANY institution after high school and be sure to list all institutions attended after high school (including those completed outside of the country) regardless if the education is related or not to your college major at LaGuardia. For more information on this CUNY policy refer to http://www1.cuny.edu/admissions/index/policy_application.pdf

Students Who May Pose a Risk to the College

LaGuardia reserves the right to deny admission to any student if, in its judgement, the presence of that student on campus poses an undue risk to the safety or security of the College or the College community. That judgement will be based on an individualized determination taking into account any information the College has about a student's criminal record and the particular circumstances of the College, including the presence of a child care center, a public school or public school students on the campus.

Immunization

The State of New York requires all students born on or after January 1, 1957 to present proof of immunity against measles, mumps, and rubella (MMR). Acceptable proof of immunization must include two doses of measles vaccine and one dose of mumps and rubella vaccine. All students, both degree and non-degree, who register for six or more tuition units must comply with this law. Additionally, all colleges are required to distribute information about meningococcal meningitis and vaccination to all students enrolled regardless of age. Students are required to submit a signed response form (Meningitis Response Form) to demonstrate receipt of meningococcal disease and vaccine information or a record of the immunization within the past 10 years.

Students who are not in compliance with all the immunization requirements will be excluded from classes and given an administrative withdrawal grade for all classes. Free measles, mumps and rubella immunization clinics through the Health Services Office are offered periodically throughout the year to accommodate the students' obligations. Further information is available from the Health Services Office, MB-40, or contact the New York City Department of Health.

University Testing Policies and Procedures

As part of the admissions process at LaGuardia, students are required to demonstrate their competence in Reading, Writing and Mathematics.

In Reading and Writing, students can do this four ways:

1. Have earned a bachelor's degree from an accredited institution.

2. National tests: students who score above 480 on the SAT Verbal portion or 20 or above on the ACT Verbal portion demonstrate competence in reading and writing.

3. New York State Regents examination in English: students who achieve a grade of 75 or better demonstrate competence in reading and writing.

4. CUNY Basic Skills Test in Reading and Writing: students who do not achieve appropriate scores on the SAT, ACT or New York State Regents in English are scheduled to take the CUNY Assessment Tests.

The CUNY Assessment Tests in Reading and Writing include:

1. An untimed computer-based Reading Skills test;

2. A 60-minute writing sample, an essay.

In Mathematics, students can meet the competency in four ways:

1. Have earned a valid bachelor's degree from an accredited institution.

2. National tests: students who score above 480 on the SAT or 20 or above on the Mathematics portion of the ACT demonstrate competence.

3. Earn a grade of 75 or more on the New York State Regents examination in Sequential Math 2 or 3 or Math A or B.

4. Take the untimed CUNY Assessment Math Test and score 27 or better prior to Oct. 1, 2007, or 30 or better after Oct.1, 2007, on the first two parts.

Students who do not demonstrate competence in these areas are placed in appropriate Reading, Writing, ESL or Math classes based on the results of the CUNY Assessment Tests. At the end of the sequence of remedial courses in Reading, Writing and Mathematics, students are given an opportunity to take the tests again to demonstrate their competence. Students must pass all three tests or demonstrate competence in all three areas in any of the above ways in order to be able to transfer to any of the CUNY senior colleges.

Students who hold a bachelor's degree are exempt from skills testing, however, bachelor degree holders who have been educated in a language other than English will be required to test in reading and writing only. Placement in remedial or development courses as a result of these tests will be considered part of the student's graduation requirements.

Effective October 1, 2008, transfer students with a 3 credit college-level English course with a grade of 'C' or better from an accredited college or university are considered proficient in reading and writing. Transfer students with a 3 credit college-level math course with a grade of 'C' or better from an accredited college or university are considered proficient in math.

The College and the university will communicate to all students what, if any, tests are required for placement. All students must test, or provide appropriate documentation for exemption. Failure to do so will delay admission and registration for classes. Students may only test once prior to the semester in which they are accepted.

CUNY PROFICIENCY EXAMINATION (THE CPE)

The CUNY Proficiency Exam requires students to demonstrate their competence in aspects of academic literacy that the CUNY faculty considers important for success in upper-division studies. All LaGuardia students are required to take and pass it before they can graduate. Students with a previously earned bachelor's degree from an accredited institution are exempt.

Students are allowed three attempts to pass the CPE. Students are required to take the test for the first time in the semester in which they have registered for their 45th credit.

The CPE tests skills you will develop through your coursework: reading and interpreting texts; organizing and presenting your ideas and connecting them to other ideas and concepts; writing clearly and effectively; interpreting and evaluating materials in graphs and charts.

The exam consists of two tasks:

TASK 1: Analytical Reading and Writing (two hours). You will be asked to write a focused comprehensive analysis essay drawing on a long reading you have been given prior to the test and a shorter reading you will be given the day of the test.

TASK 2: Analyzing and Integrating Material from Graphs and Text (one hour). You will be given a set of materials that includes two graphs or charts and a short reading text. You will then be asked to state the main claims of the reading and discuss how the charts or graphs do or do not support that text.

Detailed information about the test, previous versions for review and information about how to prepare for it are available in the College's Testing Office, C-460.

Advanced Standing through Prior Learning Assessment

LaGuardia offers many opportunities for students to obtain academic credit for courses, credentials, and life experience. Students may earn up to 30 credits toward their LaGuardia degree.

TRANSFER CREDITS AND TRANSCRIPT EVALUATION

Transfer students admitted to degree or certificate programs may transfer to LaGuardia credits earned at other accredited colleges or universities either in the U.S. or the equivalent earned outside the U.S. for courses that are comparable to those offered at LaGuardia. Transfer credits are evaluated by the Transfer Credit Office, M-147, prior to or during the first semester of attendance in a degree program at LaGuardia. The maximum number of credits to be granted toward the degree is 30 and 10 toward a certificate. Transfer or freshmen status is determined by the student at the time of application and cannot be changed after a student registers at LaGuardia.

In general, for courses to be transferred, a grade of C or better must have been earned or, if the course was taken at another unit of CUNY, a grade of D or better must have been earned. Courses accepted for transfer credit are not included as part of any student's grade-point average (GPA).

Selective Transfer Credit Policy: LaGuardia Community College currently offers selective transfer course credits to students who transfer to LaGuardia. The selective transfer policy allows for up to 30 transfer credits that apply to the student's major.

Students who transfer science credit for sequential courses must transfer both parts to receive the science credit. This applies to the following science courses:

SCB201/SCB202 – Fundamentals of Biology I & II
SCB203/SCB204 – Human Anatomy & Physiology I & II
SCC201/SCC202 – Fundamentals of Chemistry I & II
SCC251/SCC252 – Organic Chemistry I & II
SCP201/SCP202 – Fundamentals of Physics I & II
SCP231/SCP232 – General Physics I & II

Students are cautioned that they must make satisfactory academic progress as a condition of financial aid. Repeated courses do not count in cumulative totals of credits completed to meet financial aid requirements. Students admitted into Nursing, Occupational Therapy Assistant Program, Physical Therapist Assistant, Practical Nursing, Radiologic Technology or Veterinary Technology programs will be awarded credit for transferable courses with earned grades of A, B, or C from any accredited college. All courses on the approved course list for each of these majors from their program handbooks will transfer *unless a student specifically requests in writing the* **"first semester only (Session I & II)"** *for a course not to transfer so it may be repeated here. However, once you deselect a course(s)* **it can't be undone.** Requests can be filed with the Transfer Credit Office located in the Admissions Office room M-147.

Transfer credits for "clinical" courses: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, and Veterinary Technology clinical phase courses will not be awarded. These departments follow the general transfer policies in all other ways.

Transfer credits in cooperative education: Transfer credit may be granted for cooperative education courses completed at another college. The number of credits transferred may not exceed three. The chairperson of Cooperative Education makes the determination of equivalency.

Transfer credits in English: Transfer credits may be awarded for college-level English courses taken at post-secondary institutions in the U.S. and English-speaking countries. Results of the City University of New York's ACT placement exam affect the trans-

ferability of English courses. English credits are not awarded for a college-level English course taken at post-secondary institutions in countries where English is not the primary language.

Transfer credits in foreign languages: Students who have taken an elementary-level foreign language course at another institution and wish to receive transfer credits must complete an intermediate-level course before transfer credit will be awarded.

Transfer credits in health education: Transfer credit may be granted for coursework in health education taken at other institutions of higher education. The Natural and Applied Sciences Department will be responsible for approving transfer credits in health education.

Transfer credits in mathematics: Transfer credit will be awarded for the equivalent of statistics, pre-calculus or better provided the student has met LaGuardia's passing standard on the math skills assessment test. Those students with a math skills assessment test score below our minimum standard will be required to take remedial courses in order to receive transfer credit for their prior math courses, unless a waiver of the remedial course is granted by the Mathematics Department.

Transfer and the New Student Seminar: The New Student Seminar provides an orientation to LaGuardia, a forum for academic planning and advisement, and teaches skills imperative to academic success. All students are required to complete the New Student Seminar during their first semester at LaGuardia. Transfer credit will not be awarded for another school's orientation course.

Transfer credits in religious studies: Transfer credit may be granted for theological or religious courses where those courses come under the heading of philosophy. The chairperson of the Humanities Department shall make this decision.

Transfer credits in remediation: Transfer credit will not be granted for any remedial, developmental-level, or ESL courses previously taken at another college. Based on test results, LaGuardia may require students to retake basic skills courses passed elsewhere. Missing or failing skills assessment test scores could delay or prevent you from receiving a complete evaluation. This is why it is imperative for all students, including transfer students, to take the CUNY Assessment Tests– or, if the student is transferring from another unit of CUNY, to submit passing placement test scores or re-test at the time of admission to LaGuardia. See the Test Policy section to determine if you meet any of the requirements for exemption.

If you have any questions about your transfer credit evaluation, please visit room M-147 or call (718) 482-6103.

STANDARDIZED EXAMINATIONS

The College offers a variety of ways to obtain credits through standardized examinations.

The College Board: LaGuardia is a member institution of the College Entrance Examination Board, participating in both the Advanced Placement and CLEP programs.

Advanced Placement: Students presenting scores of 3 or above will receive appropriate credit. To be awarded credit, you must send an official score report to LaGuardia Community College, Office of Admissions.

College Level Examination Program: Credit is granted at the discretion of individual academic departments in conjunction with the Transfer Credit Office. Check with the Transfer Credit Office, M-147, or call (718) 482-6103 prior to registering for an exam for more information or to obtain a brochure. To be awarded credit, you must be matriculated, earn a score deemed passing by the American Council on Education, and have an official score report sent to LaGuardia Community College (code 2246).

Evaluation of Noncollegiate Educational Programs (pre-evaluated training, credentials, certificates, and licenses): Credit may be granted for formal courses and educational programs sponsored by non-collegiate organizations such as work related courses and formal military training recognized by the **National Program on Noncollegiate Sponsored Instruction (PONSI).** For details on what is available, you can visit www.nationalponsi.org

EXEMPTION CREDIT

Exemption credit from any credit course offered at LaGuardia may be granted on the basis of an examination or a project equivalent to the final requirement of the course. Equivalencies are determined by the faculty of the appropriate department and must be approved by the chairperson. To receive credit by exemption, the student should apply to the appropriate chairperson or designee.

The maximum number of exemption credits that can be counted towards a LaGuardia degree is 10. These 10 exemption credits may be applied toward LaGuardia's 30-credit residency requirement for a degree; a maximum of 6 credits may be applied toward a certificate.

Note: Exemption credits are awarded to degree students only.

VETERAN'S CREDIT FOR MILITARY SERVICE

Veterans enrolled in degree programs (matriculated) who have been honorably discharged from the United States military may qualify for unrestricted elective credit. The veteran must have been in active service for more than 90 days and must have completed at least one semester at LaGuardia Community College with a cumulative GPA of 2.00 or higher. Unrestricted elective credits will be awarded based on length of active service according to the following scale:

    less than 3 months = none
    3 months through 12 months = 2
    12 months through 24 months = 4
    25 months or more = 6

Veterans who qualify under the above mentioned guidelines should present Form DD214 to the Enrollment Services Center, C-107, for review.

Special Learning Opportunities

LaGuardia offers a number of special learning opportunities to students prior to starting college, during their college careers as well as during the summer.

PRIOR TO COLLEGE

Orientation for New Students

All incoming students are expected to be part of the New Student Orientation, or Opening Sessions. During this day-long event, students are engaged in presentations, a variety of workshops, and a tour of the College. Each Opening Sessions has a theme with common readings from articles and a required book used in the first semester. Students will have a chance to meet with faculty and fellow students through group discussions.

First-Year Institute (see Express Courses, page 187)

These immersion programs are designed for newly admitted students prior to their first semester. They provide an opportunity for students to get a headstart on their college experience by taking, at no cost, a basic skills course, receiving tutoring, and meeting with counselors. The program offers courses in the areas of English, ESL, reading, and math. In addition there are also prep, critical thinking, and learning strategies classes.

The immersion programs are coordinated by the Office of Academic Support Services and Special Programs. For further information call (718) 482-5408 or stop by room C-740.

DURING COLLEGE

Learning Communities

The College offers several types of Learning Communities throughout the academic year: Academy Clusters, New House, and Liberal Arts.

These communities are thematically linked by faculty who have created the courses. The learner is engaged to make connections across disciplines. Learning communities provide learners with an enriched experience as well as a supportive and friendly environment. The Academy Clusters and New House communities are reserved for new students during their first semester. The Liberal Arts Clusters are for students who have reached the ENC/G101 level and who will major in the Liberal Arts AA program.

Students must register for all courses in the Learning Community and cannot drop or withdraw from individual courses in the community.

For further information contact the Office of Academic Support Services and Special Programs: (718) 482-5408, in room C-239.

Bridges to the Future Program

The Bridges to the Future Program provides opportunities for minority students to gain research experience in science, mathematics, or computer science areas. Working closely with faculty mentors, students execute challenging research projects, attend unique student research seminars, and receive specialized counseling and other support services. In addition to research, the program facilitates transfer of community college students to further study in biomedicine and the sciences.

College Discovery Program

Room C-249 (718) 482-5254

The College Discovery Program, available at CUNY's community colleges, provides eligible students with concentrated and specialized counseling, remedial instruction, tutorial services and financial aid stipends for educational expenses.

In accordance with the state education law and CUNY policies, students are eligible for admission to the College Discovery Program if they meet the following criteria:

◗ Are economically disadvantaged
◗ Graduated from an approved high school or attained a New York State high school equivalency diploma (GED) or its equivalent
◗ Did not previously attend a college or university, and
◗ Resided in New York City for at least one year prior to the first day of classes

Program services include a special new student orientation session, a New Student Seminar section devoted specifically to CD students, individualized counseling as well as specialized CD counseling groups, workshops and tutorials.

Note: Applicants for the College Discovery Program will only be considered if they complete the College Discovery portion of the City University Undergraduate Freshman Application at the time they make initial application to the University.

College Discovery certification is determined by completing financial aid forms: the Free Application for Federal Student Aid (FAFSA) and the Financial Aid Supplemental Information Request (FASIR).

CUNY COPE Program

The College Opportunity to Prepare for Employment (CUNY-COPE) is a collaboration between The City University of New York (CUNY) and the City of New York Human Resource Administration (HRA) that provides career/education and support services to CUNY students receiving public assistance.

The goals of CUNY-COPE are to see that public assistance recipients graduate from CUNY schools more quickly, that their retention is improved, and that, ultimately, they find employment.

The COPE Program offers a variety of services that help students meet college degree goals and HRA requirements so that they can graduate and get jobs that will lead to long-term economic self-sufficiency.

COPE services include: academic and personal counseling; assistance with registration, career planning and course scheduling; assistance with accessing appropriate child care and transportation needs, preparing for HRA appointments and meeting

workfare requirements; tutoring; job preparation and job placement; information mailings and seminars.

HRA provides training related expenses (TREs) to COPE Program participants to assist with transportation and child care expenses. In order to remain eligible for TREs, participants must be full-time students, and make satisfactory progress towards their degree.

COPE Program job placement services include: assistance with resume preparation; full- or part-time job openings in a wide variety of fields (focused and related to career path); interview and career preparation; meeting employers, seminars, workshops, job fairs; individual and group counseling.

A new component of the program is a provision for job assistance and placement services to students who are not on public assistance, but have dependent children, and attend LaGuardia or other CUNY degree programs. For more information, students may visit the COPE office, MB-13, or call (718) 482-5479.

LaGuardia AMP

LaGuardia AMP (Alliance for Minority Participation) is a participating institution of the New York City Alliance (NYC-AMP) program that is sponsored by a grant from the National Science Foundation. The LaGuardia AMP's goal is to ensure long-term capacity to produce significantly greater numbers of underrepresented students in science, mathematics, and engineering.

Full-time students who are citizens or permanent residents and members of underrepresented groups are eligible for AMP research assistantships. Students are invited to apply based on academic performance and will be required to take part in an interview as part of the application process.

Financial support is provided for participation in this program. Stipends for students who transfer to a participating CUNY senior college will be continued.

For more information or to request an application, contact the LaGuardia activity coordinator in M-412 or call (718) 482-5648.

Honors Program

E 103-V   (718) 482-5658   www.lagcc.cuny.edu/honors
e-mail: honorsprog@lagcc.cuny.edu;   kkoh@lagcc.cuny.edu

LaGuardia Community College's growing Honors Program is designed to provide a rigorous and rich academic experience for talented, intellectually curious, motivated, and ambitious students. One of the fundamental goals of the Honors Program is to prepare students to be successful graduates and transfer students.

Honors courses are smaller in size, and emphasize critical thinking, intensive analytical writing, speaking, research skills, including the use of primary source material and information literacy. These classes give students the tools to be successful in four-year colleges. Honors students also receive mentoring and advisement from Honors faculty.

Students with at least 12 completed credits, and a minimum GPA of 3.2 are eligible to register for Honors courses. There are two ways to participate in the Program:

1. Enroll in an Honors course and get an "Honors course designation" on your transcript after completing the course and a "Certificate of Completion" at the annual Honors Ceremony.

2. Participate in the Honors Program Concentration. If you are a Liberal Arts (A.A. or A.S.) or Business (A.S. or A.A.S.) student, you may take fuller advantage of the Program by completing 7 Honors courses (20-22 credits) to graduate from the Honors Program.

Phi Theta Kappa International Honor Society

Honors House, MB 46   (718) 482-5225/5220
www.ptk.org   e-mail: ptk@lagcc.cuny.edu

Phi Theta Kappa is the international honor society for community colleges. Founded in 1918 to recognize academically high-achieving and motivated community college students, Phi Theta Kappa offers members the opportunity to develop in areas that its founders have designated as the Society's four Hallmarks: Scholarship, Leadership, Service and Fellowship. Members are also eligible for special Phi Theta Kappa transfer scholarships offered by four-year colleges across the country. The Phi Theta Kappa Chapter at LaGuardia Community College is named Alpha Theta Phi and it was chartered in 1983. The Chapter, which converted from "club" to "organization" status in 2000, has been a dynamic presence on the College campus, and has been involved in a range of service and scholarly activities. Students who have earned 12 credits with a GPA of 3.50 or higher are eligible to become Phi Theta Kappa members. There is a one-time membership fee of $55.

Study Abroad Program

The Study Abroad Program provides LaGuardia students with an opportunity to earn up to six academic credits while gaining invaluable experience living in a country and culture different from their own.

Eligible students are invited to apply for study abroad where the City University of New York has programs. Most programs offer humanities and social science courses. Countries of destination include, but are not limited to, Denmark, Dominican Republic, Ecuador, England, Germany, Greece, Ireland, Puerto Rico, Senegal, and Spain. It is possible to do internships or clinical fieldwork abroad, depending on the student's major and upon approval of the internship/clinical fieldwork advisor. Applications for study abroad are due by December 1st. The selection process takes place in January.

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

1. Have an overall G.P.A of 3.0 or higher

2. Have completed at least 24 credits

3. Have finished all basic skills requirements

4. Have completed all prerequisites for course/internship/clinical fieldwork to be done overseas

5. Be recommended by a faculty member

6. Go through the selection process

For further information, students may contact the director of the Study Abroad Program at (718) 482-5218.

Supplemental Instruction

Supplemental Instruction, a non-remedial peer tutoring program available at the College since 1993, provides free tutoring in high-risk or difficult courses. Courses in biology, human biology, microbiology, calculus, statistics, and accounting have been targeted as Supplemental Instruction courses. These courses have a tutor or student leader assigned to them. This student, who has already successfully completed the course, attends all classes and arranges a minimum of three weekly group tutoring sessions. The sessions are designed to help students improve their grades. To date, the average grade of students who have participated in Supplemental Instruction is one half to one full letter grade higher than students who do not participate.

When registering for a course or receiving advisement, ask if there is a Supplemental Instruction session being offered. For additional information, please call (718) 482-5637.

ADDITIONAL OPPORTUNITIES

Enriched Off-Campus Summer Programs

The Barnard-LaGuardia Intercollegiate Partnership Program is a component of the Hughes Science Pipeline Project at Barnard College aimed at identifying students to study science at Barnard or other senior colleges. Qualified LaGuardia students take part in a five-week coeducational residential program at Barnard. Students take two science courses, which are team-taught by Barnard and LaGuardia faculty. Students who successfully complete the summer program are invited to take one science course at Barnard during the academic year.

The Vassar College "Exploring Transfer" Program is a five-week summer program designed to give qualified LaGuardia students the opportunity to explore their transfer opportunities while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses team-taught by LaGuardia and Vassar faculty, earning six academic credits. In addition, special transfer counseling is provided, as well as social and recreational activities. All expenses are paid for students. Since 1985 over 225 LaGuardia students have benefited from this award-winning program, going on to continue their education at outstanding colleges such as Vassar, Columbia, Yale, Middlebury, New York University, Clark, and Smith.

CUNY BA/BS Program

Established in 1971, the CUNY Baccalaureate Program (CUNY BA/BS) is the only University-wide alternate degree program that allows students, working with faculty mentors, to design a program of study tailored to their unique individual academic interests and goals. Students may take courses at any of CUNY's 17 colleges and at The Graduate School. The program is administered by The City University of New York Graduate Center.

The CUNY BA/BS Program accepts up to 60 transfer credits earned at a community college toward the 120 credits needed for the degree. Qualified LaGuardia students can be in the CUNY BA/BS Program at the same time that they are taking courses at LaGuardia toward their associate's degree. To be eligible for admission to the program students need 15 college credits and a GPA of at least 2.50. For further information contact the CUNY BA/BS campus coordinator at (718) 482-5442.

Tuition and Fees

THE COST OF EDUCATION

Cost is an important consideration for most students when they are deciding which educational program is best suited to their goals and aspirations.

The following information will help students calculate the cost of attending LaGuardia Community College. By performing some basic calculations, students can develop their own "student budget."

Generally, a student budget consists of the direct educational costs of tuition, fees, books and supplies, as well as those costs incurred by virtue of attendance, such as for transportation and lunch. In addition, all students have costs related to recreation and personal expenses.

DEVELOPING A BUDGET

Students who depend on some other person to provide a substantial portion of their support are generally defined as dependent students. For these students, the costs, defined below, represent the total out-of-pocket costs that result from college attendance.

For self-supporting students, who do not depend upon some other person for support, the out-of-pocket costs must be considered in addition to the regular cost of living, which students incur as a result of being dependent upon their own resources. A general description of these living costs is described below.

TYPICAL EXPENSES

The following is an estimated cost of education-related expenses students are likely to incur for a 12-month period. It is possible that during students' internship semester, their salary may cover some expenses. Most students receive some form of financial assistance to help meet these expenses.

Dependent and certain independent students

Dependent students, those who receive assistance from family or other sources, can expect to pay $3,092 in annual tuition and fees. In addition, the following costs are estimated for the 2008-09 academic year: books and supplies $1,016, transportation $850, personal and lunch items $1,686, and room and board $2,520.

Independent students

Independent students and dependent students living away from home for 12 months during the 2008-09 academic year can expect the following expenses in addition to $3,092 tuition and fees: books and supplies $1,016, transportation $850, personal and lunch items $3,676 and room and board $10,201.

PAUL KATZ / LAGUARDIA COMMUNITY COLLEGE

Tuition

All fees and tuition charges listed in the College catalog and in any registration material issued by the College are subject to change by action of the university's Board of Trustees without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as partial payments and notification will be given of the additional amount due and the time and method of payment. Tuition is the sum of monies per term or semester which is required to be paid or satisfied prior to the first day of classes in order for a student to be considered enrolled. Students who do not settle their tuition bill by the established College due date may have their registration canceled the day after the due date. If you register during Late Registration, you must pay any amount due upon receipt of your registration bill, including a $25 late registration fee. If payment is not made immediately, a $15 late payment fee will be assessed.

In the event of an overpayment, the appropriate amount will be refunded. However, all students seeking refunds must complete a refund application before the refund process can begin. Tuition refund applications are available at the Bursar window located in room MB55.

TUITION PER SEMESTER

Students must pay their tuition and fees or clear their accounts on the day they register. Students' financial aid may be used to cover all or part of the total amount due.

QUALIFICATION FOR IN-STATE TUITION

Undocumented students may benefit from a 2001 New York State law that expanded the definition of who can qualify for resident tuition while attending a CUNY college. The law allows students, including undocumented students, to pay resident tuition if they:

◗ Were enrolled in CUNY for the Fall 2001 semester, and qualified for in-state tuition at that time; or

◗ Attended a New York State high school for two or more years, graduated, and applied to attend a CUNY institution within five years of receiving a New York State diploma; or

◗ Attended an approved New York State program for the GED exam preparation, received a Graduate Equivalency Diploma (GED) from New York State, and applied to attend a CUNY institution within five years of receiving the New York State GED.

Individuals qualifying based on the 2001 state law are eligible for in-state tuition even if they have not resided in New York State for one year. To take advantage of the resident tuition rate, undocumented immigrants must file a notarized affidavit (Affidavit of Intent) stating that they have applied to legalize their status, OR that they will apply to do so as soon as they are eligible. A copy of this form can be obtained through the Office of Admissions Services.

New students should submit the affidavit to the Office of Admissions Services located in M-147. Students who choose to file the form after enrolling can obtain and submit the affidavit to the Registrar in the Enrollment Services Center located in C107.

All documents, including Affidavits must be filed prior to the last day of the semester. Petitions filed after this date will be considered for the following semester.

New York City resident and New York State residents with a valid certificate of residence from the county that you reside in:

Full-time matriculated students (12-18 units)	$1,575.00/semester
Part-time matriculated students (fewer than 12 units)	$135.00/unit
Non-degree students	$180.00/unit

Non-New York City residents, international (F-1 visa) students or undocumented students who are ineligible for residency tuition rates:

Full-time and part-time matriculated students	$210.00/unit
Non-degree students	$280.00/unit

Subject to change by the action of the CUNY Board of Trustees

CUNY BA/BS Program students

Tuition and student activities fees for all students in the CUNY Baccalaureate Program are billed for and collected by the Bursar at their home college. Students are billed according to the fee schedule in effect at their home college.

Permit students

All tuition and student activities fees are payable to the "home" college in accordance with its fee schedule. No additional payment of tuition or fees is required at the host college where the course is taken.

Tuition waivers

Staff members of City University, including professional staff, instructional staff, and Gittleson employees (with six months of employment prior to the first day of classes), are permitted to enroll in undergraduate courses on a space-available basis, tuition-free.

TUITION REFUNDS

Tuition refunds are computed according to the date that the student drops a course or courses. Refund applications are available in the Bursar's office, MB55. In cases of medical leaves of absence, the refund is computed according to the last day of attendance. Non-instructional fees are non-refundable, except when courses are cancelled by the College, a student's registration is cancelled by the College, or the student enters military, Peace Corps or VISTA service.

Students who drop courses from their record during the change of program period are entitled to a refund according to the following schedule:

Fall and Spring 12-week Session

100%	On or before the first day of classes.
75%	Within six calendar days after the scheduled opening date.
50%	Between the 7th & 12th calendar days after the scheduled opening date.
25%	Between the 13th and 17th calendar days after the scheduled opening date.
None	Beyond the 17th calendar day after the scheduled opening date.

Fall and Spring 6-week Session

100%	On or before the first day of classes.
50%	Within six calendar days after the scheduled opening date.
25%	Between the 7th and 12th calendar days after the scheduled opening date.
None	Beyond the 12th calendar day after the scheduled opening date.

Note: If the 6th, 8th, 12th or 17th day falls on a weekend, the refund period is extended to the next business day.

Military, Peace Corps and VISTA refunds

The following guidelines govern all applications for refunds for students withdrawing from the College for service in the military, Peace Corps or VISTA. Refund applications are available at the Bursar's window, MB55.

Military service must be documented with a copy of induction orders or military orders. Service in the Peace Corps or VISTA must be documented with appropriate letters or other evidence.

No refund will be made for any course in which a student has been assigned a grade, regardless of whether the grade is passing or failing.

If a student has enlisted in the armed services, the Peace Corps or VISTA, does not attend classes for a sufficient time to qualify for a grade, but continues in attendance within two weeks of induction, refund of tuition and fees, except for the application fee, will be made as follows:

Withdrawals before the fifth calendar week after scheduled opening of session, 100% refund; withdrawals thereafter, 50% refund.

TAP refunds

Students who have paid their full tuition prior to receiving award notification in the mail from the Tuition Assistance Program (TAP) are entitled, if in full attendance at the College, to a refund in the amount of the TAP award notification.

TAP refunds will be issued within 45 days after the College receives a certified TAP roster from the State of New York. The college will mail your refund check to the address on file. Please make sure your records are up-to-date.

Other refunds

The regulations concerning TAP also apply to all other refunds to which a student may be entitled. As a general rule, however, the College will process non-TAP and non-tuition refunds within six weeks of the submission of the request at the Bursar's window.

Withdrawals and the complete return of Title IV funds

During the first 60% of the term, students earn Title IV funds in proportion to the time they are enrolled. If a student receives more aid than he/she earned, the unearned portion must be returned to the Department of Education. If a student receives less aid than the amount earned, he/she may be eligible for a late disbursement.

The portion of aid the student is entitled to receive is based on a percentage obtained by comparing the total number of days in the semester to the number of days completed before the withdrawal. For example, if you complete 20% of the semester, you have earned 20% of your Title IV aid. If you received 100% of your Title IV aid, you would have to return the unearned portion. The regulation stipulates that the amount to be returned is to be shared by the College and the student in proportion to the aid that each possess. The College's share of the excess funds is the total amount of unearned aid, or the institutional charges multiplied by the percentage of aid that was unearned, whichever is less.

The College's share is allocated to the Title IV programs as determined by statute. The student's share is the difference between the

total unearned amount and the College's share. This is also allocated to the Title IV programs as determined by statute. The law provides that any amount that the student returns to a grant program be reduced by half. The amount to be returned is also considered an overpayment and must be returned within 30 days to the Department of Education. If the student does not repay the overpayment in full or make a satisfactory payment arrangement within 45 days from the date of notification, the student will become ineligible for future Title IV funds.

Students who remain enrolled beyond the 60% point of the term are considered to have earned all their aid and do not have to return any Title IV funds.

Fees

STUDENT FEES

Each student must pay student fees according to the schedule outlined below. Student fees are paid each semester and are not refundable.

Full-time students (12 or more equated credits)
Student Activity Fee: $55
Consolidated Services Fee: $15
University Senate Fee: $.85
Technology Fee: $100

Part-time students (less than 12 equated credits)
Student Activity Fee: $20
Consolidated Services Fee: $15
University Senate Fee: $.85
Technology Fee: $50

Senior citizens (60 or older)
Consolidated Fee: $80

Non-instructional fees
Freshman Application: $65
Transfer Application: $70
New non-degree application: $65
Late Registration: $25
Late Payment Fee: $15
Program Change: $18
Transcript: $7 *(transcript sent free to CUNY; cash or money order for all others.)*
Readmission: $10
Reinstatement: $10
Penalty Fee for issuance of bad check: $15
Duplicate Diploma: $15
Duplicate ID: $10
Duplicate Bursar's Receipt: Copy of Schedule: $5
Locker per year: $1

Special examination
First examination: $15
Each additional examination: $5
Maximum each session: $25

Reserve materials
First hour overdue: 50¢
For the rest of the day: 50¢
For each succeeding day: 50¢ (to maximum of $10)

Lost or damaged materials
Overdue fines, accumulated to the date reported, and replacement costs of the materials, plus a $5 processing charge.

CHANGE OF PROGRAM AND WITHDRAWAL REGULATIONS

A fee of $18 will be charged each time a program change is made during the Late Registration period. The $18 charge will cover one or more changes made at the same time as follows:

1. Addition of a course or courses

2. Changing from one course to another

3. Changing from one section of a course to another section of the same course

4. Adding a course

Waiver of Change of Program Fee

No Change of Program Fee will be charged if any one of the following conditions is met:

1. The College cancels or withdraws a course, whether or not the student substitutes another course

2. The College changes the hours of the course or makes other substantive changes that provide the student with justification for a change

3. The College requests that the student transfer from one section to another section of the same course or

4. The College cancels the registration of the student for academic, disciplinary or other reasons

Financial Aid

We make every effort to help students finance their LaGuardia education. Student Financial Services is located in the Enrollment Services Center (C-107) and is staffed by professional counselors who assist students in securing financial aid. What follows are descriptions of state and federal programs that are available to eligible students. All students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA), available on-line at www.fafsa.ed.gov. If there is a question about eligibility for one of these programs, the student or prospective student should see a financial aid counselor.

Student Financial Services encourages all students to use our website services, and visit the Resource Center C-109 for professional staff assistance to complete the financial aid applications online, check their financial aid status, enroll in the CUNY Scholar

Support prepaid debit card and/or receive important information related to their financial aid. Students can visit the CUNY portal website at https://portal.cuny.edu/portal/site/cuny to check their financial aid award. Students can also go to our website www.lagcc.cuny.edu/sfs or send an email inquiry to FinancialAid@lagcc.cuny.edu or contact us by telephone: 718 482-LAGCC (5242)

Federal Financial Aid Programs

Federal Pell Grants

Application Procedures: The completed FAFSA application takes at least six weeks to process. A processed Student Aid Report (SAR) will be sent to the applicant. The amount of the applicant's award is determined from the SAR by Student Financial Services. Upon enrollment, funds are paid directly to the applicant or applied to the student's tuition bill. All forms can be obtained online at our website at www.lagcc.cuny.edu/sfs.

Selection of Recipients and Allocation of Awards: The Federal Pell Grant is an entitlement program. Eligibility and award amounts are based on need rather than academic achievement. The applicants must demonstrate need and must attend their classes.

Financial need is determined by a formula applied to all applicants annually by Congress. The Expected Family Contribution (EFC) is calculated by this formula.

Award Schedule: 2010-11 awards range from $277.50 to $2,775.00 per semester. The amount of the award will be affected by costs of attendance and full- or part-time enrollment status. The Federal Pell award does not duplicate state awards.

Rights and Responsibilities of Recipients: Students must continue to make satisfactory academic progress in the degree program in which they are enrolled. Students must not owe any refunds on Federal Pell grants or other awards paid, or be in default on repayment of any student loan.

The schedule of award payments is available at www.lagcc.edu/sfs, and also in the Enrollment Services Center (C-107).

Students must attempt 24 credits during the academic year in order to earn the full Federal Pell award. Therefore, enrollment status for Federal Pell will be as follows: full-time, 12 credits (or equivalent); 3/4 time, 9 through 11.5 credits (or equivalent); 1/2 time, 6 through 8.5 credits (or equivalent); and less than half time, 1.0 through 5.5 credits (or equivalent). Please see Registration Handbook for more information.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Selection of Recipients and Allocation of Awards
The applicants must:
1) Have exceptional financial need and
2) Be enrolled at least half-time.

Award Schedule: The awards can range from $400 to $800 in 2009-10.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress, and meet all the requirements for the Pell Grant.

Academic Competitiveness Grant (ACG)

Selection of Recipients and Allocation of Awards:

The applicant must:
1) Be a U.S. citizen or permanent resident
2) Be a Federal Pell Grant recipient
3) Be enrolled in a degree program on at least a half-time basis
4) Be enrolled in the first or second year of a program of study
5) Have completed a rigorous secondary school program of study and graduated after January 1, 2006
6) If a first-year student, not have been previously enrolled in an undergraduate program
7) If a second-year student, have at least a cumulative 3.0 Grade Point Average on a 4.0 scale for the first academic year

Award Schedule: The awards can range up to $750 for the first academic year of study and up to $1,300 for the second academic year of study.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress, and meet all the requirements for the Academic Competitiveness Grant.

Federal Perkins Loan (FPL)

Selection of Recipients and Allocation of Awards: Loans are available to students enrolled at least half-time in a degree program. Online pre-loan entrance and exit counseling is required. Log on to www.lagcc. cuny.edu/sfs.

Award Schedule: Awards can range up to $3,000 for each year of undergraduate study. The total debt cannot exceed $20,000 as an undergraduate.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress. The current interest rate of 5% is payable during the repayment process and begins nine months after graduation or leaving school and may extend over a period of 10 years. Payment is not required for up to three years of active U.S. military service or service in the Peace Corps, VISTA, or similar national program.

Federal Work-Study Program (FWS)

Selection for Recipients and Allocation of Awards: The applicant must be enrolled at least half-time.

Employment is available to all eligible students in the institution who are in need of financial aid. In the event that more students are eligible for FWS than there are funds available, preference is given to students who have greater financial need and who must earn a part of their educational expenses.

Award Schedule: Student Financial Services assists students in finding jobs on campus or off campus, with public or private non-profit agencies, such as hospitals, for up to 20 hours a week, based on the availability of funds.

Factors considered by the Office of Student Financial Services in determining whether, and for how many hours, the recipient may work under this program are: financial need, class schedule, and academic progress.

Salaries in 2010-2011 range from $8 to $10 per hour, depending on the position.

Rights and Responsibilities of Recipients: Satisfactory academic progress must be maintained, and all the requirements for the Pell Grant must be met.

Federal Direct Loan Program

Application Procedures: Application is made through the Office of Student Financial Services by completing a Loan Origination Request Form. The applicant is required to first file and receive a response from a FAFSA. An online entrance counseling for borrower's quiz and the completion of a Direct Loan application are required. Log on to www.ed.gov/directloan/students.html to complete the online entrance counseling.

When the loan is approved, the student is required to e-sign the Master Promissory Note (MPN) with his/her Federal PIN. Students can request a PIN at www.pin.ed.gov.

Selection of Recipients and Allocation of Awards: To be eligible for a Federal Direct Loan, a student must be: 1) a U.S. citizen or permanent resident alien; and 2) enrolled in or admitted as a matriculated (at least half-time) student.

Loan Schedule: The loan amounts vary and are based on class year: for example (loans disbursed after July 1, 2007), $3,500 during the student's freshman year, $4,500 during the sophomore year, etc. All students are eligible to receive interest benefits on their loans unless they choose to waive them. Some students are eligible for a full interest subsidy on a subsidized loan during the time he/she is in school at least half-time, and for a following six-month grace period before repayment must begin. An "origination fee" of 2.5% of the loan amount is subtracted. However, a 1.5% rebate is added back. This rebate is given on condition that the students make 12 consecutive, on-time payments.

Rights and Responsibilities for Recipients: Students may borrow at a relatively low interest rate (currently 6.8%) with no repayment as long as they remain enrolled at least half-time, and for six months after they cease to be at least a half-time student. Payment of principal may further be deferred during study under a graduate fellowship program approved by the U.S. Commissioner of Education, during up to three years as a full-time Peace Corps or VISTA or similar national program volunteer.

Six months after ceasing to be at least a half-time student, the borrower must make formal arrangements with the loan servicer to begin repayment. The following regulations apply:

1) Depending on the amount of the loan, the minimum monthly payment may be at least $50.00 plus interest. Under unusual and extenuating circumstances the loan servicer, on request, may permit reduced payments.

2) The repayment period varies and is dependent upon the repayment plan chosen. For example, the Standard Repayment Plan has a maximum period of 10 years, and the Income Contingent Payment Plan has a maximum period of 25 years.

3) Repayment in whole or part may be made at any time without penalty.

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

FDPLUS enables either natural or adoptive parents of dependent undergraduate students to borrow per child up to the cost of education, for each academic year at federally approved schools. The amount borrowed in any year cannot be greater than the cost of going to school during that year, minus all other financial aid received for the period of the loan. Costs that may be covered include: tuition and fees, room and board, books, transportation, and an allowance for personal expenses. FDPLUS loans for which the first disbursement was made on or after July 1, 1993, have no aggregate loan limit. Interest rates are variable and change every July 1st.

Repayment of the loan must begin within 60 days after the date funds are distributed. Borrowers have 10 years to repay. The loan servicer may charge an insurance premium of up to 4% on the loan principal. This premium is deducted from each loan disbursement. Application is made through the Office of Student Financial Services by completing a Loan Origination Request Form. Parents will be eligible for the same authorized deferments described in the Federal Direct Loan Program. The PLUS loan application may be obtained online at our website www.lagcc.cuny.edu/sfs.

Academic Requirements for Federal Aid (Title IV)

Federal regulations stipulate that a student at LaGuardia Community College may remain eligible to receive Title IV assistance upon achieving at least a "C" average, or its equivalent according to the College's retention policy, and by accumulating credits toward the degree according to the following standards:

1. A student's earned credits are equal to or greater than two-thirds of the credits the student has attempted at the institution.

2. The credits a student has attempted are not more than 150% of the credits normally required for completion of the degree.

They may file a Financial Aid Waiver Appeal through the Academic Standing Committee. The decision of the committee is final.

Special Value Courses: To be eligible to receive Title IV, you must, according to federal guidelines, be "making significant progress toward your degree," meaning that you must be earning credits at a sufficient rate. The federal guidelines for achieving full-time

status in a semester do allow you to include, along with credits, the tuition units of the "special value" courses, but there is a limit: after you have registered (and received Title IV money) for 30 or more "special value" tuition units, Title IV programs will not pay for any additional "special value" courses. For example, if you register for Basic Writing 099 and Math 095, those two courses count for a total of 10.0 "special value" tuition units. If those units are used in calculating your Title IV award for the semester, you will have 20.0 "special value" tuition units remaining in your account.

If, however, you register for other, "non-special value" courses, which make you full-time without using the "special value" tuition units, you would still have 30 "special value" tuition units in your account.

Once you have used up your 30 "special value" tuition units, you can only receive Title IV money for "non-special value" courses. Any future awards will be based on the credit values of regular courses only. It is therefore to your advantage to try to take "special value" courses along with regular courses, if you have met the prerequisites.

Note: Although ESL courses are listed as "special value" courses, those courses do not count toward the Title IV maximum.

Probation: Students who do not meet the College's minimum grade point average (GPA) will be placed on academic probation. They will be given one semester to achieve the minimum grade point average that was required before they were placed on probation. During this probationary period students who make satisfactory academic progress will continue to maintain their academic standing with the College and their concurrent eligibility for financial aid.

Additional Regulations: For Federal Pell awards, students not yet 24 years old by January 1st must prove their independence if they claim to be independent of their parents. They must also have unusual circumstances, which must be documented.

Students are reminded that attendance is a requirement for receiving financial aid. Failure to attend classes may result in a reduction or loss of financial aid. If students charge tuition and/or books and do not attend classes, they are still liable for the costs and will be billed accordingly.

Permanent residents who have not had their status confirmed by INS must also submit a copy of their permanent resident card. Students who have an I-94, with the following endorsements, are no longer eligible for Federal Pell, Federal Work-Study, FSEOG or Federal Perkins: a) Adjusted Applicant, b) 245, c) 245 Applicant, d) Applicant for Permanent Residence, e) Voluntary Departure, and f) Deferred Action.

VETERANS BENEFITS

The Office of Veterans Affairs, C-107, provides a full range of counseling services for the veteran population. The veterans coordinator provides information regarding all of the benefits available to students and assists with any other problems encountered while attending the College. The programs available to veterans are:

Veterans Tutorial Benefits: To be eligible for tutorial benefits, veterans must be receiving monthly benefits on at least a half-time basis. A veteran is entitled to 12 months of tutorial benefits to a maximum of $100.00 per month.

Veterans Work Study: Veterans must be receiving full-time benefits to be eligible to work up to 750 hours per year. The hourly rate is $7.15. Placements are in areas, which directly affect the student veteran population.

Vocational Rehabilitation: This is available to veterans who have at least a 20% disability rating from the Veterans Administration and includes payment for tuition, fees, and a monthly stipend. Full-time and part-time veteran students are eligible.

Benefits for Dependents of Veterans: There are numerous programs available to dependents of disabled veterans. For more information about these programs, please visit the Office of Veterans Affairs.

Important Notice Regarding Monthly Verifications:

You can now submit your monthly verification forms by touch-tone telephone at (877) 823-2378 (toll free) OR connect to Internet site www.gibill.va.gov and follow the link to the Web Automated Verification of Enrollment (WAVE) program. If your enrollment has changed during the month, you must verify your enrollment through the WAVE program.

If you want to use one of the methods above and do not want to receive verifications in the mail each month, call (888) GI-BILL1 and the counselor will change your record to stop the mailing of paper verifications. You do, however, have to verify your enrollment each month in order to receive payment.

Veterans Administration Educational Benefits

Montgomery G.I. Bill—Active Duty (Chapter 30)

Application Procedure: Application forms are available at all VA offices, the Office of Veterans Affairs on campus, room C-107, active duty stations and American embassies.

Eligibility Requirements: Individuals entering military service on or after July 1, 1985, have their basic military pay reduced by $100.00 a month for the first 12 months of their service, in order to be eligible for this educational assistance program. Individuals eligible for the old G.I. Bill (Chapter 34) as of December 31, 1989, who meet certain eligibility criteria may also be eligible but do not have their basic pay reduced. Persons who, after December 31, 1976, received commissions as officers from service academies (e.g. West Point, the Naval Academy, etc.) or ROTC scholarship programs are not eligible for this program: Montgomery G.I. Bill– Selected Reserve (Chapter 1606, Title 10, U.S. Code).

Chapter 1606 of Title 10, U.S.C., Educational Assistance for Members of the Selected Reserve, is also referred to as the
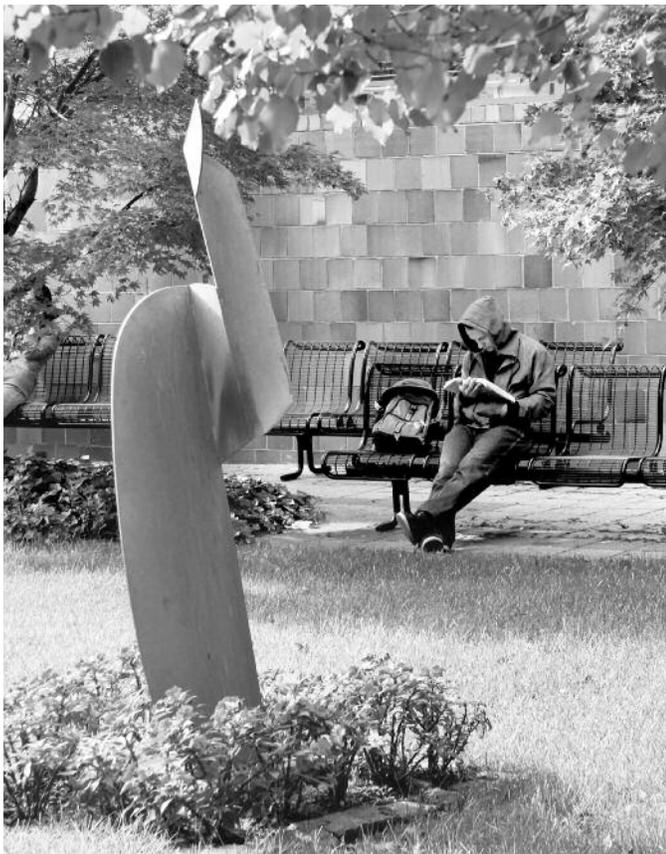
Montgomery G.I. Bill-Selected Reserve. Since July 1, 1985, DVA has held benefit payment responsibility, although the funding of educational assistance payments under this program is provided by the Department of Defense.

Monthly Rates: The rates of educational assistance allowance payable under Chapter 106 for pursuit of a program of education are:

$317 per month for full-time pursuit
$237.30 per month for three-quarter time pursuit
$157 per month for half-time pursuit

Entitlement/Monthly Rates: Active duty for 3 years or 2 years active duty plus 4 years in the Selected Reserve or National Guard entitles an individual to $1101.00 a month basic benefits for 36 months or the equivalent in part-time training. If an individual's initial obligated period of active duty is less than 3 years, which is not followed by service in the Selected Reserve, the basic educational assistance benefit is $753 monthly for 36 months (or the equivalent in part-time training). There is also a targeted, discretionary kicker of up to an additional $600 available to persons whose skills are critical to the military (e.g. Army College Fund and Navy Sea College Fund programs).

The Reserve Education Assistance Program (REAP) Chapter 1607 provides education assistance to Guard and Reservists who have served 90 days or more in a contingency operation after September 11, 2001.

Application Procedure: Applications are available on-line through the VA website at http://vabenefits.vba.gov/vonapp.

Eligibility requirements: 1. Must have been called to active duty under federal authority for a contingency operation as determined by Congress or the President; 2. Must have served on active duty in a contingency operation for at least 90 continuous days after September 11, 2001: and 3. Must remain within your component to use benefits. The 35 months of full time entitlement begin after the 90-day minimum service is completed. There is no time limit for using benefits provided the individual remains within their component. Once the individual leaves their component or is discharged (except for disability), eligibility for REAP benefits ends.

State Financial Aid Programs

CUNY students applying for the following programs must complete the TAP/APTS application as well. Applicants will be directed to the TAP website after they have filed a FAFSA on-line.

Tuition Assistance Program

Application Procedures: Applicants must complete the TAP application.

The Higher Education Services Corporation (NYSHESC) determines the applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant.

Selection of Recipients and Allocation of Awards: The Tuition Assistance Program is an entitlement program based on financial need.

The applicant must:

1. Be a United States citizen or eligible non-citizen

2. Be a legal resident of New York State

3. Study full time (at least 12 credits per semester) at an approved postsecondary institution in New York State

4. Have graduated from a U.S. high school, or have a GED, or have passed a federally-approved exam (ATB)

5. Be matriculated in an approved program of study and be in good academic standing; have at least a cumulative "C" average after receipt of two annual payments

6. Be charged at least $200 tuition per year

7. Not be in default on a student loan guaranteed by HESC and not be in default on any repayment of state awards

8. Meet income eligibility limitations

   ◗ If dependent, have a NYS net income below $80,000

   ◗ If independent, have a NYS net income below $10,000

The current definition of independent status is as follows (independent status under the state definition does not necessarily insure independent status for federal aid programs):

1. Thirty-five years or older on June 30, 2009; or

2. Twenty-two years or older on June 30, 2009 and not

   a) a resident in any house, apartment, or building owned or leased by parents for more than 2 consecutive weeks in calendar years 2006, 2007 or 2008.

   b) claimed as a dependent by parents on their federal or state income tax returns for 2007 and 2008

3. Under 22 years of age on June 30, 2008, and meeting all other requirements of (2) above, and able to meet at least one of the following requirements:

   a) Both parents deceased, disabled or incompetent

   b) Receiving public assistance other than Aid as a Dependent Child (ADC) or food stamps

   c) Ward of a court

   d) Unable to ascertain parents' whereabouts

   e) Unable, due to an adverse family situation, to submit parents' income

   f) Married on or before December 31, 2008

Undergraduate students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs may receive awards for more than a total of eight years of undergraduate and graduate study.

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income. The income measure is the family's (or independent student's) New York State net taxable income, and (for dependent students) support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full time in post-secondary study.

Part-Time TAP Program (PTAP)

Many students in the past, because of family and/or employment obligations, could not attend college full-time. Part-time students may be eligible for assistance from New York State.

A student is eligible for participation in the (PTAP) program if he/she meets the following criteria:

◗ Satisfies all program requirements for Tuition Assistance Program awards except the full-time attendance requirement

◗ Enrolled as a first-time freshman during the 2006-07 academic year or thereafter

◗ Earned 12 credits or more in each of the two consecutive semesters

◗ Has a cumulative grade-point average of at least 2.00; and

◗ Is enrolled for at least 6 but less than 12 semester hours, or the equivalent, in an approved undergraduate degree program

Contact Student Financial Services to see if you qualify.

Aid for Part-Time Study (APTS)

Application Procedures: Application is made through the CUNY Financial Aid Supplement form. This program is open to eligible students who meet income requirements and who are taking 6.0 to 11.5 credits. Students must make academic progress toward a degree in accordance to the NYS TAP/APTS program pursuit and

academic progress requirements and must not have exhausted TAP eligibility. Since funds are restricted, applicants are advised to apply early.

College Discovery (CD)

Application Procedures: Application is made by completing the appropriate section of the admission form available from the Admissions Office, M-147, and returning the form to the University Application Processing Center of The City University of New York. The free application for Federal Student Aid (FAFSA), the NYS TAP application and CUNY Financial Aid Supplement form must also be completed. Students must be registered as full-time students.

Award Schedule: The amount of financial assistance and other support provided to CD participants is dependent on need as determined by the CUNY Office of Student Financial Assistance and/or the individual college CD programs, within State guidelines.

Other Grants, Scholarships and Awards (New York State Residents)

◗ AmeriCorps Education Award

◗ Child of Veteran Award

◗ Flight 587 Memorial Scholarship

◗ Memorial Scholarships (for children, spouses and financial dependents of deceased firefighters, volunteer firefighters, police officers, peace officers and emergency medical service workers)

◗ Military Service Recognition Scholarship (MSRS)

◗ NYS Scholarship for Academic Excellence

◗ New York Lottery Leaders of Tomorrow Scholarship

◗ NYS Volunteer Recruitment Service Scholarship

◗ Regents Professional Opportunity Scholarship

◗ State Aid to Native Americans

◗ Veterans Tuition Award (veterans of Vietnam, the Persian Gulf and Afghanistan)

◗ World Trade Center Memorial

Information about grants, scholarships and awards available to New York State residents can be found at www.hesc.org.

Academic Requirements for State Aid

When you receive your TAP award letter, this is an estimate that will be applied to your tuition at registration. Each semester the TAP Certifying Officer reviews your academic record to determine if you are eligible to receive the TAP award based on academic progress and pursuant to rules and regulations established by the State Education Department.

In order to maintain eligibility for state aid, there are three major requirements that you must meet. They are outlined below.

1. Students must be registered as full-time students. In the Schedule of Classes, there is a chart called, "Am I a Full Time Student?" Students should check each semester at registration to be sure they are registering for a full-time program.

2. Students must be registered for courses required for their major.

3. Students must be making satisfactory academic progress and program pursuit. In each semester that they wish to receive an award, they must meet the following standards in the semester prior to the current payment:

   a) Successfully pass a specified number of credits (see chart below), and

   b) Achieve a grade point average at a specified minimum level (see chart below).

TO BE ELIGIBLE FOR TAP PAYMENT NUMBER	YOUR TOTAL EARNED CREDITS MUST EQUAL	YOUR AVERAGE (GPA) MUST BE AT LEAST
1	0	0.00
2	3	0.50
3	9	0.75
4	18	1.30
5	30	2.00
6	45	2.00
7	60	2.00
8	75	2.00

4. Students must have completed courses in the prior semester at the rate shown below:

TO BE ELIGIBLE FOR TAP PAYMENT NUMBER	YOU MUST COMPLETE THE FOLLOWING NUMBER OF CREDITS FOR THE PRIOR SEMESTER
1	0
2-3	6
4-5	9
6-8	12

In addition to the academic requirements described, students must also meet certain residency requirements, citizenship requirements, and financial program criteria. For a full explanation of these regulations, students should contact the Office of Student Financial Services.

Every semester, all students' records are reviewed in the Office of Student Financial Services to see if they are meeting all of the academic TAP regulations. If they have met all of the conditions outlined above, they will be eligible to receive the next payment. Students who do not meet the criteria will be decertified for the following semester. Students may, however, file an appeal through the Academic Standing Committee. The decision of the committee is final.

Peter Vallone Scholarship

Selection of recipients and allocation of awards:

New York City high school students who graduated with at least a "B" average and enroll in the City University of New York system within a year of their high school graduation are eligible for consideration for a Peter Vallone Scholarship. Students must file a FAFSA, enroll full-time and maintain a "B" average for continued eligibility in the program. Students enrolled at LaGuardia Community College must be registered in an Associate's degree program and are limited to six semesters of eligibility. Students must also have accumulated 39 credits by the end of their fourth semester in order to receive the award for the remaining two semesters.

Award schedule: Each year the amount of the award is dependent on the program appropriation in the annual city budget. Awards vary. The 2007-08 academic year awards are $625 to $1090.

LaGuardia Foundation Scholarships

Academic scholarships can supplement the funding or be an alternate source of subsidizing the cost of your education. The LaGuardia Community College/CUNY Foundation has a number of scholarships available to students currently enrolled at LaGuardia Community College who have attained a high degree of academic excellence. Appplicants will be asked to write a brief personal statement describing their background education, and career goals. LaGuardia Foundation Scholarship awards range from $500 to $3500 per year. For eligibility requirements and deadlines go to www.lagcc.cuny.edu/sfs.

National Science Foundation Computer Science, Engineering and Mathematics Scholarship (NSF-CSEMS)

For eligibility requirements and deadlines go to: www.lagcc.cuny.edu/sfs.

Additional scholarship information is available at the Career & Transfer Center, C-261.

Academic Programs

LaGuardia Community College provides its students with a wide range of learning opportunities in the areas of personal growth, academic achievement and career preparation. To meet these goals, the College has created a variety of academic programs. For students who are uncertain about their career goals, LaGuardia has excellent Liberal Arts programs.

The College offers programs leading to three degrees: the Associate in Arts (AA), the Associate in Science (AS), and the Associate in Applied Science (AAS). In addition, the College offers four Certificate programs. The programs of study include:

ASSOCIATE IN ARTS

Childhood Education
Communication Studies
Education Associate: The Bilingual Child
Human Services:
    Gerontology
    Mental Health
Liberal Arts: Social Sciences and Humanities
    Deaf Studies Option
    History Option
    International Studies Option
    Labor and Community Organizing Option
    Latin American Studies Option
    Media Studies Option
    Psychology Option
    Theater and Communication Option
Philosophy
Secondary Education
Spanish-English Translation
Writing and Literature

ASSOCIATE IN SCIENCE

Accounting
Biology
Business Administration
    Aviation Management Option
Computer Science
Criminal Justice
Dietetic Technician
Engineering Science:
    Civil Engineering
    Electrical Engineering
    Mechanical Engineering
Environmental Science
Fine Arts
    Design Studies Option
Liberal Arts: Mathematics and Science
Occupational Therapy Assistant
School Foodservice Management

ASSOCIATE IN APPLIED SCIENCE

Business Management
    Entrepreneurship and Small Business Management Option
    International Business Option
Commercial Foodservice Management
Commercial Photography
    Digital Photography Option
    Fine Arts Photography Option
Computer Operations
    Computer Network Administration and Security Option
Computer Technology
    Telecommunications Option
Emergency Medical Technician/Paramedic
Industrial Design
Mortuary Science/Joint with American Academy/McAllister Institute *(not accepting new applications for 2010-2011)*
Music Recording Technology/Joint with Institute of Audio Research
New Media Technology
Nursing
Paralegal Studies
Physical Therapist Assistant
Programming and Systems
Radiologic Technology
Travel, Tourism, and Hospitality Management
Veterinary Technology

CERTIFICATE PROGRAMS

Commercial Photography
Digital Media Arts
Practical Nursing
Word Processing Specialist

Accounting

The Accounting Program, administered by the Business and Technology Department, leads to an Associate in Science (AS) degree. The Program provides a solid foundation in accounting and liberal arts for students who plan to transfer to a four-year college to earn a Bachelor's degree in Accounting.

The AS Accounting Program is designed to maximize transfer credit to senior colleges such as Baruch College and Queens College. The program includes a selection of accounting and business courses, and an internship that will provide valuable learning experiences and an opportunity for future contacts and work.

Accountants are highly respected professionals. They are in demand from all sectors of our economy including large corporations, government agencies, small businesses of all kinds, and individuals who need advice on investments or taxes. Exciting, well-paid career options exist in finance, entertainment, sports, criminal investigations, the food and fashion industry, international trade, retail, and forensic accounting. Accountants can go into business for themselves or work for others.

Businesses, large or small, public or private, seek accounting professionals to manage and analyze financial matters. Through a study of the field of accounting you can learn the skills you need to become one of those professionals, and a two-year degree will place you well on your way to an accounting career.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on the basic skills requirements, see page 186.

Descriptions of courses in the major can be found on page 100.

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* For students planing to transfer to Baruch College, MAT201 is recommended

** For students planing to transfer to Baruch College or Queens College, completing the two course Economics sequence (SSE103 and 104) is recommended.

Accounting Curriculum: AS Degree

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENC/G101	3
Writing Through Literature ENG102	3

Humanities: 6 credits

Fundamentals of Speech Communication HUC101	3

Select one of the following courses: 3
Introduction to Philosophy HUP101
Critical Thinking HUP102
Ethics and Moral Issues HUP104

Math, Engineering & Computer Science: 7 credits

Elementary Statistics I MAT120	3
Precalculus MAT200	4

Math, Engineering & Computer Science/Natural Sciences: 4 credits

Select one of the following courses:*   4
Calculus I MAT201
Principles of Biology SCB115

Accounting/Business/Technology: 23 credits

Principles of Accounting I BTA111	4
Principles of Accounting II BTA112	4
Intermediate Accounting I BTA201	3
Intermediate Accounting II BTA202	3
Introduction to Business BTM101	3
Business Law I BTM110	3
Introduction to Information Systems BTC200	3

Social Science: 6 credits

Select one of the following courses:**   3
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Select one of the following courses: 3
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Introduction to Sociology SSS100
General Psychology SSY101

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 2 credits

Any Urban Study course in Communication Skills, Education and Language Acquisition; English; Health Sciences; Humanities; or Social Science. See page 189.

TOTAL CREDITS: 60

Biology

The Biology Program, offered by the Natural Sciences Department, leads to an Associate in Science (AS) Degree. The Program is articulated with York College and students will be able to transfer all 60 credits. In addition, students will be able to transfer to other CUNY four-year institutions.

The goals of the Biology Program are:

◗ To introduce students to hypothesis-driven science and hands-on research through required coursework and supervised research laboratory internship.

◗ To connect students, biology, and lived experience through an integrated curriculum

◗ To prepare students for successful transfer to a four-year college and ultimately graduate or medical school

An important aspect of the Biology curriculum is that students will have the opportunity to participate in hands-on research. All Biology majors will take Fundamentals of Biotechniques -- a course in which students will perform common laboratory techniques as well as learn the concepts behind these techniques. The most exciting aspect of this course will be designing experiments and interpreting the data collected, while learning how to conduct research responsibly. All Biology majors will also complete their Cooperative Education internships with one of LaGuardia's faculty, with faculty at a senior college, or at a laboratory. The goal is to place students in a research laboratory where they will participate in conducting a research project. Students are advised to take this Cooperative Education internship after having taken Fundamentals in Biotechniques. The capstone course for Biology Majors is Cell Biology. Here, students will conduct a small research project in class, and give oral presentations that will be deposited into their capstone electronic portfolios (ePortfolios).

Students graduating LaGuardia with an AS in Biology will be able to transfer and enroll in upper-level Biology courses without difficulty at an articulating four-year college such as York College. The Biology curriculum at LaGuardia is modeled after a curriculum that students attending a four-year college would be expected to take during the first two years of study. LaGuardia graduates will have completed several general education requirements and several science requirements needed for completion of a Bachelor's Degree in Biology: a year of general biology (a pre-requisite for upper-level biology courses at senior colleges), a year of general chemistry, and a year of organic chemistry. Students will showcase selected assignments and accomplishments in a Biology ePortfolio that can include

in their admissions application and share with potential faculty mentors at a specific senior college.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 173.

ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

Biology Curriculum: AS Degree

Counseling:

New Student Seminar	0

English: 6 credits

Composition 1 ENC/ENG101	3
Writing Through Literature ENG102	3

Humanities: 3 credits

Critical Thinking HUP102	3

Social Sciences: 3 credits

Cultural Anthropology SSA101	3

Math, Engineering & Computer Science: 7 credits

College Algebra and Trigonometry MAT115	3
Precalculus MAT200	4

Health Science: 3 credits

AIDS in New York City SCN194*	3

Natural Sciences: 32 credits

Fundamentals of Biology I SCB201	4
Fundamentals of Biology II SCB202	4
Fundamentals of Chemistry I SCC201	4
Fundamentals of Chemistry II SCC202	4
Organic Chemistry I SCC251	5
Organic Chemistry II SCC252	5
Cell Biology SCB255	4
Fundamentals of Biotechniques SCB252	2

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3

(Both Day and Extended Day students are required to take CEP121. Extended Day students make take CEP201 or an unrestricted elective course.)

TOTAL CREDITS: 60

* This fulfills the Urban Study requirement

Business Administration

The Business Administration Program, which is coordinated by the Business and Technology Department, leads to an Associate in Science (AS) degree, and offers an option in Aviation Management. It is designed to provide a solid foundation for transfer to a senior college for those students intending to continue their education at the baccalaureate level immediately after graduation. A key objective of the program is to maximize transfer credit at senior colleges. Students who are interested in immediate employment upon graduation should find the Business Management program more suited to their needs, since it is designed to allow more flexibility in the selection of business courses.

Students enrolled in the Business Administration program will be able to complete internships from numerous job opportunities available through LaGuardia's Cooperative Education Department. These work experiences enable the student to bridge the gap between classroom theory and practical applications in the business world and provide valuable experience for choosing a career and subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 103.

Business Administration Curriculum: AS Degree

Counseling
New Student Seminar — 0

English: 6 credits
Composition I ENC/G101 — 3
Writing Through Literature ENG102 — 3

Humanities: 3 credits
Liberal Arts Elective — 3

Math, Engineering & Computer Science: 3 credits
Elementary Statistics MAT120* — 3

Cooperative Education: 6 credits
Fundamental of Professional Advancement CEP121 — 3
Full-Time Internship CEP201 — 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 9 credits
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses. — 9

* Precalculus, MAT200, or Calculus I, MAT201, can be used to satisfy this degree requirement.

PAUL KATZ / LAGUARDIA COMMUNITY COLLEGE

BUSINESS ADMINISTRATION OPTION

Natural Sciences/Health Sciences/Math, Engineering & Computer Science: 3 credits

Liberal Arts Elective	3

(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)

Social Science: 6 credits

Select one of the following courses:	*3*
Introduction to Microeconomics SSE103	
Introduction to Macroeconomics SSE104	
Liberal Arts Elective	3

Business and Technology: 23 credits

Principles of Accounting I BTA111	4
Principles of Accounting II BTA112	4
Introduction to Information Systems BTC200	3
Introduction to Business BTM101	3
Principles of Management BTM103	3
Principles of Marketing BTM104	3
Business Law I BTM110	3

Unrestricted Elective: 1 credit

One elective must be an urban study course. See page 189.	1

TOTAL CREDITS: 60

OR

AVIATION MANAGEMENT OPTION

Natural Sciences: 4 credits

Principles of Biology SCB115	4

Social Science: 6 credits

Introduction to Microeconomics SSE103	3
Introduction to Macroeconomics SSE104	3

Business and Technology: 23 credits

Principles of Accounting I BTA111	4
Principles of Accounting II BTA112	4
Introduction to Information Systems BTC200	3
Business Law I BTM110	3
Introduction to Aviation Business BTV160	3
Introduction to Aviation Management BTV161	3
Introduction to Aviation Operations BTV162	3

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

EDWARD HOLLINS / LAGUARDIA COMMUNITY COLLEGE

Business Management

www.laguardia.edu/majors

The Business Management Program, which is coordinated by the Business and Technology Department, leads to an Associate in Applied Science (AAS) degree. It is designed to lead to immediate employment upon graduation. However, it also provides an opportunity for those students who decide to continue their education to complete many of the requirements for a baccalaureate degree while at LaGuardia. Students in the Business Management Program will become acquainted with the various functional areas of business such as management, marketing, business law and accounting. In addition, students may choose from a wide array of business elective courses, which allows for more flexibility in meeting individual needs and interests.

The Business Management Program has three options in addition to the more general program described above. The Business Finance option is specifically designed to introduce the student to the function of commercial credit in today's business world. The program will examine the role of the credit department within a company and the career possibilities within the department. It will prepare students for entry-level positions in a credit department. Employment opportunities exist in manufacturing, banks, retail establishments and factoring firms.

The option in Entrepreneurship and Small Business Management is designed to give the student a comprehensive overview of the financial management of a small business, methods of evaluating entrepreneurial opportunities, and training in how to manage a small business.

The International Business option is designed to lead to employment and careers in firms which operate in the growing global marketplace. Graduates could be employed by import-export firms, banks, transportation companies, and other firms directly or indirectly engaged in international trade. The option includes specialized courses focused on international aspects of marketing, finance and trade documentation. Study of a modern foreign language is required.

Students enrolled in the Business Management program will be able to complete internships from numerous job opportunities available through LaGuardia's Cooperative Education Department. These work experiences enable the student to bridge the gap between classroom theory and practical applications in the business world and provide valuable experience for choosing a career and subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 103.

Business Management Curriculum: AAS Degree

Counseling

New Student Seminar 0

English: 6 credits

Composition I ENC/G101 3
Writing Through Literature ENG102 3

Math, Engineering and Computer Science: 3 credits

Elementary Statistics I MAT120* 3

Math, Engineering and Computer Science/Natural Sciences/Health Sciences: 3 credits

Liberal Arts Elective 3
(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)

Social Science: 3 credits

Select one of the following courses: *3*
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121 3
Full-Time Internship CEP201 3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

* Precalculus, MAT200, or Calculus I, MAT201, can be used to satisfy this degree requirement.

BUSINESS MANAGEMENT OPTION

Humanities/Social Science: 3 credits

Liberal Arts Elective   3

Business and Technology: 32 credits

Principles of Accounting I BTA111   4
Principles of Accounting II BTA112   4
Accounting Applications for the Microcomputer BTA130   3
Introduction to Business BTM101   3
Principles of Management BTM103   3
Business Law I BTM110   3
Introduction to Information Systems BTC200   3

Choose three of the following courses: 9
BTA150, BTA201, BTA202, BTA210, BTA211, BTC100,
BTM102, BTM104, BTM108, BTM111, BTM115, BTM116,
BTM120, BTM140, BTM141, BTM142, BTM155, BTM251,
BTM252, BTM253, BTM264, BTN195

Liberal Arts Electives: 2 credits

Any course in Communication Skills; Education and Language
Acquisition; English; Human Services; Humanities; Library;
Mathematics, Engineering, and Computer Science; Natural
Sciences; Health Sciences; or Social Science EXCEPT when
noted as unrestricted elective in DegreeWorks or College
Catalog. See page 188 for these courses.   2

Unrestricted Electives: 2 credits   2

TOTAL CREDITS: 60

OR

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT OPTION

Humanities/Social Science: 3 credits

Liberal Arts Elective   3

Business and Technology Studies: 32 credits

Principles of Accounting I BTA111   4
Principles of Accounting II BTA112   4
Introduction to Business BTM101   3
Principles of Management BTM103   3
Business Law I BTM110   3
Launching New Businesses BTM251   3
Entrepreneurial Finance BTM252   3
Entrepreneurial Strategy BTM253   3
Profile and Prospects of New York City Business BTN195   3
Introduction to Information Systems BTC200   3

Liberal Arts Electives: 3 credits   3

Unrestricted Elective: 1 credit   1

TOTAL CREDITS: 60

OR

INTERNATIONAL BUSINESS OPTION

ELA/Social Science: 6 credits

Select two of the following courses: 6
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
Modern Language Elective*
Modern Language Elective*

Business and Technology: 32 credits

Principles of Accounting I BTA111   4
Principles of Accounting II BTA112   4
Introduction to Business BTM101   3
Principles of Management BTM103   3
Business Law I BTM110   3
Principles of International Business BTM260   3
Export/Import Procedure and Documentation BTM261   3
Global Marketing BTM262   3
International Finance BTM263   3
Introduction to Computers and Their Applications BTC100   3

Unrestricted Electives: 1 credit   1

TOTAL CREDITS: 60

* A 102-level Modern Language course must be completed before graduation credit is granted for a 101-level course. A language maintenance course (EL__150) does not satisfy this degree requirement, but may be taken as an unrestricted elective.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

For all options, one elective must be urban study course. See page 189 for these courses.

Commercial Foodservice Management

www.laguardia.edu/majors

The Commercial Foodservice Management Program, offered through the Health Sciences Department, leads to an Associate of Applied Science (AAS) degree. The program provides coursework in food preparation, menu planning, sanitation and safety, purchasing, management, and personnel administration. Through the cooperative education component of the program, students apply classroom learning to practical work experience in the foodservice industry. Additional support courses include food microbiology, accounting, advanced foods, and nutrition.

The foodservice industry is the third largest employer in the country. The industry anticipates it will need at least 250,000 new employees per year in the next decade. Program graduates are qualified for entry-level middle management trainee positions in large-scale foodservice enterprises such as food catering businesses, cafeterias, fast food outlets, and vending machine operations. Areas of employment include purchasing, sanitation and safety management, personnel supervision and food production management.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on the basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 132.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Commercial Foodservice Management Curriculum: AAS Degree

Counseling
New Student Seminar   0

English: 6 credits
Composition I ENC/G101   3
Writing Through Literature ENG102   3

Humanities: 3 credits
Fundamentals of Speech Communication HUC101   3

Math, Engineering and Computer Science: 3 credits
Liberal Arts Elective   3

Natural Sciences: 4 credits
Foods Microbiology SCB160   4

Health Sciences: 3 credits
Introductory Nutrition SCD200   3

Social Science: 3 credits *(choose one:)*   *3*
Any history course except SSN183, SSN199, SSN240
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
General Psychology SSY101
Introduction to Sociology SSS100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Business and Technology: 10 credits
Principles of Accounting I BTA111   4
Principles of Management BTM103   3
Note: BTM101 is not a prerequisite for this major only.

Select one of the following courses: *3*
Personnel Administration BTM121
Introduction to Computers and Their Applications BTC100

Foodservice Management: 18 credits
Foods SCD100   3
Quantity Food Production SCD250   3
Foodservice Sanitation and Safety SCD251   3
Quantity Food Purchasing SCD252   3
Foodservice Administration SCD253   3
Advanced Foods SCD205   3

Cooperative Education: 6 credits
Gateway to the Workplace CEP100   1
Part-time Internship CEP151   2
Full-time Internship CEP201   3

Liberal Arts Electives: 4 credits*
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses.   4

* One elective must be an urban study course. See page 189.

TOTAL CREDITS: 60

Commercial Photography

The Commercial Photography Program, offered through the Humanities Department, offers both an Associate in Applied Science (AAS) degree, and/or a one-year certificate.

The one-year Certificate curriculum emphasizes basic and intermediate photography skills and is an excellent introduction to commercial laboratory techniques. It is particularly suited to individuals interested in seeking employment in a commercial photography lab. Students will learn to process color transparencies and color negative film, and print color photographs using professional automated equipment. In addition to color photography, the curriculum involves the student in intensive traditional black-and-white photography techniques including photo chemistry, lighting, mathematics, and basic techniques of the commercial photographer.

The two-year AAS degree program is designed to train and qualify graduates for entry-level positions in the commercial photography industry. The first year of the program is almost identical to that of the certificate curriculum. In the second year, the student concentrates on advanced concepts and techniques of commercial photography, including 4x5 camera, electronic flash and tungsten illumination. The program also offers two additional paths of study, in addition to the traditional Commercial Photography Program: the Digital Photography and Fine Art Photography Options.

Digital Photography Option:

Electronic imaging has affected the field of commercial photography dramatically. It has become a new field with new skills required of the commercial photographer. These skills include a familiarity with, and ability to work with "digital imaging" (electronic imaging). The Digital Photography option is designed for:

1. The professional already working in the commercial photography industry, who desires to upgrade his/her skills in digital photography and electronic imaging;

2. The continuing education student who is exploring educational and/or career options in preparation for matriculation at a later date or an entry-level position in commercial photography;

3. The recent commercial photography AAS degree or certificate holder who wants additional in-depth study.

Fine Arts Photography Option:

The Photography Program, in conjunction with the Fine Arts degree Program, also offers a Fine Arts Photography option within the Commercial Photography degree. This option is not only a counterpoint to the specifically commercial nature of the photo degree, certificate, and Digital option, but is a response to overwhelming interest in photography as an art form shown by inquiring students in both majors. The Fine Arts option focuses on traditional techniques, their integration with digital technology, and the development of the conceptual building blocks required to make a fine art statement.

The New York metropolitan area is the very center of commercial photography. LaGuardia Community College takes advantage of its location by placing AAS degree students in required internships. This provides excellent "hands-on" experience within the actual field itself to complement students' on-campus studies.

Students will also receive essential information on business practices, self-promotion, portfolio development, and how to secure employment as either a photographer's assistant or staff photographer. Additional courses focus on content, such as color theory, computer art (graphics, necessary as an introduction to digital imagery), two-dimensional design and photojournalism. This AAS degree is also an excellent vehicle through which to transfer to a variety of four-year colleges with professional programs in photography.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 160.

Commercial Photography Curriculum: AAS Degree

Counseling New Student Seminar   0

English: 6 credits

Composition I ENC/G101	3
Writing Through Literature ENG102	3

Humanities: 12 credits

Speech Elective	3
History of Photography HUA202	3

Select two of the following courses: 6
Introduction to Design HUA104
Color Theory HUA115
Introduction to Computer Art HUA125

Math, Engineering and Computer Science: 3 credits

Liberal Arts Elective	3

Natural Sciences: 3 credits

Topics in Chemistry SCC101	3

Social Science: 3 credits

Select one of the following courses: *3*
Any history course except SSN183, SSN199, SSN240
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
General Psychology SSY101
Introduction to Sociology SSS100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Commercial Photography: 24 credits

Beginning Photography HUA130	3
Intermediate Photography HUA230	3
Studio Lighting I HUA145	3
Studio Lighting II HUA245	3
Color Photography HUA234	3
Color Darkroom Techniques HUA235	3
Commercial Photography Workshop HUA275	3
Commercial Photography Seminar HUA280	3

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective.)

Liberal Arts Electives: 3 credits*

Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 176 for these courses.   3

*One elective must be an urban study course. See page 189.

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.

WILLIAM KELLY / LAGUARDIA COMMUNITY COLLEGE

DIGITAL PHOTOGRAPHY OPTION

Counseling
New Student Seminar — 0

English: 6 credits
Composition I ENC/G101 — 3
Writing Through Literature ENG 102 — 3

Humanities: 12 credits
Speech Elective, usually Fundamentals of Speech
   Communication HUC101 — 3
History of Photography HUA202 — 3

Select two of the following courses: — 6
Computer Art 2 HUA126
Computer Art 3 HUA127
The View Camera, Large Format Photography HUA155

Math, Engineering & Computer Science: 3 credits
Liberal Arts Elective — 3

Natural Sciences: 3 credits
Topics in Chemistry SCC101 — 3

Social Science: 3 credits
Choose one of the following courses: — 3
Any history course except SSN183, SSN199, SSN240
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
General Psychology SSY101
Introduction to Sociology SSS100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Photography/Digital: 24 credits
Computer Art I HUA125 (or portfolio waiver) — 3
Beginning Photography HUA130 (or portfolio waiver) — 3
Digital Photography I HUA131 — 3
Digital Photography II HUA132 — 3
Intermediate Photography HUA230 — 3
Alternative Photography: The Manipulated Image HUA238 — 3
Commercial Photography Workshop HUA275 — 3
Commercial Photography Seminar HUA280 — 3

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 — 3
Full-Time Internship CEP201 — 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Elective: 3 credits
Photojournalism HUN191 — 3

TOTAL CREDITS: 60

FINE ARTS PHOTOGRAPHY OPTION

Counseling
New Student Seminar — 0

English: 6 credits
Composition I ENC/G101 — 3
Writing Through Literature ENG102 — 3

Humanities: 12 credits
Speech Elective, usually Fundamentals of Speech
   Communication HUC101 — 3
History of Photography HUA202 — 3

Select two of the following courses: — 6
Introduction to Design HUA104
Color Theory HUA115
Computer Art 2 HUA126

Math, Engineering & Computer Science: 3 credits
Liberal Arts Elective — 3

Natural Sciences: 3 credits
Topics in Chemistry SCC101 — 3

Social Science: 3 credits
Choose one of the following courses: — 3
Any history course except SSN183, SSN199, SSN240
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
General Psychology SSY101
Introduction to Sociology SSS100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Photography/Fine Art: 24 credits
Beginning Drawing HUA103 — 3
Introduction to Computer Art I HUA125 — 3
Beginning Photography HUA130 — 3
The View Camera HUA155 — 3
Intermediate Photography HUA230 — 3
Color Photography HUA234 — 3
Alternative Photography: The Manipulated
   Image HUA238 — 3
Video Production Workshop HUC240 — 3

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 — 3
Full-Time Internship CEP201 — 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Elective: 3 credits
Photojournalism HUN191
Art and Society HUN192 — 3

TOTAL CREDITS: 60

Commercial Photography Certificate Curriculum

Counseling

New Student Seminar	0

English: 3 credits

Composition I ENC/G101	3

Humanities: 6 credits

Speech Elective	3
Choose one course from the following three:	3
Color Theory HUA115	
Introduction to Design HUA104	
Introduction to Computer Art HUA125	

Math, Engineering & Computer Science: 3 credits

Liberal Arts Elective	3

Natural Sciences: 3 credits

Topics in Chemistry SCC101	3

Commercial Photography: 15 credits

Commercial Photography: 15 credits	
Beginning Photography HUA130	3
Intermediate Photography HUA230	3
Studio Lighting I HUA145	3
Color Photography HUA234	3
Color Darkroom Techniques HUA235	3

Unrestricted Electives: 3 credits	3

TOTAL CREDITS: 33

Communication Studies

www.laguardia.edu/majors

The Communication Studies degree program is coordinated by the Humanities Department and leads to the degree of Associate in Arts (AA) with three areas of concentration: Public Communication, Speech, and Mass Communication. The primary goal of this transfer degree program is to prepare students with communication competencies, theoretical knowledge, and necessary skills and training to become leaders in the global work force. This program aims to assist students in transferring to four-year colleges or to begin a career in a related industry (e.g., public relations, speech communication, human resources, and radio and television).

Communication is an area of study that focuses on the ways in which individuals communicate via different channels. Communication scholars have conducted research and developed theories in order to improve our ability to predict human interaction and perform communicative acts effectively and appropriately. Students majoring in the Communication Studies program will be able to choose a concentration among the following three tracks: Public Communication, Speech, and Mass Communication.

The Public Communication concentration focuses on preparing students to master knowledge in all forms of communication in the public arena, whether for political, commercial or social purposes. After completing the program, students may transfer to communication programs in four-year colleges or embark on career paths in such areas as public relations, negotiation and mediation, sales, advertising, human resources, politics, law, marketing, and counseling. Speech majors will specialize in fundamental knowledge of the speech mechanism and receive competency-based training in the field of Speech Pathology. They will be able to transfer into articulated four-year college programs in order to complete their B.A. degrees and later their MA degrees to become certified speech-language pathologists in, for example, educational institutions (e.g., the NYC Department of Education), hospitals and nursing homes, or the private sector. Students concentrating in the Mass Communication option will learn the history of media studies as well as hands-on techniques in creating and producing media work (e.g., LaGuardia Community College's web radio station). In addition to transferring to a four-year college, the Mass Communication students may develop their careers in electronic media, radio-television, broadcasting, film industries, and journalism (via companion courses in the English Department).

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 156.

Communication Studies Curriculum: AA Degree

Counseling:

New Student Seminar	0

English: 8 credits

Composition 1 ENG101	3
Writing Through Literature ENG102	3
Preparing and Writing the Research Paper ENG103	2

Humanities: 3 credits

Other than Communication courses	3

English/Humanities: 3 credits

Select one of the following courses: 3
Fundamentals of Speech Communication HUC101
Introduction to Broadcasting HUC140
Journalism: Its Scope and Use ENG210
Broadcast Journalism: Writing for Radio ENG213

Math, Engineering & Computer Science: 3 credits

Elementary Statistics I MAT120	3

Social Science: 6 credits

History Elective	3

Select one of the following courses: 3
Introduction to Anthropology SSA100
Introduction to Sociology SSS100
General Psychology SSY101

Natural Sciences: 4 credits

Principles of Biology SCB115	4

Speech Core Courses: 21 credits

Voice and Diction HUC104	3
Public Speaking HUC106	3
Communication in a Professional Setting HUC108	3
Interpersonal Communication HUC111	3
Small Group Communication HUC112	3
Oral Interpretation HUC113	3
Introduction to Intercultural Communication HUN/SSN180*	3

Select one of the following three options: 6

1. Students interested in Public Communication (CS1):
  Persuasion and Debate HUC109
  Public Relations HUC141

2. Students interested in Speech Pathology (CS2):
  Phonetics HUC115
  Select one of the following courses:
  Survey of Speech, Language and Hearing Disorders HUC116
  Normal Language Development HUC/ELL114

3. Students interested in Mass Communication (CS3):
  Introduction to Mass Media HUC120
  Mass Communication and Society HUC130

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3

Both Day and Extended Day students are required to take CEP121. Extended Day students make take CEP201 or an unrestricted elective course.

TOTAL CREDITS: 60

* This fulfills the Urban Study requirement

Computer Programs

www.laguardia.edu/majors

In 2008, the programs of the Computer Information Systems Department were reorganized. No program was elimiated. Programs were assigned to different academic departments. The program descriptions that follow indicate the new department to which the offerings are assigned.

All programs and options award students an Associate in Applied Science (AAS) degree, except for the Computer Science Program, which awards the Associate in Science (AS) degree and the Certificate in Digital Media Arts.

Computer Science:
Mathematics, Engineering and Computer Science Department

The major in Computer Science is appropriate for those students interested in mathematics and/or computer science who plan to transfer to a senior college for further study in computer science. Graduating students will be prepared for careers as programmers for business and/or scientific applications.

Programming and Systems:
Business and Technology Department

The Programming and Systems curriculum provides training for entry-level jobs as well as for transfer to a senior college as a business or information sciences major. Graduates of this program may qualify for positions as programmers or programmer trainees.

Computer Operations:
Mathematics, Engineering and Computer Science Department

The Computer Operations curriculum prepares students to operate computer equipment. After graduation, students will qualify for positions as input/output control clerks, computer operators, and console operators.

Computer Operations - Computer Network Administration and Security Option:
Mathematics, Engineering and Computer Science Department

This option will provide graduates with a thorough knowledge of network operating systems, thereby enabling graduates to support fully client/server environments. In addition, students will be prepared to take certification examinations in UNIX and Windows.

Computer Technology:
Mathematics, Engineering and Computer Science Department

This curriculum provides the skills needed for careers in a rapidly growing technical area. Students will be prepared for careers as field engineers specializing in microcomputer repair and network diagnosis. Students will be prepared to transfer to a bachelor of technology program at a senior college.

Computer Technology - Telecommunications Option:
Mathematics, Engineering and Computer Science Department

The option in Telecommunications provides students with skills for working in data switching centers, maintaining data lines, and repairing communication devices. In addition, students have the opportunity to plan advanced studies in teleprocessing and telecommunications. Students will be prepared to transfer to a bachelor of technology program at a senior college.

New Media Technology:
Humanities Department

The New Media Technology curriculum prepares students for varied careers in new media including webmaster, multimedia applications developer, Internet programmer, streaming video, and digital film producer. Students have a choice of specialization between Multimedia Design and Web Programming.

Computer Science Curriculum: AS Degree

Counseling
New Student Seminar | 0

English: 6 credits
Composition I ENC/G101 | 3
Writing Through Literature ENG102 | 3

Humanities: 3 credits
Liberal Arts Elective* | 3

Math, Engineering & Computer Science: 39 credits
Introduction to Computer Science MAC101 | 4
Object-Oriented Programming MAC190 | 4
BASIC Assembler Language for Computer Science MAC196 | 5
Data Structures MAC286 | 3
Computer Architecture MAC295 | 4
Calculus I MAT201 | 4
Calculus II MAT202 | 4
Calculus III MAT203 | 4
Linear Algebra MAT210 | 3
Introduction to Discrete Mathematical Structures MAT230 | 4

Social Science: 3 credits
*Choose one of the following courses:** | 3
Any history course except SSN183, SSN199, SSN240
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
General Psychology SSY101
Introduction to Sociology SSS100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Business and Technology: 3 credits
Introduction to Business BTM101 | 3

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 | 3
Full-Time Internship CEP201 | 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

TOTAL CREDITS: 60

* Elective must satisfy the urban study requirement.

**For transfer to New York City College of Technology, General Psychology SSY101 is recommended.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Programming and Systems Curriculum: AAS Degree

Counseling
New Student Seminar | 0

English: 6 credits
Composition I ENC/G101 | 3
Writing Through Literature ENG102 | 3

Humanities: 3 credits
Liberal Arts Elective | 3

Math, Engineering & Computer Science: 25 credits
Precalculus MAT200 | 4
Introduction to Visual Programming MAC109 | 3
Systems Analysis and Design MAC110 | 3
C/C++ Programming MAC125 | 3
Comparative Operating Systems MAC230 | 3
Database Concepts and Programming MAC250 | 3
Introduction to Teleprocessing MAC260 | 3
Any MAC or BTC course except BTC/SSD105 | 3

Social Science: 3 credits
*Choose one of the following courses:** | 3
Any history course except SSN183, SSN199, SSN240
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
General Psychology SSY101
Introduction to Sociology SSS100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Business and Technology: 10 credits
Principles of Accounting I BTA111 | 4
Introduction to Business BTM101 | 3
Introduction to Computers and Their Applications BTC100 | 3

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 | 3
Full-Time Internship CEP201 | 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 5 credits
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses. | 5

Unrestricted Electives: 2 credits
One elective must be urban study course. See page 189 for these courses. | 2

TOTAL CREDITS: 60

Computer Operations Curriculum: AAS Degree

Counseling

New Student Seminar   0

English: 6 credits

Composition I ENC/G101   3
Writing Through Literature ENG102   3

Math, Engineering & Computer Science: 3 credits

Elementary Statistics MAT120   3

Social Science: 3 credits

Choose one of the following courses: 3
Any history course except SSN183, SSN199, SSN240
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
General Psychology SSY101
Introduction to Sociology SSS100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

Business and Technology: 10 credits

Principles of Accounting I BTA111   4
Introduction to Business BTM101   3
Introduction to Computers and Their Applications BTC100   3

COMPUTER OPERATIONS OPTION

Humanities: 3 credits

Liberal Arts Elective   3

Math, Engineering & Computer Science: 15 credits

Principles of Programming MAC109   3
Systems Analysis and Design MAC110   3
Comparative Operating Systems MAC230   3
Introduction to Teleprocessing Operations MAC260   3
Computer Operations Elective   3
(choose any MAC course; recommended: MAC241, MAC250 or MAC265)

Business and Technology: 6 credits

Data Center OPS: Basics BTC270   3
Data Center OPS: Advanced BTC275   3

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121   3
Full-Time Internship CEP201   3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 5 credits

Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses.   5

Unrestricted Electives: 3 credits

One elective must be urban study course. See page 189 for these courses.

TOTAL CREDITS: 60

* For transfer to New York City College of Technology, General Psychology SSY101 is recommended.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

OR

COMPUTER OPERATIONS: COMPUTER NETWORK ADMINISTRATION AND SECURITY OPTION

Humanities: 3 credits

Select one of the following courses: 3

Fundamentals of Speech Communication HUC101 or
Communication in a Professional Setting HUC108 3

Math, Engineering & Computer Science: 22 credits

Comparative Operating Systems MAC230	3
UNIX Network Operating Systems MAC232	3
Windows Network Operating System MAC233	3
Network and Systems Security MAC245	3
Advanced Network and Systems Security MAC246	3
Computer Repair and Network Maintenance MAC293	4

Select one of the following courses: 3

Advanced UNIX Administration MAC252
Advanced Windows NT Administration MAC253

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 7 credits

Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses. 7

One elective must be urban study course. See page 189 for these courses.

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

New Media Technology/ Media Studies Digital Media Arts Certificate

Humanities: 27 credits

Introduction to New Media HUW112	3
Principles of Multimedia and Web Design HUW161	3
Web Animation and Interactivity HUW162	3
Internet Video and DVD Development HUW163	3
Introduction to Computer Art HUA125	3
The Art of Film HUC150	3
Video Production Workshop HUC240	3
Video Production Workshop II HUC241	3
American Film HUC270	3

Business and Technology: 3 credits

Introduction to Computers and Their Applications BTC100 3

Elective: 3 credits

Select one of the following: 3

Introduction to Web Development HUW166
Music Audio Recording I HUM146

TOTAL CREDITS: 33

Computer Technology Curriculum: AAS Degree

Counseling

New Student Seminar   0

English: 6 credits

Composition I ENC/G101   3
Writing Through Literature ENG102   3

Humanities: 3 credits

Fundamentals of Speech Communication HUC101   3

Math, Engineering & Computer Science: 8 credits

Technical Mathematics I MAT241   4
Technical Mathematics II MAT242   4

Social Science: 3 credits

Urban Sociology SSN187   3

Business and Technology: 6 credits

Introduction to Business BTM101   3
Introduction to Computers and Their Applications BTC100   3

COMPUTER TECHNOLOGY OPTION

Math, Engineering & Computer Science: 28 credits

Computer Electronics I MAC241   4
Computer Electronics I I MAC242   3
Computer Hardware Interfacing and Programming
    MAC265   3
Computer Technology Project Lab MAC289   2
Computer Logic, Design and Implementation I MAC291   4
Computer Logic, Design and Implementation II MAC292   4
Computer Repair and Network Maintenance MAC293   4
Computer Architecture MAC295   4

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121   3
Full-Time Internship CEP201   3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

TOTAL CREDITS: 60

OR

TELECOMMUNICATIONS OPTION

Math, Engineering & Computer Science: 27 credits

Computer Electronics I Computer Architecture MAC241   4
Computer Electronics II MAC242   3
Internet Telephony MAC261   3
Data Communications MAC262   4
Network Operations MAC263   4
Computer Hardware Interfacing and Programming
    MAC265   3
Computer Technology Project Lab MAC289   2
Computer Architecture MAC295   4

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121   3
Full-Time Internship CEP201   3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Unrestricted Electives: 1 credit   1

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

New Media Technology Curriculum: AAS Degree

Counseling
New Student Seminar 0

English: 6 credits
Composition I ENC/G101 3
Writing Through Literature ENG102 3

Humanities: 15 credits
Introduction to Design HUA104 3

Math, Engineering & Computer Science: 3 credits
Elementary Statistics I MAT120 3

Social Science: 3 credits
*Choose one of the following courses:** 3
Any history course except SSN183, SSN199, SSN240
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
Introduction to Sociology SSS100
General Psychology SSY101

Business and Technology: 3 credits
Introduction to E-Business BTM116 3

Humanities (New Media Courses): 18 credits
Introduction to New Media HUW112 3
Principles of Multimedia and Web Design HUW161 3
Web Animation and Interactivity HUW162 3
Internet Video and DVD Development HUW163 3
Introduction to Web Development HUW166 3
New Media Project Lab HUW269 3

Humanities (New Media Elective Courses): 9 credits
Select three of the following courses: 9
Computer Art I HUA125
Computer Art II HUA126
Video Production Workshop I HUC240
Video Production Workshop II HUC242
Music Audio Recording HUM146
E-Commerce Technology HUW111
Topics in New Media HUW160
Internet Game Design HUW165
Dynamic Web Design HUW167
Advanced Dynamic Web Design HUW168

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 3
Full-Time Internship CEP201 3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 9 credits 9
Mass Communication and Society HUC130 3
Select one of the following courses:
Art of Film HUC250
American Film HUC270 3
Urban Study Elective**** 3

TOTAL CREDITS: 60

* For transfer to New York City College of Technology, General Psychology SSY101 is recommended.

** Students selecting the Web Design cluster should consider additional art courses such as HUA165 or HUA166.

*** Students selecting the Web Programming cluster should consider an additional mathematics course such as MAT200.

**** HUN196 is recommended.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Criminal Justice

www.laguardia.edu/majors

The Criminal Justice Program, housed in the Department of Social Science, is a Dual/Joint degree program with John Jay College of Criminal Justice. Students can earn either an Associate in Science (AS) degree from LaGuardia Community College or a Bachelor of Arts (BA) degree from John Jay College. This joint program is designed so LaGuardia students earn 45 credits toward the John Jay core requirements and 15 required credits toward the Criminal Justice major. LaGuardia AS graduates with a minimum GPA of 2.0 will transfer seamlessly to the third year of study in the BA program in Criminal Justice at John Jay. Through its Educational Partnership with LaGuardia, John Jay College contributes to student advisement, facilitates professor teaching exchanges, and allows students in good academic standing to take courses required for the major at John Jay.

An AS or BA degree in criminal justice opens the door to a wide variety of career opportunities, including law enforcement, corrections, probation, parole, social work, forensics, firefighting, juvenile justice and court administration, just to name a few. Employment prospects for criminal justice positions in New York City are growing at a faster than average rate. Moreover, 60 college credits satisfy the educational requirements for the vast majority of entry-level criminal justice positions in New York City, including police officer (60 credits), correction officer (39 credits) and firefighter (15 credits). Students seeking greater educational opportunities and exposure to a wider range of career choices including forensic science, forensic psychology, criminal justice administration and international criminal justice are encouraged to earn their four-year degree.

Students enrolled in the Criminal Justice program will be able to complete internships at a range of government agencies and nonprofit organizations available through LaGuardia's Cooperative Education Department. These work experiences enable the student to bridge the gap between classroom theory and practical applications in the field of criminal justice and provide valuable experience for choosing a career and subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 177.

Criminal Justice Curriculum: AS Degree

Counseling
New Student Seminar | 0

English: 9 credits
Composition I ENG101 | 3
Writing Through Literature ENG102 | 3
Literature Elective | 3

Humanities: 6 credits
Public Speaking HUC106* | 3
Select one liberal arts course in Art, Music or Drama*** | 3

Math, Engineering & Computer Science: 3 or 4 credits
Select one of the following courses:
College Algebra and Trigonometry MAT115 | 3
Pre-calculus MAT200 | 4
Calculus I MAT201 | 4

Natural Sciences: 4 credits
Select one of the following courses:
Principles of Biology SCB115 | 4
Foundations of Chemistry SCC210 | 4

Social Science: 12 credits
Introduction to Sociology SSS100 | 3
Power and Politics SSP101 | 3

Select one of the following courses:
Themes in American History to 1865 SSH101 | 3
Themes in American History since 1865 SSH102 | 3
Western Civilization from Ancient Times to Renaissance SSH103 | 3
Western Civilization from the Renaissance to Modern Times SSH104 | 3

World History from 1500 to the Present SSH106 | 3
East Asian Civilization and Societies SSH110 | 3

Select one of the following courses:
The Puerto Rican Community Minority Group Experience ELN194** | 3
Cultural Anthropology SSA101 | 3
Peoples and Cultures of the Caribbean SSA120 | 3
History of Minorities SSN183** | 3
Afro-American History SSH231 | 3
Survey of Latin America and Caribbean History SSH232 | 3

Criminal Justice: 15 credits
Introduction to Criminal Justice SSJ101 | 3
Criminology SSJ102 | 3
Corrections and Sentencing SSJ202 | 3
Policing SSJ203 | 3
Crime and Justice in Urban Society SSN204** | 3

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 | 3
Full-time Internship CEP201 | 3

Liberal Arts Electives: 4-5 credits
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses. | 4-5

TOTAL CREDITS: 60

*   HUC106 Public Speaking no longer requires Fundamentals of Speech Communication HUC101 as a pre-requisite.

**   This class meets LaGuardia's Urban Study requirement

***   Liberal Arts course must be selected in consultation with the Program Director

Dietetic Technician

The Dietetic Technician Program, coordinated by the Health Sciences Department, leads to the Associate in Science (AS) degree. The Dietetic Technician Program at LaGuardia Community College is currently granted initial accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606, (312) 899-5400.

The program is designed to educate individuals in the areas of medical nutrition therapy and foodservice management. Students are taught to screen and assess patients and to plan and implement appropriate nutrition intervention plans. They are also taught to supervise food production, plan menus, implement sanitation and safety procedures, and manage personnel. The program provides courses in normal nutrition, medical nutrition therapy, nutrition education methodologies, and foodservice management. The basic science courses include human anatomy, physiology and biological chemistry.

Students complete three required field experiences at health care facilities in the New York metropolitan area. These experiences provide the opportunity to combine classroom learning with practical work experience.

Successful graduates are eligible to sit for the dietetic technician registration exam. This exam is administered through the Commission on Dietetic Registration of the ADA. Employment opportunities exist in medical centers, hospitals, extended care facilities, foodservice contract companies, educational feeding programs, and community health programs. Graduates may also enroll in bachelor's degree programs at various senior colleges. Membership in the American Dietetic Association and the Dietary Managers Association is also available to program graduates.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 132.

Dietetic Technician Curriculum: AS Degree

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENC/G101	3
Writing Through Literature ENG102	3

Humanities: 3 credits

Fundamentals of Speech Communication HUC101	3

Natural Sciences: 12 credits

Fundamentals of Human Biology I SCB203	4
Fundamentals of Human Biology II SCB204	4
Foundations of Chemistry SCC 210	4

Social Science: 6 credits

Introduction to Sociology SSS100	3
General Psychology SSY101	3

Health Sciences: 2 credits

Community Health SCN195	2

Dietetic Technology: 26 credits

Foods SCD100	3
Introductory Nutrition SCD200	3
Clinical Nutrition A SCD201	3
Clinical Nutrition B SCD202	3
Life Cycle Nutrition SCD203	3
Applied Dietetics SCD206	2
Quantity Food Production SCD250	3
Foodservice Sanitation and Safety SCD251	3
Foodservice Administration SCD253	3

Cooperative Education: 5 credits

Co-op Prep SCD007	0
Dietetic Field Experience I SCD260	1
Dietetic Field Experience II SCD221	2
Dietetic Field Experience III SCD222	2

TOTAL CREDITS: 60

Education

www.laguardia.edu/majors

The jointly registered Childhood Education and Secondary Education programs, coordinated by the Education and Language Acquisition Department, are designed for students who are interested in pursuing teaching as a career and who plan to transfer to the Queens College School of Education. The programs can lead to admission to Queens College upon successful completion of LaGuardia's Associate in Arts (AA) degree requirements in Liberal Arts and provide a clearly defined academic path that leads to New York State provisional certification in teaching. They also ensure that the students' course selections at LaGuardia will simultaneously satisfy degree requirements at Queens College.

These programs are a response to a predicted teacher shortage nationwide. This shortage is envisioned as being particularly acute among minority teachers, especially in the City of New York. These programs are also designed to respond to the shortcomings within the teaching profession itself by combining a strong Liberal Arts course of study with an early experiential component. These programs provide a broad intellectual foundation and an understanding of the world we live in, its history, diversity and cultures.

The programs have two internships that are accompanied by a cooperative education seminar designed to integrate theory and practice. The LaGuardia internship will satisfy the 100 hours of experience working with children required for admission to the Childhood Education Program at Queens College. The intent of the internships is to involve students in the educational life of the classroom, to let them experience a variety of school settings, and to learn beginning skills in a teaching role. Through this experiential component, students will have the opportunity to clarify their personal goals, gain insight into the teaching profession and make informed career decisions about continuing in the field of urban education.

Students in these programs are required to complete a Liberal Arts major along with the education co-major at Queens College. Queens College offers a large number of liberal arts majors. Therefore, the Liberal Arts elective credits at LaGuardia should be taken toward a Liberal Arts major at Queens College and students should consult with an advisor before selecting electives.

Students in the Childhood Education program must have a grade of B in at least one course in each of the core content areas: Math,

Childhood Education Curriculum: AA Degree

Counseling

New Student Seminar 0

English: 12 credits

Composition I ENC/G101 3
Writing Through Literature ENG102 3

Select one of the following courses: 3
The Bible as Literature ENG205
The Novel ENG260
The Drama ENG265
Shakespeare ENG266
Introduction to Poetry ENG270**

Select one of the following courses: 3
Afro-American Literature ENG225
Contemporary Black American Fiction ENG269

Humanities: 6 credits

Music for Children HUM104 3

Select one of the following courses: 3
Beginning Drawing HUA103
Beginning Painting HUA110
Color Theory HUA115
Beginning Sculpture HUA120
Acting I HUC190

Social Science: 12 credits

Themes in American History to 1865 SSH101 3
Themes in American History since 1865 SSH102 3
Cultural Anthropology SSA101 3
Learning and Education: Childhood to Adolescence SSY105 3

Math, Engineering & Computer Science: 6 credits

Mathematics in Elementary Education MAT104* 3
Elementary Statistics I MAT120 3

Natural Sciences: 4 credits

Principles of Biology SCB115 4

Education and Language Acquisition: 15 credits

Foundations of American Education ELN120 3
Language and Literacy in Childhood Education ELE203 3
Introduction to Language ELL101 3
Modern Languages 6

Cooperative Education: 4 credits

Co-op Childhood Education Internship I CEP112 2
Reflective Practice in the Teaching Profession I CPA011 0
Co-op Childhood Education Internship II CEP212 2
Reflective Practice in the Teaching Profession II CPB011 0

Co-Major: 5 credits

Courses to be determined in consultation with
Education Advisor 5

TOTAL CREDITS: 64

Science, Social Studies, and English Language Arts. They also must maintain a minimum overall cumulative average of 2.75 in order to begin study in this program at Queens College. While a GPA of 2.75 is the minimum requirement for consideration, IT DOES NOT GUARANTEE admission to this program at Queens College.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on the basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 115.

* Students in this program receive a waiver from the Mathematics Department which exempts them from taking MAT103.

** Students whose area of concentration is English must choose ENG270.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Secondary Education Curriculum: AA Degree

Counseling

New Student Seminar 0

English: 12 credits

Composition I ENC/G101 3
Writing Through Literature ENG102 3

Select one of the following courses: 3
The Bible as Literature ENG 205
The Novel ENG260
The Drama ENG265
Shakespeare ENG266
Introduction to Poetry ENG270*

Select one of the following courses: 3
Afro-American Literature ENG225
Contemporary Black American Fiction ENG269

Humanities: 3 credits

Select one of the following courses: 3
Introduction to Art HUA101
Introduction to Music HUM101

Social Science: 6 credits

Cultural Anthropology SSA101 3

Select one of the following courses: 3
Themes in American History Since 1865 SSH102**
Western Civilization II SSH104

Math, Engineering & Computer Science: 3-4 credits

Select one of the following courses: 3-4
Elementary Statistics MAT120
Pre-Calculus MAT200***

Natural Sciences: 4 credits

Principles of Biology SCB115**** 4

Health Sciences: 3 credits

Introductory Nutrition SCD200 3

Education and Language Acquisition: 15 credits

Foundations of American Education ELN120 3
Language and Literacy in Secondary Education ELE204 3
Introduction to Language ELL101 3
Modern Language 6

Cooperative Education: 4 credits

Co-op Secondary Education Internship I CEP111 2
Reflective Practice in the Teaching Profession I CPA011 0
Co-op Secondary Education Internship II CEP211 2
Reflective Practice in the Teaching Profession II CPB011 0

Liberal Arts Electives: 14 credits

The Liberal Arts elective credits must be courses in the area
of concentration that you will study at Queens College.

ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

* Students whose area of concentration is English must choose ENG270.

** Students whose area of concentration is History must choose SSH102.

*** Students whose area of concentration is Mathematics, Biology or Chemistry must choose MAT200.

**** Students whose concentration is Biology must take Fundamentals of Biology I SCB201 in place of SCB115. Students whose area of concentration id Chemistry must take Fundamentals of Chemistry I SCC201 in place of SCB115.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

TOTAL CREDITS: 64-65

Education Associate: The Bilingual Child

The Education Associate: Bilingual Child Program is designed for students interested in pursuing teaching as a career with a focus on second language learners. The program is coordinated by the Education and Language Acquisition Department and awards the Associate in Arts (AA) degree.

Since the program focuses on Spanish-speaking children, candidates for admission are expected to demonstrate oral and written proficiency in Spanish equivalent to ELS105 Spanish for Fluent Speakers 1. Through the Cooperative Education internships, students will complete 160 hours in a school setting giving them many opportunities to observe teachers in their classrooms. In addition, students will take a seminar focusing on principles of bilingual education that will familiarize them with current practice.

The Bilingual Child program is articulated with City College's major in Childhood Education. Upon transfer, students are expected to complete a Liberal Arts major and a co-major in education. Therefore, students should consult with a faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken at LaGuardia Community College.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The specific courses students must successfully complete are determined by their scores on college placement test. For more information on the basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 115.

Education Associate: The Bilingual Child Curriculum: AA Degree

Counseling
New Student Seminar	0

English: 6 credits
Composition I ENC/G101	3
Writing Through Literature ENG102	3

Humanities: 6 credits
Introduction to Art HUA101	3
Music for Children HUM104	3

Math, Engineering & Computer Science: 3 credits
Mathematics and the Modern World MAT107	3

Natural Sciences: 6 credits
Topics in Biological Sciences SCB101	3
Topics in Chemistry SCC101	3

Social Science: 9 credits
World History from Ancient Times to 1500 SSH105	3
World History from 1500 to the Present SSH106	3
Select one of the following courses:	3
Themes in American History to 1865 SSH101	
U.S. Power and Politics SSP101	

Education and Language Acquisition: 24 credits
Introduction to Language ELL101	3
Foundations of American Education ELN120	3
Language and Literacy in Childhood Education ELE203	3
Introduction to Bilingualism ELN101	3
Latin American Literature I ELS200	3
Latin American Civilizations ELS204	3
Advanced Spanish Composition ELS210	3
Select one of the following courses:	3
Latin American Literature II ELS201	
Literature of the Caribbean ELS270	

Cooperative Education: 4 credits
Bilingual Education Internship I CEP175	2
Reflective Practice in the Teaching Profession I CPA011	0
Bilingual Education Internship II CEP275	2
Reflective Practice in the Teaching Profession II CPB011	0

Liberal Arts Electives: 2 credits
Courses to be determined in consultation with the Education Advisor	2

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Emergency Medical Technician/ Paramedic

www.lagcc.cuny.edu/programs/aas.emtp.asp

The EMT/Paramedic Program, offered through the Health Sciences Department, leads to an Associate in Applied Science (AAS) degree. Successful completion of the clinical portion of the program will also make the student eligible for certification as an Emergency Medical Technician/Paramedic through the New York State Department of Health.

The field of pre-hospital care, commonly referred to as Emergency Medical Services, is responsible for the initial treatment, stabilization and transport to the hospital of individuals suffering from an acute illness or injury. Working within the established Emergency Medical Services (EMS) systems under the authority of a physician medical director, the EMT/Paramedic is responsible for the recognition and treatment of life-threatening and potentially life-threatening conditions. The EMT/Paramedic initiates appropriate advanced-level treatment as indicated by the patient's condition, including IV access, advanced airway management, medication administration, EKG interpretation and monitoring, and other advanced treatments. Employment opportunities are available in commercial ambulance services, municipal EMS systems and hospitals.

The clinical portion of the Paramedic Program includes lectures and practical skills sessions at the College and extensive clinical rotations at affiliated institutions. The program meets the requirements set forth by the New York State Department of Health and follows the most current National Standard Curriculum for the EMT/Paramedic.

Students admitted to this program are considered to be in the "pre-clinical" phase of the major. To be eligible to progress to the "clinical" phase, students must meet the following requirements: completion of CUNY basic skills, minimum GPA of 2.0, active student status, current certification as a NYS Emergency Medical Technician, a minimum of 200 hours and/or 6 months of pre-hospital experience (paid or volunteer), successful completion of Paramedic Program Entrance Exams and an interview with the program director and/or members of the faculty. Seats in the Paramedic Program clinical portion are limited and applicants will be ranked according to the following criteria: number of credits completed at LaGuardia, total number of credits, GPA, and date Application for Admission to the Paramedic Program was received by the Paramedic Program.

Students may also be eligible to receive the following credentials (upon successful completion of the specific requirements for each credential): Registration as an EMT-P through the National Registry of EMTs, NYC REMAC (Regional Emergency Medical Advisory Committee) Certification, Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) and Basic Cardiac Life Support (BCLS) certifications.

Descriptions of courses in this major are found on page 141.

Emergency Medical Technician/ Paramedic Curriculum: AAS Degree

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENC/G101	3
Writing Through Literature ENG102	3

Humanities/English: 3 Credits

Liberal Arts Elective	3

Math, Engineering & Computer Science: 3 credits

Elementary Statistics MAT120	3

Social Science: 3 credits

Introduction to Sociology SSS100	3

Natural Sciences: 8 credits

Fundamentals of Human Biology I SCB203	4
Fundamentals of Human Biology II SCB204	4

Paramedic Component: 36 credits

Emergency Medical Technician-Basic SCE100	6
Paramedic I SCE230	12
Paramedic II SCE231	3
Paramedic III SCE232	12
Paramedic IV SCE233	3

Unrestricted Electives: 1 credit

One elective must be urban study course. See page 189 for these courses.	1

TOTAL CREDITS: 60

Notes:

The requirements for this program include mandatory practical skills sessions that are offered only on Saturdays.

Students who have successfully completed a NYS Paramedic Program may receive 30 credits for prior paramedic training. Students who have successfully completed a NYS EMT course may receive 6 credits for prior EMT training. Verification of successful course completion and/or certification from NYS DOH is required to receive these transfer credits.

One-year certificate program for EMT/Paramedic is available through the Division of Adult and Continuing Education.

For additional information, call the EMT/Paramedic Program at (718) 482-5321.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Engineering Science Degrees

The Engineering Science Program is housed within the Mathematics, Engineering and Computer Science Department and offers three degrees: Civil, Electrical, and Mechanical Engineering. Each track has been designed for transfer as a Dual/Joint program with the School of Engineering at City College of New York (CCNY) and its programs, Bachelor of Engineering in Civil (B.E./C.E.), Electrical (B.E./E.E.), and Mechanical Engineering (B.E./M.E.). Students who achieve a minimum grade of C in each course of their chosen track will receive an Associate in Science (AS) from LaGuardia. Such students are then guaranteed admission to the corresponding track of the four-year program at CCNY.

Matriculated students admitted in the program will be exposed both to the formal principles of engineering and to hands-on laboratory projects. The academic requirements of the Dual/Joint programs are more than sufficient to assure graduates licensure in New York State as Professional Engineers. The bachelor's degree from CCNY is fully recognized by the Accreditation Board for Engineering and Technology (ABET) and is registered as licensure-qualifying by the New York State Department of Education.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

Descriptions of courses in these majors can be found beginning on page 170.

Engineering Science: Civil Engineering Curriculum: AS Degree

Counseling
New Student Seminar   0

English: 6 credits
Composition I ENC/G101   3

Select one of the following courses: *3*
Journalism ENG210
Humor in Literature ENG256

Humanities: 6 credits
Introduction to Art HUA101   3
Introduction to Music HUM101   3

Social Science: 3 credits
Urban Sociology SSN187***   3

Natural Sciences: 16 credits
Fundamentals of Chemistry I SCC201   4
Fundamentals of Chemistry II SCC202   4
General Physics I SCP231   4
General Physics II SCP232   4

Math, Engineering & Computer Science: 19 credits
Calculus I MAT201**   4
Calculus II MAT202   4
Calculus III MAT203*   4
Differential Equations MAT204   4
Linear Algebra MAT210*   3

Specific Program Requirements: 12 credits
Co-op Prep for Engineering Science CPP024   0
Engineering Lab I/Internship I MAE101   1
Engineering Lab II/Internship II MAE103   2
C/C++ Programming MAC125**   3
Electrical Circuits MAE213   3
Thermodynamics I MAE219   3

TOTAL CREDITS: 62

* Students who do not complete the two-year program must pass (C-) both MAT203 & MAT210 at LGCC to satisfy Math 39200 (Linear Algebra and Vector Analysis) at CCNY.

** Students who do not complete the two-year program must pass both MAT201 and MAC125 to satisfy CSC 10200 (Introduction to Computing) at CCNY.

***The Prerequisite for SSN187 is waived for students in Engineering Science programs.

Passing Grade Requirement: All courses require a minimum passing grade of "C".

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Engineering Science: Electrical Engineering Curriculum: AS Degree

Counseling
New Student Seminar | 0

English: 6 credits
Composition I ENC/G101 | 3

Select one of the following courses: | 3
Journalism ENG210
Humor in Literature ENG256

Humanities: 6 credits
Introduction to Art HUA101 | 3
Introduction to Music HUM101 | 3

Social Science: 3 credits
Urban Sociology SSN187**** | 3

Natural Sciences: 16 credits
Fundamentals of Chemistry I SCC201 | 4
Fundamentals of Chemistry II SCC202* | 4
General Physics I SCP231 | 4
General Physics II SCP232 | 4

Math, Engineering & Computer Science: 19 credits
Calculus I MAT201*** | 4
Calculus II MAT202 | 4
Calculus III MAT203** | 4
Differential Equations MAT204 | 4
Linear Algebra MAT210** | 3

Specific Program Requirements: 12 credits
Co-op Prep for Engineering Science CPP024 | 0
Engineering Lab I/Internship I MAE101 | 1
Engineering Lab II/Internship II MAE103 | 2
C/C++ Programming MAC125*** | 3
Electrical Circuits MAE213 | 3
Thermodynamics I MAE219 | 3

TOTAL CREDITS: 62

Engineering Science: Mechanical Engineering Curriculum: AS Degree

Counseling
New Student Seminar | 0

English: 6 credits
Composition I ENC/G101 | 3

Select one of the following courses: | 3
Journalism ENG210
Humor in Literature ENG256

Humanities: 6 credits
Introduction to Art HUA101 | 3
Introduction to Music HUM101 | 3

Social Science: 3 credits
Urban Sociology SSN187**** | 3

Natural Sciences: 16 credits
Fundamentals of Chemistry I SCC201 | 4
Fundamentals of Chemistry II SCC202* | 4
General Physics I SCP231 | 4
General Physics II SCP232 | 4

Math, Engineering & Computer Science: 19 credits
Calculus I MAT201*** | 4
Calculus II MAT202 | 4
Calculus III MAT203** | 4
Differential Equations MAT204 | 4
Linear Algebra MAT210** | 3

Specific Program Requirements: 13 credits
Co-op Prep for Engineering Science CPP024 | 0
Engineering Lab I/Internship I MAE101 | 1
Engineering Mechanics: Statics MAE 211 | 3
C/C++ Programming MAC125*** | 3
Electrical Circuits MAE213 | 3
Thermodynamics I MAE219 | 3

TOTAL CREDITS: 63

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*   SCC202 at LaGuardia will count as CHEM10400 (General Chemistry II), an EE science elective at CCNY.

**   Students who do not complete the two-year program must pass (C-) both MAT203 and MAT210 at LGCC to satisfy Math 39200 (Linear Algebra and Vector Analysis) at CCNY.

***   Students who do not complete the two-year program must pass (C -) both MAT201 and MAC125 to satisfy CSC10200 (Introduction to Computing) at CCNY.

**** The prerequisite for SSN187 is waived for students in Engineering Science programs.

Passing Grade Requirement: All courses require a minimum passing grade of "C".

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Environmental Science

www.laguardia.edu/majors

The Environmental Science Program, offered through the Natural Sciences Department, leads to an Associate in Science (AS) degree. The program has been designed to give students a solid preparation in the basic sciences as well as in the liberal arts. Many of the life science courses will include a fieldwork component that will focus on New York City. After completion of the Fundamentals of Biology and Fundamentals of Chemistry courses, students will be introduced in the "Fundamentals of Ecology" course to the basics of energy flow, ecosystem analysis and community interaction. The capstone course "Environmental Science" has an interdisciplinary approach integrating the underlying principles of global ecology with the interaction of climate, human technology and population growth. The laboratory portion of "Environmental Science" emphasizes team research on original projects, a research presentation and a submission of a written research report into the students' ePortfolio. Students will have an opportunity to complete internships at pollution control stations, government facilities and community based environmental organizations.

The Environmental Science Program is fully articulated with the School of Earth and Environmental Sciences at Queens College. The School of Earth and Environmental Sciences provides an interdisciplinary approach to environmental studies allowing students to concentrate their studies in biology, chemistry or geology. Graduates of LaGuardia's Environmental Science Program will transfer with 60 credits and have the opportunity to pursue a Bachelor's degree at Queens College in Environmental Science or Environmental Studies.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 173.

Environmental Science Curriculum: AS Degree

Counseling:

New Student Seminar	0

English: 6 credits

Composition 1 ENG101	3
Writing Through Literature ENG102	3

Humanities: 3 credits

Environmental Ethics HUP108	3

Math, Engineering & Computer Science: 7 credits

Elementary Statistics I MAT120	3
Precalculus MAT200	4

Social Science: 6 credits

Introduction to Macroeconomics SSE104	3
Environmental Sociology SSN202*	3

Natural Sciences: 32 credits

Fundamentals of Biology I SCB201	4
Fundamentals of Biology II SCB202	4
General Microbiology SCB260	4
Fundamentals of Ecology SCB265	4
Fundamentals of Chemistry I SCC201	4
Fundamentals of Chemistry II SCC202	4
Geographic Information Systems SCG150	4
Environmental Science SCG250	4

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3

(Both Day and Extended Day students are required to take CEP121. Extended Day students make take CEP201 or an unrestricted elective course.)

TOTAL CREDITS: 60

*This fulfills the Urban Study requirement

Fine Arts

www.laguardia.edu/majors

The Fine Arts Program, coordinated by the Humanities Department, leads to an Associate in Science (AS) Degree. This program will offer training in studio art for students seeking careers in either the fine or applied arts. Emphasis throughout the curriculum will be placed on individual creativity, aesthetic awareness and an understanding of the visual arts in societies past and present.

The Fine Arts Program is open to students of all levels who wish to expand their technical and aesthetic knowledge in the areas of painting, drawing, sculpture, design, photography, and the history of art and film. The curriculum is structured to prepare students for immediate career objectives or for transfer to BA or BFA programs in studio art at the senior colleges of City University or other metropolitan area art schools. The Fine Arts curriculum is also designed to meet the needs of students who intend to transfer to specialized commercial art programs.

The curriculum places emphasis on drawing techniques and visual fundamentals. There are two required courses in drawing and one in design. A third drawing course may be selected as an elective. Within the curriculum, it is possible for students to select concentrations in painting, sculpture, photography or design. Two required courses in art history form an introduction to the major movements of world art. A third elective course in art history provides focus on the arts of a particular culture or period. Required areas of study in the Liberal Arts include writing, literature, mathematics, science, history and the humanities, providing indispensable cultural and practical background for the visual artist.

The program also provides important "hands-on" experience in the New York art world through cooperative education internships in professional art studios, galleries and museums.

The Design Arts Option provides the foundation coursework and experience necessary to begin a career as an Industrial Designer, Graphic Designer, Package Designer, Product Designer, Interior Designer, or Fashion Designer, or to transfer to a four-year institution. Students study Design both in theory and in practice. They take rigorous courses in Design fundamentals and principles and the specialty area of Modelmaking. Modelmakers employ techniques, tools and materials used by architects, and other design professionals to make 3-dimensional prototypes and mockups of everything from toasters to interior spaces. Design majors take full advantage of the Coop program through required professional Internships in the field.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills, see page 186.

Descriptions of courses in this major begin on page 159.

PAUL KATZ / LAGUARDIA COMMUNITY COLLEGE

Fine Arts Curriculum: AS Degree

Counseling

New Student Seminar   0

English: 6 credits

Composition I ENC/G101   3

Writing Through Literature ENG102   3

Humanities: 3 credits

Liberal Arts Elective (other than Fine Arts)   3

English/Humanities: 3 credits

Liberal Arts Urban Study Elective   3

Math, Engineering & Computer Science: 3 credits

Liberal Arts Elective   3

Natural Sciences: 3 credits

Liberal Arts Lab Science Elective   3

(Select only course designations beginning with SCB, SCC, or SCP.)

Social Science: 6 credits

History Elective   3

Choose one of the following courses: 3

Cultural Anthropology SSA101

Introduction to Anthropology SSA100

General Psychology SSY101

Liberal Arts: 3 credits

Art and Design Seminar HUA289   3

Fine Arts: 27 credits

Beginning Drawing HUA103   3

Introduction to Design HUA104   3

Life Drawing HUA180   3

Art History: Prehistoric Through Gothic HUA165   3

Art History: Renaissance Through Modern HUA166   3

Select two of the following Studio Art courses: 6

Three-Dimensional Design HUA106

Beginning Painting HUA110

Color Theory HUA115

Beginning Sculpture HUA120

Beginning Photography HUA130

Beginning Printmaking HUA150

Select one of the following Studio Art courses: *3*

Intermediate Drawing HUA203

Intermediate Painting HUA210

Intermediate Sculpture HUA220

Intermediate Photography HUA230

Select one of the following Art History courses: *3*

Art of the 20th Century HUA200

Art in New York HUN195

History of Photography HUA202

Art of the Renaissance HUA215

Art of Africa, Oceania and Pre-Columbian America HUA216

Art of Film HUC150

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121   3

Full-Time Internship CEP201   3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

DESIGN STUDIES OPTION

Counseling
New Student Seminar   0

English: 6 credits
Composition I ENC/G101   3
Writing Through Literature ENG102   3

Humanities: 3 credits
Liberal Arts Elective (other than Fine Arts)   3

English/Humanities: 3 credits
Liberal Arts Urban Study Elective   3

Math, Engineering & Computer Science: 3 credits
Liberal Arts Elective   3

Natural Sciences: 3 credits
Liberal Arts Lab Science Elective   3
*(Select only course designations beginning with SCB,
SCC, or SCP.)*

Social Science: 6 credits
History Elective   3

Choose one of the following courses: 3
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
General Psychology SSY101

Liberal Arts: 3 credits
Art and Design Seminar HUA289   3

Design/Arts: 27 credits
Beginning Drawing HUA103   3
Introduction to Design HUA104   3
Three-Dimensional Design HUA106   3
Form and Structure HUA107   3
Life Drawing HUA180   3
History of Design HUA212   3

Select one of the following courses: 3
Beginning Painting HUA110
Color Theory HUA 115
Beginning Sculpture HUA120
Computer Art I HUA125
Beginning Photography HUA130
Beginning Printmaking HUA150
Graphic Narrative HUA185

Select one of the following courses: 3
Intermediate Drawing HUA203
Modelmaking HUA207
Intermediate Painting HUA210
Intermediate Sculpture HUA220
Computer Art II HUA126
Intermediate Photography HUA230
Illustration II HUA285

Select one of the following courses: 3
African Art HUA167
Art in New York HUN195
Art of the 20th Century HUA200
History of Photography HUA202
Art of the Renaissance HUA215
Art of Film HUC150

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121   3
Full-Time Internship CEP201   3
*(Both Day and Extended Day students are required to take
CEP121. Extended Day students may take CEP201 or an
unrestricted elective course.)*

TOTAL CREDITS: 60

Notes: Students should consult with a counselor and/or faculty
advisor in the selection of elective courses to insure maximum
transferability of credits taken.

It is recommended that the Internship be taken as a "Mentor"
Internship within the Art program.

Human Services

www.laguardia.edu/majors

The Human Services Programs, coordinated by the Health Sciences Department, lead to an Associate in Arts (AA) degree with a special orientation toward the helping professions. Students may select Gerontology or Mental Health. The curricula are designed to prepare students either for career objectives or for transfer to senior colleges.

The Gerontology Program prepares students for careers in neighborhood senior citizens' centers, in nursing homes and in geriatric outreach programs. Gerontology students who transfer to senior colleges can continue their studies in fields such as gerontology and social work.

The Mental Health Program prepares students for careers in social service agencies, community centers, hospitals, and other related institutions. Mental health graduates who transfer to senior colleges can continue their studies in fields such as social work and psychology.

To complete the programs successfully, human services students must earn six credits in supervised internships in an approved human services setting. Internships are not assigned before the second semester. Integration of classroom and work experience is then achieved through a weekly schedule divided between classroom study and field work.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

Description of courses in this major can be found on page 135.

PAUL KATZ / LAGUARDIA COMMUNITY COLLEGE

Human Services: Gerontology Curriculum: AA Degree

Counseling
New Student Seminar | 0

English: 8 credits
Composition I ENC/G101 | 3
Writing Through Literature ENG102 | 3
Preparing and Writing the Research Paper ENG103 | 2

Humanities: 3 credits
Liberal Arts Elective | 3

Math, Engineering & Computer Science: 3 credits
Liberal Arts Elective | 3

Natural Sciences: 3 credits
Topics in Biological Science SCB101 | 3

Health Sciences: 3 credits
Aging and Health SCH111 | 3

Social Science: 9 credits
Introduction to Sociology SSS100 | 3
General Psychology SSY101 | 3
Developmental Psychology II SSY241 | 3

Human Services: 18 credits
Core Courses: 9 credits
Orientation to Human Services HSC101 | 3
Principles of Human Relations HSC102 | 3
Community Dynamics: Impact on Human Services HSN103 | 3

Gerontology: 9 credits
(Specialization courses must be taken with internships)
Introduction to Gerontological Services HSG150 | 3
Human Services Roles and Systems HSC135 | 3
Activities for Human Services Settings HSC130 | 3

Cooperative Education: 4 credits
Co-op Prep HSS014 | 0
Human Services and Internship Seminar 1 HSC203 | 2
Mental Health/Gerontology Internship and Seminar 2 HSM204 | 2

Liberal Arts Electives: 9 credits
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses. | 9

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Human Services: Mental Health Curriculum: AA Degree

Counseling
New Student Seminar | 0

English: 8 credits
Composition I ENC/G101 | 3
Writing Through Literature ENG102 | 3
Preparing and Writing the Research Paper ENG103 | 2

Humanities: 3 credits
Liberal Arts Elective | 3

Math, Engineering & Computer Science: 3 credits
Elementary Statistics MAT120 | 3

Natural Sciences: 6 credits
Topics in Biological Science SCB101 | 3
Liberal Arts Elective | 3

Social Science: 12 credits
Introduction to Sociology SSS100 | 3
General Psychology SSY101 | 3
Developmental Psychology I SSY240 | 3
Group Dynamics: Small Group Processes SSY260 | 3

Human Services: 18 credits
Core Courses: 9 credits
Orientation to Human Services HSC101 | 3
Principles of Human Relations HSC102 | 3
Community Dynamics: Impact on Human Services HSN103 | 3

Mental Health: 9 credits
(Specialization courses must be taken with internships)
Survey of Psychological Treatment Approaches HSM120 | 3
Human Services Roles and Systems HSC135 | 3
Activities for Human Services Settings HSC130 | 3

Cooperative Education: 4 credits
Co-op Prep HSS014 | 0
Human Services and Internship Seminar 1 HSC203 | 2
Mental Health/Gerontology Internship and Seminar 2 HSM204 | 2

Liberal Arts Electives: 3 credits
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses. | 3

Unrestricted Electives: 3 credits | 3

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Industrial Design

The Industrial Design Program, coordinated by the Humanities Department, leads to an Associate in Applied Science Degree (AAS). Industrial Design is a combination of applied art and applied science, whereby aesthetics, ergonomics and usability of mass-produced products may be improved for marketability and production. The role of an industrial designer is to create and execute design solutions towards problems of form, usability, user ergonomics, engineering, marketing, brand development and sales. The Industrial Design program provides students through foundation coursework and experience the necessary skills to begin a career in Computer Assisted Design (CAD), Modelmaking and Product Design and Fabrication or to transfer to a four-year institution. Students will take courses in the history of design, 3- dimensional design and an introduction to computer-assisted design. Students will study design in both theory and practice. Students will have access to an 8,000 sq. ft studio and lab housed in NY Designs, a design business incubator program offered through the College's Division of Adult and Continued Education. Students will work with digital laser cutting tools, plastic vacuum forming machines, 3D printing rapid prototyping machinery as well as hand tools and woodworking tools. Industrial Design majors will take full advantage of the Coop program through required internships with designers and professionals in the field.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page159.

Industrial Design Technology Curriculum: AAS Degree

Counseling:

New Student Seminar	0

English: 6 credits

Composition 1 ENC101/ENG101	3
Writing Through Literature ENG102	3

Humanities: 9 credits

Introduction to Design HUA104	3
History of Design HUA212	3
Art and Society HUN192*	3

Mathematics: 14 credits

College Algebra and Trigonometry MAT115	3
Technical Mathematics MAT241	4
Introduction to CAD MAE100	4
Manufacturing Processes MAE107	3

Natural Sciences: 4 credits

Introduction to Chemistry SCC 205	4

Social Science: 3 credits

Select one of the following courses:	*3*
Cultural Anthropology SSA101	
General Psychology SSY101	

Industrial Design Technology: 18 credits

Three Dimensional Design HUA106	3
Form and Structure HUA107	3
SolidWorks HUA109	3
Introduction to Woodworking HUA11	3
Technical Drawing HUA190	3
Modelmaking HUA207	3

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3

TOTAL CREDITS: 60

Liberal Arts and Sciences

www.laguardia.edu/majors

The Liberal Arts and Sciences Programs are designed for students who want to continue their education at senior colleges and to engage in studies leading to careers in the arts and sciences. Students in these programs choose from a wealth of courses offered by the Education and Language Acquisition, English, Humanities, Mathematics, Engineering and Computer Science, Natural Sciences, and Social Science Departments.

The Liberal Arts: Mathematics and Science Program, leading to the Associate in Science (AS) degree, is suggested for students interested in pursuing a career in mathematics, the sciences, engineering, medicine, or allied health fields. The science and mathematics courses are designed specifically to meet the requirements of those students who wish to continue their education beyond the Associate degree.

The Liberal Arts: Social Sciences and Humanities Program leads to an Associate in Arts (AA) degree. For students who want an early start in planning for a liberal arts-related career, the program has a

number of courses offered in such areas as art, music, media, theater, film, philosophy, journalism, community studies, child development, and Latin American studies, to choose from.

The Deaf Studies Option (AA degree) enables students to learn American Sign Language (ASL), and to understand the dynamics of deaf communities. Students receive a broad liberal arts background for further study in ASL/English interpreting, special education, social work, rehabilitation counseling, and related fields. Advanced students are placed in internships where ASL is the everyday medium of communication.

The History Option is designed for those students who have a strong personal interest in learning more about History, and for students who plan to become History majors in four-year institutions. Students who major in History have a variety of career choices available, and the Option prepares students for advanced work in historical studies by training them in reading comprehension and textual

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analysis, critical thinking skills, and research methodologies. History classes help train students to appreciate a wide variety of writing styles and rhetorical strategies, thus exposing them to a greater diversity of literature. In addition, Writing Intensive Classes in History train students to conduct research and cite sources in accordance with standard scholarly practices.

The International Studies Option (AA degree) is an interdisciplinary program that draws on the best resources of LaGuardia to prepare students to become better-informed world citizens and to develop the competencies needed to survive and succeed in the new global economy. A unique hybrid of intensive academic and career advisement is the hallmark of this option. Students not only receive academic advisement and instruction in some core courses from the director of the option, they are also placed in internationally oriented internships in New York and in internships abroad. Students are also provided with extensive guidance and support in transferring to senior colleges and in applying for scholarships. Students are required to take two cycles of a foreign language.

The Labor and Community Organizing Option will prepare students to be employed as professional organizers, leaders, and staff members within unions and other community organizations. Job opportunities are dramatically increasing in this field. Thousands of college students are becoming active around issues of sweatshops, immigrant rights, the environment, housing, health care, and the need for a living wage. Students will receive a broad liberal arts education with special courses teaching organizing and leadership skills. Students will do their internships in unions and community organizations. The curriculum is designed to enable students to transfer to four-year colleges to programs such as Urban Study, labor studies, human services, public policy, and social work.

The Latin American Studies Option addresses the need for student preparation in the areas of Latin American, bi-cultural studies with prospective applications in the fields of education, diplomacy, business, cross-cultural studies, and health care.

The Media Studies Option (AA degree) offers a curriculum which meets the growing demand for preparation in the expanding field of communications media (including film, television, video, and other forms of electronic media). It provides a structure for guiding Liberal Arts students toward career and professional goals early in their academic careers. The curriculum is designed to prepare students for transfer to baccalaureate programs in film, television, and other communications technologies. Internships take advantage of LaGuardia's New York City location to provide students with experience in professional settings in this diverse and expanding field.

The Psychology Option offers a curriculum that prepares students for transfer into psychology programs at four-year institutions. The option provides students with a solid foundation in psychology emphasizing training in the scientific method and applied research, problem solving, analytical and critical thinking skills. In addition, the option prepares students to use psychological theory as an aid in the development of interpersonal and intrapersonal skills within the context of everyday experience. This includes understanding the role of social, biological, and psychological factors in the normal and maladjusted development of behavior.

The Theater and Communication Option (AA Degree) offers a curriculum that prepares students for transfer to a baccalaureate program in fields such as speech, communication, drama and performance. The option provides students with the necessary groundwork for career and professional goals early in their academic career. Internships take advantage of the variety of professional theater and communication professions located in New York City. Students will also gain practical experience in programs using the Humanities Department Media Studio and the Black Box Theatre.

In the introductory cluster, an interdisciplinary approach to the liberal arts, AA students learn how to make meaningful connections among different areas of study. Through core courses, students gain knowledge of liberal studies necessary to continue their education after graduation.

In addition to required courses, students choose to meet their individual career goals and interests. Through the sequence of courses offered, students are prepared for internships taken in the Department of Cooperative Education. Internships provide a laboratory for linking classroom preparation with further exploration of careers in the liberal arts and sciences. Students bring together their work/study experience in a final seminar where liberal studies are viewed through humanistic, scientific, and technological themes.

Liberal Arts and Sciences majors have faculty advisors to help with the planning of their programs. Planning course sequences will allow students to take full advantage of existing articulation agreements.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

Descriptions of courses in these majors begin on page 164.

Liberal Arts: Social Sciences and Humanities Curriculum: AA Degree

Counseling
New Student Seminar 0

English: 11 credits
Composition I ENC/G101 3
Writing Through Literature ENG102 3
Preparing and Writing the Research Paper ENG103 2
Liberal Arts Elective 3

Humanities: 3 credits
Liberal Arts Elective 3

Education and Language Acquisition: 3 credits
Introduction to Language ELL101 3

English/Humanities: 3 credits
Liberal Arts Elective 3

Liberal Arts: 4 credits
Integrating Seminar: Liberals Arts Cluster LIB110* 1
Humanism, Science and Technology: Liberal Arts Seminar LIB200 3

Math, Engineering & Computer Science: 3 credits
Select one of the following courses: 3
College Algebra and Trigonometry MAT115
Elementary Statistics I MAT120

Natural Science: 4 credits
Select one of the following courses: 4
Principles of Biology SCB115
Foundations of Chemistry SCC210

Health Sciences / Math, Engineering and Computer Science: 3 credits
Select one of the following courses: 3
Aging and Health SCH111
Drugs and Behavior SCH150
Human Sexuality SCH210
Mathematics Liberal Arts Elective

Social Science: 9 credits
Liberal Arts Elective 3

Select one of the following courses: 3
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104

U.S. Power and Politics SSP101
Global Politics SSP200
Introduction to Sociology SSS100
General Psychology SSY101

Select one of the following courses: 3
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern Times SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asia Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 3
Full-Time Internship CEP201 3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 6 credits
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses. 6

Unrestricted Electives: 5 credits
One elective must be an urban study course. See page 189 for these courses. 5

* Introductory Cluster Requirement
An introductory cluster containing four courses with an Integrating Seminar (LIB110, one credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take ENG101. Extended Day students and students who change to the Liberal Arts major after completing ENG101 may substitute a Liberal Arts elective.

TOTAL CREDITS: 60

Notes: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Students should select elective courses from the list of courses that meet the Core Requirements as detailed on the following page

LIBERAL ARTS ELECTIVE OPTIONS

Core Requirement

All students must select 12 credits from the core courses listed below. One course must be taken in four of the following areas.

Education and Language Acquisition Core Courses

Select one of the following courses:
Introduction to Bilingualism ELN101*
Languages of the World ELN105*
The Puerto Rican Community ELN194*
Modern Arabic Literature ELA201
Modern Chinese Literature ELC201
French Literature from a Global Perspective ELF201
Contemporary French Literature in Translation ELF250
Modern Greek Culture and Literature ELG204
Korean Literature ELK201
Sociolinguistics ELL120
Polish Literature ELP201
Russian Literature ELR201
Latin American Literature 1 ELS200
Latin American Literature 2 ELS201
Latin American Civilizations (taught in Spanish) ELS204
Latin American Civilizations (taught in English) ELS205
Latin American Literature in Translation ELS250
Modern Bengali Literature ELV201

English Core Courses

Select one of the following courses:
Afro-American Literature ENG225
The Woman Writer ENG247
The Short Story ENG250
The Novel ENG260
The Drama ENG265
Shakespeare ENG266
Introduction to Poetry ENG270
The Great Writer ENG275
British Literature I ENG290
British Literature II ENG291
American Literature I ENG292
American Literature II ENG293

Humanities Core Courses

Select one of the following courses:
Introduction to Art HUA101
Art in New York HUN195*
Fundamentals of Speech Communication HUC101
Public Speaking HUC106
The Art of Film HUC150
Art of Theatre HUC170
Introduction to Music HUM101
American Music HUM210
Introduction to Philosophy HUP101
Ethics and Moral Issues HUP104
Philosophy of Religion HUP105
Social and Political Philosophy HUP106

Math, Engineering & Computer Science Core Courses

Select one of the following courses:
College Algebra and Trigonometry MAT115
Elementary Statistics I MAT120
Elementary Statistics II MAT121
Precalculus MAT200
Calculus I MAT201

Natural Sciences Core Courses

Select one of the following courses:
Principles of Biology SCB115
Foundations of Chemistry SCC210

Social Science Core Courses

Select one of the following courses::
Introduction to Anthropology SSA100
Introduction to Cultural Anthropology SSA101
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
U.S. Power and Politics SSP101
Global Politics SSP200
Introduction to Sociology SSS100
General Psychology SSY101

*Fulfills urban study requirement.

OR

DEAF STUDIES OPTION

Counseling: 0 credits
New Student Seminar

English: 11 credits

Composition 1 ENC/G101	3
Writing through Literature ENG102	3
Preparing and Writing the Research Paper ENG103	2

Select one of the following courses: 3
The Short Story ENG250
The Novel ENG260
The Drama ENG265
Afro-American Literature ENG225
Images of Women in Literature ENG245
Introduction to Poetry ENG270

Humanities: 6 credits

Select two of the following courses: 6
Fundamentals of Speech Communication HUC101
Creative Drama HUC180
Introduction to Intercultural Communication HUN180*
Creative Thinking: Theory and Practice HUP103

Liberal Arts: 3 credits
Humanism, Science and Technology: Liberal Arts Seminar
   LIB200   3

Library: 1 credit
Internet Research strategies LRC103   1

Math, Engineering & Computer Science: 3 credits
Elementary Statistics I MAT120   3

Natural Sciences: 4 credits
Select one of the following courses: 4
Principles of Biology SCB115
Introduction to Chemistry SCC205

Health Sciences: 3 credits
Select one of the following courses: 3
Introductory Nutrition SCD200
Human Sexuality SCH210
Drugs and Behavior SCH150

Education and Language Acquisition: 15 credits

American Sign Language I ELM101	3
American Sign Language II ELM102	3
American Sign Language III ELM103	3
American Sign Language IV ELM104	3
Introduction to Bilingualism ELN101	3

Social Science: 9 credits

Introduction to Sociology SSS100	3
Sociology of American Deaf Communities SSS190	3

Select one of the following courses: 3
Themes in American History to 1865 SSH101
Western Civilization from Ancient Times to the Renaissance
   SSH103
Western Civilization from the Renaissance to Modern Times
   SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
General Psychology SSY101
Urban Anthropology SSN182**
History of Minorities SSN183**

Cooperative Education: 5 credits

Part-time internship (required for all students) CEP151	2
Full-time internship (required for all students) CEP201	3

One elective must be urban study course. See page 189
for these courses.

TOTAL CREDITS: 60

* Fulfills urban study requirement.

**One elective must be urban study course. See page 189 for these
   courses.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

OR

INTERNATIONAL STUDIES OPTION

Counseling
New Student Seminar — 0

English: 8 credits
Composition I ENC/G101 — 3
Writing Through Literature ENG102 — 3
Preparing and Writing the Research Paper ENG103 — 2

Education and Language Acquisition: 6 credits
Two Language Courses — 6
(No exemption credit will be given for previous knowledge of a foreign language.)

Liberal Arts: 4 credits
*Integrating Seminar: Liberal Arts Cluster LIB110 — 1
International studies students must enroll in an International cluster)
Humanism, Science and Technology: Liberal Arts Seminar LIB200 — 3
(Students will be encouraged to select one of the LIB200 seminars that focus on International topics)

Math, Engineering & Computer Science: 3 credits
Elementary Statistics I MAT120 — 3

Natural Sciences: 4 credits
Select one of the following courses: — 4
Principles of Biology SCB115
Foundations of Chemistry SCC210

Social Science:15 credits
Select three of the following courses: — 9
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
International Economics SSE105
World Geography SSE125
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
Global Politics SSP200

Select two of the following courses: — 6
Anthropology of Latin America SSA106
Peoples and Cultures of the Caribbean SSA120

American History I SSH101
American History II SSH102
Afro-American History SSH231
Western Civilization From Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern Times SSH104
East Asian Civilization and Cultures SSH110
Survey of Latin American and Caribbean History SSH232
Politics of Latin America and the Caribbean SSP220

Humanities: 6 credits
Select two of the following courses: — 6
Music of Latin America HUM107
Philosophy of Religion HUP105
Social and Political Philosophy HUP106
Introduction to African Art HUA167

Literature: 3 credits
Select one of the following courses: — 3
Contemporary Francophone Literature in Translation ELF250
Contemporary Latin American Fiction in Translation ELS250
The Novel ENG260
World Literatures Written In English ENG295

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 — 3
Full-Time Internship CEP201 — 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Urban Study Elective: 3 credits** — 3

Unrestricted Electives: 2 credits — 2

*Introductory Cluster Requirement
An Introductory Cluster containing four courses with an Integrated Seminar (LIB110 1 credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENG101. Extended day students may substitute a Liberal Arts elective.

TOTAL CREDITS: 60

**One elective must be urban study course. See page 189 for these courses.

OR

HISTORY OPTION

Counseling

New Student Seminar 0

English: 11 credits

Composition I ENG101 3
Writing Through Literature ENG102 3
Preparing and Writing the Research Paper ENG103 2
Liberal Arts Elective 3

Humanities: 3 credits

Liberal Arts Elective 3
Education and Language Acquisition: 3 credits
Study of Language ELL101 3

English/Humanities: 3 credits

Liberal Arts Elective 3

Liberal Arts: 4 credits

Integrating Seminar: Liberal Arts Cluster LIB110* 1
Humanism, Science & Technology LIB200 3

Math, Engineering and Computer Science: 3 credits

Select one of the following courses: 3
College Algebra and Trigonometry MAT115
Elementary Statistics I MAT120

Natural Sciences/Math, Engineering and Computer Science: 7 credits

Liberal Arts Lab Science 4
Mathematics/ Science Liberal Arts Elective 3
(for Natural Sciences select only course designations beginning with SCB, SCC, SCH, or SCP)

Social Science: 9 credits

Select one of the following courses: 3
Introduction to Anthropology SSA100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
U.S. Power and Politics SSP101
Political Ideals and Ideologies SSP250
Introduction to Sociology SSS100
General Psychology SSY101

Select two of the following courses: 6
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance
SSH103
Western Civilization from the Renaissance to Modern Times
SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121 3
Full-Time Internship CEP201 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 6 credits

Select two of the following courses: 6
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance
SSH103
Western Civilization from the Renaissance to Modern Times
SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Unrestricted Electives: 5 credits 5

One elective must be an urban study course

*Introductory Cluster Requirement

An Introductory Cluster containing four courses with an Integrated Seminar (LIB110 1 credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENG101. Extended day students may substitute a Liberal Arts elective.

TOTAL CREDITS: 60

OR

LABOR AND COMMUNITY ORGANIZING OPTION

Counseling

New Student Seminar | 0

English: 11 credits

Composition I ENC/G101 | 3
Writing through Literature ENG102 | 3
Preparing and Writing the Research Paper ENG103 | 2
Journalism: The Craft of Gathering and Reporting
the News ENG211 | 3

Humanities: 3 credits

Fundamentals of Speech Communication HUC101 | 3

English/Humanities: 3 credits

Public Speaking HUC106 | 3

Liberal Arts: 4 credits

Integrating Seminar: Liberal Arts Cluster LIB110* | 1
Humanism, Science, and Technology: Liberal Arts
Seminar LIB200 | 3

Math, Engineering & Computer Science: 3 or 4 credits

Select one of the following courses: | 3-4
Mathematics and the Modern World MAT107
Elementary Statistics I MAT120
Precalculus MAT200

Natural Sciences/Health Sciences/Math, Engineering & Computer Science: 6 credits

Liberal Arts Lab Science Elective | 3
(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)
Liberal Arts Elective | 3

Social Science: 9 credits

Introduction to Sociology SSS100 | 3
Social Movements SSS102 | 3
Introduction to Labor and Community Organizing SSN103 | 3

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121 | 3
Full-Time Internship CEP201 | 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 6 credits

Community Dynamics: Impact on Human Services HSN103 | 3
Select one of the following courses: | *3*
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102

Unrestricted Electives: 9 credits

Computers and Society BTC/SSD105 | 3

Select two of the following courses: | 6
Conflict Resolution HSC160
The Urban Economy SSN189**
Practical Politics of New York City SSN192**
Urban Anthropology SSN182**
Women in Society SSN210**
Perspectives on Homelessness HSN110
Leadership SSN190**
History of Minorities SSN183**
Environmental Psychology SSN184**
Sociology of Black Community SSN186**
Urban Black Psychology SSN280**
History of New York City SSN240**

*Introductory Cluster Requirement

An Introductory Cluster containing four courses with an Integrated Seminar (LIB110 1 credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENG101. Extended day students may substitute a Liberal Arts elective.

TOTAL CREDITS: 60/61

** One elective must be an urban study course. See page 189 for these courses.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

OR

LATIN AMERICAN STUDIES OPTION

Counseling

New Student Seminar   0

English: 11 credits

Composition I ENC/G101	3
Writing Through Literature ENG102	3
Preparing and Writing the Research Paper ENG103	2
Liberal Arts Elective	3

Humanities: 3 credits

Liberal Arts Elective   3

English/Humanities: 3 credits

Liberal Arts Elective   3

Liberal Arts: 4 credits

Integrating Seminar: Liberal Arts Cluster LIB110*	1
Humanism, Science and Technology: Liberal Arts Seminar LIB200	3

Math, Engineering & Computer Science: 3 credits

Liberal Arts Elective   3

Natural Sciences/Math, Engineering and Computer Science: 6 credits

Liberal Arts Science Elective	3
Liberal Arts Science or Math Elective	3

Social Science: 9 credits

Select one of the following courses: 3

Introduction to Sociology SSS100
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern Times SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250

Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
General Psychology SSY101

Select one of the following courses: *3*

Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern Times SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Liberal Arts Elective   3

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 6 credits

Students in the Latin American Studies Option take the following courses:

Latin American Literature 1 ELS200	3
Latin American Literature 2 ELS201	3

Unrestricted Electives: 9 credits

Students in the Latin American Studies Option take the following courses:

Latin American Civilizations ELS204	3
Advanced Spanish Composition ELS210	3
Introduction to Bilingualism ELN101	3

*Introductory Cluster Requirement

An Introductory Cluster containing four courses with an Integrated Seminar (LIB110 1 credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENG101. Extended day students may substitute a Liberal Arts elective.

TOTAL CREDITS: 60

OR

MEDIA STUDIES OPTION

Counseling
New Student Seminar 0

English: 11 credits
Composition I ENC/G101 3
Writing Through Literature ENG102 3
Preparing and Writing the Research Paper ENG103 2
Liberal Arts Elective 3

Humanities: 3 credits
Liberal Arts Elective 3

English/Humanities: 3 credits
Liberal Arts Elective*** 3

Liberal Arts: 4 credits
Integrating Seminar: Liberal Arts Cluster LIB110* 1
Humanism, Science & Technology: Liberal Arts
    Seminar LIB200 3

Math, Engineering & Computer Science: 3 credits
Liberal Arts Elective 3

Natural Sciences/Health Sciences/Math, Engineering & Computer Science: 7 credits
Liberal Arts Lab Science Elective 4
Liberal Arts Science or Math Elective 3
(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)

Social Science: 9 credits
Art and Society HUN192** 3

Select one of the following courses: 3
Any history course except SSN183, SSN199, SSN240
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250

Introduction to Sociology SSS100
General Psychology SSY101

Select one of the following courses: 3
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance
    SSH103
Western Civilization from the Renaissance to Modern Times
    SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 3
Full-Time Internship CEP201 3
Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 6 credits
Students in the Media Studies option take the following courses:
Introduction to Mass Media HUC120 3
Art of Film HUC150 3

Restricted Electives: 6 credits
Students in the Media Studies option take the following courses:
American Film HUC270 3
Video Production HUC240 3

Unrestricted Elective: 2 credits 2

* Introductory Cluster Requirement
An Introductory Cluster containing four courses with an Integrated Seminar (LIB110 1 credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENG101. Extended day students may substitute a Liberal Arts elective.

TOTAL CREDITS: 60

**Fulfills urban study requirement.

*** Screenwriting HUC/ENG238 is the elective recommended to meet this requirement

OR

PSYCHOLOGY OPTION

Counseling
New Student Seminar   0

English: 11 credits
Composition I ENC/G101   3
Writing Through Literature ENG102   3
Preparing and Writing the Research Paper ENG103   2
Liberal Arts Elective   3

Humanities: 3 credits
Liberal Arts Elective   3

Education and Language Acquisition: 3 credits
Study of Language ELL101   3

English/Humanities: 3 credits
Liberal Arts Elective   3

Liberal Arts: 4 credits
Integrating Seminar: Liberal Arts Cluster LIB110*   1
Humanism, Science & Technology LIB200   3

Math, Engineering & Computer Science: 3 credits
Select one of the following courses: *3*
College Algebra and Trigonometry MAT115
Elementary Statistics I MAT120

Math, Engineering & Computer Science/Natural Sciences: 7 credits
Select one of the following courses: *4*
Principles of Biology SCB115
Foundations of Chemistry SCC210
Liberal Arts Elective   3

Social Science: 9 credits
General Psychology SSY101   3
Developmental Psychology I SSY240   3

Select one of the following courses: *3*
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern Times SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121   3
Full-Time Internship CEP201   3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 6 credits
Select two of the following courses: *6*
Personality SSY200
Abnormal Psychology SSY230
Developmental Psychology II SSY241
Social Psychology SSY250

Unrestricted Electives: 5 credits**
One elective must be an urban study course.

*Introductory Cluster Requirement
An introductory cluster containing four courses with an Integrating Seminar (LIB110, or one credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENC/G101. Extended Day students may substitute a liberal arts elective.

TOTAL CREDITS: 60

**Fulfills urban study requirement.

OR

THEATER AND COMMUNICATION OPTION

Counseling
New Student Seminar   0

English: 11 credits
Composition I ENC/G101   3
Writing Through Literature ENG102   3
Preparing and Writing the Research Paper ENG103   2
Liberal Arts Elective   3

Humanities: 3 credits
Liberal Arts Elective   3

English/Humanities: 3 credits
Liberal Arts Elective   3

Liberal Arts: 4 credits
Integrating Seminar: Liberal Arts Cluster LIB110*   1
Humanism, Science and Technology: Liberal Arts Seminar
LIB200   3

Math, Engineering & Computer Science: 3 credits
Liberal Arts Elective   3

Math, Engineering & Computer Science/Natural Sciences/Health Sciences: 6 credits
Liberal Arts Science Elective   3
Liberal Arts Science or Math Elective   3
(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)

Social Science: 9 credits
Introduction to Intercultural Communication
  HUN/SSN180**   3
Select one of the following courses: 3
Any history course except SSN183, SSN199, SSN240
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
Introduction to Sociology SSS100
General Psychology SSY101

Select one of the following courses: *3*
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance
  SSH103
Western Civilization from the Renaissance to Modern Times
  SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121   3
Full-Time Internship CEP201   3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 6 credits
Students in the Theater and Communication option take the following courses:
Fundamentals of Speech Communication HUC101   3
Art of Theatre HUC170   3

Unrestricted Electives: 9 credits
Select three of the following courses: 9
The Drama ENG265
Shakespeare ENG266
Public Speaking HUC106
Argumentation and Debate HUC109
Introduction to Mass Media HUC120
Acting I HUC190

* Introductory Cluster Requirement
  An Introductory Cluster containing four courses with an Integrated Seminar (LIB110 1 credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENG101. Extended day students may substitute a Liberal Arts elective.

TOTAL CREDITS: 60

**Fulfills urban study requirement.

Liberal Arts: Mathematics and Science Curriculum: AS Degree

Counseling
New Student Seminar 0

English: 8 credits
Composition I ENC/G101 3
Writing Through Literature ENG102 3
Preparing and Writing the Research Paper ENG103 2

Humanities: 3 credits
Liberal Arts Elective 3

English/Humanities: 3 credits
Liberal Arts Elective 3

Liberal Arts: 4 credits
Integrating Seminar: Liberal Arts Cluster LIB110* 1
Liberal Arts Seminar: Humanism, Science &
   Technology LIB200 3

Social Science: 9 credits
Liberal Arts Elective 3
Select one of the following courses: 3
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
Introduction to Sociology SSS100
General Psychology SSY101

Select one History course from the following: 3
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern
   Times SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Math, Engineering & Computer Science/Natural Sciences: 24 credits
At least one math course numbered MAT115 or higher and one laboratory science course must be included. Students may follow one of the suggested patterns below:

> **Biology**
>   Fundamentals of Biology I SCB201
>   Fundamentals of Biology II SCB202
>   Fundamentals of Chemistry SCC201
>   Fundamentals of Chemistry II SCC202
>   Electives from Natural Sciences**
>   Precalculus MAT200

Math, Engineering & Computer Science/Natural Sciences, cont.

> **Chemistry**
>   Fundamentals of Chemistry I SCC201
>   Fundamentals of Chemistry II SCC202
>   Organic Chemistry I SCC251
>   Organic Chemistry SCC252
>   Calculus I MAT201
>   Calculus II MAT202
>   Electives from Natural Sciences or Mathematics,
>   Engineering and Computer Science Departments**
>   *For Natural Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.*

> **Mathematics**
>   College Algebra and Trigonometry MAT115***
>   Precalculus MAT200 if needed
>   Calculus I MAT201
>   Calculus II MAT202
>   Calculus III MAT203
>
>   *Choose 5-12 credits from the following courses:*
>   Elementary Statistics I MAT120
>   Elementary Statistics II MAT121
>   Linear Algebra MAT210
>   Introduction to Discrete Mathematical Structures MAT230
>   Elementary Differential Equations MAT204
>   Introduction to Probability MAT221
>   Engineering Laboratory I MAE101
>   Engineering Laboratory II MAE103
>   General Physics I SCP231
>   General Physics II SCP232
>   Fundamentals of Chemistry I SCC201
>   Fundamentals of Chemistry II SCC202

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121 3
Full-Time Internship CEP201 3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Unrestricted Electives: 3 credits 3
One elective must be urban study course. See page 189.

*Introductory Cluster Requirement
An Introductory Cluster containing four courses with an Integrated Seminar (LIB110 1 credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENG101. Extended day students may substitute a Liberal Arts elective.

TOTAL CREDITS: 60

** To be chosen by the student in consultation with a faculty advisor.
***MAT115 is a prerequisite for MAT200.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

ACTUARY SCIENCE

The Liberal Arts AS degree provides an opportunity for students seeking exam preparation for the professional actuarial examinations given by the Society of Actuaries and the Casualty Actuarial Society.

Students who wish to undertake this preparation should use the following courses to meet the Mathematics, Engineering and Computer Science/Natural Sciences portion of the program (24 credits):

Math, Engineering & Computer Science/Natural Sciences: 24 credits:

Choose 1 laboratory science course:
College Algebra & Trigonometry MAT115***
Pre-calculus MAT200 (if needed)****
Calculus I MAT201
Calculus II MAT202
Calculus III MAT203*****

Choose 4 – 11 credits from the following:
Elementary Statistics I MAT120
Elementary Statistics II MAT121
Linear Algebra MAT210
Introduction to Probability MAT221
Introduction to Discrete Mathematical Structures MAT230
Elementary Differential Equations MAT204
Engineering Laboratory I MAE101
Engineering Laboratory II MAE103
General Physics I SCP231
General Physics II SCP232
Fundamentals of Chemistry I SCC201
Fundamentals of Chemistry II SCC202

***   MAT115 is a prerequisite for MAT200.
****   MAT200 is a pre-requisite for MAT201.
***** MAT203 is pre-requisite for MAT221

Note: Students should consult with a faculty advisor in the Mathematics Department regarding selection of elective courses to ensure maximum transferability of credits taken and the best examination preparation sequence.

Mortuary Science

Not accepting applicants for 2010-2011

Music Recording Technology

The Music Recording Technology Program, offered through the Humanities Department, leads to an Associate in Applied Science (AAS) degree and provides career preparation as an audio technician. This is a jointly registered, dual-admission program designed for students interested in recording industry careers. Students will be provided with theoretical knowledge of the field, in-depth audio recording technical knowledge, and practical hands-on skills.

This innovative program integrates computer, electronic, musical, and "hands-on" recording studio training to prepare students for jobs in the industry. The AAS degree program in Music Recording Technology addresses the critical need for skilled technicians on local and national levels in the evolving and dynamically expanding digital industry.

Music Recording Technology students will earn 33 credits at LaGuardia and 27 credits at the Institute of Audio Research (IAR) in Manhattan. Those students completing the required courses at LaGuardia or at IAR will have a seamless transition to either institution. This joint/dual program offers increased educational opportunities for students and provides alternative career/educational options. There also will be opportunities for students who wish to continue their studies at four-year colleges.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Music Recording Technology Curriculum: AAS Degree

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENC/G101	3
Writing Through Literature ENG102	3

Humanities: 12 credits

Music Theory I or II HUM140 or 141	3
American Music HUM210	3
Music Audio Recording HUM146	3
Critical Thinking HUP102	3

Math, Engineering & Computer Science: 3 credits

College Algebra and Trigonometry MAT115	3

Business and Technology: 3 credits

Organizing and Operating a Small Business BTM150*	3

Social Science: 6 credits

Select two of the following: 6

Introduction to Anthropology SSA100
Cultural Anthropology SSA101
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern Times SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asia Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
Introduction to Sociology SSS100
General Psychology SSY101

Cooperative Education: 3 credits

Fundamentals of Professional Advancement CEP121	3

Music Technology Courses: 27 credits

(to be taken at the Institute of Audio Research)
Audio Electronics, HUX101; Basics of Digital Audio, HUX102; Ear Training and Acoustics, HUX103; The Business of Music, HUX104; Audio Processing and Storage, HUX105; Digital Music Production, HUX106; Microphones, Amplifiers and Speakers, HUX107; Mixing Music I (Analog Processors,) HUX108; MIDI Applications, HUX109; Recording Workshop, HUX110; Mixing Music 2 (Digital Processors,) HUX111; Post-Production Audio, HUX112; Industry Practicum, HUX114

TOTAL CREDITS: 60

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*Prerequisite for Music Recording Technology Program: CSE099, ENA/G099/ENC101

Nursing

The Nursing Program, coordinated by the Health Sciences Department, offers the Associate in Applied Science (AAS) degree. Graduates are eligible to sit for the National Council of State Boards Licensure Examination (NCLEX-RN).

The RN Program is approved by the NYS Education Department (www.op.nyed.gov) and fully accredited by the National League for Nursing. Information regarding the accreditation status of the RN Program may be attained by contacting the National League for Nursing Accrediting Commission, Inc. 61 Broadway, 33rd floor, New York, NY 10006, (212) 363-5555 (www.nlnac.org).

The Program prepares graduates to function as registered nurses in structured care settings, using the nursing process to provide direct care to clients. The curriculum contains a balance of nursing and general education courses to enable the graduate to provide direct client care within the legal and ethical framework of nursing. Classroom instruction for nursing courses is complemented by supplemental learning through online collaborative activities, and clinical courses also contain laboratory experiences and clinical practice in area health care facilities.

Special progression standards exist for nursing majors. Students admitted into this major are considered to be in the "pre-clinical" phase. To be admitted into the "clinical" phase, students must meet specific criteria which are described in the Nursing Student Handbook and the RN Fact Sheet. The RN Fact Sheet is available to all pre-clinical students from the Nursing Office (E300). The Nursing Handbook (RN) is available once students begin the clinical phase of the Program. To be considered for the Program, a student must register for candidacy (4399) in either the Fall I or Spring I session immediately preceeding the semester they plan to begin clinical courses.

Beginning the fall 2009 semester all students applying for candidacy in the Nursing Program must provide documentation to show proof of residency in New York State. For full details on this requirement, see page 259.

The RN Fact Sheet provides general RN Program information and educates the student regarding admission criteria and how the ranking score which determines program admission is calculated. The Registered Nursing Student Handbook provides information on grading criteria, retention, and graduation rates as well as a summary of graduates' employment status. Completion of the pre-clinical does not guarantee advancement to the clinical phase. Only a small number of students are admitted to the clinical phase of the Program based on an established ranking score and space availability.

Students in the clinical phase may be required to undergo a Criminal Background Check as part of placement at hospitals or other off-campus clinical training sites. In addition, the Office of the Professions of the New York State Education Department requires
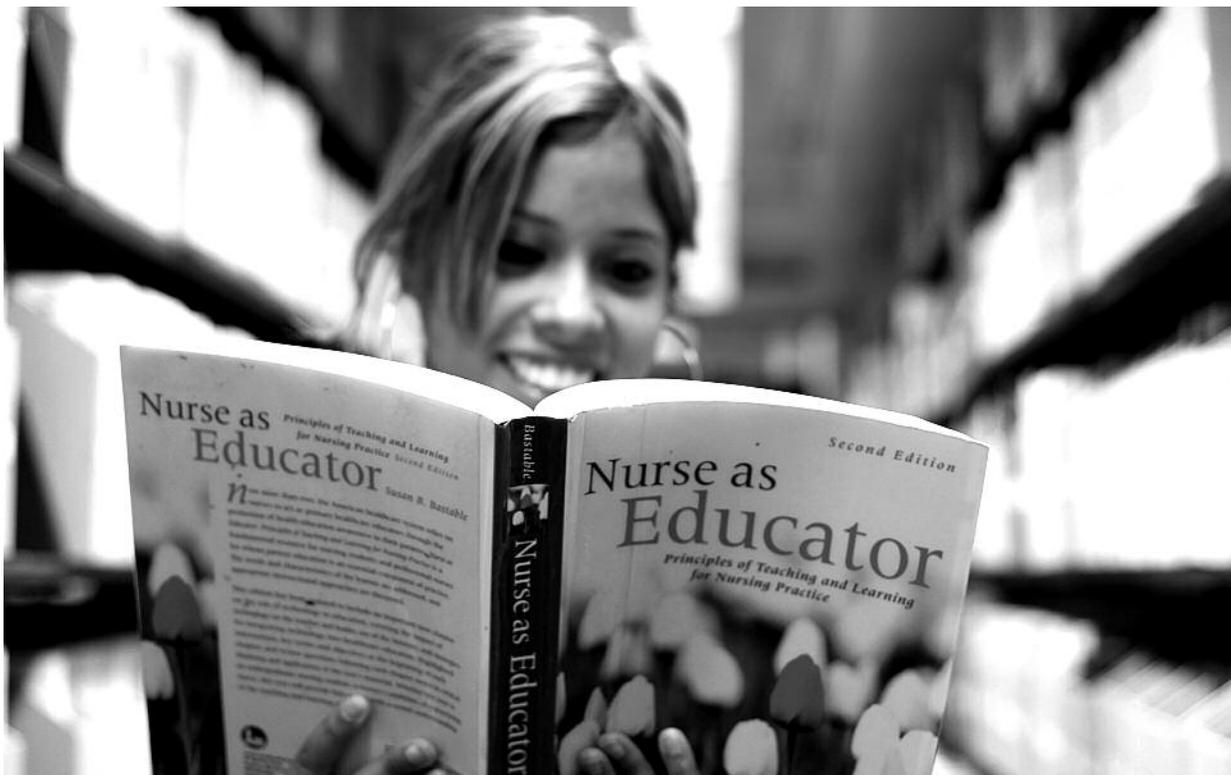
that a criminal background check be conducted prior to granting a license to practice nursing. For additional information on this requirement, see page 259.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. The particular courses that students must successfully complete are determined by their scores on the College placement test.

Descriptions of courses in this major begin on page 137.

PN to Nursing Pathway: Licensed practical nurses may be eligible for an advanced standing pathway, which may exempt them from the first year of required designated nursing courses. The Pathway requires PN licensure and successfully passing the NYS Coalition for Educational Mobility's Transition Course before applying for the 3-credit Bridge Course which begins the Pathway track into the final year of the Nursing Program leading to the AAS degree. Further information on Pathway articulation and admission is available in the Registered Nursing Student Handbook.

Nursing Curriculum: AAS Degree

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENC/G101*	3
Writing Through Literature ENG102	3

Natural Sciences: 16 credits

Foundations of Chemistry SCC210*	4
Fundamentals of Human Biology I SCB203*	4
Fundamentals of Human Biology II SCB204	4
General Microbiology SCB260	4

Social Science: 9 credits

General Psychology SSY101*	3
Developmental Psychology I SSY240	3
Urban Sociology SSN187	3

Math, Engineering & Computer Science: 2 credits

Mathematics of Medical Dosages MAT106	2

Nursing: 33 credits

Fundamentals of Nursing SCR110	6
Perspectives of Nursing SCR150	1
Psychiatric Mental Health Nursing SCR200	3
Medical Surgical Nursing I SCR210	5
Trends in Nursing SCR260	1
Parent-Child Health Nursing SCR270	8
Medical Surgical Nursing II SCR290	9

TOTAL CREDITS: 66

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* Pre-Clinical Nursing Key Courses

Notes:

> Nursing courses required are only offered in the day during 12-week sessions.

> No grade lower than "C-" will be accepted for any required Math and Science course. Science courses in which students earn a "C-," "D+," "D," or "D-" may be repeated with permission of the Chairperson of the NAS Department. When Key Courses with grades of "C-," "D+," "D," "D-," or "F" are repeated, both course grades will be calculated in the Key Course average.

> A minimum grade of C- is required in MAT106.

> A minimum grade of C+ is required in a clinical course that is repeated.

> Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken. Clinical courses are only transferable to senior colleges upon successful completion of the AAS degree.

Occupational Therapy Assistant

The Occupational Therapy Assistant Program is coordinated by the Health Sciences Department, and offers a course of study leading to the Associate in Applied Science (AAS) degree.

Graduates work with occupational therapists providing services to persons with needs caused by physical injuries, developmental impairment, aging, mental health concerns, or other disabilities.

Such services include: using developmental and play activities to help the child who has growth problems and learning disabilities develop the skills to manage school and social learning; assisting the elderly and others with diminished physical endurance to perform essential tasks of daily living and achieve maximum independence; working with patients who have lost a limb to use a new prosthesis and master normal skills; designing and fabricating hand splints and instructing the client in their use; helping depressed clients feel more positively toward their environment through the use of productive activity; and making it easier for the socially withdrawn person to interact with others through the use of planned group experiences.

Special progression standards exist for occupational therapy assistant majors. Students admitted into this program since Fall 1994 are considered to be in the "pre-clinical" phase of the major. To progress to the "clinical" phase, students must meet specific criteria which are described in the program's handbook. These handbooks are available in the Program office, E-300. Achievement of the progression standards does not guarantee advancement to the clinical phase. Currently, approximately 20 students are admitted to the clinical phase of the program each semester due to limited program capacity. The Occupational Therapy Assistant Program is accredited by ACOTE, The Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's telephone number is (301) 652-AOTA.

Graduates are eligible to sit for the national certification exam for the occupational therapy assistant, administered by the National Board for Certification in Occupational Therapy (NBCOT). Credentialing requirements for New York State licensure include graduation from a program without a credentialing examination. Credentialing requirements for other states may include passing the NBCOT examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. All Occupational Therapy Assistant students must pursue fieldwork within 18 months of completing the respective academic theory course. The entire Program must be completed in

Occupational Therapy Assistant Curriculum: AAS Degree

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENC/G101*	3
Writing Through Literature ENG102	3

Humanities: 3 credits

Liberal Arts Elective	3

Natural Sciences: 8 credits

Fundamentals of Human Biology I SCB203*	4
Fundamentals of Human Biology II SCB204	4

Health Sciences: 2 credits

Community Health SCN195*	2

Social Science (Psychology): 9 credits

General Psychology SSY101*	3
Abnormal Psychology SSY230	3
Developmental Psychology I SSY240	3

Occupational Therapy Foundations and Skills: 20 credits

Introduction to Occupational Therapy SCO101	3
Legal and Ethical Aspects of Occupational Therapy SCO110	2
Documentation in Occupational Therapy SCO114	2
Clinical Reasoning in Occupational Therapy SCO175	2
Physical Aspects of Human Growth & Development SCO200	2
Occupational Therapy Skills and Functional Activities I SCO214	3
Occupational Therapy Skills and Functional Activities II SCO215	3
Functional Pathology SCO 230	3

Occupational Therapy Theory and Practice: 8 credits

Occupational Therapy Process: Psychosocial Dysfunction and Geriatric Conditions SCO204	4
Occupational Therapy Process: Physical and Developmental Disabilities SCO205	4

Cooperative Education: (Fieldwork): 7 credits

Occupational Therapy Clerkship for Psychosocial/Dysfunction and Geriatric Conditions SCO284	1.5
Occupational Therapy Clerkship for Physical/Developmental Disabilities SCO285	1.5
Occupational Therapy Fieldwork in Psychosocial Dysfunction and Geriatric Conditions SCO294	2
Occupational Therapy Fieldwork in Physical and Developmental Disabilities SCO295	2

TOTAL CREDITS: 63

* Pre-Clinical Occupational Therapy key courses.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.

a timely fashion as content changes with current practice. After completion of the introductory occupational therapy course, all remaining occupational therapy courses should be completed within four years.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

Paralegal Studies

www.laguardia.edu/majors

Students who complete the Paralegal Studies curriculum, which is administered by the Business and Technology Department, will receive the Associate in Applied Science (AAS) degree. The program, which is approved by the American Bar Association, has the following goals:

1. To give students the necessary substantive knowledge and practical skills to qualify them for entry-level positions as paralegals

2. To prepare students for successful transfer to a four-year college

3. To give students the foundation for lifelong career and personal growth

Paralegals, or legal assistants, assist lawyers in a wide range of activities. Lawyers remain responsible for paralegals' work (in general, paralegals may not themselves give legal advice, set fees, or represent clients in court). In the litigation area, for example, paralegals may interview prospective clients, research the law, prepare court documents, and assist at trials. Paralegals who work on corporate legal matters may prepare contracts, maintain records, and ensure that a corporation has complied with various statutes and government regulations. Paralegals who work on real estate matters may prepare mortgage agreements and other documents relating to real estate transactions and assist at closings.

While the major employers of paralegals are private law firms, there are also job opportunities with government agencies, including district attorneys' offices, and a variety of other employers. In addition, the curriculum may be highly suitable for students who contemplate pursuing other law-related careers, such as careers in law enforcement, or who seek a broad, practical knowledge of the law for its own sake.

The Paralegal Studies curriculum has been carefully designed to balance paralegal specialty and related courses with a broad liberal arts background. Students gain valuable practical experience through internships. Paralegal specialty courses are taught by experienced attorneys.

Students can transfer up to 30 credits earned at other, accredited colleges and universities. These transfer credits can include up to nine credits for paralegal specialty courses. To be transferable, paralegal specialty courses taken elsewhere must be part of a degree program and must be comparable to courses in the LaGuardia curriculum.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

Paralegal Studies Curriculum: AAS Degree

Counseling

New Student Seminar   0

English: 6 credits

Composition I ENC/G101   3
Writing Through Literature ENG102   3

Humanities: 6 credits

Liberal Arts Elective*   3
Select one of the following courses: 3
Fundamentals of Speech Communication HUC101
Voice and Diction HUC104
Communication in a Professional Setting HUC108

Math, Engineering & Computer Science: 3 - 4 credits**

Select one of the following courses: 3-4
Elementary Statistics I MAT120
Precalculus MAT200

Social Science: 6 credits

Liberal Arts Elective*   3

Select one of the following courses: 3
Any history course except SSN183, SSN199, SSN240
Cultural Anthropology SSA101
Introduction to Anthropology SSA100
U.S. Power and Politics SSP101
Introduction to Sociology SSS100
General Psychology SSY101

Business and Technology: 10 credits

Principles of Accounting I BTA111   4
Introduction to Business BTM101   3
Business Law I BTM110   3

Paralegal Studies: 21 credits

Introduction to Paralegal Studies BTP101   3
Legal Research and Writing BTP204   3
Civil Litigation BTP205   3
Computer Applications for Paralegals BTP211   3
Select any three of the following courses: 9
Administrative Law BTP201
Wills, Trusts and Estates BTP202
Family Law BTP203
Real Estate Law for Paralegals BTP207
The Law of Business Enterprises for Paralegals BTP208
Criminal Law and Procedure BTP209
Immigration Law BTP212

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121   3
Full-Time Internship CEP201   3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Unrestricted Electives: 1 or 2 credits**   1-2

TOTAL CREDITS: 60

* Either the Humanities Liberal Arts elective or the Social Science Liberal Arts elective must be an urban study course. See page 188.

**Students who take MAT120 must take at least 2 credits of Unrestricted Electives. Students who take MAT200 must take at least 1 credit of Unrestricted Electives.

Philosophy

The Philosophy Program, administered by the Humanities Department, leads to an Associate in Arts (AA) degree. Philosophy majors study the core areas of philosophy and acquire the critical thinking abilities that are essential for success in all careers and areas of life. Philosophy, which means in the Greek "love of wisdom," expands horizons, develops the mind, and acquaints students with the great literature and intellectual heritage fundamental to our culture and society. It is a discipline that seeks to answer life's most important questions: Who am I? Am I free? What is real? What is true? What is my moral compass? Does God exist? How can I create a meaningful life? In addition to helping students excel in all areas of academic study, philosophy has also been called "the ultimate transferable work skill" because it helps students develop the abilities that employers in all fields value: how to think critically, reason effectively, communicate clearly, solve problems intelligently, make enlightened decisions, and construct thoughtful, well-grounded beliefs. The Times of London writes of philosophy in America: "The great virtue of philosophy is that it teaches not only what to think, but more importantly how to think…The employability rate for philosophers is 98.9%, impressive by any standard."

LaGuardia's nationally recognized and respected program in Philosophy and Critical Thinking offers a wide variety of courses which will prepare students for successful transfer to 4-year institutions and provides a firm foundation from which graduates may launch accomplished careers in law, business, medicine, journalism, publishing, computer science, education, history, psychology, and many other areas as well. This is especially the case for students who go on for graduate or professional degrees, whether in philosophy or another field. In addition to taking courses, philosophy students at LaGuardia are encouraged to participate in extra-curricular opportunities such as the very energetic Philosophy Club that meets every week to discuss provocative issues, view and discuss films, and take field trips. Students are also invited to submit articles to the LaGuardia philosophy journal, "The Gadfly." The Philosophy Program is also actively involved in the Honors Program which provides additional academic opportunities for qualifying students.

The Philosophy area provides a supportive and stimulating environment for its students, creating a community of thinkers dedicated to the pursuit of reflective understanding. The faculty work closely with philosophy majors as mentors to help them plan their curriculum, guide their career explorations, apply for scholarships, and transfer successfully to the right 4-year college. Many students take double majors when they transfer - one in philosophy and another in, say, psychology or English - with a view to careers as psychologists or creative writers. Philosophy easily combines in this way with work in many professional fields. The Philosophy Program's curriculum has been developed in close consultation with Brooklyn College, and students may transfer there as juniors to the Philosophy Major. In addition, articulations with other branches of CUNY including Queens, Lehman, and Baruch insure that all philosophy courses are fully transferable.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major can be found beginning on page 154.

Philosophy Curriculum: AS Degree

Counseling
New Student Seminar   0

English: 11 credits
Composition I ENC/G101   3
Writing Through Literature ENG102   3
Preparing and Writing the Research Paper ENG103   2
Liberal Arts Elective   3

Humanities: 3 credits
Introduction to Philosophy HUP101   3

English/Humanities: 3 credits
Liberal Arts Elective   3

Liberal Arts: 4 credits
Integrating Seminar: Liberal Arts Cluster LIB110*   1
Humanism, Science & Technology LIB200   3

Math, Engineering & Computer Science: 3 credits
Select one of the following courses: 3
Mathematics and the Modern World MAT107
College Algebra and Trigonometry MAT115

Natural Sciences/Health Sciences/Math, Engineering & Computer Science: 6 credits
Liberal Arts Science or Math Elective   2
(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)

Select one of the following courses: 4
Principles of Biology SCB115
Foundations of Chemistry SCC210

Social Science: 9 credits
Introduction to Intercultural Communication HUN/SSN180**   3
Select one of the following courses: 3
Any history course except SSN183, SSN199, SSN240
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
Introduction to Sociology SSS100
General Psychology SSY101

Social Science, continued
Select one of the following courses: 3
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern Times SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH231
Survey of Latin American and Caribbean History SSH232

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP 121   3
Full-Time Internship CEP201   3
(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Liberal Arts Electives: 6 credits
Select two of the following courses: 6
Ethics and Moral Issues HUP104
Social and Political Philosophy HUP106
Aesthetics: Philosophy of Art and Beauty HUP107

Restricted Electives: 9 credits
Select three of the following courses: 9
Critical Thinking HUP102
Philosophy of Religion HUP105
Environmental Ethics HUP108
Logic and Philosophy HUP112
Medical Ethics HUP114

*Introductory Cluster Requirement
An introductory cluster containing four courses with an Integrating Seminar (LIB110, or one credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENC/G101. Extended Day students may substitute a liberal arts elective.

TOTAL CREDITS: 60

** Fulfills urban study requirement

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.

Physical Therapist Assistant

The Physical Therapist Assistant Program, administered by the Health Sciences Department, leads to an Associate in Applied Science (AAS) degree and its graduates are eligible for certification by the New York State Education Department, Office of the Professions. The program is approved by the New York State Education Department and accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314, website: www.apta.org. Passing the National Certification Exam after graduation is required.

Graduates work under the supervision of a licensed physical therapist in a variety of settings including: outpatient practices, hospitals, nursing homes, rehabilitation centers, schools, and sports centers. Physical Therapist Assistants carry out the plan of care established by the Physical Therapist, and work with patients who have neuromuscular, musculoskekeletal, cardiopulmonary and integumentary impairments.

The interventions performed by the Physical Therapist Assistant include therapeutic exercise, aerobic conditioning, gait training, pain management, heat and cold treatment, massage, electrotherapy, and muscle re-education. The program consists of classroom and laboratory courses at the College, as well as clinical affiliations in different physical therapy settings.

Special progression standards exist for physical therapist assistant majors. Students take courses in the "pre-clinical" phase of the major. To progress to the "clinical" phase, specific criteria must be met as described in the program's admissions handbook. The handbook is available from the Program Director in Room E-300 and from the Admissions Office. Achievement of the progression standards does not guarantee advancement to the clinical phase of the program. Completion of 50 volunteer hours in physical therapy with a letter from the physical therapy supervisor is required prior to entering the clinical phase.

Students who need additional skill development as determined by the College placement exam will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 142.

Physical Therapist Assistant Curriculum: AAS Degree

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENC/G101*	3
Writing Through Literature ENG102	3

Natural Sciences: 8 credits

Fundamentals of Human Biology I SCB203*	4
Fundamentals of Human Biology II SCB204	4

Health Sciences: 8 credits

Community Health SCN195*	2
Functional Pathology SCO230	3
Aging and Health SCH111	3

Social Science: 6 credits

General Psychology SSY101*	3
Developmental Psychology I SSY240	3

Physical Therapist Assistant: 29 credits

Introduction to Physical Therapy SCT101	2
Ethical Concepts for PTA's SCT102	2
Clinical Kinesiology SCT203	4
Therapeutic Procedures I SCT211	4
Therapeutic Procedures II SCT212	3
Mobility Skills in Physical Therapy SCT220	3
Functional Gait Training Skills SCT221	3
Orthopedic Therapeutic Exercise SCT230	4
Neuromuscular Rehabilitation SCT231	4

Affiliations: 8 credits

Physical Therapist Assistant Clinical Affiliation and Seminar I SCT290	2
Physical Therapist Assistant Clinical Affiliation and Seminar II SCT291	3
Physical Therapist Assistant Clinical Affiliation and Seminar III SCT292	3

Liberal Arts Electives: 3 credits

Select one of the following courses:	3
Fundamentals of Speech Communication HUC101	
Critical Thinking HUP102	
Group Dynamics SSY260	

Volunteer Work

50 Hours of volunteer work in a Physical Therapy Department	0

TOTAL CREDITS: 68

* Pre-Clinical Physical Therapy Key Courses

Note: Students should consult with a counselor and /or program faculty in the selection of elective courses to ensure maximum transferability of credits taken.

Practical Nursing Certificate

www.laguardia.edu/majors

The Practical Nursing Program, coordinated by the Health Sciences Department, offers a certificate in Practical Nursing. Graduates will be eligible to sit for the National Council of State Boards Licensure Examination for Practical Nurse (NCLEX-PN).

This certificate program is approved by the NYS Education Department (www.op.nyed.gov) and divided into two phases, pre-clinical and clinical. The Program is a 48-credit, certificate-bearing program organized to be rigorous, but supportive of adult learners from diverse cultural and literacy experiences. It provides students with the opportunity to complete the course of study in 12 months after completion of the pre-clinical phase. The program prepares men and women to function as practical nurses, performing tasks and responsibilities within the framework of case finding, health teaching, health counseling, and the provision of supportive and restorative care in health care facilities that offer chronic and acute care services within the scope of the Nursing Practice Act. The classroom instruction for each nursing course is complemented by campus laboratory experience and clinical practice in area health care facilities. A variety of teaching-learning strategies are employed to help insure students' learning including the use of E-portfolio, collaborative group activities, and writing intensive assignments. The curriculum is designed for students with a high school diploma or GED. Students must move through a prescribed curriculum and may not take courses out of sequence.

Students admitted into this program are considered to be in the "pre-clinical" phase of the major. To progress to the "clinical" phase, students must meet specific criteria. Admission to the clinical phase of the program is competitive due to the program's limited capacity; therefore students should strive for a high GPA in all required courses. Achievement of the progression standards does not guarantee advancement to the clinical phase.

Beginning the fall 2009 semester all students applying for candidacy in the Nursing Program must provide documentation to show proof of residency in New York State. For full details on this requirement, see page 259.

Students in the clinical phase may be required to undergo a Criminal Background Check as part of placement at hospitals or other off-campus clinical training sites. In addition, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing. For additional information on this requirement, see page 259.

Completion of the recommended general education and clinical courses during the clinical phase of the Practical Nursing Certificate Program is comprised of two 12-week and two 6-week semesters. The clinical experiences in area institutions which supplement classroom theory are pro-

continued on next page

Practical Nursing Certificate, continued from previous page

vided in a variety of practice settings, including hospitals, nursing homes, and community health care facilities.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. The particular courses that students must successfully complete are determined by their scores on the College placement test (see Notes).

PN to Nursing Pathway: Licensed practical nurses may be eligible for an advanced standing pathway, which may exempt them from the first year of required designated nursing courses. The Pathway requires PN licensure and successfully passing the NYS Coalition for Educational Mobility's Transition Course before applying for the 3-credit Bridge Course which begins the Pathway track into the final year of the Nursing Program leading to the AAS degree. Further information on Pathway articulation and admission is available in the Registered Nursing Student Handbook.

ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

Practical Nursing Certificate Curriculum

Counseling	
New Student Seminar	0
English: 3 credits	
Composition I ENC/G101*	3
Natural Sciences: 8 credits	
Fundamentals of Human Biology I SCB203*	4
Fundamentals of Human Biology II SCB204	4
Social Science: 6 credits	
General Psychology SSY101*	3
Developmental Psychology SSY240	3
Math, Engineering & Computer Science: 2 credits	
Mathematics of Medical Dosages MAT106*	2
Practical Nursing: 29 credits	
12-week semester I: 14 credits	
Fundamental Nursing Concepts and Skills SCL101	5
The Science and Art of Nursing: Introduction to Practical Nursing SCL102	3
Pharmacology and Nutrition Across the Health Continuum SCL103	3
6-week semester II: 6 credits	
Parent-Child Nursing SCL114	6
12-week semester III: 12 credits	
Mental Health Nursing SCL105	3
The Science and Art of Nursing: Transition from Student to Graduate Practical Nurse SCL118	2
Medical Nursing II SCL119	7

TOTAL CREDITS: 48

* Pre-clinical Key Courses

Notes:

> No grade lower than "C-" will be accepted for any required Math and Science course. Science courses in which students earn a "C-," "D+," "D," or "D-" may be repeated with permission of the Chairperson of the NAS Department. When Key Courses with grades of "C-," "D+," "D," "D-," or "F" are repeated, both course grades will be calculated in the Key Course average.

> All students must file for Candidacy in order to progress to the clinical phase. To be considered, students must register for Candidacy (4199) in either the Fall I or Spring I session immediately preceeding the semester they plan to begin clinical courses.

> Students will be dropped from the program for grades less than "C". In addition, a requirement for completion is satisfactory evaluation in each clinical area. Students must earn a passing grade on a comprehensive Nursing Exam and a grade of 100 on a final dosage calculation examination.

Radiologic Technology

The Radiology Technology Program is coordinated by the Health Sciences Department, and provides students with the educational and clinical training leading to an Associate in Applied Science (AAS) degree. The program has been approved by the New York State Department of Education.

The Radiology Technology program prepares students to enter the workforce as entry-level radiographers. Upon successful completion of state license/certification, graduates will be able to work in a variety of health care settings. Hospitals, nursing homes, out patient radiography centers and research facilities, are just a few examples where radiographers are employed.

Students applying to the Radiology Technology major are admitted to the pre-clinical phase of the program. To progress to the clinical phase of the program, students must apply for candidacy.

Candidacy Requirements:

> Complete four key courses (ENG101, SCB203, MAT115, and SSN187)

> Minimum GPA in key courses 2.50

> No grade lower than a C- will be accepted for science courses (SCB203/SCB204).

Students who are accepted for candidacy and advised by the Radiology Technology program director will progress to the clinical phase of the program. Students who are not accepted for candidacy will not be eligible to register for courses in the clinical phase of the Radiology Technology program.

For further information or to pick-up a Radiology Technology Program Student Information packet, come to room E-300.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 143.

Radiologic Technology Curriculum: AAS Degree

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENG101*	3
Writing Through Literature ENG102	3

Natural Sciences: 8 credits

Fundamentals of Human Biology I SCB203*	4
Fundamentals of Human Biology II SCB204	4

Math, Engineering & Computer Science: 3 credits

College Algebra and Trigonometry MAT115*	3

Social Science: 3 credits

Urban Sociology SSN187*;**	3

Radiologic Technology: 47 credits

Radiologic Technology I SCX101	3
Radiologic Technology II SCX102	3
Radiologic Procedures I / w Lab SCX105	4
Radiographic Procedures II / w Lab SCX106	4
Clinical I SCX109	1
Principles of Radiologic Exposure I SCX110	3
Principles of Radiologic Exposure II SCX111	3
Clinical II SCX119	1
Clinical II SCX129	2
Radiation Technique III SCX201	3
Radiographic Procedures III w / Lab SCX205	4
Clinical IV SCX209	1
Clinical V SCX219	1
Clinical VI SCX229	2
Cross Sectional Anatomy SCX240	2
Radiation Pathology SCX245	2
Imaging Modalities I SCX250	3
Imaging Modalities II SCX251	3
Film Evaluation and Critique SCX260	2

TOTAL CREDITS: 67

* Pre-Clinical Radiologic Technology Courses

** The Prerequisite for SSN187 is waived for students in the Radiologic Technology program.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.

School Foodservice Management

Admission to the School Foodservice Management Program is available only to students referred to LaGuardia by District Council 37/Local 372 and/or the New York City Office of School Food and Nutrition Services. Those referred are employed in school foodservice positions, such as school lunch assistants, school lunch aides, and school lunch helpers.

The School Foodservice Management program at LaGuardia awards the Associate in Science (AS) degree to those who successfully complete the program. The degree fulfills the academic requirements for eligibility for promotion to a school lunch manager position with the Office of School Food and Nutrition Services, NYC Department of Personnel. Students may also choose to pursue their bachelor's degree at a senior college of their choice.

Cooperative education internships are completed at students' school work sites under the direction of their district supervisors. The internships are accompanied by internship seminars, designed to assist students with problems and to provide reinforcement for technical and human relations skills.

Applications for the program are submitted through the District Council 37 Education Fund. The basic skills testing and any additional basic skills courses required in reading, writing and mathematics are also provided by the Education Fund of District Council 37. Courses in Foodservice Management are offered in the day and evening in consideration of students' work schedules.

Descriptions of courses in this major begin on page 133.

School Foodservice Management Curriculum: AS Degree

Counseling
New Student Seminar | 0

English: 6 credits
Composition I ENC/G101 | 3
Writing Through Literature ENG102 | 3

Humanities: 3 credits
Fundamentals of Speech Communication HUC101 | 3

Math, Engineering & Computer Science: 3 credits
Mathematics and the Modern World MAT107 | 3

Health Sciences: 5 credits
Community Health SCN195 | 2
Introductory Nutrition SCD200 | 3

Natural Sciences: 4 credits
Foods Microbiology SCB160 | 4

Social Science: 9 credits
Introduction to Sociology SSS100 | 3
General Psychology SSY101 | 3
Urban Sociology SSN187 | 3

Business and Technology: 3 credits
Principles of Management BTM103* | 3

Foodservice Management: 18 credits
Foods SCD100 | 3
Advanced Foods SCD205 | 3
Quantity Food Production SCD250 | 3
Foodservice Sanitation and Safety SCD251 | 3
Quantity Food Purchasing SCD252 | 3
Foodservice Administration SCD253 | 3

Cooperative Education: 6 credits
Gateway to the Workplace CEP100 | 1
Part-Time Internship CEP151 | 2
Full-Time Internship CEP201 | 3

Liberal Arts Electives: 3 credits
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses.

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

* The Prerequisite for BTM103 is waived for students in the School Foodservice Management program.

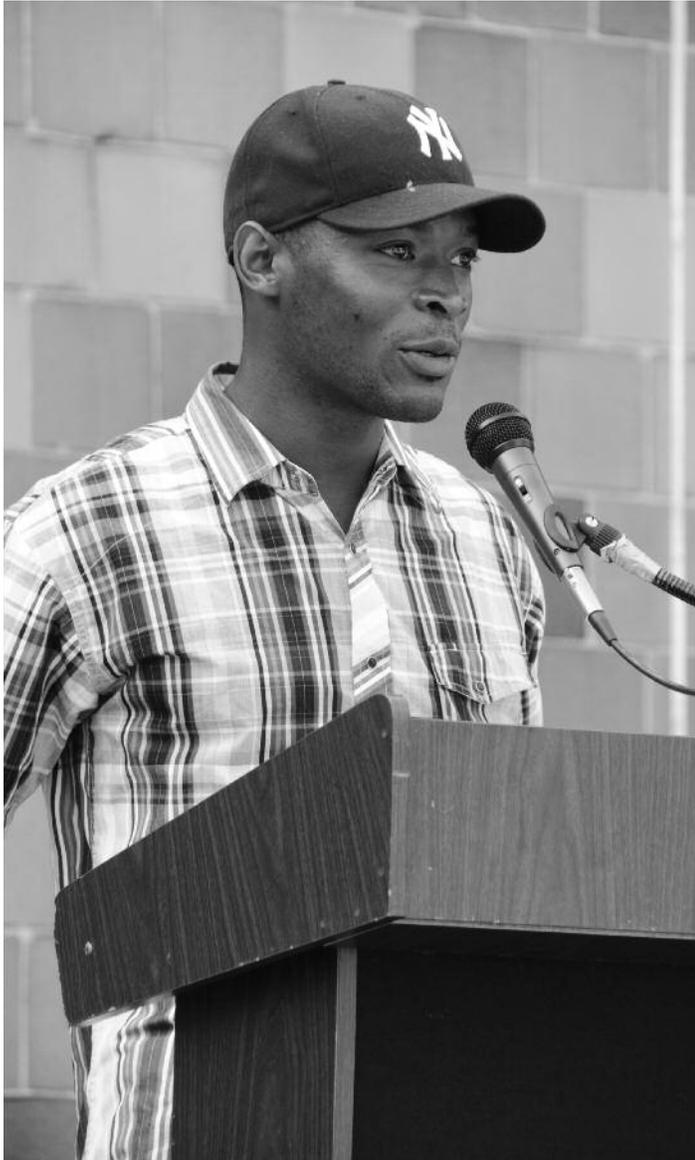# Spanish-English Translation

www.laguardia.edu/majors

The Spanish-English Translation major, housed in the Department of Education and Language Acquisition, is fully articulated with Hunter College. Students can earn an Associate of Arts (AA) degree from LaGuardia Community College and continue working toward a Bachelor of Arts (BA) degree in Spanish-English and English-Spanish Translation at Hunter College. This program is designed to allow LaGuardia students to earn 60 credits in core academic foundations which meet all lower division requirements for candidates for the Spanish Major's concentration in Spanish-English/English-Spanish Translation and Interpretation at Hunter College. Students are encouraged to complete the BA degree since it opens many career opportunities in translation and interpretation in the court system, hospitals, state and municipal agencies, corporations, and nonprofit organizations.

Students enrolled in the Spanish-English Translation program will be able to complete internships at a range of government agencies and nonprofit organizations available through the Cooperative Education Department at LaGuardia. These work experiences enable the student to bridge the gap between classroom theory and practical applications in the field of translation and interpretation providing valuable experience for choosing a career and subsequent full-time employment.

Students entering the Spanish-English Translation Program will not receive credit for prior knowledge of Spanish.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the College placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Spanish-English Translation Curriculum: AA Degree

Counseling

New Student Seminar · 0

English: 15 credits

Composition 1 ENC/ENG101 · 3
Writing Through Literature ENG102 · 3
English Grammar and Syntax ENG/ELL110 · 3

Select two of the following courses: · 6
Afro-American Literature ENG225
Images of Women in Literature ENG245
The Woman Writer ENG247
Latino/Latina Writing of the US ENG248
The Short Story ENG250
Sexuality in Literature ENG252
The Novel ENG260
The Drama ENG265
Shakespeare ENG266

Humanities: 6 credits

Argumentation and Debate HUC109 · 3
The Art of Film HUC150 · 3

Education and Language Acquisition: 18 credits

The Study of Language ELL101 · 3
Spanish Grammar and Usage ELS209 · 3
Advanced Spanish Composition ELS210 · 3

Select two courses of the following courses: · 6
Latin American Literature ELS200
Latin American Civilizations ELS204
Spanish Literature 2 ELS212

Select one of the following urban study courses: · 3
Introduction to Bilingualism ELN101
The Puerto Rican Community ELN194

Mathematics, Engineering & Computer Science: 3/4 credits

Select one of the following courses: · 3/4
Elementary Statistics 1 MAT120
Pre-Calculus MAT200

Social Science: 6 credits

Select one of the following courses: · 3
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102

Select one of the following courses: · 3
Cultural Anthropology SSA101
US Politics and Power SSP101

Business and Technology: 3 credits

Introduction to Computers and Their Applications BTC100 · 3

Cooperative Education: 6 credits

Foundation of Professional Advancement CEP121 · 3
Full-Time Internship CEP201 · 3

Liberal Arts Electives: 3 credits

Select one of the following courses: · 3
Ethics and Moral Issues HUP104
Peoples and Cultures of the Caribbean SSA120
General Psychology SSY101

TOTAL CREDITS: 60-61

Travel, Tourism and Hospitality Management

www.laguardia.edu/majors

The Travel, Tourism and Hospitality Management curriculum, a course of study leading to the Associate in Applied Science (AAS) degree, is administered by the Business and Technology Department and co-sponsored by the Social Science Department. The program is designed to prepare students either for career-entry positions in the travel and tourism industry or for transfer to tourism management programs at senior colleges.

The travel and tourism industry is very diverse. It encompasses airline, bus, rail, and ship travel; hospitality enterprises (hotels, motels, resorts); tour packaging; retail and wholesale travel agencies; car rental; etc. Each of these areas has employment needs on several levels: sales, market research and development, packaging and advertising, customer service, operations, and general management.

The curriculum is designed to meet the needs of the industry, combining liberal arts courses, business courses, specialized courses in travel and tourism, and the experience of an internship. The Cooperative Education internship gives students experience as travel industry employees, enabling them to utilize the knowledge learned in the classroom and to learn the realities of working at their chosen profession. The travel operations courses in the program are taught by experienced professionals.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on the basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 107. *See next page for curriculum.*

Travel, Tourism and Hospitality Management Curriculum: AAS Degree

Counseling

New Student Seminar — 0

English: 6 credits

Composition I ENC/G101 — 3
Writing Through Literature ENG102 — 3

Humanities: 3 credits

Select one of the following courses: — 3
Fundamentals of Speech Communication HUC101
Voice and Diction HUC104
Communication in a Professional Setting HUC108
Communication and the Non-Native Speaker HUL100

Math, Engineering & Computer Science: 3 credits

Elementary Statistics MAT120* — 3

Natural Sciences: 3/4 credits

Liberals Arts Elective — 3/4
Select only course designations beginning with SCB, SCC, or SCP.

Social Science: 6 credits

Cultural Anthropology SSA101 — 3
Select one of the following courses: — 3
U.S. Power and Politics SSP101
General Psychology SSY101
Introduction to Sociology SSS100
Introduction to Microeconomics SSE103
Introduction to Macroeconomics SSE104
World Geography SSE125

Business and Technology: 10 credits

Introduction to Information Systems BTC200 — 3
Principles of Accounting I BTA111 — 4
Introduction to Business BTM101 — 3

Travel, Tourism & Hospitality Management: 21 credits

Introduction to Travel, Tourism and Hospitality
Management BTT101 — 3
Travel, Tourism and Hospitality Marketing BTN211 — 3
World Travel and Tourism Destinations BTT202 — 3
Travel, Tourism and Hospitality Technology Systems BTT203 — 3
Customer Service and Sales BTT212 — 3

For majors with concentration In Travel and Tourism:

Select two of the following courses: — 6
Travel Agency Operations and Management BTT221
Special Interest Tourism BTT222
Meeting and Event Planning BTT223
Destination Tourism Management BTT224

For majors with concentration In Hospitality Management:

Select two of the following courses: — 6
Meeting and Event Planning BTT223
Hotel and Lodging Operations and Management BTT231
Front Office Management BTT232
Foods SCD100
Quantity Food Production SCD250

Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121 — 3
Full-Time Internship CEP201 — 3

(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)

Unrestricted Electives: 1/2 credits — 1/2

TOTAL CREDITS: 60

* Precalculus, MAT200 or Calculus I, MAT201 can be used to satisfy this degree requirement.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Veterinary Technology

The Veterinary Technology Program provides for both classroom and clinical training in the areas of small and large animal care, and laboratory animal science. It is coordinated by the Health Sciences Department and leads to an Associate in Applied Science (AAS) degree. The program meets requirements set forth by the New York State Department of Education, is accredited by the American Veterinary Medical Association, and will prepare the graduate for the licensing exam to be a Veterinary Technician.

Veterinary Technicians work under the supervision of a veterinarian in a wide variety of tasks. These include such services as: collection of specimens and performance of tests on blood and urine; preparation of animal patients and equipment for surgery; routine nursing of medical and surgical patients; exposure and development of radiographs; supervision of subordinate hospital personnel; and routine business management procedures.

Special progression standards exist for veterinary technology majors. Students admitted into this program since Fall 1999 are considered to be in the "pre-clinical" phase of the major. To progress to the "clinical" phase, students must meet specific criteria which are described in the Veterinary Technology Student Handbook. This handbook is available from the Admissions Office and from the program director. Achievement of the progression standards does not guarantee advancement to the clinical phase. Only a small number of students are admitted to the clinical phase due to program capacity. Students admitted to the clinical phase will be required to assist in care and handling of the program's animals as part of course requirements.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on the basic skills requirements, see page 186.

Please check with the Vet Tech Office for the latest information on specific health requirements for admission to the clinical phase of the program. Descriptions of courses are found on page 146.

Veterinary Technology Curriculum: AAS Degree

Counseling
New Student Seminar	0

English: 6 credits
Composition I ENC/G101*	3
Writing Through Literature ENG102	3

Humanities: 3 credits
Critical Thinking HUP102	

Math, Engineering & Computer Science: 2 credits
Medical Dosages MAT106*	2

Social Science: 3 credits
Select one of the following courses:	*3*
Urban Anthropology SSN182	
Environmental Psychology SSN184	
Urban Sociology SSN187	
The Urban Economy SSN189	

Natural Sciences: 13 credits
Vertebrate Anatomy and Physiology I SCB208	2
Vertebrate Anatomy and Physiology II SCB209	3
Foundations of Chemistry SCC210*	4
General Microbiology SCB260	4

Veterinary Technology: 38 credits
Introduction to Veterinary Technology SCV101*	3
Principles of Animal Control SCV150	2
Research Animal Technology SCV201	4
Veterinary Nursing I SCV210	4
Veterinary Nursing II SCV211	4
Veterinary Radiography SCV212	3
Veterinary Laboratory Techniques SCV213	3
Farm Animal Nursing SCV214	3
Principles of Exotic Animal Medical Care SCV220	2
Vet Tech Internship I SCV231	2
Vet Tech Internship II SCV234	3
Pathophysiology SCV247	2
Pharmacology & Toxicology SCV262	3

TOTAL CREDITS: 65

* Preclinical Veterinary Technology key course.

Notes: The Veterinary Technology courses required for this program are offered in the day. Students should consult with program faculty in the selection of elective courses to insure maximum transferability.

Word Processing Specialist Certificate

www.laguardia.edu/majors

The Word Processing Specialist Certificate curriculum, coordinated by the Business and Technology Department, enables students to develop proficiency in word processing while enhancing their communication skills.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The particular courses students must successfully complete are determined by their scores on the College placement test. For more information on the basic skills requirements, see page 186.

Word Processing Certificate Curriculum

Counseling

New Student Seminar	0

English: 6 credits

Composition I ENC/G101	3
Writing Through Literature ENG102	3

Humanities: 3 credits

Fundamentals of Speech Communication HUC101	3

Business and Technology: 24 credits

Essential Computer Skills BTO116	2
Keyboarding II BTO132	2
Keyboarding III BTO133	2
Word Processing I BTO155	3
Word Processing II BTO156	3
Business Communications BTO260	3
Electronic Office Procedures BTO270	3
Introduction to Computers & their Applications BTC100	3
Introduction to Desktop Publishing BTC175	3

Unrestricted Electives: 3 credits	3

TOTAL CREDITS: 36

Writing and Literature

The Writing and Literature Program, administered by the English Department, leads to an Associate in Arts (AA) degree. Based on a foundational curriculum which introduces students to literary traditions, the program is organized around the English Department's elective courses in literature, survey courses, as well as courses in creative and expository writing. The program also draws on LaGuardia's strong curriculum in the Humanities and Social Sciences for relevant cross-listed courses. The Writing and Literature Program is designed to help students understand the historical and contemporary importance of writing and literature in diverse cultural contexts.

The program also provides students with the opportunity for exciting extra-curricular activities. Students in the Writing and Literature Program are encouraged to participate in departmental and college-wide activities such as student and faculty poetry and fiction readings. Publications, such as *Literary LaGuardia* and *The Bridge*, offer students relevant experience with literary and journalistic writing. The Writing and Literature Program offers a path that may lead to careers as diverse as teaching, editing, publishing, journalism, public relations, medicine or law, among other possibilities.

The Writing and Literature Program's curriculum has been developed in close consultation with Queens College and is designed to articulate fully with the English major at Queens. The credits in Writing and Literature offered at LaGuardia will all transfer to the English major and core writing requirements at Queens. Liberal Arts courses offered at LaGuardia will fulfill Queens General Education requirements. Students who major in the Writing and Literature Program at LaGuardia may transfer as juniors to the English Major at Queens College.

Descriptions of courses in this major begin on page 126. *See next page for curriculum.*

Writing and Literature Curriculum: AA Degree

Counseling

New Student Seminar   0

English Writing Core Courses: 9 credits

Composition 1 ENC/G101*   3
Preparing and Writing the Research Paper ENG103*   2
Integrative Seminar: Liberal Arts Cluster LIB110*   1
Writing through Literature ENG102   3
These courses are taken together as part of a Liberal Arts Cluster.

Humanities: 9 credits

Introduction to African Art HUA167   3

Select one of the following courses: 3
Introduction to Arts HUA101
Art of Theatre HUC170
Creative Drama HUC180
Introduction to Music HUM101

Select one of the following courses: 3
Introduction to Philosophy HUP101
Philosophy of Religion HUP105

Social Science: 9 credits

General Psychology SSY101   3

Select one of the following courses: 3
Themes in American History to 1865 SSH101
Themes in American History Since 1865 SSH102
Western Civilization from Ancient to Renaissance SSH103
Western Civilization Renaissance to Modern SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to Present SSH106
East Asia Civilization and Societies SSH110

Select one of the following courses: 3
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
Introduction to Macroeconomics SSE104
U.S. Power and Politics SSP101
Political Ideas and Ideologies SSP250
Introduction to Sociology SSS100

Math, Engineering & Computer Science: 3 credits
Select one of the following courses: 3
Elementary Statistics MAT120
Math & The Modern World MAT107

Natural Sciences: 3 credits
Topics in Biological Sciences SCB101   3

Cooperative Education: 6 credits
Fundamentals of Professional Advancement CEP121   3
Full-Time Internship CEP201   3

Writing and Literature Major: 21 credits
Two required courses:
Introduction to Poetry ENG270   3
World Literatures Written in English ENG295   3

Survey Courses–select two of the following: 6
Introduction to Literary Study ENG289
British Literature Survey I ENG290
British Literature Survey II ENG291
American Literature Survey I ENG292
American Literature Survey II ENG293
Classical Literature ENG294

*Select two of the following– one of the courses should fulfill
the urban study requirement*   6-7
English Grammar and Syntax ENG/ELL110
Seminar in Teaching Writing ENG220
Afro-American Literature ENG225
The Woman Writer ENG247
The Immigrant Experience in American Literature ENG268
Contemporary Black American Fiction ENG269
Poetry Workshop ENG271
Literature and Film ENG/HUC272
Creative Non- Fiction Workshop ENG274
Fiction Workshop ENG276
Children's Literature ENG280
Creative Writing ENN198***
Literature of the City ENN240***

*Select one of the following courses:***   3
Work, Labor and Business in American Literature ENG203
Asian American Literature ENG204
The Bible as Literature ENG205
Journalism ENG211
Cultural Identity in American Literature ENG235
Images of Women in American Literature ENG245
Latino/Latina Writing in the U.S. ENG248
Sexuality in Literature ENG252
Humor in Literature ENG256
The Novel ENG260
Literature of Difference ENG261
The Drama ENG265
Shakespeare ENG266
The Great Writer ENG275
Violence in American Art and Culture ENN195***
Art Politics and Protest ENN199***

** These courses fulfill Queens College Humanities I, Tier 1
    Liberal Arts Requirements, but will not count toward the major.

***Fulfills Urban Study requirement

TOTAL CREDITS: 60

* Introductory Cluster Requirement
An introductory cluster containing four courses with an Integrating Seminar (LIB110, one credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take ENC/G101. Extended Day students and students who change to the Liberal Arts major after completing ENG101 may substitute a Liberal Arts elective.

Course Index

The academic courses approved for study at LaGuardia Community College are described in this section. Courses are listed by discipline and department, and are offered every semester unless otherwise indicated.

ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

Course Index cont.

Note: Urban study courses (see individual department offerings)

Transfer and Articulation Policies

CUNY TRANSFER POLICIES

All LaGuardia students who earn an Associate in Arts Degree (AA), an Associate in Science Degree (AS), or an Associate in Applied Science Degree (AAS) have:

◗ Priority for transfer over non-University students seeking transfer, and

◗ Priority as matriculated students at a senior CUNY college.

The following policies *only* apply to students who graduate from LaGuardia with either an AA or AS:

1. LaGuardia AA and AS graduates who transfer within CUNY will be granted a minimum of 60 credits toward a baccalaureate degree and will be deemed to have automatically fulfilled the lower-division liberal arts and science distribution requirements for a baccalaureate degree. However, students may be asked to complete a course in a discipline required by a senior college's baccalaureate distribution requirements that was not part of the student's associate degree program and may need to fulfill a foreign language requirement.

2. Students who *change their major* after they are enrolled in a senior college should expect that completion of their bachelor's degree may require more than 120 credits.

The following policies *only* apply to students who graduate from LaGuardia with an AAS degree:

1. Upon transfer to a *parallel* professional program within CUNY, LaGuardia AAS graduates will be granted a minimum of 60 credits toward a baccalaureate degree and be required to complete only the difference between the 60 credits granted and the total credits normally required for the degree.

2. When transferring to a *liberal arts curriculum or related professional program* in the same field as the AAS degree program, LaGuardia AAS graduates will be granted a minimum of 60 credits toward a baccalaureate degree and will be able to complete their baccalaureate degree within 60 to 72 credits.

3. Students *who change their major* after they are enrolled in a senior college should expect that completion of their bachelor's degree may require more than an additional 72 credits.

It is important to understand that, when transferring *without completing a degree,* each department at the transfer school will decide how credits are evaluated. Often, courses *only* transfer as general electives – *not* as courses fulfilling distribution or major requirements. There are three main ways for students to guard against losing credits in this manner. First, complete your degree. Credits transfer more readily when they are part of a degree. Second, consult early with the Office of Transfer Services. For example, they can advise each student whether there is an articulation agreement between LaGuardia and another college that helps students preserve their credits during transfer. Third, consult TIPPS – the Transfer Information & Program Planning System. Through this online resource, students can quickly check how each LaGuardia course transfers to other colleges within CUNY.

SUNY TRANSFER POLICIES

The State University of New York pledges that "a New York State resident who wishes to transfer from a State University of New York two-year college, including all community colleges throughout the state, and who possesses or will have an Associate in Arts or Associate in Science degree at the time of transfer is guaranteed an opportunity to continue on a full-time basis at a senior campus of the University." Students with an Associate in Applied Science degree or those who do not graduate are not guaranteed admission. Students are advised to contact LaGuardia's Office for Transfer Services, C-261, or the Admissions Office of the College they wish to attend for specific requirements.

ARTICULATION AGREEMENTS

LaGuardia has articulation agreements with over 30 public and private four-year colleges and universities. The Office for Academic Affairs has developed specific agreements that guarantee acceptance of LaGuardia credits when students transfer to these colleges after earning an Associate's degree. At the time of printing, the following institutions have joined LaGuardia in articulation partnerships: Adelphi University, LaGuardia/Adelphi University Connection Programs, Antioch College, City College, Clarkson University, Cornell University, Gallaudet University, Hunter College, Hunter-Bellevue Nursing Program, John Jay College of Criminal Justice, Laboratory Institute of Merchandising, LaGuardia/C.W. Post, L.I.U. Transfer Programs, Manhattanville College, Marymount College, New York City College of Technology, New York University, Pratt Institute, Queens College, Shaw University, Springfield College School of Human Services, St. John's University, St. Joseph's College, School of Visual Arts, SUNY College of Technology, SUNY Downstate Medical Center, SUNY Institute of Technology, Utica/Rome, SUNY, Oswego, University of Turabo (Puerto Rico), Vassar College, and York College.

TRANSFER TO NON-CUNY OR SUNY COLLEGES

Students who wish to continue their studies after graduating from LaGuardia by transferring to a private institution should select their courses in consultation with a counselor and/or faculty advisor. Students should contact LaGuardia's Office for Transfer Services, C-261, and the Admissions Office of the College of their choice for specific requirements and deadlines since the criteria vary from college to college.

Course Descriptions and Academic Department Information

Accounting and Managerial Studies Department

In 2008, the Accounting and Managerial Studies Department was reorganized and renamed the Business and Technology Department (see below). Course prefixes that were AM_ are now BT_.

Business and Technology Department

Room B327 (718) 482-5600
Department Faculty

Michael Napolitano, Chairperson; Avis Anderson, John Appiah, Rajendra Bhika, David Blumberg, Donald Davidson, Mario Fernandez, Eve Fischthal, Kathleen Forestieri, James Giordano, Edward Goodman, Deborah Harrell, Milton Hollar-Gregory, Linda Iannuzzo, Janice Karlen, Elaine K. Leff, Magalie Lopez, Namy Lytle, Paula Murphy, Michael Philogene, Yves Richards, Fernando Santamaria, David A. Schoenberg, Barry L. Silverman, Angela Wu

Accounting

BTA109 Principles of Accounting I, Part 1
2 credits; 4 hours
This course introduces students to the entire accounting cycle. The course explores the fundamental concepts and techniques of recording transactions in journals, summarizing the transactions, using adjusting and closing procedures, and preparing financial statements and reports. This course will provide basic skills instruction in mathematics and apply those skills to accounting theory and practice.
Pre- or Corequisite: CSE095; Corequisite: MAT095

BTA110 Principles of Accounting I, Part 2
2 credits; 4 hours
This course is a continuation of BTA110. It reviews the essentials of accrual accounting and introduces the student to valuation methods relating to inventory and fixed assets, internal control concepts with an emphasis on cash controls, procedures for accounting for notes payable and receivable, and payroll accounting.
Prerequisite: BTA109

BTA111/BTB111 Principles of Accounting I
4 credits; 6 hours
This course introduces students to the accounting cycle. The course reviews the fundamental concepts and techniques of recording transactions in journals, summarizing the transactions, using adjusting and closing procedures, and preparing financial statements and reports. It also introduces the student to valuation accounting relating to inventory and fixed assets, internal control concepts with an emphasis on cash control, procedures for notes payable and receivable, and payroll accounting.
Pre- or Corequisite: CSE095, MAT095

BTA112 Principles of Accounting II
4 credits; 4 hours
This course introduces the student to the partnership and corporate forms of business organization with topics relating to their formation, operation, and dissolution. In the area of corporation accounting, further topics explored are stock transactions, long-term liabilities, and retained earnings. Cash flows and financial statement analyses are also covered as are an introduction to manufacturing concern accounting, related statements, and cost revenue relationships.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, BTA110 or BTA111

BTA130 Accounting Applications for the Microcomputer

3 credits; 3 hours

This course emphasizes management information systems by giving students "hands-on" microcomputer experience in the processing of accounting data. In an instructor-supervised laboratory environment, students will explore both spreadsheets and dedicated accounting software. Lectures on the design of accounting systems, computer-related management decisions, and strategic controls considerations will be integrated with applications.
Prerequisite: BTA109 or BTA111, BTC100 or BTC101 or MAC101

BTA150 Individual Income Tax Procedures

3 credits; 3 hours

This course introduces the fundamental concepts of individual income taxation and the mechanics of Federal and New York State and City individual income tax return preparation. Some of the special topics are includable and excludable income, allowable deductions, personal exemptions and dependents, filing status, computation of tax and credits against tax. Students will complete a Federal income tax return practice set.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

BTA201 Intermediate Accounting I

3 credits; 4 hours

This course is designed to give an overview of the foundations of accounting theory, the problems of current practice, and its relationship to accounting theory as expressed in the Accounting Principles Board's Opinions and the Financial Accounting Standards Board's Statements. The course includes a review of the accounting cycle and a detailed exploration of the reporting process, namely, the Statement of Financial Position, the Statement of Income, the Statement of Retained Earnings and the Statement of Cash Flow.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096, BTA112

BTA202 Intermediate Accounting II

3 credits; 4 hours

This course is a continuation of Intermediate Accounting I. It explores the problems of current practice and its relationships to Financial Accounting Theory as expressed in AICPA Opinions and FASB Statements. Topics examined include Inventories, Long-Term Investments in Stocks, Tangible and Intangible Fixed Assets, Liabilities and Income Taxes, Leases, and Income Tax Allocation. Present Value Concepts and their applications are also covered.
Prerequisite: BTA201

BTA210 Cost Accounting I

3 credits; 4 hours

Cost accounting methods and procedures are studied, including job-order costing, process costing, payroll accounting, and budgeting. Emphasis is placed on the importance of cost accounting to management in controlling and analyzing cost data and in the areas of decision-making and planning future operations.
Prerequisite: MAT096, BTA112

BTA211 Cost Accounting II

3 credits; 4 hours

This course continues the study of cost determination and analysis as taught in AMA210. Cost-volume relationships, systems designs, flexible budgets, standard costs, cost allocation, and applications of the contribution margin approach to decision-making are included. A continued emphasis is placed on the importance of cost data to management in the areas of decision-making and planning.
Prerequisite: BTA210

PAUL KATZ / LAGUARDIA COMMUNITY COLLEGE

Administrative Assistant

BTO116 Essential Computer Skills

2 credits; 3 hours (2 lecture, 1 lab)

This course will introduce basic computer skills and keyboarding on a computer. Emphasis in the course will be on the touch-typing concept of keyboarding, and increasing speed and accuracy. The goal of this course will be to provide the opportunity for students to use the computer effectively to process information. This course will also explore the expanding role of computers in the contemporary business environment.
Pre- or Corequisite: ESL/R098

BTO125 Terminology for Medical Office Support Personnel

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed to develop the student's ability to interpret, spell, and pronounce medical terms through the use of a phonetic pronunciation system, audiotapes, flashcards, and computer assisted instruction. This course is organized by body systems with combining forms of prefixes and suffixes, diagnostic procedures, pathology, treatment, and surgical procedures related to each system. This course is intended to train medical office support personnel in the use of medical terminology as it applies to the office setting.

Pre- or Corequisite: CSE099, ENA/ENG/ESAG099/ENC101 or ESL/R098

BTO132 Keyboarding II Production Formatting

2 credits; 4 hours

This course is designed to increase the skills of students who have successfully completed Keyboarding I or its equivalent. Emphasis will be placed on intensive speed building and accuracy drills. Formatting for business correspondence, tabulations, and manuscripts will be covered. The final speed goal is 40-45 gross words per minute for five minutes with a maximum of five errors.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, BTO116

BTO133 Keyboarding III Advanced Production Formatting

2 credits; 4 hours

This course is designed to increase the keyboarding and production skills of students who possess a minimum speed of 40 gross words a minute. Intensive speed, accuracy, and reinforcement drills will be stressed. Complex formats for letters, manuscripts, tabulations, memos, and business forms will be introduced. The final keyboarding speed goal is a rate of 50-55 gross words a minute for five minutes with a maximum of five errors.

Prerequisite: BTO132

BTO141 C-Print I

3 credits; 3 hours

This is a beginning course designed to develop skills in a form of speech-to-print computer-assisted communication used primarily by deaf or hard-of-hearing persons. Emphasis will be on the principles and usage of the C-Print abbreviation system.

Prerequisite: AMO116

Pre- or Corequisite: BTO155, SSS190

BTO142 C-Print II

3 credits; 3 hours

This course will develop C-Print captioning skills using classroom-simulated lecture materials. Students will learn condensing strategies and will develop summarizing skills. Glossary creation and management along with editing and formatting of keyed notes will be emphasized. Professional conduct and ethics of the C-Print captionist are included.

Prerequisite: BTO141

BTO155 Word Processing I

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces students to word processing on the microcomputer. Through hands-on practice, students will become proficient in the basic uses of a major word processing software package. Topics covered include creating, editing, storing, page formatting, printing, basic merging, and performing block functions using single files.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, BTO116

BTO156 Word Processing II

3 credits; 4 hours (3 lecture, 1 lab)

This course is a continuation of Word Processing I. Emphasis will be placed on advanced word processing applications on the microcomputer. Topics will include advanced techniques of creating and merging files, advanced editing, specialized printing, and creating and using online resources such as thesaurus, math, sort, and macro commands.

Prerequisite: BTO155

BTO170 Computerized Medical Information Management

3 credits; 4 hours (3 lecture; 1 lab)

This course will provide students with instruction in the preparation and maintenance of medical records, financial recordkeeping, patient and insurance billing, and processing of insurance forms and claims. It will provide students with a brief history of the medical profession, acquainting students with various medical laws and codes of ethics as they relate to medical office support personnel. This course will be enhanced by the use of medical software and a medical office simulation project.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC/ENG101, MAT095; Pre- or Corequisite: BTO116

BTO260 Business Communications

3 credits; 3 hours

This course provides students with the ability to exercise various communication tasks in business. Special consideration will be given to the mechanics of written English. Written activities will focus on memos, business letters, reports, and special communications (news releases and minutes). Oral communication will be refined and telephone skills will be emphasized.

Prerequisite: ENC/ENG101, HUC101

Pre- or Corequisite: BTO116

BTO270 Electronic Office Procedures

3 credits; 6 hours

Business skills such as word processing and machine transcription will be developed, integrated, and refined. Human relations skills, interoffice relationships, and organizational structure will be covered through job-related projects. Basic filing rules, mail procedures, and telephone techniques will be discussed. Hands-on training will be conducted in payroll processing, electronic record keeping, electronic calendaring, and filing.

Prerequisite: BTO116, HUC101

Pre- or Corequisite: ENC/ENG10

Aviation Management

BTV160 Introduction to Aviation Business

3 credits; 3 hours

This course provides a general survey of the field of aviation. The course includes a historical overview of the development of aviation and an analysis of aviation's impact on economic and sociological affairs, both nationally and internationally. Students survey various aspects of the aviation business community including air carriers, manufacturers, private aircraft operators, government agencies, and trade associations.
Prerequisite: SSE103 or SSE104

BTV161 Introduction to Aviation Management

3 credits; 3 hours

This course provides a comprehensive analysis of the planning process and the managerial and operations functions pertaining to management of an airport. The course will cover the following topics: airports in general, airport system planning, site selection, layout and land use, airport capacity and delay, financial planning and management, and airport operations. This course explores the role of the airport manager in the day-to-day and long-term management and operations of the airport.
Prerequisite: SSE103 or SSE104

BTV162 Introduction to Aviation Operations

3 credits; 3 hours

This course explores the conduct of professional flight operations, including the flight operations of air carriers, corporate aviation departments, fixed-based operators (FBOs), and the military. Emphasis is placed on aircraft types, air routes, personnel, information systems, federal regulations, and safety. Students are also introduced to methods of analyzing air carrier performance and forecasting future performance.
Prerequisite: SSE103 or SSE104

Business

BTM101/BTB101 Introduction to Business

3 credits; 3 hours

This is an introductory course designed to acquaint the student with the role of business in our economy, the forms of organization, and the various business functions such as management, personnel, marketing, and finance. Career opportunities in the business world are also explored. This course should be taken prior to any other business courses.
Prerequisite for BTM101: CSE095, ENA/ENG/ESA099/ENC101
Prerequisite for BTB101: CSE095, ESL/ESR098

BTM102 Principles of Finance

3 credits; 3 hours

This course is a study of the monetary and credit systems of our economy and related policies and problems. In addition, the course addresses itself to the following: 1) commercial and noncommercial banking institutions and operations; 2) money and banking in relation to prices, economic growth, and international events.
Prerequisite: MAT095, BTM101 or BTB101

BTM103 Principles of Management

3 credits; 3 hours

This course is an analysis of the role of the manager and the functions of management in an enterprise. Consideration is given to the interlocking nature of these functions and the principles which are the basis for the practice of management. Attention is given to the impact of the external environment on the development of the managerial role and on managerial practice. This course is required for Business Administration and Management students prior to their first internship.
Prerequisite: BTM101 or BTB101

BTM104 Principles of Marketing

3 credits; 3 hours

This course explores the vital role of marketing in our economy. The factors of consumer behavior and motivation are covered to provide an understanding of market planning. The system of distribution of goods from producer to consumer is discussed by relating theory to actual case histories.
Prerequisite: BTM101 or BTB101

BTM108 Principles of Real Estate

3 credits; 3 hours

This course covers the social and economic impact of real estate, the nature and instruments of property rights, various types and aspects of property ownership, real estate brokerage operations, and discussion of urban planning needs. Successful completion of the course material is required to take the New York State licensing examination. Students must obtain broker sponsorship in order to take the New York State licensing examination for Real Estate Salesperson.
Prerequisite: Permission of the department.

BTM110 Business Law I

3 credits; 3 hours

This course begins by introducing students to some basic aspects of the American legal system, including the courts, tort law, and criminal law. It proceeds to an in-depth exploration of the law of contracts from their formation to their enforceability in court. Other topics include employment law, bankruptcy law, and legal problems posed by the computerization of society.
Prerequisite: CSE095, ENA/ENG/ESA099/ENC101

BTM111 Business Law II

3 credits; 3 hours

This course introduces the student to the important areas of products liability, consumer law, secured transactions, partnerships, corporations, agencies, and bailments.
Prerequisite: BTM110

BTM115 Basics of Advertising

3 credits; 3 hours

This course gives a broad overview of advertising, its roles in marketing, and as a motivational force in society. The nature of media and their creative and productive functions are discussed as they are related to advertising programs.
Prerequisite: BTM101 or BTB102

BTM116 Introduction to E-Business

3 credits; 3 hours

This course will provide a basic understanding of the tools, skills, business concepts, strategic opportunities, and social issues that surround the emergence of electronic commerce on the Internet. Current practices and opportunities in electronic payments, electronic retailing, electronic distribution, and electronic collaboration are discussed. Some of the problems surrounding electronic commerce such as security, intellectual property rights, acceptable use policies and legal liabilities are included.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

BTM120 Office and Personnel Management

3 credits; 3 hours

This course, designed for Administrative Assistant majors, is an introduction to the principles and practices of office management and administration. It will include such topics as the office environment, employee/employer relations, job analysis, and evaluation, fundamentals of motivation, the function of procedures, and labor relations and grievances.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

BTM140 Introduction to Credit Management

3 credits; 3 hours

This course is designed to introduce the student to the role of commercial credit and collection in today's business world. It will examine the role of the credit department within a company, the positions with the department, and career possibilities. In addition, it will prepare the student to work as a collector in a credit department by explaining specialized terminology, collection policy, principles and procedures, and necessary legal concepts.
Prerequisite: MAT095, BTA109 or BTA111, BTB101 or BTM101

This course is open to any student as an unrestricted elective but is primarily intended for students interested in the commercial credit and collection industry.

This course is offered in an Online format only.

BTM141 Financial Statement Analysis

3 credits; 3 hours

This course will provide students with skills required to analyze financial statements for credit decisions. Students will examine income statements, statements of retained earnings, balance sheets, statements of cash flow, and review trial balance information, schedules and notes supporting the financial statements. Students will also learn to make evaluations based on general economic conditions and economic conditions relating to a specific industry. A minimum of 6 hours of computer lab work is required.
Prerequisite: BTA112
This course is offered in an Online format only.

BTM142 Accounts Receivable Financing

3 credits; 3 hours

This course explores concepts in economics, auditing, accounting, finance, and commercial law relevant to accounts receivable financing decisions. It analyzes effects of economic factors on these decisions. Students will use auditing and accounting principles to verify the values of collaterals. Students will learn to apply basic finance mathematics and learn the legal principles of sales contracts, negotiable instruments, and secured transactions. A minimum of 6 hours of computer lab work is required.
Prerequisite: BTM140, BTM141
This course is offered in an Online format only.

BTM150 Organizing and Operating a Small Business

3 credits; 3 hours

This course is a basic study of the importance of small business, its status, problems, and requirements for success. The course covers, among other things, the decision to go into business for ones self, the preparation needed, the methods of launching the business, and management functions involved in operating the business.
Prerequisite: MAT095, BTM101 or BTB101
Prerequisite for Music Recording Technology majors: CSE099, ENA/ENG/ESA099/ENC101

BTM155 Principles of Personal Selling

3 credits; 3 hours

This course is an introduction to the principles and practices of selling as a profession including such topics as the sales job, the sales environment, the sales process, and sales training. The dominant theme is professionalism in contemporary selling.
Prerequisite: MAT095, BTM101 or BTB101

BTM251 Launching New Business Ventures

3 credits; 3 hours

This course explores the process of creating a new business venture from recognition of an opportunity to the launch of the business. It focuses on the pre-startup phase of venture creation. It explores pre-launch activities, diversity of entrepreneurs and the various activities that entrepreneurs typically undertake.
Prerequisite: BTA111, BTM101

BTM252 Entrepreneurial Finance

3 credits; 3 hours

This course focuses on financial aspects of new businesses and the financing of their continuing growth. Debt and equity financing, analysis of financial statements, management of cash flows and valuation are discussed as they relate to the new business venture. *Prerequisite: BTM251*

BTM253 Entrepreneurial Strategy

3 credits; 3 hours

This course presents issues of strategic thinking and management within the entrepreneurial enterprise. Strategies for the emerging venture, the growing venture and for sustaining growth will be examined. *Prerequisite: BTM251*

BTM260 Principles of International Business

3 credits; 3 hours

This is an introductory course designed to acquaint students with the policies, techniques, and institutions that affect businesses operating in an international environment. Consideration will be given to the performance of business functions in an international context and basic terminology of international business. *Prerequisite: BTM101 or BTB101*

BTM261 Export/Import Procedure and Documentation

3 credits; 3 hours

This course examines the policies, procedures, and documentation required for importing to and exporting from the United States. The legal foundation for regulation of international trade will be discussed. Students will learn how tariffs and other regulations apply to preparing transportation and international trade documents such as bills of lading, invoices, and certificates of origin. The importance of trade agreements for documentation will be examined. *Prerequisite: CSE099, BTM260*

BTM262 Global Marketing

3 credits; 3 hours

This course explores global marketing opportunities and how marketing principles and procedures apply to international business. Issues of global competition, communication and promotional effort are discussed in light of the environmental considerations that affect marketing strategy. *Prerequisite: BTM260*

BTM263 International Finance

3 credits; 3 hours

This course will focus on principles and practices of financial activities within international markets. A discussion of letters of credit, drafts, and other banking documents used in foreign commerce will be included. Foreign exchange rates, financing of international trade, methods of reducing financial risk, and services provided by an international banker will also be examined. *Prerequisite: BTM260*

BTM264 Marketing on the Internet

3 credits; 3 hours

This course will introduce students to the marketing applications of developing information and communication technologies, especially the Internet. It will also examine how advanced technologies affect marketing functions. Consideration will be given to the development of an organization's marketing strategies in this dynamic environment. *Prerequisite: BTM101 or BTM116*

BTN195 Profile and Prospects of Business in New York City

3 credits; 3 hours

This is an urban study course which examines the status of business in New York City using various sources of data and field assignments such as visitations to the New York Stock Exchange, major business corporations, and various government agencies. Students will learn how to develop a profile of business in New York City in terms of employee, type of industry, and form of ownership. Students will also learn about various social responsibility programs being offered by the business community, and will examine the many different career opportunities available in the NYC area. *Prerequisite: MAT095, BTM101 or BTB101* *This is a Writing Intensive course.*

Paralegal Studies

BTP101 Introduction to Paralegal Studies

3 credits; 3 hours

This course introduces the student to the legal system of the United States and to the role of the paralegal in it. Topics include the classifications and sources of law, the court system, the activities of the paralegal, and the legal and ethical restrictions on the paralegal's work. The ways in which computers have transformed legal practice are explored throughout. *Prerequisite: CSE099; Pre- or Corequisite: ENC/ENG101*

BTP201 Administrative Law

3 credits; 3 hours

This course concerns the paralegal's work with government agencies. It is especially concerned with those agencies, like U. S. Citizenship and Immigration Services, which have a direct effect on the lives of many individuals. Topics include the function and status of agencies in contemporary American society, the sorts of benefits to which various groups are entitled, and procedures for obtaining these benefits and challenging their denial or termination. Students learn how to prepare relevant documents. Instruction in the related uses of computers is an integral part of this course. *Prerequisite: BTP101; Pre- or Corequisite: One of the following courses: HUC101 or HUC104 or HUC108*

BTP202 Wills, Trusts and Estates

3 credits; 3 hours

This course deals mainly with the transfer of property after death and with the role and procedures of the Surrogate's Court. Students learn about the legal implications of dying with and without a will and the functions of trusts. They also learn how to assist in the preparation of the relevant legal documents, such as wills, trust instruments, and estate tax returns. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: MAT095, BTP101

BTP203 Family Law

3 credits; 3 hours

The central concern of this course is the law governing marriage and its termination. Topics include creation of a valid marriage, prenuptial agreements, divorce, custody of children, and adoption, among others. The role of the Family Court and its procedures are discussed, and students learn how to prepare relevant legal documents. Special problems posed by family-type arrangements outside marriage are also addressed. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: BTP101

BTP204 Legal Research and Writing

3 credits; 3 hours

In this course, students learn how to find the answers to a broad range of law-related questions. They develop skills using both the resources of the law library and computerized research tools such as Lexis/Nexis. Much attention is also given to essential writing skills and the preparation of legal memoranda and documents.
Prerequisite: BTP101

BTP205 Civil Litigation

3 credits; 3 hours

This course is an intensive and thorough analysis of what happens in a civil lawsuit, from the decision to sue to the appeal and enforcement of judgment. Students learn how to prepare relevant legal documents and to assist attorneys in a variety of tasks at each stage of the proceedings. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: BTP101

BTP207 Real Estate Law for Paralegals

3 credits; 3 hours

This course is concerned with real estate sales, leases, and mortgages. By acquiring an essential knowledge of real estate law and practical skills such as document preparation, students learn how to participate reliably in a variety of real estate transactions. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: MAT095, BTP101

BTP208 The Law of Business Enterprises for Paralegals

3 credits; 3 hours

This course examines the different types of business entities from a legal perspective. Topics include sole proprietorships, corporations, partnerships, and newer types of business entities such as limited liability companies. The advantages and disadvantages of each entity type are discussed. Students learn how to prepare relevant legal documents and to make appropriate use of computers in this area of the law.
Prerequisite: BTP101

BTP209 Criminal Law and Procedure

3 credits; 3 hours

This course is concerned with the practical aspects of criminal law and procedure as they pertain to the work of the paralegal. The first part of the course covers the nature of criminal liability, the elements of various crimes, and defenses to criminal accusations. The second part covers criminal procedure, from search and seizure through trial, sentencing, and appeal. Constitutional issues relating to search and seizure, self-incrimination, and other matters are explored in depth. Students learn how to prepare relevant documents and make appropriate use of computers in this area of the law.
Prerequisite: BTP101

BTP211 Computer Applications for Paralegals

3 credits; 4 hours (3 lecture, 1 lab)

This course focuses on those computer applications which are of central importance for paralegals. Students receive hands-on training using word-processing, spreadsheet, database, presentation, and legal-specific software. Students also learn how to conduct computer-assisted legal research.
Prerequisite: MAT095, BTP101

BTP212 Immigration Law

3 credits; 3 hours

This course concerns the laws and procedures pertaining to immigration, naturalization, and related matters. Topics include legal entry into and residence in the United States, qualifying for citizenship, and deportation. Students learn how to obtain relevant information and complete forms using both the resources of the law library and the Internet.
Prerequisite: BTP101

BTP213 Bankruptcy Law

3 credits; 3 hours

This course covers the substantive and procedural aspects of bankruptcy law as set forth by the federal Bankruptcy Code. Topics include the main types of bankruptcy proceedings, eligibility for each type, and the consequences of filing for bankruptcy. Students learn how to prepare relevant legal documents and to make appropriate use of computers in this area of the law.
Prerequisite: BTP101

Travel, Tourism and Hospitality Management

BTT101 Introduction to Travel, Tourism and Hospitality

3 credits; 3 hours

This course is an overview of the travel, tourism, and hospitality industry. It explores the structures, products and services of industry suppliers, such as transportation companies, attractions, hotels and other lodging providers, and of marketing organizations, such as travel agencies, tour packagers and destination-promotion organizations. The course also traces the evolution of the industry and explores its role in contemporary life.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

BTT110 Airline Reservations and Ticketing

3 credits; 3 hours

This course introduces students to airline reservations and ticketing terminology, regulations, and procedures. Students learn how to plan air itineraries using printed reference materials, to reserve seats, to calculate fares, and to issue tickets and other airline forms. Emphasis is placed on the appropriate interpretation of routing and fare rules.
Prerequisite: BTT101

BTT111 Airline Reservations Computer Systems

3 credits; 3 hours

This course is designed to introduce students to the operation of airline reservation computer systems. Students will learn formats to access information stored in the computer and to enter new data. Students will use these formats to make airline, rental car, and hotel reservations, create passenger records, quote airline fares, and issue airline tickets.
Prerequisite: BTT110

BTT120 Basic Tour Planning

3 credits; 3 hours

This course is an introduction to research techniques used in tour planning by travel professionals. Students learn how to use information sources such as industry reference guides, travel guidebooks, and brochures to select travel products suited to client needs. Students also learn the terminology and reservations procedures used by hotels, railroads, car rental companies, cruise lines, and tour packagers. The major attractions of destinations in North America and the Caribbean are discussed.
Prerequisite: BTT101

BTT121 Advanced Tour Planning

3 credits; 3 hours

This course continues the study of tour planning, with emphasis on the principles of tour design and management. Topics include selecting escorted tours, planning customized independent tours, developing and administering group tour programs, and applying basic sales, marketing, and finance principles to the retail travel environment. Discussions will include the major attractions of destinations in South America, Europe, Africa, Asia, and the Pacific.
Prerequisite: MAT096, BTT120, ENC/ENG101, SSE125

BTT202 World Travel and Tourism Destinations

3 credits; 3 hours

This course is designed to provide students with knowledge of the world's most visited destinations while offering them a comprehensive introduction to the countries of the world. Students will learn to use electronic and print tourism destination research sources. Emphasis is placed on both cultural and natural tourist attractions.
Prerequisite: BTT101

BTT203 Travel, Tourism and Hospitality Technology Systems

3 credits; 3 hours

This course is designed to introduce students to various hospitality information systems. Students will gain basic foundation skills of an airline reservation computer system, a hotel front office system and a restaurant point of sale system. Students will also use web-based and Internet technology to understand the current role of technology in the hospitality industry.
Prerequisite: BTT101

BTT205 Travel, Tourism and Hospitality Law

3 credits; 3 hours

This course examines business law concepts and principles as they pertain to the travel, tourism, and hospitality industry. General topics include the nature of American law and the legal system, negligence law, and contract law. Industry-specific topics include the rights and responsibilities of airlines and other transportation providers, lodging facilities, restaurants, patrons, and travel agents. Employment law and government regulation of the industry are also discussed.
Prerequisite: BTT101

BTT212 Customer Service and Sales

3 credits; 3 hours

This course will provide students with the fundamental concepts of hospitality customer service and sales. Emphasis is placed on selling skills and customer service techniques that enhance sales and help to create a loyal customer following. Students will focus on how to manage a hospitality organization in such a way that the guest's expectations of quality and value are met and exceeded.
Prerequisite: BTM101, BTT101

BTT221 Travel Agency Operations and Management

3 credits; 3 hours

This course examines the roles of travel consultants and managers in the retail travel environment. Travel services, such as air and land transportation, cruises, accommodations, and tours are described, as well as policies and procedures associated with their sale. Managerial functions, such as marketing, organizational design, human resources, accounting and finance, legal and regulatory compliance, and risk management of planned and existing agencies are discussed.
Prerequisite: BTM101, BTT102

BTT222 Special Interest Tourism

3 credits; 3 hours

This course will focus on the development of themed travel and tourism programs appealing to those with special interests. Types of specialty travel to be discussed include small-ship cruise travel, as well as adventure, space, gastronomic, sport, and volunteer tourism. Environmental sustainability in tourism development will constitute an underlying theme throughout the course. Students will be required to design a special interest tour and create promotional materials for it.

Prerequisite: BTT202

BTT223 Meeting and Event Planning

3 credits; 3 hours

This course will introduce students to the basic elements of meeting, convention and event planning. Students will learn how to generate business through sales and providing service to the group and convention industry. Students will focus on the overall management of events.

Prerequisite: BTT101

BTT224 Destination Tourism Management

3 credits; 3 hours

This course is designed to explore the role of destination management organizations (DMOs) and how they can function effectively. Emphasis is placed on stimulating economic development in cities, states, and nations. Students are introduced to the elements that create a positive image for a tourism destination.

Prerequisite: BTA111, BTM101, BTT101

BTT231 Hotel and Lodging Operations and Management

3 credits; 3 hours

This course is an examination of the operations and management of hotels and other lodging properties such as time shares and vacation resorts. The roles of departments such as the front office, housekeeping, marketing and sales, human resources, food and beverage and loss prevention and security are discussed, as well as the role of the general manager. The concepts of yield management, management contracts and franchise agreements are highlighted.

Prerequisite: BTM101, BTT101

BTT232 Front Office Management

3 credits; 3 hours

This course familiarizes students with the front office department of the hotel. Students will focus on all aspects of the hotel front office including: the guest cycle, reservations, front office accounting, front office audit, account settlement and revenue management. Students will work on a simulation of a hotel front office experience.

Prerequisite: BTA111, BTT231

BTN211 Travel, Tourism and Hospitality Marketing

3 credits; 3 hours

This course examines the principles of marketing as applied in the travel, tourism, and hospitality industry. Stages in the marketing cycle, including research, strategies, planning, and the components of the marketing mix will be discussed. The role of marketing functions performed by urban tourism industry organizations as well as the tourism image/experience of New York City will be explored through field trips and/or guest speakers and community-based projects.

Prerequisite: BTM101, BTT101

This is a Writing Intensive course.

Technology Courses

BTC100 Computer Applications and Technologies

3 credits; 5 hours (3 lecture, 2 lab)

This course will help students develop an understanding of computers through the exploration of software packages. The applications include word processing, spreadsheet, presentation graphics and database management. Students will learn computer terminologies and also explore developments in related technologies. Topics covered will include web design and the use of current internet resources.

Prerequisite: ENA099

Pre- or Corequisite: CSE099, ENA/ENG/ESA099/ENC101

Corequisite: MAT096

BTC/SSD105 Computers and Society

3 credits; 4 hours (3 lecture, 1 lab)

This course examines the relationship between human values, society, and technology. It begins with an explanation of how computers work and then investigates how technology affects such issues as jobs, privacy, and education. Lab work is included.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC/ENG101, MAT095

BTC107 Computer Graphics

3 credits; 4 hours (3 lecture, 1 lab)

This course is a survey of the many ways in which computers can be used to generate graphic images. The course will introduce the students to input and output devices used for graphics as well as to popular graphics programs, including paint and draw programs and desktop publishing programs. Students will learn how to create business charts and presentations, how to incorporate clip art into written documents, and how to produce newsletters. Students will also work with a visual programming language.

Prerequisite: MAC101 or MAC109

BTC115 Educational Computing

3 credits; 4 hours (3 lecture, 1 lab)

This course is an introduction to the use of computer software (programs) designed for educational purposes. Students will survey and evaluate educational software written for various s ubjects and grades. Students will also learn about programming languages used in schools today and they will write short programs using several programming languages. The course will conclude with a look at the future of computers in schools, including the topic of hardware, as well as software. This course is designed for students in the Teacher Sabbatical Program in Computer Literacy.

Pre- or Corequisite: BTC100

BTC150 Databases from the PC to the Internet

3 credits; 4 hours (3 lecture, 1 lab)

This course will provide students with an overview of database management systems and databases. Students will learn how to design and create databases for professional and personal use. This course will also provide students with an introduction to CD-ROMs and the Internet, enabling students to conduct research, and locate educational resources. This course is designed for students in the Teacher Sabbatical Program in Computer Literacy.

Prerequisite: BTC100

BTC160 Topics in CIS (To Be Announced)

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed to explore a current topic in computer information systems. The specific topic, to be announced during advanced registration, will be selected from such areas as computer programming and languages, telecommunications, computer architecture, and artificial intelligence. Students will learn about the selected topic through a combination of lectures, readings, research, class discussions, and laboratory projects.

Prerequisite: MAC101 or MAC109 or MAC265, MAT200 or MAT241

BTC170 Spreadsheet Applications

2 credits; 4 hours (2 lecture, 2 lab)

This course introduces spreadsheet application software. Students will learn the uses of spreadsheets through extensive hands-on experience. This course will cover using formulas, working with multiple worksheets, creating charts and maps, working with ranges and what-if analysis, using macros, and working with database tables. Additionally, students will become familiar with the Windows environment and recordkeeping for general business applications.

Prerequisite: BTC100

BTC171 Database Applications

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces database application software. Students will learn the use of a database through extensive hands-on experience. The course will emphasize the use of alternative methods of searching the database, selective retrieval of information, and report/label preparation. Students will explore the use of advanced functions in order to combine files, modify original design, update records, and become familiar with command-driven and menu prompts in a Windows environment.

Prerequisite: BTC100

BTC172 Presentation Graphics

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces students to presentation graphics software. Students will receive hands-on training relating to designing slides, speaker's notes, and handouts to produce professionally prepared electronic slide shows. The use of background and foreground colors, graphics, whitespace, and text material will be stressed in the development of electronic slide shows. Sound (music, recorded voice, etc.), video clips, and animation are also covered.

Prerequisite: BTO116, BTC100 or MAC101

BTC173 Integrated Software Systems

3 credits; 4 hours (3 lecture, 1 lab)

This course is the capstone to the Microcomputer Systems and Applications curriculum. Instruction will emphasize the systems and procedures used to process information in an integrated software environment. Students will be required to do projects utilizing advanced database and spreadsheet concepts and graphics software. Integrated software applications will be completed in a simulated office environment.

Prerequisite: ENC/ENG101, BTC170, BTC171, BTC172

BTC175 Introduction to Desktop Publishing

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces students to the basics of desktop publishing –the art of producing typeset documents. Familiarization with equipment, desktop publishing software, and electronic printing will be emphasized. Students will receive hands-on training relating to the art of typesetting on the microcomputer. Topics include input, composition, and output in electronic publishing.

Prerequisite: BTC100 or MAC101

BTC200 Introduction to Information Systems

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces students to the use of computers and other information systems and technologies to solve problems in organizations. Topics include management information systems (MIS), hardware and software concepts, the organization of information using systems analysis and design, electronic commerce, and contemporary applications of technology in organizational environments. Students will explore ethical perspectives and globalization issues and will cultivate an awareness of emerging processes.

Prerequisite: BTM101

BTC270 Data Center Operations: The Basics

3 credits; *4 hours (3 lecture, 1 lab)*

This course introduces students to the field of computer operations and the duties associated with the job of computer operator. Students will be introduced to the operation and maintenance of computer hardware and peripherals on the mainframe, and to the keeping of vital logs associated with job scheduling, shift work, hardware repair and facility scheduling. Students will also gain a working knowledge of the VM/SP operating system utilizing CMS and CP commands.

Prerequisite: BTC100 or BTC101 or MAC101
Pre- or Corequisite: ENC/ENG101

BTC275 Data Center Operations: Advanced Topics

3 credits; *4 hours (3 lecture, 1 lab)*

This course is a continuation of Data Center Operations: The Basics, and will emphasize advanced computer system operations including such topics as command languages, console commands, analysis of various microcomputer and mainframe operating systems, and computer resource management. This course will cover such operating systems as MS-DOS, UNIX, MVS, and VM.

Prerequisite: BTC270

Communication Skills Department

Room E-115 (718) 482-5625
Department Faculty

Arthur Lau, Chairperson; Evelyn Burg, Jose Fabara, Xiwu Feng, Marcia Glick, Karen Kearns, William Kurzyna, Ernest B. Nieratka, Adhiambo Okomba, Joyce Zaritsky

CSE095 Essentials of Reading I

0 credit; *5 hours (4 lecture, 1 lab)*
(Equivalent to First Year Institute USR095)

This course develops students' critical reading and studying skills. Literal and inferential levels of comprehension of college-level reading materials will be developed through the use of reading strategies, vocabulary exercises and class discussions. Students will be exposed to a wide variety of readings from the academic disciplines, thereby acquiring fundamental background knowledge needed to read proficiently at the College level. Students will read both exposition and a full-length narrative.

Admission to this course is based on placement test scores.

CSE099 Essentials of Reading II

0 credit; *5 hours (4 lecture, 1 lab)*
(Equivalent to First Year Institute USR099)

This course reinforces reading and study strategies applied to advanced college-level texts. Emphasis is on exposition and argument as well as narrative. Elements of critical reading are introduced. Standardized reading test strategies are focal points in preparation for general reading proficiency exams. The process of reading is explained and experienced using student's own self-monitoring strategies. Critical reading of one or more full-length texts is required.

Admission to this course is based on placement test scores.

CSE103 Critical Reading and Academic Literacy

3 credits; *3 hours*

This course is designed for students who want to develop sophisticated analytical skills for critical reading. It aims to develop proficiency in higher levels of reading and thinking – analysis, inference and evaluation. Through intensive reading and analysis from the various academic disciplines, students will be able to process and organize complex concepts. The course will have an ePortfolio component comprised of written assignments developed throughout the semester.

Prerequisite: CSE099
Pre- or Corequisite: ENA/ENG/ESA099/ENC101, MAT095

CSE105 Academic Vocabulary

3 credits; *3 hours*

This course introduces students to methods of expanding their vocabulary, from contextual readings to conceptual frameworks. The development of modern English is studied to explain the state of current vocabulary. Subject area dictionaries, Greek and Latin word elements and meanings derived from context are explored. Special consideration is given to introducing the students to the vocabulary essential to their major area of study.

Pre- or Corequisite: CSE099, ENA/ENG/ESA099/ENC101

CSE110 Literacy and Propaganda

3 credits; *3 hours*

This course introduces students to methods of understanding a highly developed and pervasive discourse: propaganda. Emphasis is placed on reading materials that use the persuasive and argumentative language of politics, advertising, cultural discussions, and the media. Political speeches, essays, editorials, and articles are used to enlarge the student's experience with the materials and tools of propaganda. The student will acquire the intellectual framework and sophisticated level of literacy needed to recognize and respond to the aims of propaganda.

Prerequisite: CSE095, ESL/ESR099
Pre- or Corequisite: CSE099, ENA/ENG/ESA099/ENC101

CSE120 Reading the Biography

3 credits; 3 hours

This course will introduce students to the critical reading and evaluation of biographies, autobiographies, memoirs, diaries, and journals. The aims of the course will be to: evaluate claims to truth and truthful recollections; examine historical claims through first person accounts; develop awareness of the methods and techniques of biographical and autobiographical writing; understand the uses of biographical writing and its place in society; explore biographies and autobiographies as vehicles for the creation of the self. The student will become proficient and develop a deeper appreciation of biographical narratives and their uses in self-understanding. The materials to be read in class will vary by semester and the course may be thematically organized.

Pre- or Corequisite: ESL/ESR098

CSE150 The Evolution of the Reading Experience

3 credits; 3 hours

This course is designed to familiarize the student with the cultural and technological factors which have defined and influenced the activity of reading. The emphasis of the course will be on the evolution of reading and the gradual changes affecting the reading experience. Students will be expected to understand significant developments that relate to reading: the invention of writing, the creation of books, the invention of the printing press, and more recent changes in print communication. This course will explore reading from the perspectives of other cultures and will trace the varieties of reading experiences that have been key features in the transformation of Western and non-Western cultures.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

CSE200 Speed Reading

2 credits; 3 hours

This course is offered for students who are interested in power reading techniques. Emphasis is placed on the development of effective reading habits and the techniques of rapid reading, identifying authors' patterns of writing, skimming, scanning, and ongoing practice with mechanical aids and timed exercises.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

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Computer Information Systems Department

In 2008, the programs and courses of the Computer Information Systems Department were reorganized. The following programs are now housed in the Mathematics, Engineering and Computer Science Department:

> Computer Science
> Computer Operations
> Computer Operations Option
> Computer Network Administration and Security Option
> Computer Technology
> Computer Technology Option
> Telecommunications Option

> Programming and Systems and Microcomputer Systems and Applications are now assigned to the Business and Technology Department.

> New Media Technology is now assigned to the Humanities Department.

The following is a list of former CIS courses and their new course designations:

CIC100	BTC101	CIS196	MAC196
CIS100	BTC100	CIS230	MAC230
CIS101	MAC101	CIS231	MAC231
CIS/SSD105	BTC/SSD105	CIS232	MAC232
CIS107	BTC107	CIS233	MAC233
CIS109	MAC109	CIS241	MAC241
CIS110	MAC110	CIS242	MAC242
CIS111	HUW111	CIS245	MAC245
CIS112	HUW112	CIS246	MAC246
CIS115	BTC115	CIS250	MAC250
CIS125	MAC125	CIS252	MAC252
CIS150	BTC150	CIS253	MAC253
CIS160	MAC160	CIS260	MAC260
CIS161	HUW161	CIS261	MAC261
CIS162	HUW162	CIS262	MAC262
CIS163	HUW163	CIS263	MAC263
CIS166	HUW166	CIS265	MAC265
CIS167	HUW167	CIS270	BTC270
CIS168	HUW168	CIS275	BTC275
CIS170	BTC170	CIS286	MAC286
CIS171	BTC171	CIS289	MAC289
CIS172	BTC172	CIS291	MAC291
CIS173	BTC173	CIS292	MAC292
CIS175	BTC175	CIS293	MAC293
CIS190	MAC190	CIS295	MAC295
CIS195	MAC195		

Cooperative Education Department

Room M204 (718) 482-5204

The Cooperative Education Department believes in the value of experience-based learning. Our mission is to engage students in a process of active learning that links work experience with opportunities for critical analysis and reflection.

Department Faculty

Francine White, Chairperson; Karen Anderson, Mark Blackman, James Cantwell, Diane Ducat, Irwin Feifer, Michael Frank, Doreen Kolomecauk, Stacy Perry, Deborah Robinson, Marie Sacino, Susan Sanchirico, Jeffrey Weintraub

CEP100 Cooperative Education: Gateway to the Workplace

1 credit; 1 hour

This introductory Cooperative Education course is designed to foster career development in a changing work environment and to promote workplace access. Topics include: the transformation of work; the impact of diversity in the workplace; the importance of continuous learning and career planning; and the competencies essential for workplace success. Emphasis will be placed on the use of experience-based learning to facilitate the transition from academic to professional life. This course is a prerequisite for internship placement for students who are not in a First Year Academy.
Prerequisites: CSE099, ENA/ENG/ESA099/ENC101, MAT095. Students must have completed 15 credits, including the introductory course in their major.

CEP111 Cooperative Education: Secondary Education Internship I

2 credits; 2 hours

Introductory internship experience in a secondary education classroom setting. Students will have the opportunity to: explore the field of secondary education as a profession; integrate classroom theory with internship experience; and apply and strengthen interpersonal, technological, and critical thinking skills, while assisting students with diverse needs. A minimum of eighty hours at the internship site is required. A concurrent seminar provides a framework for analyzing and evaluating students' experience.

CEP112 Cooperative Education: Childhood Education Internship I

2 credits; 2 hours

This is an introductory internship experience in a childhood education setting. Students will have the opportunity to: explore the field of education as a profession; integrate classroom theory with internship experience; and apply and strengthen interpersonal, technological, and critical thinking skills, while assisting students with diverse needs. A minimum of eighty hours at the internship site is required. A concurrent seminar provides a framework for analyzing and evaluating students' experience.

CEP121 Cooperative Education: Fundamentals of Professional Advancement

3 credits; 3 hours

This introductory Cooperative Education course will help students evaluate career and educational plans, develop professional literacy, and synthesize connections between coursework and professional opportunities. Theories of experiential learning and an overview of career planning will be introduced. Web-based activities, online reading and writing assignments, and a pre-internship project will culminate in the development of a professional ePortfolio. This course is a prerequisite for internship placement for students who are in a First Year Academy.
Pre- or Corequisites: For All Academies: CSE099, ESL099
For Technology Academy: BTC100 or MAC101
For Business Academy: BTM101
For Liberal Arts or Allied Health Academy: SSS100 or SSY101

CEP151 Cooperative Education: Part-Time Internship

2 credits; 1 seminar hour; 15-20 internship work hours

This internship provides students with an experience-based learning opportunity to: explore or confirm career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal and technical skills. A minimum of 15-20 hours per week at the internship site is required during the Co-op cycle. A concurrent seminar provides a framework for students to analyze their internship experience.
Prerequisites: CEP100 or CEP121 (for students in a First Year Academy) and MAT096*

CEP152 Cooperative Education: Part-Time Internship

2 credits; 1 seminar hour; 15-20 internship work hours

This elective internship provides students with an experience-based learning opportunity to: explore or confirm career interest and plans; apply classroom leaning to real work situations; and practice and strengthen interpersonal and technical skills. 15-20 hours per week at the internship site is required during the Co-op cycle. A concurrent seminar provides a framework for students to analyze their internship experience.
Prerequisite: CEP 201*

CEP175 Cooperative Education: Bilingual Education Internship I

2 credits; 2 hours

This is an introductory internship experience in a bilingual classroom setting. Students will have the opportunity to: explore the field of education as a profession; integrate classroom theory with internship experience; and apply and strengthen interpersonal, technological, and critical thinking skills, while assisting students with diverse needs. A minimum of eighty hours at the internship site is required. A concurrent seminar provides a framework for analyzing and evaluating students' experience.

CEP201 Cooperative Education: Full-Time Internship
3 credits; 1 seminar hour; 25-40 internship work hours
This internship provides students with an experience-based learning opportunity to: explore or confirm career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal and technical skills. 25-40 hours per week at the internship site is required during the Co-op cycle. The internship is accompanied by a concurrent seminar that provides a framework for students to analyze their internship experience.
Prerequisites: CEP100 or CEP 121 (for students in a First Year Academy) and MAT096*

CEP202 Cooperative Education: Full-Time Internship
3 credits; 1 seminar hour; 25-40 internship work hours
This elective internship provides students with an experience-based learning opportunity to: explore or confirm career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal and technical skills. 25-40 hours per week at the internship site is required during the Co-op cycle. The internship is accompanied by a concurrent seminar that provides a framework for students to analyze their internship experience.
Prerequisite: CEP201*

* Students are required to have at least a 2.0 cumulative grade point average the semester prior to each internship semester and have completed the appropriate introductory and/or other prerequisite courses in their major.

Each of these courses (except Fundamentals of Professional Advancement and Gateway to the Workplace) includes both the Internship and the Internship Seminar. When registering, students must also register for the appropriate seminar code as specified by their Co-op Faculty Advisor.

Students in the following specialized curricular areas should check their departmental course descriptions for the appropriate internship and seminar codes: Human Services, Occupational Therapy Assistant, Dietetic Technician, Physical Therapist Assistant, Veterinary Technology.

The Major Seminars offered by the Cooperative Education Department are as follows:

CEP211 Coop-Ed: Secondary Education Internship II
0 credits; 2 seminar hours; 80 total internship hours
Secondary-level internship experience in a secondary education classroom setting. Students will observe and reflect on the field of secondary education as a profession, connect language/literacy theories and practices with internship experiences; and apply and strengthen core competencies, while assisting students with diverse needs. A minimum of eighty hours at the internship site is required. A required concurrent seminar provides a framework for analyzing and evaluating students' experiences.
Prerequisites: ELN120, CEP111, CPA011, ENC/ENG101
Corequisites: ELE204, CEP211, and CPB011

CEP212 Coop-Ed: Childhood Education Internship II

0 credits: 2 seminar hours; 80 total internship hours

This is a second-level internship experience in an early childhood education setting. Students will observe and reflect on the field of education as a profession; integrate language and literacy development theories and practices with internship experiences; and apply and strengthen core competencies, while assisting students with diverse needs. A minimum of eighty hours at the internship site is required. A required concurrent seminar provides a framework for evaluating students' experiences.

Prerequisites: ENC/ENG101, ELN120, CEP111, CPA011
Corequisites: ELE203, CEP212, and CPB011

CEP275 Coop-Ed: Bilingual Education Internship II

0 credits: 2 seminar hours; 80 total internship hours

This is a second-level internship experience in a bilingual classroom setting. Students will observe and reflect on the field of education as a profession; integrate language and literacy development theories and practices with internship experience; and apply and strengthen core competencies, while assisting students with diverse needs. A minimum of eighty hours at the internship site is required. A required concurrent seminar provides a framework for analyzing and evaluating students' experience.

Prerequisites: ENC/ENG101, ELE120, CEP175, CPA011
Corequisites: ELE203, CEP275, and CPB011

CPA011 Reflective Practice in the Teaching Profession I

Students on either first or second internships in educational settings may take this combined seminar. The focus is on the players in the classroom - children, teachers, and other participating adults - as well as factors which influence the classroom, both in and out of school, and the refinement of observation and communication skills essential for investigating a variety of classroom issues. Seminar topics will also focus on classroom management, teaching, and student learning and behavior.

Corequisite: For Childhood Education, CEP112 and ELN120
Corequisite: For Secondary Education, CEP111 and ELN120
Corequisite: For Bilingual Child, CEP175 and ELN120

CPA041 Critical Reflection and Learning at Work

This seminar will identify experiential learning strategies and techniques that will help students maximize the learning potential of their internships. Topics covered will include theories, principles and practices of experiential education; an exploration of values, culture and ethics at work; an essential skills approach to task/skill analysis; interpersonal and communication skills; internal and external factors affecting work; organizational structure; and personal development. Self-reflection, group work, selected readings and written assignments will be used throughout the course. This seminar is also offered in an on-line format during selected terms.

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* Students are required to have at least a 2.0 cumulative grade point average the semester prior to each internship semester and have completed the appropriate introductory and/or other prerequisite courses in their major.

CPB011 Reflective Practice in the Teaching Profession II

This course is designed to present experience-based learning and reflective practice to complement topics in language and literacy courses in childhood, bilingual and secondary education. Through classroom observation and activities on their internship assignments, students will be able to identify, report, interpret and reflect on issues that have relevance to language and literacy. A teaching ePortfolio will be designed to meet national standards and to present students' growth and development.

Prerequisites: ENC/ENG101, ELN120, CEP111, CPA011;
Corequisites: ELE204, CEP212, 115, 176, and CPB011
Corequisite for Childhood Education: CEP212 and ELE203
Corequisite for Secondary Education: CEP211 and ELE204
Corequisite for Bilingual Child: CEP275 and ELE203
24 classroom seminar to accompany internship.

CPB041 Fundamentals of Career Advancement

This seminar is designed to enhance career decision-making skills. Each student will be engaged in the process of solving his or her current career dilemma. Other topics include planning for further education, career networking, using career information, and learning from work experience.

CPC041 The Future of Work

This seminar explores the changes in the workplace due to the trend of advancing technologies and the closely related trend of globalization. It will discuss the emerging New Economy and how it is altering key aspects of our working lives as well as our lives outside paid work. The seminar will also investigate the technological and organizational changes that have occurred in the workplace during the past few decades. Students will be asked to analyze their current internship experience in the light of the changing American and global economy. This seminar is also offered in an on-line format during selected terms.

CPP024 Co-op Prep for Engineering Science

0 credits; 1 hour

This course will enable engineering majors to explore and/or confirm career interests and plans and develop professional literacy in the field of engineering. Topics include: self-assessment, career and educational research and planning, strategies to access professional opportunities, contemporary issues and ethics in engineering, and the impact of diversity in the workplace. Students will be involved in web-based activities, group work, and online reading and writing activities to meet course objectives.

Prerequisite or Co-requisite: ENC/ENG101, MAT200

IND100 Portfolio Development

1 credit; 2 hours

This course will assist students to develop a portfolio that provides a description of life/workplace experiences and learning accomplishments as they relate to the objectives of a college credit course. As a process for reflective learning and professional development, it will require students to design and create an ePortfolio that contains evidence of, and reflection on, curricular, co-curricular, and personal accomplishments. A request for additional credit through various departments is optional.

Counseling Department

Room C239 (718) 482-5250

Counselors within the Division of Academic Affairs provide programs designed to help students with personal, academic, and career concerns. Additionally, the department offers two courses, the New Student Seminar and a Career Development Seminar. These courses are described below.

Department Faculty

Lynne Alston-Jackson, Pierrina Andritsi, Jean Buckley-Lockhart, Louise A. Butironi, Emily Carrasquillo, Robert J. Durfey, Joan Edmonds-Ashman, Ana M. Mora, Lynne Teplin, Kyoko M. Toyama, LaVergne Trawick

FSM001 New Student Seminar

0 credit; 1 hour

New Student Seminar is designed to provide an orientation for students to LaGuardia and to provide students with the knowledge and skills they need to be successful in college. Students will learn college policies and academic requirements, effective study skills, and test-taking strategies. In addition, students will engage in self and career exploration as well as academic planning and advisement.

FSC100 Career Development Seminar

1 credit; 1 hour

This seminar introduces the theory and process of career development. Students will examine personal and societal forces that influence career choice. In addition, an assessment of the students' career interests, values, and skills will help students understand the theory of career decision-making and apply this knowledge to their own career exploration. Through the use of career information resources, students will learn the relationship between self-assessment and career choice.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

Education and Language Acquisition Department

Room E200 (718) 482-5640

The Education and Language Acquisition (ELA) Department offers courses in education, modern languages and literatures, general language study, and English as a second language. The department offers two urban study courses and houses three education programs: bilingual education, childhood education, and secondary education.

Department Faculty

Jack Gantzer, Chairperson, Paul Arcario, Rashida Aziz, Daisy Bustio, Florence Diallo, Nancy Erber, Wenjuan Fan, Linda Forrester, Jie Gao, Judy Gex, Laurie Gluck, Lilik Gondopriono, Rick Henry, Ana Maria Hernandez, Rosa Herrera-Rodriquez, Maria Jerskey, Carole Lazorisak, Natalie Linton, Jarek Michalonek, Agnieszka Rakowicz, Max Rodriguez, Jane Selden, Carolyn Sterling-Deer, Kenneth Yin

Bilingual Education

ELB102 Educational Psychology: The Bilingual Child in an Urban Environment

3 credits; 5 hours

This course deals with an examination of the psychological theories of learning and motivation as they apply to bilingual children. Students will be introduced to the general concepts of educational psychology specifically as they apply to bilingual education. Theories of learning and motivation, cognition, learning disabilities and cultural pluralism will be examined in the context of preadolescent development in an urban setting. In addition to class sessions, a two hour-per-week field lab and a case study log are required.

Prerequisite: ELN101

ELB103 Principles and Practices of Bilingual Education and ESL

3 credits; 6 hours

This course deals with a) learning theories and their implications for the bilingual child in his/her total school environment, b) a review of instructional approaches and teaching strategies which could be effectively used to educate bilingual children, c) the nature of first and second language acquisition as well as the materials for the teaching of language to transitional bilingual children.

Prerequisite: ELB102

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ELB200 Teaching Reading and Language Arts in the Bilingual Classroom

3 credits; 6 hours

This course surveys theories, practices, and materials in the teaching of language arts in bilingual programs. It includes examination of the interrelations of listening, speaking, reading, and writing, as well as the influence of culture on language development. Coursework involves developing and presenting mini-lessons and designing a four-week language arts unit. In addition, students will evaluate materials and present written and oral reports. A three-hour weekly field experience is required.
Prerequisite: ENC/ENG101, ELB103

Education

ELD170 Integrated Curriculum A: Framework for the Developing Child

3 credits; 3 hours

This first course in the Child Development sequence introduces the concept of the integrated curriculum as the preferred approach in early childhood education. Theories on the acquisition of language and its sequential development will provide a framework for understanding the significance of language in interpersonal relationships within one's culture and across other cultural groups. Curriculum experiences for children will be planned and tested in a required co-requisite internship setting.
Prerequisite: HSC102, SSS100 or SSB110
Pre- or Corequisite: SSY101
Corequisite: Approved Co-op internship

ELD171 Integrated Curriculum B: Developing Problem-Solving Skills

3 credits; 3 hours

This course will introduce students to the problem solving and logical thinking processes that are common to both science and mathematics learning for young children. The continuing emphasis on language development will focus on building a specialized vocabulary and the communication of thinking processes. The course will also foster knowledge and understanding of the mathematical, and scientific legacies ancient cultures and civilizations have passed on to the modern world. There is a required co-requisite internship.
Prerequisite: ELD170
Pre- or Corequisite: MAT103 or SCB101 or SCP101
Corequisite: Approved Co-op internship

ELD172 Integrated Curriculum C: Developing Creativity

3 credits; 3 hours

This course will consider the media through which children's creativity is expressed. The content will focus on the use of imaginative play, music and movement, art, and materials. The course will also challenge students to study and present art, music, and literature in their many forms from various cultural, ethnic, religious, and racial perspectives.
Prerequisite: ELD170
Pre- or Corequisite: HUA101 or HUM101, SSY240
Corequisite: Approved Co-op internship

ELE203 Language and Literacy in Childhood Education

3 credits; 3 hours

This writing intensive course provides a working knowledge of language and literacy development in early childhood. Course work involves examination of early language development in young children and going through grade 6. Topics include study of the relationship between written and spoken language and oral language development in children in culturally and academically diverse groups. Students will study language diversity and its impact on emergent literacy in early childhood. Must also register for fieldwork.
Prerequisite: ELL101, ELN120, ENG102

ELE204 Language and Literacy in Secondary Education

3 credits; 3 hours

This writing-intensive course is designed to promote students' understanding of the importance of issues concerning language and literacy in secondary education and their relevance to classroom practices. Students will learn about first and second language acquisition, dialects, discourses and other language abilities as well as communicative styles and language complexity. Strategies for teaching content-area material to a diverse student population will also be addressed. Students must register for fieldwork.
Prerequisite: : ELL101, ELN120, ENG102

ELN120 Foundations of American Education

3 credits; 3 hours

This writing intensive course introduces students to the socio-cultural and historical forces that influence education. Through the reflective decision-making model, and using New York City schools as a laboratory, students examine issues related to urban and language minority students. Topics include analysis of major educational ideas, practices and pedagogy of education and bilingual education. Students must register for an Internship and seminar. Students will create teacher education ePortfolios.
Prerequisite: MAT095
Pre- or Corequisite: ENG102
This is a Writing Intensive course.

English as a Second Language

ESA099 Basic Writing for NNS of English

0 credits; 5 hours (4 lecture, 1 lab)
(Equivalent to ENG099)
Basic Writing I for Non-native speakers of English aims at introducing and developing college-level writing proficiency for non-native speakers of English through careful attention to the second language writing process. Emphasizing the writing process, contrastive rhetoric, and grammatical accuracy, this course will prepare non-native speakers of English for college-level writing, as well as timed, high-stakes testing. Students will learn to identify and correct grammatical errors they are likely to make when they write. In addition, students will learn to employ argument and other rhetorical modes in the short essay form to clearly express ideas written in edited American English.
Prerequisite: ESL/ESR099 or waiver

ESE099 Intensive Basic Writing for NNS of English

0 credits; 45 hours
This is a one-week intensive version of ESA 099. The course helps non-native English speakers (NNS) develop college-level writing proficiency through careful attention to the second language writing process. Emphasizing process writing, contrastive rhetoric, and grammatical accuracy, this course prepares NNS for both college-level writing and timed, high-stakes testing. Students will learn to employ argument in short essay form to clearly express their opinions in edited American English.
Prerequisite: Departmental permission

ESL097 English as a Second Language II

0 credits; 9 hours (7 lecture, 2 lab)
(Equivalent to First Year Institute USE097)
This course, for students with some knowledge of English, develops a student's proficiency in listening, speaking, reading, and writing. Listening and pronunciation receive careful attention. Similarities and differences between written and spoken language are emphasized. At the end of the course, students must demonstrate their overall proficiency by passing departmental listening, reading, and writing examinations.
Prerequisite: Placement exam

ESL098 English as a Second Language III

0 credit; 9 hours (7 lecture, 2 lab)
(Equivalent to First Year Institute USE098)
This course helps intermediate level ESL students to improve their reading and writing skills and also provides practice in listening and speaking. All of the activities focus on expanding the students' knowledge of English and developing fluency in all of the skills. At the end of the course, students must demonstrate increased competency in writing as well as in reading, speaking, and listening.
Prerequisite: ESL097 or placement exam

ESL099 English as a Second Language IV

0 credit; 10 hours; (8 lecture, 2 lab)
(Equivalent to First Year Institute USE099)
This course provides extensive practice in reading, writing, listening, and speaking using college-level materials and helps students to increase their vocabulary and study skills. Its purpose is to enable students to express ideas in acceptable written and spoken English.
Prerequisite: ESL/ESR098 or placement exam

ESR098 ESL III for Select Readers

0 credit; 6 hours (6 lecture, 2 lab)
(Equivalent to ESL098)
This is an accelerated course which focuses on expository writing and critical reading skills for the non-native speaker of English and is open only to those students who achieve a predetermined level based on the reading placement test. Oral presentations and/or themes will follow the discussion of reading selections used to improve students' ability to think critically. These selections and the students' compositions will be used for grammar and vocabulary instruction.
Pre- or Corequisite: This course is only open to new students who place at the ESL 098 level and who either place into CSE 099 or have a passing score on the Compass Reading test.

ESR099 ESL IV for Select Readers

0 credit; 8 hours; (6 lecture, 2 lab)
(Equivalent to ESL099)
This is an accelerated ESL099 course which provides extensive practice in reading, writing, listening and speaking using college-level materials and helps students increase their vocabulary and study skills. Its purpose is to enable students to express ideas in acceptable written and spoken English. Final compositions read by both ESL and English Department faculty determine placement in English Department courses.
Prerequisite: ESR098 or placement exam

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Language Study

ELL101 Introduction to Language

3 credits; 3 hours

An introduction to the nature, structure and history of language, this course surveys the scientific study of language and answers the question of what it means to "know" a language. Areas covered include phonology, word structure, sentence structure, how language is acquired, how languages change through time, language in society and writing systems.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELL/ENG110 English Grammar Syntax

3 credits; 3 hours

This is a syntax and grammar course. The course focuses on those advanced grammatical structures necessary in academic discourse. The course begins with a review of the English verb system and covers preposition use, English word order, adverb, adjective, and noun clauses, reported speech, article usage, complex conditionals, and passive voice. Additional topics may be selected in response to the particular needs and interests of the students in the class.
Pre- or Corequisite: CSE095, ESL/ESR099

ELL210 English Morphology

3 credits; 3 hours

This course applies linguistic principles to the study of the English vocabulary and examines morphemes and how they combine to form English words. Topics include an overview of the history of English with particular emphasis on word development, word histories, sound change and meaning change, sources of new words, usage and variation, and slang.
Prerequisite: ELL101, ENC/G101, MAT096

ELL220 Introduction to Sociolinguistics

3 credits; 3 hours

This course surveys topics in sociolinguistics including language codes, regional and social dialects, and language variation as well as the cultural basis of language codes. Additional areas of study include the origins of pidgin and creole languages and the formation of speech communities/communities of practice. An overview of research methods common to sociolinguistic research will also be introduced.
Prerequisite: ELL101, ENC/G101, MAT096

ELN105 Languages of the World and of New York City

3 credits; 3 hours

This course explores language use and language history, particularly in the New York metropolitan area. It is an investigation of the features of indigenous languages of the Americas as well as those belonging to the influx of languages from around the world, revealing their deep-seated similarities and surprising differences. It examines the preservation and change of languages and their use in cultural communities in the urban setting.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, ESL/R099
Pre- or Corequisite: MAT095
This is a Writing Intensive course.

Modern Languages and Literatures

American Sign Language

ELM101 American Sign Language I

3 credits; 3 hours

This is a beginning course designed to develop skills in a form of manual communication used primarily by American-born deaf persons in interpersonal (face-to-face) relations. Emphasis will be on the use of the body for visually based communication, and the structure, vocabulary and development of American Sign Language.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELM102 American Sign Language II

3 credits; 3 hours

This course is a continuation of American Sign Language I with emphasis on vocabulary building in conjunction with appropriate use of the body and grammatical patterns.
Prerequisite: ELM180

ELM103 American Sign Language III

3 credits; 3 hours

In this course, students who have learned some of the vocabulary and grammatical principles of American Sign Language in ASL I and ASL II will begin to apply what they have learned in a conversational context. Students will become acquainted with a variety of ASL communication styles and dialects used by deaf people.
Prerequisite: ELM181

ELM104 American Sign Language IV

3 credits: 4 hours (3 lecture, 1 lab)

This course builds on the vocabulary and grammar learned in ASL 1 through 3. Language skills will be refined in the areas of complex non-manual grammatical markers, advanced ASL spatial rules, classifiers (particularly as used for descriptions of small items, people, cars, and places), and adverbial modifiers for small items and details. Students will be able to use ASL in a variety of discourse types such as persuasion, negotiation, problem-solving, giving directions, and dialogue. Upon completion, students' abilities to communicate with deaf persons will be enhanced.
Prerequisite: MAT095, ELM182

Arabic

ELA101 Elementary Arabic 1
3 credits; 3 hours
This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.
Note: A student must successfully complete ELA102 Arabic 2 before credit is granted for ELA101 Elementary Arabic 1.

ELA102 Elementary Arabic 2
3 credits; 3 hours
This course is a continuation of ELA101 Elementary Arabic 1.
Pre- or Corequisite: ELA101

ELA201 Modern Arabic Literature
3 credits; 3 hours
This course will familiarize students with the literary production of authors from the Arabic-speaking world. Reading and analysis of representative works of different styles, genres, and literary periods will be selected every semester. This course is taught in Arabic.
Prerequisite: Exemption Exam
Pre- or Corequisite: CSE099, ENG098, ESL097

Bengali

ELV101 Elementary Bengali 1
3 credits; 3 hours
This course for beginners is designed to develop listening, speaking, reading, and writing skills within a sociolinguistic context of Bengali-speaking people through work in the classroom and the language laboratory.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
Note: Student must successfully complete ELV102 before credit toward graduation is granted for ELV101 Elementary Bengali 1.

ELV102 Elementary Bengali 2
3 credits; 3 hours
This course is a continuation of ELV101. Listening, speaking, reading and writing skills will be further developed within a sociolinguistic context of Bengali-speaking peoples through work in the classroom and the language laboratory. All writing will be done using Bengali script.
Prerequisite: ELV101

ELV103, Intermediate Bengali
3 credits; 3 hours
This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Bengali within a socio-cultural context. The four communicative skills of listening, speaking, reading and writing are emphasized with particular attention paid to sentence and paragraph structure, grammatical features, and oral and written fluency. The Bengali writing system will be reinforced. Taught in Bengali.
Prerequisite: ELV102 or Exemption Exam

ELV105 Bengali for Heritage Students
3 credits; 3 hours
This course is designed to enable heritage speakers of Bengali to enhance their reading and writing competence through a review of grammar and usage, basic composition strategies and analysis of primary material in the language. This course is taught in Bengali.
Prerequisite: Exemption Exam
Pre- or Corequisite: CSE099, ENG098, ESL097

ELV201 Modern Bengali Literature
3 credits; 3 hours
This course will familiarize students with modern Bengali literature through selected readings from various genres. Representative authors from West Bengal and Bangladesh will be studied. This course is taught in Bengali.

Chinese

ELC101 Modern Chinese I
3 credits: 4 hours (3 lecture, 1 lab)
The basic course in Modern Chinese (Mandarin) is designed to develop primary listening and speaking skills through work in the classroom and language laboratory. Students will learn the pronunciation, grammar and vocabulary of Chinese in the context of important aspects of the culture affecting the communication process. Students will be introduced to the romanized writing system (pinyin).
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
Note: Student must successfully complete ELC102 before credit toward graduation is granted for ELC101 Modern Chinese 1.

ELC102 Modern Chinese II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of ELC101. Listening and speaking skills will be further developed through work in the classroom and the language lab. Students will learn more about Chinese pronunciation, grammar and vocabulary in selected cultural contexts. The basic Chinese writing system will be introduced.
Prerequisite: ELC101

ELC103 Intermediate Chinese

3 credits; 4 hours (3 lecture, 1 lab)

This course is the third in a sequence. The purpose of the course is to help students build functional language proficiency and increase their ability to communicate in Mandarin Chinese with confidence and ease. The course continues to focus on the four basic skills of listening, speaking, reading and writing, with a strong emphasis on sentence structure, grammatical features, oral and written translation fluency, and vocabulary building.
Prerequisite: Exemption Exam

ELC105 Modern Chinese for Heritage Students

3 credits; 3 hours

This course is designed for Chinese heritage students who wish to enhance their communicative skills.
Prerequisite: Exemption Exam

ELC150 Skills Maintenance in Modern Language

1 credit; 2 lab hours

This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to a student's particular field of interest. Hours are individually arranged.
Prerequisite: ELC101

ELC201 Modern Chinese Literature

3 credits, 3 hours

This course introduces students to modern Chinese literature and culture. Readings will be taken from various genres of literature, with an emphasis on modern Chinese literary expression. The course aims at strengthening the student's ability to read and discuss literature in Chinese. Special attention will be paid to the Chinese literary tradition and its relationship to Western literature.
Prerequisite: Placement Exam

ELC202 Contemporary Chinese Literature

3 credits, 3 hours

This course is an introduction to contemporary Chinese literature. It aims at familiarizing students with the literature written in Chinese from 1949 to the present, and the concomitant transformation of Chinese socio-cultural milieu since the creation of the People's Republic of China. This course is taught in Chinese.
Prerequisite: Placement Exam

ELC203 Classic Chinese Literature

3 credits, 3 hours

This course is an introduction to classical Chinese literature. It aims at strengthening students' ability to read and comprehend original texts written in wen yan wen, classical written Chinese. Furthermore, it enables students to have direct, zero-distance contact with genuine Chinese culture and ideology. This course is taught in Chinese.
Prerequisite: Placement Exam

French

ELF101 Elementary French I

3 credits; 4 hours (3 lecture, 1 lab)

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
Note: A student must successfully complete ELF 102 before credit is granted for ELF101 Elementary French 1.

ELF102 Elementary French II

3 credits; 4 hours (3 lecture, 1 lab)

This is a continuation of Elementary French I.
Prerequisite: ELF101

ELF103 Intermediate French

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed to further develop language skills. The relationship between speaking, reading and writing is emphasized.
Prerequisite: Exemption Exam

ELF105 French for Francophones

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed to enable students who speak French at an intermediate level to develop further oral and written skills through interviews, reading and writing assignments. This course will also emphasize spelling, grammar, and vocabulary needed to pursue academic coursework in French.
Prerequisite: Exemption Exam

ELF150 Skills Maintenance in Modern Language

1 credit; 2 lab hours

This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to a student's particular field of interest. Hours are individually arranged.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELF201 French Literature from a Global Perspective

3 credits; 3 hours

This course is an introduction to the literature and culture of French speaking countries through various forms of literary expression. Readings and discussions will emphasize the rich contributions of African, Caribbean, and North American writers and artists, as well as responses to them from France and the United States.
Prerequisite: Placement Exam

ELF250 Contemporary Francophone Literature in Translation

3 credits; 3 hours

This course examines the thematic and stylistic variety of contemporary French language literature in different genres in English translation. Students will explore themes of identity, memory, time, sex and sexuality, the Pan-African diaspora, colonial and post-colonial relations, the Enlightenment heritage, the links to national and international movements, and the politics of resistance and language choice through the analysis of representative poems, stories, novellas and novels.

Prerequisite: ENC/ENG101

Greek

ELG103 Intermediate Greek

3 credits; 3 hours

This course is designed to further develop language skills. The relationship between speaking, reading, and writing is emphasized.

Prerequisite: Exemption Exam

Hebrew

ELH101 Elementary Hebrew I

3 credits; 4 hours (3 lecture, 1 lab)

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.

Note: A student must successfully complete ELH102 before credit is granted for ELH101 Elementary Hebrew I.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELH102 Elementary Hebrew II

3 credits; 4 hours (3 lecture, 1 lab)

This course is a continuation of Elementary Hebrew I. It is designed to further develop listening, speaking, reading and writing through work in the classroom and the language laboratory.

Prerequisite: ELH101

ELH201 Contemporary Hebrew Literature

3 credits; 3 hours

This course is an introduction to literature written in modern Hebrew and the culture of Israel. Its goal is to familiarize students with an author, a genre or a theme and to explore the socio-cultural milieu in which it developed. This course is taught in modern Hebrew.

Prerequisite: Exemption Exam

Italian

ELI101 Elementary Italian I

3 credits; 4 hours (3 lecture, 1 lab)

This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

Note: A student must successfully complete ELI102 before credit is granted for ELI101 Italian I.

ELI102 Elementary Italian II

3 credits; 4 hours (3 lecture, 1 lab)

This is a continuation of Elementary Italian I.

Prerequisite: ELI101

ELI103 Intermediate Italian

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Italian within a socio-cultural context. The four communicative skills of listening, speaking, reading and writing are emphasized with particular attention paid to sentence and paragraph structure, grammatical features, and oral and written fluency. This course is taught in Italian.

Prerequisite: ELI102

ELI150 Skills Maintenance in Modern Language

1 credit; 2 lab hours

This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to student's particular field of interest. Hours individually arranged.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

Japanese

ELJ101 Elementary Japanese 1

3 credits; 3 hours

This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.

Note: A student must successfully complete ELJ102 before credit is granted for ELJ101 Elementary Japanese 1.

ELJ102 Elementary Japanese 2

3 credits; 3 hours

This course is a continuation of ELJ101 Elementary Japanese 1.

Pre- or Corequisite: ELJ101

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ELJ103 Intermediate Japanese 1

3 credits; 3 hours

This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Japanese within a socio-cultural context. The four communicative skills of listening, speaking, reading, and writing are emphasized with particular attention paid to sentence and paragraph structure, grammatical features, and oral and written fluency. The Kanji writing system will be introduced and reinforced. Taught in Japanese.

Prerequisite: ELJ102 or Exemption Exam
Corequisite: CSE095, ENG098, ESL097

ELJ104 Intermediate Japanese 2

3 credits; 3 hours

This course is designed as a continuation of Intermediate Japanese 1 with greater emphasis on reading and writing. It also continues to familiarize students with literary Japanese. This course will be taught in Japanese.

Prerequisite: ELJ103 or Exemption Exam
Corequisite: CSE095, ENG098, ESL097

ELJ201 Modern Japanese Literature

3 credits; 3 hours

This course will familiarize students with modern Japanese literature through selected readings with an emphasis on expository style. Representative authors from the Meiji, Taisho, Showa, and post-war literature will be selected. [Readings are in Japanese]

Prerequisite: Exemption Exam

ELJ250 Japanese Literature In Translation

3 credits; 3 hours

This course is an introduction to Japanese literature in English translation. Selected classics of Japanese literature representative of the major genres from the early to the modern period will be read and discussed. Thematic and stylistic variety of various genres will be explored. Knowledge of the Japanese language is not required.

Prerequisite: ENG101

Korean

ELK101 Elementary Korean I

3 credits; 3 hours

This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory. The Korean script han'gul will be used from the onset.

Note: Student must successfully complete ELK102 before credit toward graduation is granted for ELK101 Elementary Korean 1.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELK102 Elementary Korean II

3 credits; 3 hours

This course is a continuation of ELK101.

Prerequisite: ELK101

ELK103 Intermediate Korean

3 credits; 3 hours

This course is designed to further develop listening, speaking, reading, and writing skills in Korean within a cultural context.

Prerequisite: Exemption Exam

ELK105 Korean for Heritage Students

3 credits; 3 hours

This course is designed for Korean heritage students who wish to enhance their communicative skills.

Prerequisite: Exemption Exam

ELK150 Skills Maintenance in Modern Language

1 credit; 2 lab hours

This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to a student's particular field of interest. Hours individually arranged.

Prerequisite: ELK101

ELK201 Modern Korean Literature

3 credits; 3 hours

This course will familiarize students with Korean literature through selected readings from twentieth century authors.

Prerequisite: Placement Exam

Polish

ELP101 Elementary Polish I

3 credits; 4 hours (3 lecture, 1 lab)

This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.

Note: A student must successfully complete ELP102 before credit toward graduation is granted for ELP101 Elementary Polish I.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELP102 Elementary Polish II
3 credits; 4 hours (3 lecture, 1 lab)
This course is a continuation of ELP101.
Prerequisite: ELP101

ELP103 Intermediate Polish
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to further develop listening, speaking, reading, and writing skills in Polish within a cultural context.
Prerequisite: Exemption Exam

ELP105 Polish for Heritage Students
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed for Polish heritage students who wish to enhance their communicative skills.
Prerequisite: Exemption Exam

ELP201 Polish Literature
3 credits; 3 hours
This course will familiarize students with Polish literature through selected readings from the earliest times to the present.
Prerequisite: Placement Exam

Portuguese

ELZ101 Elementary Portuguese I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.
Note: A student must successfully complete ELZ102 before credit is granted for ELZ101 Elementary Portuguese I.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELZ102 Elementary Portuguese II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of Elementary Portuguese I.
Prerequisite: ELZ101

Russian

ELR101 Elementary Russian I
3 credits; 3 hours
This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory. The Cyrillic alphabet will be introduced from the onset.
Note: A student must successfully complete ELR102 before credit toward graduation is granted for ELR101 Elementary Russian 1.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELR102 Elementary Russian II
3 credits; 3 hours
This course is a continuation of ELR101.
Prerequisite: ELR101

ELR103 Intermediate Russian
3 credits; 3 hours
This course is designed to further develop listening, speaking, reading, and writing skills in Russian within a cultural context.
Prerequisite: Exemption Exam

ELR105 Russian for Heritage Students
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed for Russian heritage students who wish to enhance their communicative skills.
Prerequisite: Exemption Exam

ELR201 Russian Literature of the 20th Century
3 credits; 3 hours
This course will familiarize students with key works by Russian writers from the end of the tsarist monarchy to the present.
Prerequisite: Placement Exam

Spanish

ELS101 Elementary Spanish I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
Note: A student must successfully complete ELS102 before credit is granted for ELS101 Elementary Spanish I.

ELS102 Elementary Spanish II
3 credits; 4 hours (3 lecture, I lab)
This is a continuation of Elementary Spanish I.
Prerequisite: ELS101

ELS103 Intermediate Spanish
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to further develop language skills. The relationship among speaking, reading and writing is emphasized.
Prerequisite: Exemption Exam

ELS105 Spanish for Fluent Speakers I
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to enable the native speaker of Spanish to master the intricacies of Spanish accentuation and spelling, to expand his/her vocabulary and to allow him/her to conduct a basic grammatical analysis of the sentence.
Prerequisite: Exemption Exam

ELS150 Skills Maintenance in Modern Languages

1 credit, 2 lab hours

This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to student's particular field of interest. Hours individually arranged.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

ELS200 Latin American Literature I

3 credits; 3 hours

This course deals with an introduction to Latin American literature and its relationship to the dynamics of social change. The course also traces the influence of European, North American, African, and pre-Columbian elements on Latin American literary movements. Topics include pre-Columbian literatures, colonization and exploration, the wars of independence, and abolition.
Prerequisite: Placement Exam

ELS201 Latin American Literature II

3 credits; 3 hours

This course is a continuation of Latin American Literature I. The second term deals with urbanization, social consciousness, alienation, black awareness, and the new revolutions.
Prerequisite: Placement Exam

ELS204 Latin American Civilizations

3 credits; 3 hours

This course deals with an in-depth study of the peoples and cultural institutions of Latin America through the examination of selected topics such as caudillismo, machismo, mestizaje, honor, slavery, and aboriginal traditions as reflected in different forms of literary and artistic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences.
Prerequisite: Placement Exam

ELS205 Latin American Civilizations

3 credits; 3 hours

This course deals with an in-depth study of peoples and cultural institutions of Latin America through the examination of selected topics such as caulillismo, machismo, mestizaje, honor, slavery, and aboriginal traditions as reflected in different forms of literary and artictic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences. In English. No exemption credit in Spanish.
Prererquisite: CSE099; ENA/ENG/ESA099/ENC101
Note: Not open to students with credit for ELS/HUS 104

ELS 209 Spanish Grammar and Usage

3 credits; 3 hours

This course is designed as a descriptive study of the structure of the Spanish language, while offering writing practice through the analysis of lexical and morphological variations and differences in register in selected texts. Students will analyze Spanish syntax, increase their understanding of the structures of Spanish and develop stylistically correct prose. They will also be able to recognize dialectical variations, differences in register, and linguistic calques. Taught in Spanish.
Prerequisite: ENC/ENG101, ELS210

ELS211 Spanish Literature 1

3 credits; 3 hours

This course will familiarize students with the literature of Spain from the Middle Ages through the 1700. Students will read and analyze representative works of different styles, genres, and literary periods selected every semester. This course is taught in Spanish.
Prerequisite: ELS105 or Exemption Exam

ELS212 Spanish Literature 2

3 credits; 3 hours

This course traces the development of peninsular Spanish literature from Romanticism to the present. Students will learn about the thematic, stylistic and ideological characteristics of representative movements such as romanticismo, realismo, costumbrismo, Generacion del 98, Generacion del 27, vanguardismo, and pre and post Civil War neorrealismo. Feminist literature will also be considered. The course will include genre theory as it pertains to poetry drama, the short story, the novel and the essay. In Spanish.
Prerequisite: ELS105
Pre- or Corequisite: CSE095, ENG098, ESL097

ELS210 Advanced Spanish Composition

3 credits; 3 hours

This course is designed as an introduction to the study of fiction and stylistics in the Spanish language. Students learn to identify and utilize effective communicative strategies in written Spanish. They also build an adequate vocabulary for career or academic purposes. Weekly assignments will stress critical and composition skills.
Prerequisite: Placement Exam

ELS220 Commercial Spanish

3 credits; 3 hours

This course is designed to reinforce advanced composition and research techniques in the field of business. Emphasis is placed on types of business communications and the preparation and analysis of research reports. Students will become familiar with the main similarities and differences between commercial terminology in Spanish and English. They will also become familiar with import, export, and other business documents.
Prerequisite: Placement Exam

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ELS230, History of the Spanish Language

3 credits; 3 hours

This course traces the development of the Spanish language from the Vulgar Latin of the Middle Ages to contemporary Standard Spanish. The course focuses on the historical and cultural factors that determined changes in the morphological, lexical, phonological, semantic and syntactic development of modern Spanish. The influence of Arabic, the Amerindian and African languages, as well as contact with modern English will be considered. Taught in Spanish.

Prerequisite: ELL101, ELS105

ELS250 Contemporary Latin American Fiction in Translation

3 credits; 3 hours

This course explores the thematic and stylistic variety of contemporary Latin American fiction in English translation. Students will explore the themes of dictatorship, struggle with nature, the plight of natives, mestizaje, social and political unrest, and alienation through the analysis of representative stories, novellas and novels. Experimental and fantastic fiction will also be considered. Students will learn about the literary movements that influenced the writers in question.

Prerequisite: ENC/ENG101

ELS270 Literature of the Caribbean

3 credits; 3 hours

This course deals with a comparative study of the novel, drama, poetry, and essay of the countries in the Caribbean basin. Course content will change according to instructor and student preferences. Representative authors may include Marti, Hostos, Llorens Torres, Guillen, Lezama Lima, Mir, Bosch, Cesaire, Carpentier, and Ferre.

Prerequisite: Placement Exam

Urban Study Courses

ELN101 Introduction to Bilingualism

3 credits; 3 hours

This course will cover the basic rationale, principles, and applications of a bilingual philosophy of learning. It will consider psychological, social, and political factors of bilingualism, including past and present legislation. It will also examine language acquisition theories, representative models of bilingualism and bilingual instruction, and issues related to the maintenance of language and culture. Field trips to various schools in the city will constitute a significant part of the course.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

This is a Writing Intensive course.

ELN194 The Puerto Rican Community Minority Group Experience

3 credits; 3 hours

This course examines the Puerto Rican community in order to provide an enhanced awareness of and sensitivity to the value systems of New York City's minorities. Students will experience first-hand the cultural heritage of one of the city's largest minorities and will learn about their contributions, conditions, and problems. Field trips will include El Barrio, Office of the Com-monwealth of Puerto Rico, the Puerto Rican Traveling Theatre, and other organizations.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

This is a Writing Intensive course.

English Department

Room E103 (718) 482-5656

The English Department, through a carefully designed curriculum that includes composition, literature, and journalism courses, teaches students writing and analytical skills necessary for both academic and career success. The department offers courses in: composition, creative writing, journalism, literature, and Urban Study.

Department Faculty

Sandra S. Hanson, Chairperson; Marian C. Arkin, Lenore A. Beaky, Nancy Berke, Susan Bernstein, Edna Boris, Linda Chandler, J. Elizabeth Clark, Terry J. Cole, Kelly Connelly, Barbara Comins, Catherine D. Costa, Richard Dragan, Berton R. Eisenstadt, Thomas A. Fink, Kristen Gallagher, Ximena Gallardo, Gail Green-Anderson, Stafford Gregoire, Carlos M. Hiraldo, Heidi L. Johnsen, Marisa Klages, Karlyn Koh, Arlene L. Ladden, Irwin Leopando, Daniel J. Lynch, Cecilia Macheski, Michelle Pacht, LaRose Parris, Kimberly Raimirez, Victor Rosa, Charity Scribner, Sigmund Shen, John O. Silva, C. Jason Smith, Rochelle Spencer, David Styler, Lara Tanenbaum, Gordon Tapper, Ting Man Tsao, Phyllis Van Slyck, James Wilson, Xiaoping Yen, Susan Young, Yu Zhang

Composition/Writing

ENA099 Basic Writing I

0 credit; 7 hours (6 lecture, 1 lab)

Basic writing is designed to introduce and develop college level writing skills through attention to the writing process. Emphasizing both the writing process and skills needed for timed and high stakes essays, to pass the CUNY aligned Assessment of Writing (CAAW) as their final, this course prepares students for college level writing expressing ideas in U.S edited English and including text. This course is open to new students only.

Prerequisite: ESL/ESR099, First semester students with a CSE 095 placement and the lowest scores on the ACT or CAAW.

ENC101 Composition I: An Introduction to Expository Writing

3 credits; 4 hours

In this course students focus on writing as a process to create correct, effective, expository essays in response to culturally diverse sources. Students learn argumentation, fundamental research methods and documentation systems. Emphasis is placed on various methods of organization appropriate to the writer's purpose and audience. One contact hour a week focuses on improving basic skills deficiencies in writing. Admission to this course is based on college placement test scores. Open to new students only.

Prerequisite: Exemption/Pass on ACT, First semester students with an exemption or a pass on the CUNY ACT reading test, and the highest failing grade on the new CUNY developmental writing exam (CAAW)

ENG099 Basic Writing I

0 credit; 5 hours (4 lectures, 1 lab)
(Equivalent to Quick Start USW099)

Basic Writing is designed to introduce and develop college level writing proficiency through careful attention to the writing process. Emphasizing both the writing process and skills needed for timed and high stakes essays, such as the CUNY Aligned assessment of Writing (CAAW), this course will prepare students for college level writing. Students will learn text based writing in the short essay form to clearly express ideas in edited U.S. English that integrate analysis of a written text.

Prerequisite: ESL/ESR099, Students must demonstrate readiness for learning college-level writing proficeincy as indicated by their score on the CUNY Aligned Assessment of Writing (CAAW) Exam

ENG101 Composition I: An Introduction to Expository Writing

3 credits; 4 hours

In this course students focus on writing as a process to create correct and effective expository essays in response to culturally diverse sources. Emphasis is placed on using various methods of organization appropriate to the writer's specific writing context. Students use a variety of rhetorical strategies, research methods, and documentation procedures in their essays. Admission to this course is based on college placement test scores.

Prerequisite: CSE095/099 if required;
ENA/ENG/ESA099/ ENC101 if required; exemption or
Pass on the ACT Writing and Reading Tests.

ENG102 Composition II: Writing Through Literature

3 credits; 3 hours

This course extends and intensifies the work of Composition I, including research methods and documentation procedures. Students are introduced to close-reading techniques to develop critical thinking and writing skills through the study of culturally diverse works in poetry and at least two other literary genres. Writing assignments include a critical research paper applying tools of literary analysis. Admission to the course requires completion of Composition I.

Prerequisite: ENC/ENG101

ENG103 The Research Paper

2 credits; 2 hours

This course gives students intensive instruction and practice in library research and writing a staged, formal essay. Students will learn how to choose an appropriate research topic, pose a research question, and outline, organize, and integrate source material into their essays without plagiarizing. They will find and evaluate both print and on-line sources and practice taking notes, summarizing, paraphrasing, quoting, using in-text citations, and creating a Works Cited.

Prerequisite: ENC/ENG101

ENG106 Critical Writing: Analysis and Argumentation

3 credits; 3 hours

This course is designed to reinforce and add to the skills developed in Composition I. Emphasis will be placed on those skills central to planning, composing and revising essays of argumentation and critical analysis. Students will also work on developing greater variety and brevity of style and will write a series of essays, including precis, analyses and critiques, based on related readings. A final term paper will contain an independent evaluation of secondary sources.
Prerequisite: ENC/ENG101

ENG/ELL110 English Grammar Syntax

3 credits; 3 hours

This is a grammar and syntax course. The course focuses on the grammatical structures necessary in academic discourse. The course begins with a review of the English verb system and covers preposition use, English word order, adverb, adjective, and noun clauses, reported speech, article usage, complex conditionals, and passive voice. Additional topics may be selected in response to particular needs and interests of the students in the class.
Pre- or Corequisite: CSE095, ESL/ESR099

ENG/HUC238 Screenwriting

3 credits; 3 hours

This is a course in the art and craft of writing a fictional narrative for the screen. Screenwriting genres and applications vary widely, yet every one reaches its audience through storytelling. Students examine the ways cinematic narratives show, rather than tell. Students then create their own 10-minute movie script. They explore scene and act structure, character development, dialogue, description, etc. Students learn professional standards for writing for the screen and how to use screenplay software.
Prerequisite: ENC/ENG101

ENN198 Creative Writing Workshop

3 credits; 3 hours

This course introduces students to the elements of creative writing by using New York as a writer's laboratory. Field trips to city places such as schools, streets, parks will lead to writing that uses these places and the people in them as themes. Students will write a variety of creative pieces–sketches, brief narratives, poems, dramatic dialogues dealing with this glimpsed New York life. Reading of and visits with New York writers writing on New York themes will complement these activities.
Prerequisite: ENC/ENG101
This is a Writing Intensive course.

ENZ099 Basic Writing II: ACT Preparation Workshop

0 credit; 4 hours

Basic Writing II is designed to reinforce writing skills acquired in ENA/G099 for students who have passed Basic Writing I but who have not yet passed the writing portion of the CUNY ACT Writing Test. The course provides concentrated test-taking strategies and practice necessary for writing argument essays under time constraints. The course also acts, by reinforcement and enhancement of essay writing, as additional preparation for ENG 101: Composition I.
Prerequisite: ENA/ENG/ESA/099/ENC101

Journalism

ENG210 Journalism: Its Scope and Use

3 credits; 3 hours

This course provides an overview of journalism with an emphasis on print and related areas, such as in-house publications and public relations writing. Also to be covered are the history and impact of journalism, particularly the changing role of women and minorities in the press. News reporting, editing, production, newsroom organization, and management will be explored through writing assignments, demonstrations, and visits to LaGuardia's newspaper as well as professional news publications.
Prerequisite: ENC/ENG101

ENG211 Journalism: The Craft of Gathering and Reporting the News

3 credits; 3 hours

This course emphasizes writing various types of hard news stories for mainstream and community newspapers. Students also learn how to use different interview styles to cover a variety of newsbeats. Students will be involved in writing for the College newspaper. Field trips to newsrooms will enable students to write reports on potential careers in news writing.
Prerequisite: ENC/ENG101

ENG212 Feature Writing for Newspapers and Popular Magazines

3 credits; 3 hours

This course introduces students to writing various types of feature stories, such as the human interest story, the lifestyle column, opinion, and reviews (films, theater, books). To gather material for these features, students will learn how to vary their interview techniques. Press law which applies to writing reviews and opinion will be covered. Each student will also have an opportunity to write a feature profiling cultural diversity at LaGuardia.
Prerequisite: ENC/ENG101

ENG213 Broadcast Journalism: Writing for Radio

3 credits; 3 hours

This course introduces student to the essentials of radio news writing. Students learn how to prepare for radio news interviews, how to outline, write and edit radio news spots of various styles, how to proofread stories to avoid violating FCC regulations. This course also focuses on writing for community-based radio stations. Students will visit a community radio station and will write about careers in radio journalism.

Prerequisite: ENC/ENG101

ENG220 Seminar in Teaching Writing

4 credits; 4 hours

The Seminar in Teaching Writing combines three hours of class discussion of theory and practice of teaching writing with one hour of actual classroom experience as a participant observer and as a tutor. In class, students will discuss readings on writing theory and practice teaching and tutoring methodologies. Students will work with students in a composition or basic writing class. They will observe the class during the first half of the term and during the second half they will tutor under supervision.

Prerequisite: ENC/ENG101

Literature

ENG204 Asian American Literature

3 credits; 3 hours

This course examines the achievements of Asian American writers, exploring ways in which these writers represent community, class, nation, race, ethnicity, gender, sexuality and culture, and analyzing recurrent themes such as identity, generation conflict, and assimilation. Literary works written in English by Khaled Hosseini, Henry David Hwang, Maxine Hong Kingston, Jhumpa Lahiri, Chang-rae Lee, Bharati Mukherjee, John Okada, and Wakako Yamauchi, among others, might be studied.

Prerequisite: ENC/ENG101

ENG205 The Bible as Literature

3 credits; 3 hours

This course is designed to analyze the Bible critically as a literary compilation with particular consideration to the following forms: myth, epic narrative, drama, poetry, prophecy, and parable. Questions of literary history, canonicity, authorship, and source materials are considered. Various translations (e.g., King James, Coverdale, Jerusalem) may be examined comparatively for their use of language. Selections for study are chosen for their impact on subsequent literature, as well as for their artistic merit.

Prerequisite: ENC/ENG101

ENG225 Afro-American Literature

3 credits; 3 hours

This course is a survey of African-American literature from its beginning to the present day, including the slavery era, the era of accommodation and protest, the Harlem Renaissance, the integrationist movement, the era of black aestheticism, and the post-1960's decades. Writers to be studied might include Wheatley, Douglass, DuBois, Hughes, McKay, Brown, Wright, Brooks, Walker, Ellison, Baldwin, Hansberry, Baraka, Morrison, Naylor, and Wilson, among others.

Prerequisite: ENC/ENG101

ENG235 Cultural Identity in American Literature

3 credits; 3 hours

This course will explore the diverse voices of writers in the United States through a consideration of cultural context. Literature to be discussed may include the contributions of African-American, Asian-American, Euro-American, Latino/a-American, and/or Native American writers. Such themes as cultural dislocation, alienation, and re-envisioning identity will be highlighted.

Prerequisite: ENC/ENG101

ENG245 Images of Women in Literature

3 credits; 3 hours

This course is designed to familiarize the student with the ways in which the role of women has been portrayed in literature. By identifying various stereotypes and certain recurrent themes, students will be made aware of how literature reflects and sometimes determines societal expectations. Works by both male and female authors will be examined including such authors as Henrik Ibsen, D.H. Lawrence, Ernest Hemingway, Tennessee Williams, Edward Albee, Sylvia Plath, Mary Gordon, Toni Morrison, Alice Walker, and Audre Lorde.
Prerequisite: ENC/ENG101

ENG247 The Woman Writer: Her Vision and Her Art

3 credits; 3 hours

This course will explore the unique experience of the woman writer. Studying works written by women from a variety of cultures, races, and classes will reveal how being a woman has influenced the woman writer's creative interpretation of the human condition. Maya Angelou, Charlotte Bronte, Maxine Hong Kingston, Emily Dickinson, Tillie Olsen, and Leslie Marmon Silko will be read.
Prerequisite: ENC/ENG101

ENG248 Latino/Latina Writing of the United States

3 credits; 3 hours

This course examines the contributions to American literature made by Chicana, Puerto Rican, Cuban, and Dominican women writers in the United States over the last thirty years. It surveys the variety of Latina writing and explores the ways in which Latina writers represent community, class, race, gender, culture, nation, and ethnicity in their works. Poetry, fiction, essays, autobiographical prose, and dramatic works by authors such as Julia Alvarez, Gloria Anzaldua, Sandra Cisneros, Judith Ortiz Cofer, Cristina Garcia, Cherrie Moraga, and Nicholasa Mohr will be studied.
Prerequisite: ENC/ENG101

ENG250 The Short Story

3 credits; 3 hours

This course will examine the development and conventions of the short story providing analysis of representative short stories in the context of their biographical, social, intellectual, and artistic backgrounds. Stories will be chosen to reflect a diversity of cultural, racial, and ethnic experiences. Such authors as Eudora Welty, Anton Chekhov, Richard Wright, F. Scott Fitzgerald, Willa Cather, Gloria Anzaldua, Charlotte Perkins Gilman, Yukio Mishima, Nadine Gordimer, Gloria Naylor, and Bharati Mukherjee will be studied.
Prerequisite: ENC/ENG101

ENG252 Sexuality in Literature

3 credits; 3 hours

This course will introduce students to literature in which sexuality provides the dominant themes, motifs, or images. Issues such as sex as a metaphor for violence, pornography vs. eroticism, and the Idealized Lover may be discussed. Authors examined might include Chaucer, Bernard Malamud, Virginia Woolf, Walt Whitman, Donald Goines, Alta, and Victor Hernandez Cruz. Works such as For Colored Girls..., Lolita, Lady Chatterley's Lover, The Color Purple, and The Picture of Dorian Gray may be included.
Prerequisite: ENC/ENG101

ENG256 Humor in Literature

3 credits; 3 hours

This course introduces students to humor in literature from the Classic period to the present in the genres of drama, poetry, and fiction and provides them with interpretive skills required for an appreciation and understanding of the texts. In reading the work of such authors as Aristophanes, Shakespeare, Ishmael Reed, and Fran Lebowitz, the class will define and examine examples of humorous literature such as satire, romantic comedy, parody, and farce.
Prerequisite: ENC/ENG101

ENG260 The Novel

3 credits; 3 hours

This course introduces students to ways of reading, discussing, and writing about novels through a close reading and analysis of their elements, and a consideration of their social, cultural and artistic contexts. Novels from a diverse range of sexual, racial, class, and ethnic perspectives, from the 18th century to the present, will be selected, including such writers as Jane Austen, James Baldwin, Charles Dickens, F. Scott Fitzgerald, Zora Neale Hurston, Yasunari Kawabata, Gabriel Garcia Marquez, Toni Morrison, Mark Twain, and Richard Wright.
Prerequisite: ENC/ENG101

ENG261 Literature of Difference: Lesbian/Gay Writers

3 credits; 3 hours

This course will explore the literature and experiences of lesbian and gay writers. Examining these works will reveal how sexual orientation influences the authors' creative interpretations of themselves, their culture, and the world at large. Themes of growing up gay, coming out, families, relationships, communities, homophobia, AIDS, aging, loss, and renewal are explored. Such writers as Brown, White, Lorde, Leavitt, Gomez, Beam, Baldwin, Kramer, Anzaldua, and Sarton will be studied.
Prerequisite: ENC/ENG101

ENG265 The Drama

3 credits; 3 hours

In this course, students are introduced to the drama. The characteristics of the form will be examined. Examples of the genre from major periods of its development will be studied, including plays by a range of culturally diverse authors such as Sophocles, William Shakespeare, Oscar Wilde, Henrik Ibsen, Eugene O'Neill, Lillian Hellman, Lorraine Hansberry, Arthur Miller, Tennessee Williams, Samuel Beckett, John Guare, and August Wilson.

Prerequisite: ENC/ENG101

ENG266 Shakespeare

3 credits; 3 hours

This survey course examines a selection of Shakespeare's writings. It also looks at Renaissance social, intellectual, and cultural contexts in order to help students understand Shakespeare's world. The course concentrates on various sonnets or poems and a representative selection of plays from the history plays, comedies, "problem plays," tragedies, and romances. Whenever possible, through visits to the theatre or film viewing, students are introduced to the "living Shakespeare."

Prerequisite: ENC/ENG101

ENG268 The Immigrant Experience in American Literature

3 credits; 3 hours

This course will offer an introduction to literature written by and about immigrants in America. Attention will be given to the immigrant's experiences and struggles as seen in novels as well as poems, stories, and plays. The works of such major writers as Willa Cather, Arthur Miller, James T. Farrell, Mario Puzo, Philip Roth, Alex Haley, William Saroyan, Rene Marques, Paule Marshall, Claude McKay, and Maxine Hong Kingston will be considered.

Prerequisite: ENC/ENG101

ENG269 Contemporary Black American Fiction

3 credits; 3 hours

This is a consideration and analysis of a selected number of major Afro-American fiction writers from 1952 to the present. Emphasis will be placed on both the survival of older fictional concerns (e.g., racism, violence, the search for identity) and the appearance of new trends (e.g., the employment of folklore materials, the revitalized use of Black dialects, the emergence of a group of women writers). Works by such authors as Ralph Ellison, James Baldwin, John Williams, Toni Morrison, Albert Murray, Alice Walker, Ernest Gaines, and Ishmael Reed will be read.

Prerequisite: ENC/ENG101

ENG270 Introduction to Poetry

3 credits; 3 hours

This course introduces students to the formal conventions of poetry as well as the basic elements that work to create a poem. Poems from different countries and different historical periods will be explored, at times from different critical perspectives. Works by such poets as William Shakespeare, John Donne, Walt Whitman, Emily Dickinson, W.B. Yeats, Langston Hughes, e.e. cummings, Federico Garcia Lorca, Adrienne Rich, Audre Lorde, Leslie Marmon Silko, and Gary Soto will be discussed.

Prerequisite: ENC/ENG101

ENG271 Poetry Writing

3 credits; 3 hours

This course is designed to introduce students to poetry writing. In writing and revising poems, students will utilize a variety of writing styles. For example, they will practice formal modes such as sonnet, blank verse, and sestina, and they will also write free verse. In order to locate stylistic and thematic approaches for their own poems, students will read and discuss poetry in a variety of styles and historical modes. They will have the opportunity to hear poets read works and discuss the writing process. Engaging frequently in peer critiquing of each other's work, students will also develop criteria for evaluating their own poetry and for doing revision. By the end of the semester, they will learn how to submit poetry for publication.

Prerequisite: ENC/ENG101

ENG/HUC272 Literature and Film

3 credits; 4 hours

This course studies the similarities and differences between literature and film. By comparing and contrasting literary works (complete and excerpts) with films, the course illuminates the methods, structures, and contents of the two media, as well as their relationship. Writers to be considered may include Shakespeare, Keats, Dickens, Dickinson, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Eisenstein, Riefenstahl, Flaherty, and Resnais.

Prerequisite: ENG102, HUC150 or HUC270

ENG274 Creative Nonfiction Workshop

3 credits; 3 hours

This course introduces students to creative non-fiction writing, writing that uses true events for literary effect. In writing and revising creative non-fiction, students will learn and practice a variety of forms, including personal essay, memoir, literary journalism (or narrative non-fiction), and biography. Students will work to improve their technique and develop individual voices, but will also work in groups to discuss ways to improve their work. They will read works by published authors and will also learn how to submit their own work for publication.

Prerequisite: ENC/ENG101

ENG275 The Great Writer

3 credits; 3 hours

This course studies the work of a single major author. Students will examine the author in depth, exploring the writer's career, major works, literary influence, and cultural context in order to understand his or her contribution to literary history. The author selected might be Chaucer, Milton, Austen, Dickens, Whitman, Dickinson, Wright, Faulkner, Hughes, Soyinka or Morrison.
Prerequisite: ENC/ENG101

ENG276 Fiction Writing Workshop

3 credits; 3 hours

This course focuses on the technical and stylistic elements of crafting fiction with the goal of creating fully revised, original short stories. The course utilizes draft sessions addressing the critical elements of fiction and the revision process. The course readings will emphasize world writers of the short story, and the course may include field trips to hear published writers reading their work. The final portion of the course will address the preparation of short stories for professional submission.
Prerequisite: ENC/ENG101, ENN198

ENG280 Children's Literature

3 credits; 3 hours

This course is designed to familiarize students with various types of children's literature, including folklore, modern fantasy, picture books, and realistic fiction. Students also learn how to evaluate the literary standards and pluralistic character of the literature and how to choose books to share with children from pre-school through elementary school. Through a study of works from such authors as Hans Christian Andersen, E.B. White, Virginia Hamilton, Pura Belpre, Laura Ingalls Wilder, Julius Lester, C.S. Lewis, Jamake Highwalter, A.A. Milne, and Maurice Sendak, among others, the basic themes of children's literature will be explored.
Prerequisite: ENC/ENG101

ENG289 Introduction to Literary Studies

3 credits; 3 hours

In this course students read, discuss, and write analytic essays about important texts in literary critical theory. They also learn to apply critical methods to specific literary texts. Some theorists covered might include Aristotle, Longinus, Immanuel Kant, T.S. Eliot, Mikhail Bakhtin, Walter Benjamin, Jacques Lacan, Jacques Derrida, Michel Foucault, Elaine Showalter, Helene Cixous, Edward Said, Henry Louis Gates, and Judith Butler.
Prerequisite: ENG102

ENG290 British Literature I

3 credits; 3 hours

This course covers the development of early British Literature from the Anglo-Saxon era to 1660. Authors include, among others, the Beowulf poet, Chaucer, Mary Sidney, Spenser, Shakespeare, Donne, and Milton. In addition to exploring evolving literacy genres and styles, students will study key social, political, and cultural influences on the works and their historical periods. They will also study and reflect on the emerging women voices of the age.
Prerequisite: ENG102

ENG291 British Literature II

3 credits; 3 hours

This course covers major writers, genres and themes in British literature from 1660 to the present. This includes Restoration, Neoclassicism, Romanticism, Victorianism, Modernism, and Postmodernism. Attention will be given to social, intellectual, cultural, and political contexts in order to help the students understand the works. In addition to reading major authors from John Dryden to Zadie Smith, the course may examine ballads, slave narratives, journalism, diaries, pamphlets, and other genres.
Prerequisite: ENG102

ENG292 American Literature I

3 credits; 3 hours

This course examines the development of an American literature from colonial/contact period to the emancipation of African Americans at the end of the United States Civil War. It surveys a broad range of writers, texts and themes that have shaped American identities. Fiction, poetry, essays and autobiographical prose by authors such as Douglass, Dickinson, Emerson, Franklin, Rowlands, Wheatley, and Winthrop will be studied.
Prerequisite: ENG102

ENG293 American Literature II

3 credits; 3 hours

This course examines the development of literature written in the United States from the end of the Civil War to the present. The course covers major literary movements such as Realism, Naturalism, Modernism, and Postmodernism and highlights the diverse political, social, and cultural contexts involved in shaping them. Genres such as fiction, poetry, essay, drama, and autobiography by authors such as Hemingway, Toomer, Miller, Morrison, and Silko will be studied.
Prerequisite: ENG102

ENG294 Classical Literature

3 credits; 3 hours

This course surveys Greek and Roman classical literature from Homer to Marcus Aurelius. While the principal focus is historicized, much attention is given to the diversity of genres, the interplay of mythology and philosophy, the rich variety of characters, and the seminal themes represented in these texts.
Prerequisite: ENG101
Pre- or Corequisite: ENG102 or permission of the English Department

ENG295 World Literatures Written in English

3 credits; 3 hours

This capstone course introduces students to postcolonial literatures of the Anglophone diaspora. Texts may include literary works from Africa, South and Southeast Asia, Australia, Canada, the Caribbean, Ireland, and New Zealand. Students will examine world literatures in their historical and cultural contexts. In some semesters, the course may focus on one particular geographical region and/or ethnic group.
Prerequisite: ENG102

ENN191 Art, Politics, and Protest

3 credits; 3 hours

This course examines political and/or protest art as expressed in literature, song, drama, and other arts. Issues in New York that stirred or are stirring artistic responses will be given special emphasis. Activities will include visits to museums such as the Metropolitan Museum of Art or the Museum of Modern Art, to galleries in Greenwich Village or Soho, to Ellis Island, to Broadway and off-Broadway productions, and to individual communities.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

This is a Writing Intensive course.

ENN/SSN193 Ideal Societies

3 credits; 3 hours

This course is designed to help students understand utopian movements in urban society from historical, psychological, and sociological perspectives. This course will focus on both the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and one Social Science elective from the list on page 112.

This is a Writing Intensive course.

ENN195 Violence in American Art and Culture

3 credits; 3 hours

This course surveys the depiction of various types of violence and the use of violence as a theme or metaphor in North American literature, art, and popular culture. Emphasis is placed on New York City as a laboratory and resource for researching considerations of violence in poetry, drama, fiction, film, and other visual art forms as well as popular culture (e.g., lyrics, comic strips, advertising, horror, and suspense stories).

Prerequisite: ENA/ENG/ESA099/ENC101

This is a Writing Intensive course.

ENN240 Literature of the City (formerly ENG240)

3 credits; 3 hours

This course is designed to introduce students to the literature of the city. Students will explore important urban themes, social issues, and cultural developments in the short stories, essays, poems, autobiographies, plays, and novels of major city writers such as Charles Dickens, Walt Whitman, Thomas Mann, James Baldwin, Frank O'Hara, Grace Paley, Anna Deveare Smith, Chang-Rae Lee, John A. William, Hanif Kureishi, and Oscar Hijuelos. Also popular art forms such as journalism, song lyrics, and film may be examined. Students will read and discuss issues of contemporary urban literary magazines like New York Stories. There will be one or more field trips.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

This is a Writing Intensive course.

Health Sciences Department

In 2009, the Natural and Applied Sciences Department was divided into two departments, Health Sciences and Natural Sciences. The following programs/areas were assigned to Health Sciences:
> Dietetics
> Health
> Human Services
> Nursing
> Occupational Therapy
> Paramedic
> Physical Therapy
> Science
> Veterinary Technology

The following programs/areas were assigned to Natural Sciences:
> Biology
> Chemistry
> Mortuary Science
> Physical Sciences

Department Faculty

Rosann Ippolito, Chairperson, David Bimbi, Alvin Bradley, Janine Cappodana, Clarence Chan, Bette Cohen, Caesar Colon, Patricia Dillon, Maureen Doyle, Mary Beth Early, Debra Engel, Ann Feibel, Les Gallo-Silver, Farzana Ghafoor, Philip Gimber, Naomi S. Greenberg, Unn Hidle, Kathy Karsten, Susan Kopp, Mabel Lewis-Rose, Kira Lupeke, Deborah McMillian-Coddington, Ralph Mitchell, Andrea Morgan-Eason, Margaret Norris, Rosely Octaviano, Jenny Palios, Elena Pereira, Sherrell Powell, Suzanne Rosenberg, Jacqueline Ross, Herbert Samuels, Korto Scott, Arlene Spinner, Robin Sturtz, Valerie Taylor-Haslip, Iona Thomas-Connor

Dietetics

SCD007 Co-op Prep-Dietetic Technician

0 credit; 1 hour

This course reviews the policies and procedures for dietetic fieldwork eligibility, introduces students to the skills necessary to successfully complete fieldwork, and aids the student in developing personal and career goals. Students must successfully complete this course in the semester immediately preceding their fieldwork experience.

Prerequisite: SCD200

SCD100 Foods

3 credits; 5 hours (2 lecture, 1 recitation, 2 lab)

This course will investigate the didactic and experiential components of the scientific study of foods. Upon completion of the course, the student will have acquired a basic understanding of the scientific principles governing foods and the use of commercial food service equipment. Emphasis will be placed on the identification of qualitative aspects of foods and elementary food preparation techniques.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

SCD200 Introductory Nutrition

3 credits; 3 hours

This course is an introduction to the scientific principles of human nutrition. The following aspects of dietary nutrients are studied: physical and chemical properties, physiological functions, effects of deficiency or excess, dietary allowances, food sources, and availability of nutrients from various foods. Current experimental and population studies data will be discussed. Projects will be required.

Prerequisite: MAT096; Pre- or Corequisite: ENC/ENG101

SCD201 Clinical Nutrition A

3 credits; 3 hours

This course is a study of the relationship between diet and disease. Students learn methods of nutritional assessment, obtaining nutrition histories, and calculating and planning prescribed diets. Students will explore the relationship of diet to various disease conditions such as diabetes, weight control, cardiovascular disease, hypertension and allergies.

Prerequisite: SCB203, SCD200

SCD202 Clinical Nutrition B

3 credits; 3 hours

This course is a continuation of the study of the relationship between diet and disease begun in Clinical Nutrition A. Emphasis will be placed on the dietary implications of gastrointestinal diseases, disease of the liver, pancreas, gallbladder and kidney, cancer, surgery, and burns.

Prerequisite: SCD201

SCD203 Life Cycle Nutrition

3 credits; 3 hours

This course is a study of the nutritional requirements of individuals throughout the life cycle. Emphasis is placed on the physiological, socioeconomic, and cultural factors affecting nutritional status. Nutrition intervention by government and private agencies for population groups at nutritional risk will be addressed.

Prerequisite: SCD200

SCD205 Advanced Foods

3 credits; 5 hours (2 lecture; 3 lab)

This course introduces the student to advanced culinary techniques with an emphasis on food presentation and garniture. Topics include recipe development, menu planning, cost control, and energy saving practices. Professional cooking techniques are utilized and students are introduced to the organization of the classical kitchen.

Prerequisite: SCD100, SCD250

SCD206 Applied Dietetics

2 credits; 2 hours

This course will introduce students to the concepts, techniques, and skills necessary for the assessment of clients' normal nutritional needs for the promotion of wellness through nutritional planning and client education. Topics to be addressed include gathering nutritional assessment, developing and implementing a nutrition instruction plan, and documenting interventions. Participation in the LaGuardia Nutrition Fair is a requirement of this course.

Prerequisite: SCD200

SCD221 Dietetic Field Experience II

2 credits; 1 seminar hour, 16 fieldwork hours

This fieldwork course is an application of the principles learned in Clinical Nutrition A. With supervision, students review medical records, interview patients to obtain nutrition histories, and develop and document nutrition care plans. Students calculate and plan diets for weight control, diabetes, and cardiovascular diseases. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance, and evidence of physical examination.

Prerequisite: SCD260; Corequisite: SCD201

SCD222 Dietetic Field Experience III

2 credits; 1 seminar hour, 16 fieldwork hours

This fieldwork course provides for the application of the principles learned in courses throughout the dietetic technician curriculum. The student will refine skills acquired from previous academic and fieldwork experiences. The student will choose placement at a foodservice management, clinical nutrition or community site. Attendance at a weekly seminar, designed to prepare the student for entrance into the job market, is required. Students must provide evidence of liability insurance and physical examination prior to beginning this course.

Prerequisite: SCD221; Pre- or Corequisite: SCD202

SCD250 Quantity Food Production

3 credits; 3 hours

This course covers the basic principles involved in the planning, preparation, and service of large quantities of food in foodservice facilities. Topics include food selection variables, menu planning techniques, forecasting procedures, "front and back of the house" management, and recipe standardization, conversion, and costing. Term projects are required.

Prerequisite: ENC/ENG101, SCD100
Corequisite: SCD260 for DT students only

SCD251 Foodservice Sanitation & Safety

3 credits; 3 hours

The emphasis of this course is on the sanitation and safety needs of quantity foodservice operations. Topics include food handling and storage, cleaning and sanitizing procedures, foodborne diseases, principles for prevention of food poisoning, and pertinent regulations. The course integrates basic principles of equipment selection, layout and design, and work simplification. Term projects are required. Completion of this course enables students to be eligible for the Food Protection Certificate from the NYC Department of Health.

Prerequisite: SCD100

SCD252 Quantity Food Purchasing

3 credits; 3 hours

This course covers the technical aspects and procedures involved in forecasting and institutional procurements for foodservice systems. Topics include market analysis, buying ethics, legal aspects, and effective control of food costs. The development and implementation of accurate and precise food commodity specifications, purchasing strategies, portion control methods, inventory controls, and receiving procedures are introduced. Food cost accounting topics and relevant calculations are presented. Term projects are required.

Prerequisite: MAT096, SCD250

SCD253 Foodservice Administration

3 credits; 3 hours

This course deals with the organization and administration of foodservice systems in institutions. Topics include the functions of management, personnel procedures, and management, marketing and promotional activities, and human relations techniques for employees and clients. Also, administrative leadership topics are presented such as legal, organizational, and cost control aspects of management. Term projects and case studies are required.

Prerequisite: MAT096, SCD250

SCD260 Dietetic Field Experience I

1 credit; 8 fieldwork hours per week

This course is an application of theories learned in Quantity Food Production. The practical implementation of the principles involved in the preparation and service of large quantities of food in health care facilities will be studied. The student will actually be involved in the supervised preparation of large quantities of food in the various units of a foodservice system in a health care institution. Proper uniform, liability insurance, physical examination, seminars, and reports are required.

Prerequisite: MAT096, SCD100; Corequisite: SCD250

Health

SCH111 Aging and Health
3 credits; 3 hours
This course will discuss the aging process and the effect of biological changes on the mental processes and functioning of the individual. The relationship between aging and chronic disease will be reviewed with special consideration given to prevention of the effects of physical and mental deterioration. Role playing, exercises, and group discussions will be used to increase the knowledge of the aging process and consider the relationship between the emotional, social, and physical forces of aging.
Prerequisite: CSE099, MAT095, ENC/ENG101, SCT101 for PT Assistant majors only

SCH150 Drugs and Behavior
3 credits; 3 hours
This course is an overview of drug abuse and addiction. It encompasses issues related to alcohol and drug dependency. A variety of methods is used to explore such issues as the psychosocial aspects of drug taking; the dynamics of dependence; pharmacology; medical and non-medical use of drugs; preventive measures and alternatives. Students will have the opportunity to develop a fundamental philosophy and understanding which can be used in more advanced study.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SCH210 Human Sexuality
3 credits; 3 hours
This is a survey course designed to provide students with knowledge of sexuality as related to their physical, mental, and emotional maturation. Topics to be addressed include: anatomy and physiology of the reproductive system, sexual health concerns, alternative life styles (i.e., bisexuality, homosexuality, and erotic minorities). Emphasis is placed on the positive functional aspects of sexuality rather than the dysfunction.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

Human Services

HSC101 Orientation to Human Services
3 credits; 3 hours
This course is designed to provide students with a broad view of human services through a combination of field visits to community agencies and classroom presentations. Topics include an overview of human services as a profession; examination of similarities and differences in program functions and service delivery styles; identification of issues and concerns of workers and consumers.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HSC102 Principles of Human Relations
3 credits; 3 hours
Students will be given the opportunity to learn fundamental concepts and skills needed for relating to, and working with, people from different cultural and ethnic backgrounds. The course work will focus on the principles of human relationships through discussions, exercises, and role-playing activities. Topics to be covered within a multicultural framework will include self-understanding, the helping relationship, using communication tools, and the professional self.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HSC130 Activities for Human Services Settings
3 credits; 3 hours
This course will enable the student to understand the reasons for and uses of activity in human services settings. Topics covered will include theoretical frameworks underlying different approaches, an introduction to the range of activities, a consideration of the processes involved in using activities with clients, and the use of activities in relation to clients with different cultural heritages. Students will participate in selected activities and will develop a resource portfolio.
Prerequisite: MAT095, HSC102, SSY101;
Corequisite: A Cooperative Education internship in a related setting.

HSC135 Human Services Roles and Systems
3 credits; 3 hours
The students in this course will explore the concepts related to worker, supervisor and client roles in human services settings. Guidelines for specific roles will be identified. The dynamics of bureaucratic organizations will be discussed in relation to students' experiences as interns. Understanding of elementary systems theory will be reinforced, and alternative types of service delivery systems will be compared with the agencies known by the students.
Prerequisite: HSC101, HSC102, SSS100 or SSB110;
Corequisite: A Cooperative Education internship in a related setting.

HSC160 Conflict Resolution
3 credits; 3 hours
Students in this course will explore the nature of conflicts in a multicultural, pluralistic society, the difficulties that arise in resolving them, and alternative methods for settling them in a peaceful way (negotiations, mediation, arbitration, adjudication). Special emphasis will be placed on mediation as an extension of the negotiation process in the resolution of interpersonal, community, and workplace disputes.
Prerequisite: ENC/ENG101, HUC101, SSS100 or SSE103 or SSE104 or SSY101

HSC203 Human Services Internship and Seminar 1

2 credits; 1 seminar hour; 15 on-site internship hours

This combined internship and seminar introduces students to Human Services organizations where they relate to clients in multicultural settings under professional supervision. Students will learn to interrelate theory and practice through the linking of assignments in field and classroom. They will also meet regularly in seminars to explore, demonstrate and evaluate specified knowledge, skills, and values related to the field.

Prerequisite: HSC101, HSC102, HSS014, SSS100; GPA of 2.0 or better;
Corequisite: HSC130 or HSG150 or HSM120

HSD204 Child Development Internship and Seminar 2

2 credits; 1 seminar hour; 15 on-site internship hours

This combined internship and seminar is a continuation of the learning process begun in HSC203. Students will work with clients in Child Development settings under the supervision of a trained early childhood professional. They will also meet regularly in seminars to explore, demonstrate, and evaluate specific theories, knowledge, skills and values related to early childhood education.

Prerequisite: HSC203, GPA of 2.0 or better
Corequisite: HSD171 or HSD172

HSD205 Child Development Internship and Seminar 3

2 credits; 1 seminar hour; 15 on-site internship hours

This combined internship and seminar is a continuation of the learning process begun in HSC203. Students will intern in a child development agency under professional supervision. They will also meet regularly in seminar classes to explore, demonstrate, and evaluate specified knowledge, skills, and values related to the field.

Prerequisite: HSC203, HSD170, GPA of 2.0 or better
Corequisite: HSD171 or HSD172

HSE105 Understanding and Working with Children with Disabilities

3 credits; 3 hours

This course is designed to link an understanding of the normal growth and development of children with an understanding of the special developmental problems of children with disabilities. Students will learn to identify the cognitive, affective, physical, and social ways in which disabled children vary from other children. They will develop competence in evaluating and selecting culturally diverse activities and materials that are appropriate for use with children with a range of disabilities.

Prerequisite: SSY240

HSE106 Working with Communication-Impaired Populations

3 credits; 3 hours

This course is designed to acquaint students with the natural development of language and to give them an understanding of communicative disorders. It will introduce students to specific characteristics of communication-impaired persons and the ways they relate to their environment. Students will develop competency in evaluating materials appropriate use with culturally diverse populations. They will be able to recognize the characteristics of the typical educational environment which must be adapted to meet the needs of people with communicative disorders.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, SSY240
Pre- or Corequisite: HSE105

HSE111 Introduction to Developmental Disabilities

3 credits; 3 hours

This course will provide an overview of developmental disabilities and the nature and needs of disabled people throughout the life cycle. Issues to be expored include definition of developmental disabilities, etiology, normalization, mainstreaming, and the role of the interdisciplinary team. Legal, ethical, and cultural considerations will be emphasized, as well as the impact of disabilities on the person affected, the family, and community. One field visit will be required.

Prerequisite: ENC/ENG101, HSC102, SSS100 or SSB110, SSY101

HSE112 Intervention with Fragile Infants and Toddlers

3 credits; 3 hours

This course provides students with strategies to work with fragile and at-risk infants and toddlers, including those prenatally exposed to drugs. Emphasis will be placed on the children's cognitive, linguistic, social, physical, and affective development. Other topics include: laws, regulations, and policies, parents and family involvement; cultural factors that may impact on intervention. Acquired theoretical concepts will be applied in appropriate co-op settings. Two field visits are required.

Prerequisite: HSE111; Pre- or Corequisite: ENG102
Corequisite: Approved Co-op internship or employment in the field

HSG150 Introduction to Gerontological Services

3 credits; 3 hours

This course introduces students to the theories underlying practice in the area of gerontological services in New York City's culturally diverse environment. Substantive areas covered include an overview of the social forces, policy issues, and institutions impacting on older adults, major legislation affecting older adults, service delivery programs for a culturally diverse aging population, employment opportunities and career advancement in aging services. Field visits to a variety of service programs required.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HSM120 Survey of Psychological Treatment Approaches

3 credits; 3 hours

In this course, students will be introduced to those treatment approaches most frequently used in mental health treatment settings in the United States. These will include psychoanalytic, Rogerian, behavioral, and other common treatment systems. Western concepts will be compared with approaches from other cultures. The development, theoretical framework, guidelines, and uses of each approach will be considered. The class will review case studies demonstrating each approach.

Prerequisite: HSC102, SSY101, internship in a human services setting or permission of the instructor

HSM125 AIDS-Related Case Management

3 credits; 3 hours

This course will enable students to learn about case management with clients who are HIV-positive or who have AIDS. Topics include the biopsychosocial aspects of HIV/AIDS, the role of worker in HIV prevention and testing, and providing services and functioning as a case manager or technician. The AIDS service delivery system, management of occupational risk, and self and group support for the worker are also discussed. An AIDS-specific internship is a corequisite.

Prerequisite: MAT096, HSC101, HSC102, HSC135, SSS100, SSB110, SCN194;
Corequisite: AIDS-specific internship approved by program director and Cooperative Education coordinator

HSM140 Principles of Child Welfare Services

3 credits; 3 hours

Students in this course will survey the history, laws, theoretical concepts, operating models, and significant theorists related to child welfare services. A field visit to a child welfare agency will be required.

Prerequisite: ENC/ENG101, HSC101, SSY101

HSM204 Human Services Internship and Seminar 2

2 credits; 1 seminar hour; 15 on-site internship hours

This combined internship and seminar is a continuation of the learning process begun in HSC203. Students will work with clients in Human Services settings under professional supervision. They will also meet regularly in seminars to explore, demonstrate, and evaluate specified knowledge, skills and values related to the field.

Prerequisite: HSC203, GPA of 2.0 or better
Corequisite: HSC130 or HSC135 or HSG150 or HSM120

HSM205 Mental Health/Gerontology Internship and Seminar 3

2 credits; 1 seminar hour; 15 on-site internship hours

This combined internship and seminar is a continuation of the learning process begun in HSC203. Students will build on their prior experience by interning in Human Services agencies, and relating to clients under professional supervision. They will also meet regularly in seminar classes to reflect on their experience and to explore, demonstrate, and evaluate specific knowledge, skills and values related to the field.

Prerequisite: HSC203, GPA of 2.0 or better
Corequisite: HSC130 or HSC135 or HSG150 or HSM120

HSN103 Community Dynamics: Impact on Human Services

3 credits; 3 hours

Students will examine New York City's multicultural urban community as an action system in the delivery of human services. Topics to be included are: the community decision-making process, community planning, and the development of human services, and community change techniques. Field visits will be made to community decision-making groups.

Prerequisite: HSC101, SSS100 or SSB110
This is a Writing Intensive course.

HSN110 Perspectives on Homelessness

3 credits; 3 hours

Students in this course will study homelessness as a social problem. Topics will include factors contributing to the rise and persistence of homelessness, the meaning of homelessness to homeless people and to the general public, and the emerging role of the human services system. Responses of people from different cultures to the scarcity of affordable housing will be explored. The course will explore the national scope of homelessness, but will focus primarily on the problem in New York City. Field trips will be made to program sites.

Prerequisite: MAT095, SSS100 or SSB110 or SSE103 or SSE104 or SSY101 ; Pre- or Corequisite: ENC/ENG101
This is a Writing Intensive course.

HSS014 Co-op Prep-Human Services

0 credits; 1 hour

This course enables students to prepare for the internships that are required of all Human Services students, regardless of status. The course introduces students to the requirements and processes of the internship program. Students are assisted in recognizing their skills, writing learning objectives for their internships, preparing a resume, preparing for employment interviews, and learning about Human Services careers.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

Nursing

SCL101 Fundamentals of Practical Nursing

5 credits; 9 hours (3 lecture, 6 lab)

This course will assist students in gaining knowledge of essential nursing and procedures. The students develop skills in collecting data, diagnosis recognition, assisting the planning, and implementation of the care plan, performing procedures, handling equipment, and documenting client outcomes. Clinical experiences stress the development of fundamental nursing skills. Uniform, liability insurance, physical examinations and CPR (BCLS) are required.

Prerequisite: ENC/ENG101, MAT106, SCB204, SSY101
Pre- or Corequisite: SSY240

SCL102 The Science & Art of Nursing I: Intoduction to Practical Nursing

2 credits; 5 hours (2 lecture, 3 lab)

This course is designed to familiarize the student with an overview of the history of nursing, communication principles, medical terminology, and cultural concepts as they relate to understanding clients across the lifespan. The scope of practice of the Practical Nurse in a variety of health care settings will be defined and explored. Students will be exposed to computer assisted instruction (CAI) and Internet research methods as integral adjuncts to the teaching/learning process.

Prerequisite: ENC/ENG101, MAT106, SCB204, SSY101

SCL103 Concepts in Pharmacology and Nutrition

3 credits; 5 hours (2 lecture, 3 lab)

This course will introduce principles of pharmacology and nutrition. The focus will be on the study of pharmacological classifications, actions, therapeutic uses, and side effects of medications. Methods of nutrition delivery and drug and diet interactions will be addressed. Emphasis will be placed on the nursing process as it relates to the nurse's responsibilities in the provision of nutritional therapeutics and the administration of medications to clients across the lifespan.

Prerequisite: ENC/ENG101, MAT106, SCB204, SSY101

SCL105 Mental Health Nursing-PN

3 credits; 14 hours (4 lecture, 10 lab)

This course introduces the student to the mental health needs of individuals and families across the life span within a cultural context. The focus is on communication skills, mental health disorders, and various treatment modalities. The changing professional, legal, and ethical issues of practical nursing in the mental health setting are also explored. The students will be given the opportunity to develop increased personal insights about their own view of self and the world.

Prerequisite: SCL101, SCL102, SCL103, SCL114

SCL114 Parent-Child Nursing-PN

6 credits; 23 hours

This course emphasizes the scope of practice of the practical nurse providing care to pregnant clients and families during antipartum, intrapartum and postpartum period. Utilizing a lifecycle approach, students assess and care for neonates and pediatric hospitalized clients and families in a holistic manner. Physical, psychosocial, growth and development and cultural aspects are central components of care. Clinical experiences will be provided to enable the student to transfer theory into practice.

Prerequisite: SCL101, SCL102, SCL103, SSY240

SCL117 Medical-Surgical Nursing II: Specialties-PN

5 credits; 22 hours (offered only in the 6-week session)

This course expands students' knowledge and skills in the provision of care to clients with selected medical-surgical conditions. Clinical experiences will take place in rehabilitation units and medical-surgical specialty units. Observational experiences in the operating room and renal dialysis units will be arranged. Uniform, liability insurance, physical examinations and CPR (BCLS) certification are required. Students must pass the Medical-Surgical Nursing II clinical component to pass this course.

Prerequisite: SCL115, SCL116

SCL118 Science and Art of Nursing II-Transition Student to PN

2 credits; 2 hours (offered only in the 6-week session)

This course is designed to help students clarify responsibilities and roles as new graduates. Students will be guided and supervised to identify performance standards and behaviors necessary to function safely and effectively as graduate practical nurses. Students will be assisted to develop critical thinking strategies required for success on the NCLEX-PN examination.

Prerequisite: SCL114;
Corequisite: SCL119

SCL119 Medical-Surgical Nursing-PN

7 credits; 22 hours

This course discusses common health problems and health alterations. The focus is on adult clients across the lifespan with an emphasis on the older adult with acute and chronic illnesses in a variety of health care settings. Nursing care within culturally sensitive environments will be emphasized. Students move through the course developing more advanced nursing care skills relating to medical-surgical conditions. Clinical experiences will take place in rehabilitation units and medical-surgical units.

Prerequisite: SCL114;
Corequisite: SCL118

SCR100 LPN to RN Bridge Course

3 credits; 5 hours

This course provides a "bridge" for LPN's pursuing their RN licensure. Course content will include medical surgical and psychiatric nursing concepts. The nursing process and informed decision making are emphasized. Students will develop appropriate plans of care and emphasis will be placed on formulating expected outcomes.

Prerequisite: SCB204, SCC210, SSY240

SCR110 Fundamentals of Nursing

6 credits; 12 hours (3 lecture, 3 lab, 6 clinical)

This course is an introduction to the interrelated roles of the associate degree nurse, with emphasis on the role of provider of care. Students focus on the assessment and analysis phases of the nursing process to formulate nursing diagnoses. Campus laboratory experiences stress the development of fundamental nursing skills. Clinical experience in health facilities involves care of clients with health problems. Proper uniform, liability insurance, physical examinations, and CPR (BCLS) certification are required.

Prerequisite: ENC/ENG101, SCB203, SCC140, SSY101,
pre-clinical index of 2.5 or above, and permission of Nursing Program Director; Pre- or Corequisite: SCB204
Corequisite: MAT106, SCR150

SCR150 Perspectives of Nursing

1 credit; 1 hour

This course focuses on historical influences on nursing. The evolution of the nursing profession within the health care delivery system will be explored. Emphasis will be placed on past nursing leaders and various types of nursing education.

Prerequisite: ENC/ENG101, SCB203, SCC140, SSY101
Corequisite: SCR110

SCR200 Psychiatric Mental Health Nursing

3 credits; 7 hours (1 lecture, 3 lab, 3 clinical)

This course focuses on the psychosocial needs of clients throughout the life cycle. The assessment of clients' physical and behavioral responses to stress will be explored as well as the determination of goals for intervention. Focusing on the use of self as a therapeutic agent, students will learn techniques of intervention to promote and maintain clients' mental health, as well as assist clients who are mentally ill. Experiences will be provided in psychiatric/mental health settings.

Prerequisite: MAT106, SCB204, SCR110, SCR150, SSY240

SCR210 Medical Surgical Nursing I

5 credits; 9 hours (3 lecture, 3 lab, 3 clinical)

This course will focus on nursing care of adults with major health problems. Utilizing the nursing process, students will develop appropriate plans of care for clients. Emphasis will be placed on formulating goals for interventions. Heavy emphasis is placed on pharmacology.

Prerequisite: MAT106, SCB204, SCR110, SCR150, SSY240
Pre- or Corequisite: SCB260

SCR260 Trends in Nursing

1 credit; 1 hour

This course provides students with the opportunity to discuss contemporary issues and trends and their impact on the nursing profession. Emphasis will be placed on legal and ethical concerns of nursing. The role of the associate degree nurse and the transition from student status to member of the profession will be explored.

Prerequisite: SCR150;
Corequisite: SCR290

SCR270 Parent-Child Health Nursing

8 credits; 14 hours (5 lecture, 3 lab, 6 clinical)

This course focuses on the promotion of health and caring for childbearing families, their newborns, and children with major health problems from infancy to adolescence. Emphasis is placed on the implementation of nursing care plans. Experiential learning offers opportunities to provide care during the antepartal, intrapartal, and postpartal periods of the maternity cycle, as well as in the newborn and pediatric settings.

Prerequisite: SCR200, SCR210, SCB260
Pre- or Corequisite: ENG102

SCR290 Medical Surgical Nursing II

9 credits, 19 hours (4 lecture, 3 lab, 12 clinical)

This course focuses on the care of adult clients whose ability to meet one or more health needs is severely compromised. Emphasis will be placed on the evaluation phase of the nursing process. Selected experiences will be provided in specialized acute care settings.

Prerequisite: SCR270;
Corequisite: SCR260

Occupational Therapy

SCO101 Introduction to Occupational Therapy

3 credits; 7 hours (1 lecture, 6 lab)

This course provides an overview of occupational therapy, its scope of practice and basic principles, and introduces some of the roles of the occupational therapy assistant. Course activities include analysis and instruction of games and small crafts, development of communication skills, practice of body mechanics and ergonomics, and field visits. The effects of environmental and cultural differences in shaping activity behaviors and preferences are emphasized.

Prerequisite: ENC/ENG101, SCB203, SCN195, SSY101, OTA000
Corequisite: SCO110

SCO110 Legal and Ethical Issues in Occupational Therapy

2 credits; 2 hours

This course addresses current legal and ethical considerations for the occupational therapy assistant. Topics range from history and philosophical baseof occupational therapy to licensure and certification. Reimbursement issues, the occupational therapy code of ethics, ethical dispute resolution in professional settings, interdisciplinary roles with other professionals and advocacy for the profession and the consumer will be covered.

Prerequisite: OTA000;
Corequisite: SCO101

SCO114 Documentation for Occupational Therapy

2 credits; 2 hours

This course provides students with background and skills to document occupational therapy services in a professional and accurate manner. The course will review ethical, legal, reimbursement, and language issues, and will focus on skill development for note writing. Topics include: evaluation reports, goal writing, intervention plans, SOAP (subjective, objective, assessment plan) and DAP *data, assessment, plan) notes, discontinuation plans, educational plans, and administrative reports.

Prerequisite: SCO110;
Pre- or Corequisite: ENG102, SCO214, SCO204, SCO284

SCO175 Clinical Reasoning in Occupational Therapy

2 credits; 2 hours

Clinical reasoning is the process by which a therapist or therapy assistant analyzes the functional status of a patient/client/consumer, identifies problems and goals, and determines plans of action, as appropriate to each practitioner's level of responsibility. Aspects of clinical reasoning and evidence-based practice are explored through readings and experiential assignments. Types of reasoning explored include: narrative, scientific, procedural, interactive, conditional, and pragmatic.

Prerequisite: SCO101, SCO110, SCO204, SCO114, ENG102
Pre- or Corequisite: SCO205, SCO215, SCO285

SCO200 Physical Aspects of Human Growth and Development

2 credits; 2 hours

This course presents an overview of human biological development as it affects functional performance from birth to pubescence. Specific topics inlcude development of the sensory and motor systems, sensory integration, reflex integration, differentiation of joint motion, and the role of the endocrine system. The importance of the human and non-human environment in facilitating and supporting optimal development is emphasized.

Prerequisite: SCB204, SCO101, SSY101, SCN195
Pre- or Corequisite: SCO230

SCO204 OT Process: Psychosocial and Geriatric Conditions

4 credits; 4 hours

This course presents occupational therapy theory and process skills for interventions with clients and consumers with psychosocial dysfunction and/or disorders associated with aging. Topics include: data collection, treatment planning and implementation, reassessment and termination, family involvement, the use of groups, and social policy issues. A client-centered approach is emphasized, with special attention to personal history and preferences, culture, and environment.

Prerequisite: SCO101, SCB204, SCO110, SSY230
Pre-or Corequisite: SCO214;
Corequisite: SCO284, SCO114

SCO205 OT Process: Physical and Developmental Disabilities

4 credits; 4 hours

This presents occupational therapy theory base and process skills for evaluation and treatment of patients with physical and/or developmental disabilities. Topics include: data collection, problem solving, treatment planning and implementation, reassessment, family involvement, legal, ethical and regulatory issues. Identification of intervention for functional performance deficits is the primary emphasis.

Prerequisite: SCO101, SCO110, ENC/ENG101
Pre- or Corequisite: SCO175, SCO215, SCO285

SCO214 OT Skills and Functional Activities I

3 credits; 6 hours (2 lecture, 4 lab)

This course provides a foundation for performing, analyzing, and instructing functional activities used for persons with psychosocial dysfunction and/or disorders associated with aging. The student is exposed to the assessment, planning, and intervention processes and the selection of activities. Program planning, group leadership and behaviors, cognitive skills interventions, program administration, and management are included. Students learn woodworking hand tools and small power tools.

Prerequisite: SCB204, SSY230, SCO101, SCO110
Pre- or Corequisite: ENG102

SCO215 OT Skills and Functional Activities II

3 credits; 6 hours (2 lecture, 4 lab)

This course provides the student with experience in performing, analyzing, adapting and instructing activities used in the treatment of patients with physical and/or developmental disabilities. Activities are organized around the childhood roles of player and learner, and the adult roles of student, worker, homemaker, parent, recreator, and self-maintainer. Topics including: splinting, toys and play activities, adaptation of equipment and environment, positioning transfers and treatment modalities.

Prerequisite: SCO101, SCO110, ENG102
Pre- or Corequisite: SCO175, SCO205, SCO285

SCO230 Functional Pathology

3 credits; 3 hours

This course is a systems approach to the study of pathophysiology. Emphasis will be on the normal and abnormal response to disease and injury, and effects on bodily systems. Consideration will be given to selected disorders, including a survey of pathology, symptomatology, management, and prognosis. Knowledge of proper terminology will also be emphasized.

Prerequisite: SCB204

SCO284 OT Clerkship for Psychosocial/Geriatric Conditions

1 1/2 credits; 5 hours (1 lecture, 4 fieldwork)

This is an introductory fieldwork experience in a supervised setting. The setting may be one which serves persons with psycho-social conditions or one which provides activity/recreation/leisure programming for the aged. The student spends a minimum of one half day per week or the equivalent at the fieldwork site. Attendance at a weekly seminar is required and provides opportunities for students to integrate classroom theory with fieldwork experiences.

Prerequisite: SCB204, SSY230;
Pre- or Corequisite: SSY260
Corerequisite: SCO204

SCO285 OT Clerkship for Physical/Development Disabilities

1 1/2 credits; 5 hours (1 lecture, 4 fieldwork)

Introductory fieldwork in a supervised setting. The setting may serve persons with physical disabilities or developmental disabilities. The student spends a minimum one half day per week or the equivalent at the fieldwork site. A weekly seminar provides opportunities to integrate classroom theory with fieldwork experiences.

Prerequisite: SCB204, SCO101, SCO200, SCO230
Corequisite: SCO215, SCO205

SCO294 OT Fieldwork in Psychosocial/Geriatric Conditions

2 credits; 38 hours (1 lecture, 37 fieldwork)

This is a full-time placement in a supervised clinical or community setting serving persons with psychosocial or behavioral or cognitive impairments. Attendance at a weekly seminar is required. A minimum of eight weeks or the equivalent of full-time hours must be completed to satisfy requirements of the American Occupational Therapy Association. Students are responsible for their travel costs for fieldwork.

Prerequisite: SCO204, SCO214, SCO284; permission of Occupational Therapy Assistant Program Director is required to register.

SCO295 OT Fieldwork: Physical/Development Disabilities

2 credits; 38 hours (1 lecture, 37 fieldwork)

This is a full-time placement in a supervised clinical or community setting serving persons with physical or developmental disabilities. Attendance at a weekly seminar is required. A minimum of eight weeks or the equivalent of full-time hours must be completed to satisfy requirements of the American Occupational Therapy Association. Students are responsible for their travel costs for fieldwork.

Prerequisite: SCO205, SCO215, SCO285; permission of Occupational Therapy Assistant Program Director is required to register.

Paramedic

SCE100 Emergency Medical Technician-Basic

6 credits; 10 hours (4 lecture, 6 lab)

This course provides an introduction into basic pre-hospital emergency care. Following the current National Standard Curriculum for the EMT-Basic, topics include Airway, Cardiac Arrest and CPR, Patient Assessment, Medical/Behavioral/Ob-stetrics/ Gynecology, Trauma, Infants/Children, and Operations. Students are eligible for NYS certification upon successful completion of course. Students must satisfactorily perform all practical skills to successfully complete the course.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SCE230 Paramedic I

12 credits; 32 hours (8 lecture, 8 lab, 16 clinical)

Review of all basic level skills and an introduction to advanced skills of the paramedic. Topics include roles and responsibilities, stress management, communications, and medical/legal/ethical issues. This course provides an introduction to clinical pre-hospital pharmacology, IV access and advanced airway management techniques. Lab work involves IV access techniques, endotracheal intubation, computing dosages, preparing medications for administration and practice in all administrative techniques. Skills are taught/practiced in the laboratory/hospital/field setting. Students must satisfactorily perform all practical skills to successfully complete the course.

Pre- or Corequisite: SCB204

SCE231 Paramedic II

3 credits; 7 hours (2 lecture, 1 lab, 4 clinical)

This course provides an introduction to patient assessment and the management of the trauma patient in the pre-hospital setting. The ability to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient will be emphasized. Skills relative to the practice of advanced pre-hospital care are taught/practiced in the laboratory/hospital/ field. Students must satisfactorily perform all practical skills to successfully complete the course.

Prerequisite: SCE230

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SCE232 Paramedic III
12 credits; 32 hours (8 lecture, 8 lab, 16 clinical)
This course will provide the student with the information necessary to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient presenting with a wide range of medical complaints including respiratory, cardiovascular, neurological, environmental and obstetrical emergencies. Students must satisfactorily perform all practical skills to successfully complete the course.
Prerequisite: SCE231

SCE233 Paramedic IV
3 credits; 7 hours (2 lecture, 1 lab, 4 clinical)
At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric and geriatric patients, diverse patients, and chronically ill patients. The student will also learn how to safely manage the scene of an emergency. Students must satisfactorily perform all practical skills to successfully complete the course.
Prerequisite: SCE232

Physical Therapy

SCT101 Introduction to Physical Therapy
2 credits; 2 hours
This course introduces the concepts and scope of physical therapy, its professional organization, and its relationship with other health professions. Subjects include: the role and function of health personnel, professional ethics and conduct, medico-legal aspects of physical therapy services, vital signs, medical terminology, communication skills, and record keeping.
Prerequisite: ENC/ENG101, SCB203, SSY101, SCN195

SCT102 Ethical Concepts for Physical Therapist Assistants
2 credits; 2 hours
This course is designed to orient physical therapist assistant students to the ethical concepts inherent in the practice of physical therapy. Students will learn and apply the concepts of medical ethics and law to the practice of physical therapy. Liability insurance, the scope of practice as a physical therapist assistant, fraud and abuse, and patients' rights as they relate to the practice of physical therapy will be explored.
Pre- or Corequisite: SCT101

SCT203 Clinical Kinesiology
4 credits; 6 hours (2 lecture, 4 lab)
This course introduces students to the study of muscles as the basis for movement and exercise. Topics include: biomedical principles of movement, body mechanics, types of joints and movements, measurement of joint range of motion, muscle actions and innervations, assessment of strength through manual muscle testing, and orthopedic and neurological conditions resulting in impaired movement in the pediatric, adult and geriatric populations.
Prerequisite: SCT101;
Pre- or Corequisite: SCB204

SCT211 Therapeutic Procedures I
4 credits; 6 hours (2 lecture, 4 lab)
This course will focus on the principles and use of heat, cold, water, light, and traditional massage as they relate to physical therapy. Topics include: proper preparation of patients, treatment areas and equipment, application of hot and cold packs, paraffin, whirlpool, infrared, ultraviolet, basic massage, intermittent compression, sterile technique, and wound debridement. Physical therapy techniques for the treatment of respiratory disorders are included.
Prerequisite: SCT101;
Pre- or Corequisite: SCB204, SCT202

SCT212 Therapeutic Procedures II
3 credits; 4 hours (2 lecture, 2 lab)
The course is the second of two modality courses. Advanced physical therapy procedures and techniques will be explored as described by the American Physical Therapy Association Preferred Physical Therapist Practice Patterns with the focus on pain management, integumentary care, neuromotor intervention, and musculoskeletal management. Topics include: application of electrical stimulation, phototherapy, (ultraviolet radiation and laser) and hydrotherapy theories.
Pre- or Corequisite: SCT221, SCT290

SCT220 Mobility Skills in Physical Therapy
3 credits; 4 hours (2 lecture, 2 lab)
Principles of massage and various techniques for specific clinical applications are introduced. Bed and mat mobility skills, including body mechanics, wheelchair prescription, training in wheelchair skills and transfer training skills will be introduced. Vital sign measurement will be introduced. Students will be introduced to architectural barriers, as they affect the disabled.
Prerequisite: SCT101, SCT102;
Pre- or Corequisite: SCT203, SCT211

SCT221 Functional Gait Training Skills

3 credits; 4 hours (2 lecture, 2 lab)

This course reviews the principles of mobility activities in their application to various physical disabilities. The students will be introduced to the basic concepts of the normal gait cycle and gait deviations. Gait training, including training with the use of assistive devices and instruction on level and elevated surfaces will be addressed. Basic concepts of orthotic and prosthetic descriptions, residual limb care and wrapping will be introduced.
Prerequisite: SCT203, SCT220;
Pre- or Corequisite: SCT212, SCT290

SCT230 Orthopedic Therapeutic Exercise

4 credits; 6 hours (3 lecture, 3 lab)

This course provides the rationale for clinical application of therapeutic exercise training as it relates to orthopedic pathologies. Students will become familiar with the theory and clinical concepts of exercise training as it relates to strength, power and endurance. Students will perform evidence-based research to identify therapeutic protocols and apply appropriate exercise techniques.
Prerequisite: SCT220, SCT212, SCT221;
Pre- or Corequisite: SCT231

SCT231 Neuromuscular Rehabilitation

4 credits; 6 hours (3 lecture, 3 lab)

This course provides the rationale for clinical application of therapeutic exercise as it relates to neuromuscular rehabilitation. Students will be introduced to and will apply various therapeutic protocols such as Brunnstrom, Bobath and Proprioceptive Neuromuscular Facilitation Techniques. Students will focus on the implementation of treatment plans developed by the physical therapist.
Prerequisite: SCT212, SCT221
Pre- or Corequisite: SCT230

SCT290 Physical Therapist Assistant Clinical Affiliation and Seminar I

2 credits; 1 seminar hour, 15-20 internship hours

This internship provides students with an experience-based learning opportunity to: explore or confirm career interests and plans; apply classroom learning to real work situations; and practice, and strengthen interpersonal or technical skills. A minimum of 15-20 hours per week at the internship site is required during the Co-op cycle. A concurrent seminar provides a framework for analyzing and evaluating students' internship experiences. During Fall I and Spring I, students must take six additional credits to be certified as a full-time student.
Prerequisite: CEP100, MAT096

SCT291 Physical Therapist Assistant Clinical Affiliation & Seminar II

3 credits; 19 hours (1 lecture, 18 affiliation)

This course provides students with an opportunity to apply and integrate the theory and practice of physical therapist assistant skills in clinical settings under the supervision of a physical therapist. The biweekly seminar integrates the students' experiences with their classroom training. Students are required to provide their own uniform, liability insurance, and proof of a physical examination.
Prerequisite: SCT212, SCT250, permission of PT Assistant Program Coordinator

SCT292 Physical Therapist Assistant Clinical Affiliation & Seminar III

3 credits; 19 hours (1 lecture, 18 affiliation)

This course provides students with the continued opportunity to apply and integrate the theory and practice of physical therapist assistant skills in clinical settings under the supervision of a physical therapist. The student is expected to assume increased responsibility for treatments and administrative tasks, and to improve his/her ability to manage time effectively. Students are required to attend scheduled seminars and provide their own uniform, liability insurance, and proof of a physical examination.
Prerequisite: SCT291, permission of PT Assistant Program Coordinator

Radiologic Technology

SCX101 Radiologic Technology I

3 credits; 3 hours

This course will provide students with an overview of the Radiology Profession, Patient Care, Medical Terminology, and Medical Ethics. The concepts of ethics, medical asepsis, vital signs, and medical emergencies will be presented. The essentials of patient care to be covered including consideration for the physical and psychological needs of the patient and family and the practitioner's role in the health care system.
Prerequisite: ENC/G101, MAT115, SCB203, SSN187
Corequisite: SCB204, SCX105, SCX109, SCX110

SCX102 Radiologic Technology II

3 credits; 3 hours

This course is designed to impart an understanding of the components, principles and operations of digital imaging systems found in diagnostic radiology. Factors that impart image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.
Prerequisite: SCB204, SCX101, SCX105, SCX109, SCX110
Corequisite: SCX106, SCX111, SCX119

SCX105 Radiographic Procedures I

4 credits; 4 hours

This course is designed to provide the knowledge and skills necessary to perform radiographic procedures. This is the first in a series of courses dealing with principle techniques, radiographic anatomy, radiographic procedures and related terminology in the production of images of the chest, abdomen, upper and lower extremities. The production of images of optimal diagnostic qualities is stressed. Laboratory experiences utilizing phantom apparatus are used to complement the classroom portion of the course.
Prerequisite: ENC/G101, MAT115, SCB203, SSN187
Corequisite: SCB204, SCX101, SCX109, SCX110

SCX106 Radiographic Procedures II

4 credits; 4 hours

This course is a continuation of Radiographic Procedures I, with reinforcement of the basic concepts presented in that course. Emphasis is placed on the pelvis girdle, vertebral column, thoracic cavity, and cranium studies. The production of images of optimal diagnostic qualities is stressed. Laboratory experiences utilizing phantom apparatus allows students to apply the concepts acquired in the classroom environment.
Prerequisite: SCB204, SCX101, SCX105, SCX109, SCX110
Corequisite: SCX102, SCX111, SCX119

SCX109 Clinical Practicum I

1 credits; 1 hours

This course is an introduction to the clinical environment. This is the first primary contact between students and patients. Students are assigned to various work areas in the Radiology Department to observe the operations of the entire department. While working under the close supervision of a licensed radiologic technologist, students will acquire medical imaging skills, with an emphasis on the chest, abdomen, and upper extremities. The weekly seminar is on Black Board. This is a hybrid course.
Prerequisite: ENC/G101, MAT115, SCB203, SSN187
Corequisite: SCB204, SCX101, SCX105, SCX110

SCX110 Principles of Radiographic Exposure I

3 credits; 3 hours

This course will provide students with the principles of electromagnetic radiation and its effects upon living tissue. The importance of radiation protection for patients and personnel will be the study of physics and electronic involvement in the production, use, and control of the various electromagnetic energies used in medical and diagnostic applications. This course heightens the student radiographer's awareness of the nature of ionizing radiation and its effect on all biological material.
Prerequisite: ENC/G101, MAT115, SCB203, SSN187
Corequisite: SCB204, SCX101, SCX105, SCX109

SCX111 Principles of Radiographic Exposure II

3 credits; 3 hours

The intent of this course is to establish a knowledge base of factors that govern and influence the production and recording of radiologic images. Film and electronic imaging with related accessories will be emphasized.
Prerequisite: SCB204, SCX101, SCX105, SCX109, SCX110
Corequisite: SCX102, SCX106, SCX119

SCX119 Clinical Practicum II

1 credits; 1 hours

Students continue to improve their medical imaging skills while working at the assigned clinical affiliate under the guidance of a registered licensed radiologic technologist. Introduction to the principles of medical imaging of the lower extremities, pelvic girdle, and vertebral column are presented. This is the second of six clinicals. The weekly seminar is on Black Board.
Prerequisite: SCB204, SCX101, SCX105, SCX109, SCX110
Corequisite: SCX102, SCX106, SCX111

SCX129 Clinical Practicum III

2 credits; 2 hours

This course is a continuation of the clinical practicums to improve skills in all routine and contrast media imaging procedures. Students are encouraged to assume more responsibilities in the diagnostic imaging process. The didactic information previously presented in Radiographic Procedures I and II are coordinated with assigned rotations at the affiliated clinical sites. Critical thinking skills are enhanced. The weekly seminar will be on Black Board.
Prerequisite: SCX102, SCX106, SCX111, SCX119

SCX201 Radiologic Technology III

3 credits; 3 hours

This course provides students with and overview of Hospital Administration, including employment issues, labor contracts and litigation processes. Radiation biology and the principles of interaction of radiation with living tissues are discussed. Acute and chronic effects will be discussed. Quality Assurance involves the evaluation of radiographic images along with their delivery systems. State and federal guidelines are included. Equipment Quality Control and its testing are discussed.
Prerequisite: SCX129
Corequisite: SCX205, SCX209, SCX240, SCX250

SCX205 Radiographic Procedures III

4 credits; 4 hours

This course focuses on the more advanced positions utilized in the practice of medical imaging. Students are introduced to more advanced studies that involve the use of contrast media, pediatrics, trauma, and mobile radiography. The basic concepts of pharmacology are also presented. The theory and practice of basic techniques of venipuncture are introduced. Practicum laboratory experiences complement the didactic portion of the course, allowing the students to demonstrate their ability on the phantom patient.
Prerequisite: SCX129
Corequisite: SCX201, SCX209, SCX240, SCX250

SCX209 Clinical Practicum IV

1 credits; 1 hours

This course provides an opportunity for students to improve skills in the areas of general diagnostic procedures, contrast media procedures, advanced imaging procedures, and skull imaging at their assigned medical facility. This also serves as an introduction to specialty areas such as Computed Tomography(CT), Magnetic Resonance Imaging(MRI), special procedures, and angiographic procedures. This is the fourth in a series of six clinicals. The weekly seminar will be on Black Board. This is a hybrid course.
Prerequisite: SCX129
Corequisite: SCX201, SCX205, SCX240, SCX250

SCX219 Clinical Practicum V

1 credits; 1 hours

A continuation of the student's clinical experience. Students will complete all initial and continuous clinical competency evaluations and objectives. All initial and continual competency evaluations are to be completed prior to beginning the final competency evaluations during the final clinical rotation. The weekly seminar will be conducted on Black Board.
Prerequisite: SCX201, SCX205, SCX209, SCX240, SCX250
Corequisite: ENG102, SCX245, SCX251, SCX260

SCX229 Clinical Practicum VI

2 credits; 2 hours

This final clinical experience provides the student with the opportunity to exercise independent judgment and discretion in the technical performance of medical imaging procedures. Students must complete competency evaluations in ten required categories. Competencies are to be completed on patients when possible. Simulated competencies will be done as a last resort. The weekly seminar will be on Black Board. This is a hybrid course.
Prerequisite: ENG102, SCX219, SCX245, SCX251, SCX260

SCX240 Cross Sectional Anatomy

2 credits; 2 hours

This course will provide students with the knowledge to identify the anatomical structures of the human body in various axial planes. Instructional aids will include radiographs, CT images, MRI images and anatomical models. In each section of the course, correlations will be drawn among radiographs, CT images, and MRI images.
Prerequisite: SCX129;
Corequisite: SCX201, SCX205, SCX209, SCX250

SCX245 Pathology for Radiography

2 credits; 2 hours

This course is designed to discuss the biological, physical, chemical, and anatomical changes that occur in different disease processes. Also addresses the etiology and pathogenesis of disease states and the physiological changes that accompany altered body states.
Prerequisite: SCX201, SCX205, SCX209, SCX240, SCX250
Corequisite: ENG102, SCX219, SCX251, SCX260

SCX250 Imaging Modalities I

3 credits; 3 hours

This course is designed to establish a knowledge base in radiologic, fluoroscopic and tomographic equipment requirements and design. The content will also provide a basic knowledge for quality control. Exposure to a variety of diagnostic modalities is incorporated. Various recording media and techniques are discussed. Other imaging modalities are discussed.
Prerequisite: SCX129;
Corequisite: SCX201, SCX205, SCX209, SCX240

SCX251 Imaging Modalities II

3 credits; 3 hours

This course provides students with a basic understanding of the more advanced and complex diagnostic procedures. Students will be introduced to procedures including vascular angiography, myelography, arthrography, venography, and mammography.
Prerequisite: SCX201, SCX205, SCX209, SCX240, SCX250
Corequisite: ENG102, SCX219, SCX245, SCX260

SCX260 Film Evaluation and Critique

2 credits; 2 hours

This course enables students to evaluate and critique diagnostic radiographic images and to improve the radiographic quality by understanding radiographic imperfections. Through these evaluations, students will be able to limit their retakes, improve the patient quality of care, and improve the radiographic quality of their films. Student projects, associated film presentations, and critiques are also included.
Prerequisite: SCX201, SCX205, SCX209, SCX240, SCX250
Corequisite: ENG102, SCX219, SCX245, SCX251

Science

SCS150 Mentoring: The Helping Relationship

3 credits; 3 hours

This course offers a study of, and experience in, the helping relationship. Theoretical approaches to the helping process will be covered as well as specific skills. Topics and guest presentations include peer tutoring, problem solving, adolescence, peer counseling, and use of a mentor in career development. Students will be involved in seminar discussions, training, and field visits. Each participant will serve as mentor in a supervised experience with a high school student.
Prerequisite: MAT095, ENC/ENG101 and one of the following: ENG104 or HSC102, or HUC101 or SSY101, minimum cumulative GPA of 2.0

SCN194 AIDS in New York City

3 credits; 3 hours

This course is a comprehensive examination of what is currently known about Acquired Immune Deficiency Syndrome (AIDS) and its impact on the New York health care system. Topics to be addressed will include the history of AIDS; definition and transmission; symptoms, diagnosis and treatment; prevention and risk reduction techniques. Students will learn about the political, economic, epidemiological, psychosocial, and sociocultural aspects of HIV infection. Visits to AIDS health care facilities are included.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
This is a Writing Intensive course.

SCN195 Community Health

2 credits; 2 hours

This course is a basic orientation to the organization of health care systems in New York City and the position of the health care worker within these systems. Topics will include health careers, the nature of health and disease, prevention of disease, public health measures, types of facilities, payment sources, medical care available, and future trends. Visits to local health facilities (i.e., hospitals, nursing homes) are included.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, major in Allied Health or permission of instructor
This is a Writing Intensive course.

Veterinary Technology

SCV101 Introduction to Veterinary Technology

3 credits; 3 hours

This is a comprehensive introduction to the fundamental principles of animal science. Subjects covered include genetics and breeding, growth and senescence, environmental physiology, nutrition and feeding, and animal behavior. In addition students will begin the study of basic animal care and management, dosage calculations, and animal diseases. There will be field trips to selected animal facilities in the metropolitan area.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SCV150 Principles of Animal Control

2 credits; 2 hours

This course is designed to prepare students to work in animal care and control programs in municipalities and other government agencies. It will cover the philosophy and history of such programs, as well as the federal, state and local regulations that govern their use. Students will study the design and operation of animal shelters including the procedures by which animals are apprehended, cared for and disposed of. The characteristics of common and exotic animal species will be discussed, as well as the important diseases of each group.
Prerequisite: ENG101, MAT106, SCV101

SCV201 Research Animal Technology

4 credits; 6 hours (3 lecture, 3 lab)

This course prepares students to work with rodents, rabbits, and other animals used in research. Laboratory sessions provide hands-on training in restraint, drug administration, sample collection, anesthesia and research techniques. Classroom periods will cover husbandry, diseases, and sanitation, as well as the principles and ethics of animal research. Students will participate in the operation of the College's animal facility.
Prerequisite: ENG101, MAT106, SCC210, SCV101

SCV210 Veterinary Nursing I

4 credits; 6 hours (3 lecture, 3 lab)

This course introduces students to the technical procedures of veterinary practice. The major disciplines to be covered in lecture sessions are anesthesiology, parasitology, and small animal diseases. In the laboratory students will anesthetize dogs and cats and perform basic diagnostic and therapeutic techniques. They will also prepare patients for aseptic surgery, employ techniques of surgical assisting, and learn the principles of cardiopulmonary resuscitation.
Prerequisite: SCB209, SCV201

SCV211 Veterinary Nursing II

4 credits; 6 hours (3 lecture, 3 lab)

This course deals with advanced technical procedures in veterinary practice and laboratory animal science. Lecture sessions will cover animal diseases, emergency care, pharmacology, and gnotobiology. In the laboratory, students will receive training in the care of sick and injured animals, including dentistry, catheterization, fluid and drug administration, and the use of monitoring devices. In addition, students will maintain a germfree isolator and perform minor surgical procedures on rodents.
Prerequisite: SCV210; Pre- or Corequisite: SCB260

SCV212 Veterinary Radiography

3 credits; 5 hours (2 lecture, 3 lab)

Explore the theory and principles of radiography. The laboratory will provide students with training in the operation and maintenance of the x-ray machine, automatic and manual film processing, animal restraining and positioning, health and safety precautions, and radiograph evaluation and storage as they relate to veterinary medicine.
Prerequisite: ENG101, MAT106, SCB209, SCV201

SCV213 Veterinary Laboratory Techniques

3 credits; 5 hours (2 lecture, 3 lab)

This course deals with the examination of blood , urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluation of the health of animals.
Prerequisite: ENG101, MAT106, SCB209, SCV201

SCV214 Farm Animal Nursing

3 credits; 5 hours (2 lecture, 3 lab)

In this course, students will study the application of animal health technology to farm animals. Class sessions will cover diseases, government health regulations and programs, emergency care, orphan animal care, and relevant farm management procedures. Using various species of animals and types of equipment, students will learn techniques for restraint, administration of medication, sample collection, bandaging, surgical preparation and assistance, and positioning for radiology.

Prerequisite: SCV201; This course will be taught at an off-campus location. Students must pay their own travel and room and board expenses.

SCV220 Principles of Exotic Animal Medical Care

2 credits; 2 hours

This course introduces the student to the comparative anatomy, physiology, and medical care of exotic animals. Anesthesia, blood collection, radiography laboratory testing and treatment methods of birds, reptiles, amphibians, fish, marine mammals, hoofstock, primates, small mammals and carnivores will be discussed as they apply to the work of veterinary technicians in private practice, zoos, aquariums, wildlife rehabilitation, and research.

Prerequisite: ENG101, MAT106, SCC210, SCV201

SCV231 Part-Time Research Internship

2 credits; 2 hours

This internship provides students with an experience based learning opportunity to explore or confirm career interests and plans. The students will apply classroom learning to real work situations and strengthen interpersonal and technical skills. The internship is accompanied by a concurrent seminar which provides a framework for analyzing and evaluating students' internship experience.

Prerequisite: ENG102, MAT106, SCV201, SCV209

SCV234 Full-Time Clinical Internship

3 credits; 2 hours

This internship provides students with an experience based learning opportunity to explore or confirm career interests and plans; apply classroom learning to real work situations; and strengthen interpersonal and technical skills. The internship is accompanied by a concurrent seminar which provides a framework for analyzing and evaluating student's internship experience.

Prerequisite: ENG101, MAT106, SCV211, SCV212, SCV213

SCV245 Theory and Practice of Transgenic Techniques

3 credits; 5 hours (1 lecture, 4 lab)

Transgenic techniques involve the manipulation of genes and gene fragments and their incorporation into new host animals. Lectures will provide an understanding of the theoretical principles involved. Laboratory sessions will involve transgenic techniques in mice and will include DNA separation, collection of ova, microinjection, ova transfer, embryonic stem cell manipulation, colony management and related procedures. The laboratory sessions will be held at Rockefeller University.

Prerequisite: SCV201, SCB209;
Pre- or Corequisite: CEP151

SCV247 Veterinary Pathophysiology

2 credits; 2 hours

This course is designed to integrate information from veterinary anatomy, physiology, histology and pathology. The purpose is to relate the normal physiology of the animal to the consequences of abnormal physiology, and discuss what effect this would have on tissues and organs in the body. The main focus will be on companion animals, but other domestic and exotic animals will be discussed.

Prerequisite: ENG101, MAT106, SCB209, SCV201

SCV262 Veterinary Pharmacology and Toxicology

3 credits; 3 hours

This course provides an overview of the main concepts of veterinary pharmacology and toxicology as they relate to clinical practice. The course will cover general concepts of pharmacodynamics and pharmacokinetics, as well as clinical pharmacology. The major categories of veterinary drugs will be discussed in general terms, and specific commonly used therapeutic drugs will be highlighted.

Prerequisite: SCB260, SCV201, SCV211, SCV213

Humanities Department

Room E202 (718) 482-5690

The Humanities encompass the range of human experience-who we are and what our lives mean. The Humanities Department offers courses in the following discipline areas: performing arts, philosophy and critical thinking, speech communication, and visual arts. The department also offers a variety of Urban Study courses. Degree programs in Fine Arts, Commercial Photography, and Music Recording Technology are housed in the Humanities Department.

Department Faculty

Michael Rodriguez, Chairperson, Alberta Arnold, Bruce W. Brooks, Mark Brooks, Richard Brown, John Chaffee, Dennis M. D'Amelio, John Henry Davis, Sandra Dickinson, Dorothy Ellis, Helmut Eppich, Susan Gizzi, Erika Heppner, William Koolsbergen, Javier Larenas, Louis Lucca, Fern Luskin, Sally Mettler, Carol Montgomery, Gustavo Moretto, Sean Palmer, Joyce Rheuban, Gary Richmond, Carol A. Rivera-Kron, Arthur Simms, Patricia Sokolski, Scott Sternbach, Gary Vollo

HUH100 Exploring the Humanities

3 credits; 3 hours

Students will identify and examine the concepts and connections among the various disciplines within the humanities such as: philosophy, art, music, theatre, language, and literature. They will do so through a series of readings, observations, and museum/theatre visits and apply basic principles of aesthetics and interpretation.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

Performing Arts

Dance

HUD101 Theatrical Dance I

2 credits; 2 hours (1 practice hour)

This course will introduce students to ballet, modern jazz, and selected ethnic dance through dance history and class performance. Students will utilize the basic techniques of each of these dance forms, including barre exercises, center practice, and combinations across the floor. The basic theory of the positions and movements of the body will be explored. Leotards and tights or loose fitting athletic wear is recommended. Students will be required to attend and pay admission for one live dance performance. Studio time (one hour) will be recommended for use by students for practice. This will be unsupervised practice time and students will not be required to pay tuition for this hour.
Pre- or Corequisite: CSE099, ENA/ENG/ESA099/ENC101

HUD102 Theatrical Dance II

2 credits; 2 hours

This course is a continuation of Theatrical Dance I (HUD101). Through the advanced study of dance technique in ballet, modern and jazz dance, students will continue to explore the theory and practice of dance as an art form and to explore how ethnic dance has influenced theatrical dance in the United States. Significant dance artists, choreographers, and major works of choreography will be examined. Leotards and tights or loose fitting athletic wear are recommended.
Prerequisite: HUD101

HUD105 Creating Dances: The Art of Choreography

2 credits; 2 hours

This course is designed to help students explore dance improvisation as an essential component in making dances. Experiment-ing with personal movement, students will study the basic techniques and methods of choreography. Students will use self-expression to promote analysis, imaginative reflection, and participation in creating dances. Students will also view the works of a variety of modern dance choreographers, ranging from Martha Graham, Paul Taylor and Alvin Ailey to innovators in post-modern dance. Students will be required to attend and pay for a dance rehearsal and a dance performance.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101 or ESL/ESR098

Music

HUM101 Introduction to Music

3 credits; 3 hours

This course is designed to develop an understanding and appreciation of various forms of music. Emphasis will be placed on the elements of musical organization, expression, and style. Students will gain understanding by listening to selections and by discussing significant features of musical compositions from the Middle Ages to the present time.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUM104 Music for Children

3 credits; 3 hours

This course is designed to allow education students to explore the range of music fundamentals and techniques as they relate to rhythm, pitch and vocal expressiveness. Students will be introduced to basic skills of percussion, the recorder, singing, and reading music. They will continually grow in this ability to listen to, respond to, and create music with understanding, skill, and sensitivity; and to present lessons to children that allow them to have those experiences as well.
Prerequisite: CSE099, ESL/ESR099

HUM107 Music of Latin America

3 credits: 3 hours

This course is an overview of the music of Latin America according to several cultural/geographical areas, including Rio de la Plata, the Andean Region, Brazil, the Caribbean and Mexico. Latin American musical developments from the past and present will be studied to show the individual characteristics as well as the common elements within the various styles. Students will be required to attend one live concert at minimal or no cost.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUM110 Introduction to Jazz

3 credits; 3 hours

This course is designed to develop an understanding and appreciation of jazz as a folk art. The music and characteristics of various styles, including Dixieland, blues, ragtime, boogie woogie, hop, cool, funky, eclectic, and jazz-fusion rock, will be studied through recordings and classroom performances. Emphasis will be on the stylistic characteristics of jazz piano, jazz/blues vocalists, the rhythm section, alto saxophone, tenor saxophone, trumpet, and trombone. The course will involve outside reading and listening, as well as performances and lecture/demonstrations.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUM140 Music Theory I

3 credits; 3 hours

This course is designed for beginning musicians and those who would like to learn to read, write, and understand the basic structure of music. They will study both the sight and sound of different tonal and modal scales. Diatonic intervals, primary chords, and key signatures also will be covered. Students will learn to write simple melodies in staff notation from melodic dictation. In addition, this course will emphasize reading music using treble and bass clefs, singing, and playing simple melodic and harmonic lines, as well as writing simple melodies and primary chords using staff notation.
Prerequisite: CSE099, MAT095
Pre- or Corequisite: ENA/ENG/ESA099/ENC101

HUM144 Musicianship I

3 credits; 3 hours

This course is designed to provide students with the basic skills necessary to effectively read, perform, learn, practice and rehearse music, and to reinforce these concepts for the more advanced student. This course will provide students with a solid musical foundation and with the musical problem solving skills that will enable them to perform music with confidence and ease. This course is suggested for all students who wish to perform any type of music, and is open to students of all abilities and instruments.
Prerequisite: CSE099, ESL095, MAT095
Pre- or Corequisite: ENA/ENG/ESA099/ENC101

HUM146 Music Audio Recording I

3 credits; 4 hours (3 lecture, 1 lab)

This course will introduce students to music audio recording using industry-standard software, such as ProTools. Topics covered will include digital recording, mixing and editing on an introductory level. Students need not have any prior experience.
Prerequisites: CSE099, ENA/ENG/ESA099/ENC101, MAT095

HUM151 Contemporary Vocal Ensemble

1 credit; 3 hours

Emphasis is on the preparation for public performance of contemporary choral music for small vocal ensemble with two to four voices on each part. The repertory will include arrangements in a variety of contemporary vocal idioms: gospel, musical theatre, jazz. Performances of original works will also be encouraged. Enrollment will be limited to 20 students. A student may take Contemporary Vocal Ensemble five sessions for credit, or audit without credit.
Prerequisite: CSE099

HUM155 Voice Class I

3 credits; 3 hours

Emphasis is on the development of the voice for solo performance. Each student will explore the music most suitable for his or her individual voice or singing style. Class work includes basic music reading, vocal exercises, stage conduct, and vocal styles. There will be both individual and group vocal work in class, including daily solo stage performance. Use of recording and TV taping for development of style and stage professionalism is included.
Prerequisite: ENA/ENG/ESA099/ENC101, MAT095

HUM156 Voice Class II

3 credits; 3 hours

Based on foundations and experience in HUM 155, emphasis is on individual vocal and professional development in performance. Class work includes advanced vocal exercises, stage conduct and style, daily solo performance, use of recording techniques, stage and TV taping. Experience involves preparation of resumes and professional programs in various styles of vocal music. Actual working experience will include techniques and adaptations required in TV, recording, opera, clubs, orchestras, and combos. Business aspects of the vocal music profession will be investigated, including: agents, publicity, managers, and contracts. Public performance on campus is required. Opportunities for auditions in New York City for professional and semi-professional engagements are provided.
Prerequisite: MAT095, HUM101 or equivalent, HUM155 or equivalent

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HUM170 Guitar I
3 credits; 3 hours
This course is designed to introduce students to the fundamentals of acoustic guitar technique: strumming/picking technique, correct fingerings, and tuning the guitar. Students will be introduced to the rudiments of music (types of notes, note values, time signatures, chord structure, and scales). Students will learn to read and perform simple guitar melodies/chords and they need not have had previous guitar instruction. Guitars will be provided for student use.
Prerequisite: CSE099, MAT095

HUM171 Guitar II
3 credits; 3 hours
This course is a continuation of HUM170. Guitar techniques, including: strumming, slurring, guitar picking, and exercises to facilitate more advanced left hand with right hand coordination will be continued. Further study in music theory, chord analysis, and the essentials of various styles (classical, pop, and jazz) will also be included. Guitars will be provided for student use.
Prerequisite: HUM170 with a grade of C or better or audition

HUM173 Blues, Rock and Jazz Ensemble
3 credits; 3 hours
The Rock, Blues, and Jazz Ensemble is for all instrumentalists seeking to improve their skills as ensemble performers. This course is designed to enable students to perform cohesive ensemble music with attention to skills such as, reading, improvisation, performing a variety of styles, rhythm section techniques, good stage presence, communication in musical terms, & band equipment set up. Class sessions consist of small group rehearsal and culminate in one or more public performances near the end of the semester.
Pre- or Corequisite: CSE095, ESL097

HUM180 Piano I
3 credits; 3 hours
This course is open to all students interested in playing the piano but who have had no previous experience. Students in this class will develop the ability to play simple melodies and simple accompanying techniques for folk songs, sight read at the keyboard, and play easy piano literature from a variety of stylistic eras.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

HUM181 Piano II
3 credits; 3 hours
A continuation of HUM180, this course will train students to play more complex compositions. Students also will learn to sight read more difficult musical selections, and will learn to improvise simple accompaniments for folk songs.
Prerequisite: HUM180 with grade of C or better or audition

HUM182 Piano III
3 credits; 3 hours
A continuation of HUM181, this course is designed to give the student an increased technical and reading capability. The student will learn about scales and finger exercises which will aid in the study of pieces representative of the various periods of musical composition. Upon completion of the course, the student should be able to play pieces appropriate for the advanced beginner from both the classical and popular repertoire.
Prerequisite: HUM180 and HUM181 or audition

HUM191 Percussion II
3 credits; 3 hours
This course is designed as a continuation of HUM190, Percussion I. It is intended to increase the students' knowledge and technical ability as percussionists on a variety of instruments. The students will study and perform music in varying styles intended to increase their proficiency in reading written music. In addition, they will enhance their playing and reading ability by studying gradually more advanced technical percussion exercises. There will be in-class and public performances.
Prerequisite: HUM190 with a grade of C or better or audition

HUM193 Popular Percussion Ensemble

3 credits; 3 hours

This course is designed to allow students to participate in percussion groups of various sizes. Students will study and perform music from published and/or original arrangements, which reflects a variety of percussion styles. Music Fundamentals and Techniques (rudimentary music theory) as applied to the diffferent pitched or non-pitched percussion instruments will be studied. No prior musical experience necessary.
Pre- or Corequisite: CSE095, ESL097

HUM210 American Music

3 credits, 3 hours

American music is an exploration of the various musical developments in the United States. Through listening, reading, and discussion, students will investigate folk music, entertainment and commercial music, art music, and other musical traditions of the United States. The Broadway musical and the current musical scene will also be studied.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

New Media Technology

HUW111 E-Commerce Technology

3 credits; 4 hours (3 lecture, 1 lab)

This course provides students with the fundamental steps required to build a successful e-commerce system. Topics include: client/server technologies, Web servers (e.g., Apache, IIS), connectivity with database systems, obtain/connect with secure certificates. This course will provide students with hands-on experience designing, implementing, and monitoring business-customer websites.
Prerequisite: ENC/ENG101, HUW161 or HUW166

HUW112 Introduction to Media

3 credits; 3 hours

This course introduces students to new media. It explores the applications of new media and discusses underlying technologies such as digital video/audio, Web pages, programming, physical computing, compression and file transfer. The course will build from file and directory manipulation through to the design of interactive materials. The lab portion of the course will explore digital video and audio editing; Web page design; image editing; and a computer scripting language.
Prerequisite: BTC100 or BTC101 or MAC101

HUW161 Principles of Multimedia and Web Design

3 credits; 4 hours (3 lecture, 1 lab)

This course explores various aesthetic and ergonomic issues from both the user and technical standpoints of Web design. Students are introduced to development tools to aid in the creation of multimedia applications. Topics include the human computer interface, site navigation, browser safe design, HTML, CSS, XML, layout control, templates, plug-ins, and image manipulation.
Prerequisite: BTC100 or BTC101 or HUA125 or MAC101

HUW162 Web Animation and Interactivity

3 credits; 4 hours (3 lecture, 1 lab)

Students will further develop their skills using advanced features of the development environments employed in CIS 161, Principles of Multimedia and Web Design. Students will further explore Web development via database connectivity, scripts, graphics, animation scripting, and digital cameras to develop catalog images. The lab portion will require the completion of a final project that demonstrates mastery of the material covered.
Prerequisite: BTC100 or BTC101 or HUA125 or MAC101

HUW163 Internet Video and DVD Development

3 credits; 4 hours (3 lecture, 1 lab)

Students develop their skills in multimedia and streaming video tools that include: video capture, video editing, and video compression for streaming media. Students will be introduced to digital video software such as Final Cut Pro or Avid to create video that can be embedded into Web pages or burned into DVDs. Students will be required to complete a final project that demonstrates mastery of the material covered.
Prerequisite: BTC100 or BTC101 or HUA125 or MAC101

HUW166 Introduction to Web Development

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces students to the Internet and the World Wide Web. Students will learn about web browsers, XHTML coding, Javascript and CSS. Students will code and generate web pages by hand in preparation for creating fully dynamic sites. The basics of modifying bitmapped images will be covered.
Prerequisite: BTC100 or MAC101

HUW167 Dynamic Web Development

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces students to creating dynamic database driven web sites with XHTML and web programming languages like PHP, MySQL, Coldfusion and ASP. In addition, Javascript and CSS programming will be reinforced before advancing to the server side language.
Prerequisite: HUW166
Pre- or Corequisite: MAC260

HUW168 Web Programming III

3 credits; 4 hours (3 lecture, 1 lab)

This course is a continuation of the Web Programming sequence. It provides an introduction to server-side programming including Java servlets, JSP (JAVA Server Pages), Microsoft ASP, Perl, and CGI technologies. XML (Extensible Markup Language) will be used to categorize data. Server database programming will be introduced using SQL and ODBC.
Prerequisite: HUW167

HUW169 Internet Game Design

3 credits; 4 hours (3 lecture, 1 lab)

This course deals with the technology, science, and art involved in the creation of computer games. The focus of the course will be hands-on development of web based computer games. Students will study a variety of software technologies relevant to online game design, including: programming languages, scripting languages, operating systems, file systems, networks, simulation engines, and multimedia design systems.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096, MAC101 or HUW162 or HUW166

HUW269 New Media Project Lab

3 credits; 4 hours (3 lecture, 1 lab)

The New Media Project Lab will serve as the capstone course in the major and reinforce key New Media concepts. Students will develop a final professional portfolio to display their command of multimedia design. Students will be able to utilize this portfolio in an interview in order to obtain work in the field of New Media. The portfolio will serve as a final thesis project and contain revised examples of their past work.

Prerequisite: CSE099, MAT096, HUW161 and HUW162 or HUW166 and HUW167, ENC/G101

Music Recording Technology

HUX101 Audio Electronics

3 credits; 9.5 hours

This introductory course lays the groundwork for audio and computer technology. Students learn the fundamentals of AC- and DC-powered audio and computer equipment, signal routing, patching, and equipment interfacing. Lab work focuses on basic skills of audio technician. Through projects, students learn proper wiring and soldering techniques.

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HUX102 Basics of Digital Audio

3 credits; 9.5 hours

This course introduces students to computers with an emphasis on audio applications. Topics include the functions of the CPU, memory, hard disk storage technology, and input and output peripherals. Guided tutorials take students through basic computer operations, setup of interfaces with peripherals, and the formatting of storage media. In addition to working with industry-standard digital editing software, students also learn basic word processing and graphics applications.

HUX103 Ear Training and Acoustics

1 credit; 6 hours

Students learn about sound generation, human hearing and perception, the physical principles of musical instruments, acoustics, and acoustical phenomena. Fundamentals are applied to room acoustics typical of a project studio environment. This class emphasizes critical listening skills, a fundamental tool of the audio engineer and music producer. Students receive blank CDs and headphones and burn their own set of IAR audio listening samples for ongoing ear training development.

HUX104 The Business of Music

1 credit; 5.5 hours

This course focuses on the structure of the music business and the process by which an artistic creation is brought to market. It examines the roles of the record label, artist, writer, producer, manager and attorney. Topics also include royalties, recording and producing contracts, publishing and protecting music, the Internet, and other legal issues and business considerations.

Prerequisite: HUX101, HUC102, HUC103

HUX105 Audio Processing and Storage

3 credits; 11 hours

This course introduces students to the tools engineers and producers use to shape and store sound. Topics include gain structure, compression, expansion, equalization, delay, reverb, mixing console operations, analog and digital tape machine operations, and alignment techniques. In the hands-on lab, students operate audio processors and learn the parameters of each device. Working with the audio patchbay, students learn proper equipment interfacing technique using analog and digital equipment.

Prerequisite: HUX101, HUX102, HUX103

HUX106 Digital Music Production

2 credits; 8.5 hours

This course focuses on the underlying principles and actual operation of the digital audio workstation (DAW). Students learn about quantization, aliasing, analog-to-digital and digital-to-analog conversions, digital delays, AC-3, DTS, and MPEG compression algorithms. Working on individual DAWs, students run software exploring basic music production applications, including mixing techniques, non-destructive editing, virtual patchbays, plug-ins, and CD burning.

Prerequisite: HUX101, HUX102, HUX103

HUX107 Microphones Amplifiers and Speakers
2 credits; 6.5 hours
This class introduces students to the specifications and uses of microphones, power amps and loudspeakers. Students learn the techniques of microphone placement. They also learn about the selection and setup of power amplifiers and match speakers for ideal system performance in studios and sound reinforcement.
Prerequisite: HUX104, HUX105, HUX106

HUX108 Mixing Music I
2 credits; 8.5 hours
Students gain valuable insight into analog mixing methodology and technique, blending both technical and creative skills. Working on multi-track workstations, students practice the skills required to complete a complex music mix, such as sound quality, balance, spatial placement, and overall dynamic range and level. Student mixes are played in class, allowing for further development of critical listening and evaluation skills.
Prerequisite: HUX104, HUX105, HUX106

HUX109 MIDI Applications
3 credits; 10 hours
This class introduces the fundamentals of MIDI sequencer and sound module operations. Students learn about synthesis, synchronization, and SMPTE/MIDI time code conversion. Working at individual computer stations using a MIDI sequencer and digital audio programs, students write sequenced programs, control sounds from the program to the sound modules, and mix a MIDI-sequenced track.
Prerequisite: HUX104, HUX105, HUX106

HUX110 Recording Workshop
1 credit; 5 hours
This studio course applies principles and techniques learned in lectures and labs to actual digital multitrack recording sessions with live musicians. Musicians are recorded by the student engineers starting with recording initial tracks and ending with the final mix. Students rotate through the job assignments of engineer, assistant engineer, digital audio workstation operator, session set-up and breakdown.
Prerequisite: HUX107, HUX108, HUX109

HUX111 Mixing Music 2
3 credits; 9.5 hours
This class focuses on techniques of mixing in the digital environment. Issues of analog mixing are re-examined in the digital realm. Topics include gain structure through a signal path from input to stereo mix bus, direct signal path design, virtual patchbays, plug-ins effects, issues related to A-D/D-A conversions, and metering. Working at digital audio workstations, students complete complex digital mixes and burn them to CD.
Prerequisite: HUX107, HUX108, HUX109

HUX112 Post Production Audio
3 credits; 9.5 hours
This course introduces students to the production of an audio soundtrack synchronized to video. Topics include location audio sound production, SMPTE time code, dialogue replacement, sound effects design, and final mixing. Using the DAW, students build a soundtrack to enhance the visual experience. They use quicktime video imported into the audio DAW and prepare sub mix stems of music, effects and dialogue prior to doing a stereo mix.
Prerequisite: HUX107, HUX108, HUX109

HUX114 Industry Practicum
0 credit; 1 hour
This course takes students through resume writing, interview techniques, networking, job search strategies, and on-the-job etiquette to prepare students for the workplace. Helpful tips on the current job market are discussed. One-on-one time is available to students to polish their resumes and help steer them towards suitable employment.
Prerequisite: HUX107, HUX108, HUX109

Theatre

HUC168 Theatre as Communication
3 credits; 3 hours
This course is designed to introduce themes and topics in theatre as a means of communication. Topics such as gender roles, immigration, urban, and family issues will be explored through the use of role-playing, class discussion, and small group work related to the chosen theatre texts. Special attention will be given to the role of language in theatre as a reflection and projection of American society.
Pre- or Corequisite: CSE099, ENA/ENG/ESA099/ENC101 or ESL/ESR099

HUC170 Art of Theatre
3 credits; 3 hours
This course introduces the student to the theories, techniques, and literature of the theatre. Subject matter includes the fundamental tools of playwriting, basic techniques of acting, function of the designer, and evaluation and criticism of performance. Readings, seminars, field trips to New York theatres, and class projects provide the student with an understanding of theatre as a social force and as an art form.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC175 Directing for the Stage

3 credits; 3 hours

This course explores the functions and responsibilities of the theatre director: script analysis, transfer of written text to the stage, blocking, pacing, developing characters, using props, sound, and theatrical design elements. Students explore the director's relations with the playwright, designers, and actors. Activities include viewing videotape of directors at work, attending rehearsals with directors of diverse backgrounds, auditions, casting a play, and using various rehearsal techniques.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC180 Creative Drama

3 credits; 3 hours

This course examines the theories, procedures, and means of assessing improvisational drama in such non-traditional settings as day care centers, rehabilitation centers, and a variety of social work areas. Also explored is the relation of creative drama to such fields as occupational therapy, geriatrics, media, and education. In addition, the student will have an opportunity to develop a resource file of dramatic materials applicable to his or her chosen field.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC190 Acting I

3 credits; 3 hours

This course examines the theoretical perspectives and the practical demands of acting as an art form. Readings in theory are supplemented by student presentations of short scenes and possible seminar visits to New York theatres.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC191 Acting II

3 credits; 3 hours

This course offers an advanced exploration of the theory and practice of acting as an art form. The study of scene preparation, characterization, and improvisation will be emphasized. Study scenes will be taken from comedy, farce and serious drama, offering practice in a variety of acting styles. The spatial characteristics of the stage, rehearsal procedures, and the use of props, costumes, and makeup will be examined. Attendance at two theatre performances will be arranged and students should expect to pay for admission.
Prerequisite: HUC190 or audition.

HUC195 Theatre Production Workshop

3 credits; 4 hours

This course will involve the study and practical application of basic aesthetic and technical aspects of theatrical production. Through participation in a public production, the student will have a major responsibility in one of the following areas: acting, directing, stage management, rehearsal techniques, set design and lighting, makeup and costuming, and publicity or promotion. Additional time for rehearsals and technical production will be required as a part of this course.
Pre- or Corequisite: CSE099, ENA/ENG/ESA099/ENC101
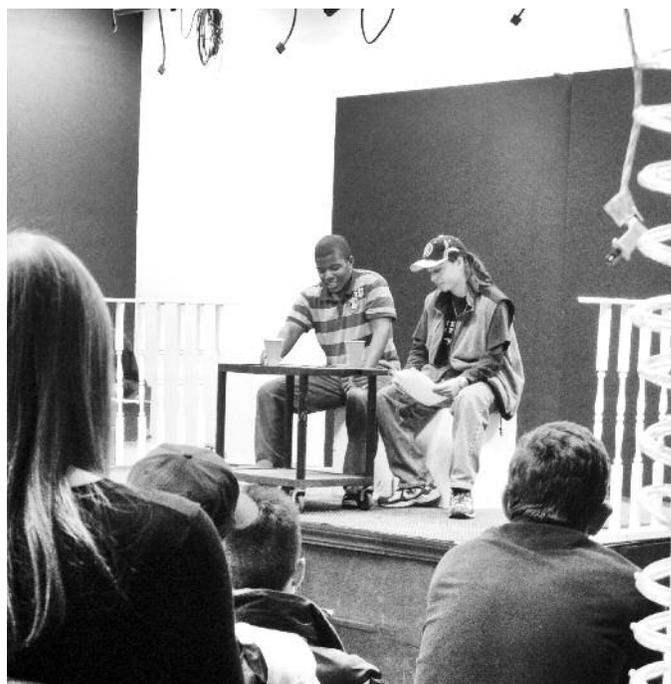
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HUM201 The American Musical Theater: A Production Workshop

3 credits; 4 hours

The student will participate in the preparation and public performance of a Broadway musical. Emphasis will be placed on individual and group learning experiences, and specific techniques required for performing in musicals, including such techniques as characterization, coordination of acting and body movement with singing, transition from speech to song, group movement for singing chorus, techniques of memorization, and overall production and publicity responsibilities. Additional rehearsal hours are part of the course requirement.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

Philosophy and Critical Thinking

HUP101 Introduction to Philosophy

3 credits; 3 hours

This course introduces students to the process of philosophical reflection. Utilizing the concept of freedom extensively, it seeks to develop the student's ability to analyze concepts and to explore life experience in a structured and coherent fashion. Students are encouraged to develop their perceptions by critically examining their own beliefs, attitudes, and assumptions in light of the philosophical analyses they encounter.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUP102 Critical Thinking

3 credits; 3 hours

This course explores the process of thinking critically, and guides students in thinking more clearly, insightfully and effectively. Concrete examples from students' experience and contemporary issues help students develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career and personal lives. Substantive readings, structured writing assignments and ongoing discussions help students develop language skills while fostering sophisticated thinking abilities.

Corequisite: CSE095 or CSE099, ENA/ENG/ESA099/ENC101, MAT095; This course is closed to students who have taken HUR100.

HUP103 Creative Thinking: Theory and Practice

3 credits; 3 hours

This course explores the process of thinking creatively and guides students in developing the creative thinking process, opportunities to work on a variety of projects and activities requiring creative thinking, and personal appearances by creative people discussing their work.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

HUP104 Ethics and Moral Issues

3 credits; 3 hours

This course investigates the nature of morality and its place in human experience. Among the questions posed and discussed are: Is morality simply relative to specific cultures? What are criteria for right and wrong? What is moral agency? Does love have a place in the moral life? Students are encouraged to explore how morality functions in their own lives.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUP105 Philosophy of Religion

3 credits; 3 hours

An examination of humanity's basic perceptions of itself as they are reflected in religion. Both Western theism and Eastern non-theism will be explored and evaluated. Special attention will be given to the phenomenon of religious experience as it occurs in the different traditions.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUP106 Social & Political Philosophy: Making a World of Difference

3 credits; 3 hours

This course invites students to explore both classical and contemporary social and political philosophical theories. Time-honored philosophical perspectives will provide students with a stimulating foundation upon which to explore current social and political issues on a global perspective. With so many provocative challenges confronting the world, students will be offered a philosophical and comparative format through which to better understand and address these global concerns.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUP107 Aesthetics: Philosophy of Art and Beauty

3 credits; 3 hours

This course explores philosophical theories of beauty and their relationship to the nature of art, as well as the relationship of beauty to truth, morality, and social context. Using examples drawn from the visual arts, performing arts, film, and music – students will examine the origins, purpose, and meaning of art; the nature of the aesthetic experience; and the standards we use to judge artistic expression. Full use will be made of the rich artistic resources of New York City.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUP108 Environmental Ethics

3 credits; 3 hours

This course offers students an opportunity to investigate ethical issues concerning the environment. The study of Environmental Ethics relates in complex ways to moral theory, as well as global issues in economics, politics, and science. This course will explore environmental questions such as our personal responsibility for solving environmental problems; health concerns, and our obligations to ourselves, and to other species. Potential solutions will also be explored.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUP109 Philosophy of Law

3 credits; 3 hours

This course examines legal concepts and theories, moral theories, and problems of legal reasoning and decision-making. Students have the opportunity to critically evaluate philosophical arguments in the areas of justice, liberty, and responsibility. Topics to be addressed include, among others, excuse and justification in criminal law, capital punishment, theories of torts and contracts, international law, civil disobedience, censorship, and the right to privacy.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUP112 Logic and Philosophy

3 credits; 3 hours

An introduction to modern symbolic logic with a focus on its application to actual philosophical problems. Topics to be discussed include validity, entailment, truth-tables, proofs, translations from English into symbolic form, as well as more philosophical topics like the relation of modern logic to earlier syllogistic logic, the possibility of the use of logic to resolve philosophical problems (e.g. God's existence or free will), the relation of English to logic, and the possibility of 'alternative' logics.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, HUP102, MAT096

HUP114 Medical Ehtics

3 credits; 3 hours

This course emphasizes the application of moral theory to the issues that arise in the context of medical research and practice. Topics to be addressed include, among others, the role and responsibility of healthcare givers in death and dying, the use of stem cells and animals in medical research, the use of genetic information to influence the outcome of human pregnancy, cosmetic surgical addiction, and issues involving involuntary psychiatric care.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

Speech Communication

HUC101 Fundamentals of Speech Communication

3 credits; 3 hours

This course is designed to introduce the student to a broad understanding of human communication behaviors. Students will learn basic principles and concepts of interpersonal communication, small group communication, and public speaking. Topics include: What is communication? What are the types of communication? How does communication affect our perceptions and self-concept? What are verbal and nonverbal communication? What is active listening? How do we prepare and organize an effective presentation?
Prerequisite: CSE099
Pre- or Corequisite: ENA/ENG/ESA099/ENC101

HUC104 Voice and Diction

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed for students who wish to improve their speaking skills. Course content will include the basic theory of the production of speech and voice, study of the speech and hearing mechanism, and a survey of the sound system of American Standard English. Students will participate in an analysis of their speaking skills and use drills and varied group activities to modify their voice and articulation patterns.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC105 Language Application Workshop

1 credit; 3 hours (1 lecture, 2 labs)

This course is designed for students who wish to continue to improve their English speaking skills. It will enhance the content of other speech communication courses by helping students modify their articulation, voice, and intonation patterns. Through role-plays and discussions, it will provide students with opportunities to use oral language in a variety of contexts in which they have to reason, solve problems, and relate ideas.
Pre- or Corequisite: HUC101 or HUC104 or HUC108

HUC106 Public Speaking

3 credits; 3 hours

This course is designed to provide the student with a critical understanding of, and increased skill in, formal public speaking. In addition to examining oral rhetoric theory, students learn and practice skills in topic selection, research, organization, delivery, and criticism of speeches.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC108 Communication in a Professional Setting

3 credits; 3 hours

This course will develop students' knowledge of oral communication principles and theories in professional settings. Topics will include types of organizational communication, obstacles to effective communication, effective leadership behavior, and nonverbal communication. Students will learn about assertive behavior, conflict resolution, effective listening skills, and persuasive presentations.
Prerequisite: CSE099
Pre- or Corequisite: ENA/ENG/ESA099/ENC101

HUC109 Persuasion and Debate

3 credits; 3 hours

This course builds on the basic oral skills developed in Public Speaking (HUC106) and is designed to provide the student with the rhetorical and analytical skills necessary for persuasive debate. The student will be introduced to different styles of debate. The student will also learn to prepare a debate brief and to use flow sheets to structure refutation and rebuttal. In addition, the role of persuasion and debate in a democratic society will be explored.
Prerequisite: HUC101

HUC111 Interpersonal Communication

3 credits; 3 hours

This course will introduce students to the processes and principles of interpersonal communication in the context of developing relationships. Students will examine how the characteristics of each individual (e.g., gender, age, power, culture) and the characteristics of the environment where the relationship develops can affect the way we communicate. The various communication patterns used in relationship formation and relationship disengagement will also be explored.
Prerequisite: HUC106

HUC112 Small Group Communication

3 credits; 3 hours

This course is designed to familiarize students with fundamental principles of small group communication practices in various group settings. Topics include: group development, leadership, decision making and problem solving processes, conflict management, and technology and virtual groups. The purpose of this course is to help students enhance their small group communication effectiveness in both interpersonal groups and task-oriented teams.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC113 Oral Interpretation

3 credits; 3 hours

This course introduces students to oral performance through verbal and nonverbal interpretation of literature. The focus of this course is to provide students with performance techniques and analytical tools to explore the communicative, aesthetic, and performance elements in prose, poetry, and dramatic literature by means of creative oral presentations. Topics will include: voice development, use of body movement, and interpretation and analysis of literature.
Prerequisite: HUC106

HUC114 Normal Language Development

3 credits; 3 hours

This course provides a comprehensive overview of normal language acquisition and development. It explores historical and current language theories, research findings and basic stages of typically developing language users. Related topics include an exploration of second language acquisition and atypical language development in people with specific language impairment.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, ELL101 or ELL114; Pre- or Corequisite: HUC106 or HUC114

HUC115 Phonetics

3 credits; 3 hours

This course is an introduction to the speech sound system of American English, or, the system of English phonemes. Students will learn how to categorize phonemes according to the International Phonetic Alphabet (IPA). Students will practice listening to speech and transcribing it phonetically. Students will be introduced to the acoustic features of sound that are important to speech production. They will be introduced to syllable structure and suprasegmental features that contribute to communication.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, HUC106

HUC116 Survey of Speech, Language, and Hearing Disorders

3 credits; 3 hours

This course will survey the more commonly known speech, language, and hearing disorders that affect children. It is designed to help classroom teachers recognize these disorders, to make appropriate referrals for intervention, and to promote the ability of those with communication disorders to achieve their maximum communicative potential.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC140 Introduction to Broadcasting

3 credits; 3 hours

This course will provide students with an introduction to the history of Radio and TV, with an emphasis on major facets of electronic media, including networks, legal aspects and government regulations, cable and satellite ratings and programming. Guest lecturers and field trips as well as hands-on work at the College Radio Station will enhance the experience.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC141 Public Relations

3 credits; 3 hours

This course will familiarize students with a basic understanding of the dynamic field of public relations. Students will examine the history, theory, ethics, planning, evaluation, analysis, and global trends of public relations.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUL100 Communication and the Non-Native Speaker

3 credits; 4 hours

This course is designed to help the student develop facility with English when it is not his or her native language. It is especially designed to provide students with insight into interpersonal relations in various cultural settings. Course content will include communication theory, interpersonal skills in both verbal and non-verbal communication, and reinforcement of oral language skills. Students will survey the sound system for Standard English, learn listening skills, and self-corrections for pronunciation and grammar.
Pre- or Corequisite: ESL099

HUL110, Group Communication for Non-Native Speakers

3 credits; 3 hours

This course is designed to help students who are not native speakers of English develop their oral communication skills in a group setting. Integrating language, content and culture, students will carry out a variety of tasks requiring them to process and produce academic language. Students will become familiar with effective styles of group leadership and participation. Other topics include listening in groups, decision making, problem solving, agenda setting, conflict resolution, research methods, and presentation techniques.
Prerequisite: HUL100

Visual Arts

Art Appreciation

HUA101 Introduction to Art

3 credits; 3 hours

This course is designed to develop the students' ability "to see," while it examines the fundamental nature, meaning, and humanistic value of art. Attention will be given to an examination of the creative process and to the role of the spectator as an active participant in the understanding of art. Relevant readings will be discussed in relation to specific works of art. The function of basic compositional elements will be examined. Museum visits are required.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

Art History

HUA165 Art History: Prehistoric Through Gothic

3 credits; 3 hours

This survey of art from pre-history to the late Middle Ages builds visual understanding through close study of individual works of art in various media, including painting, sculpture and architecture. Connections between art works and their cultural contexts are emphasized, as are the cross-cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas. Museum visits are required.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUA166 Art History: Renaissance Through Modern

3 credits; 3 hours

This survey of art from the Renaissance to the present builds visual understanding through close study of individual works of art in various media, including painting, sculpture, architecture, and photography. Connections between art works and their cultural contexts are emphasized, as are the cross-cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas. Museum visits are required.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUA167 Introduction to African Art

3 credits; 3 hours

This course will explore various styles–primarily from Western Africa–including urban, rural, and royal works of art. The main emphasis of the course will be the way these works of art have been and continue to be used in everyday activities and their importance in community life. Contact and cross influences with Islam, Europe and the Americas will be discussed. Two museum trips are required.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUA200 Art of the Twentieth Century

3 credits; 3 hours

This course explores the history of various styles and forms of Western painting and sculpture from the Impressionist period to the present. Such diverse styles of modern art as Cubism, Dada and Surrealism, Expressionism, and the more recent styles of Pop and Conceptual Art will be examined and discussed. Consideration will be given to the understanding of abstract and non-objective art as well as the influences which African and Eastern art have had on the development of modern art styles. Illustrated with slides. Museum visits are required.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUA215 Art of the Renaissance in Italy

3 credits; 3 hours

The painting, sculpture, and architecture of Renaissance Italy will be examined for humanistic content as well as for the visual qualities of composition, style and technique. Works of art will be discussed within the historical context of the Renaissance. Such renowned works as Michelangelo's Sistine Ceiling and Leonardo's Last Supper will be compared to earlier styles. Renaissance art as a foundation of modernism will also be discussed.

Prerequisite: CSE099
Pre- or Corequisite: ENC/ENG101

HUA289 Art and Design Seminar

3.0 credits; 3 hours

Students will engage in self-directed research in the form of written, and creative projects specific to their discipline: Fine Art, Design Art History, or Graphic Illustration. These projects will develop in consultation with the Instructor. Students will develop oral and visual presentations, and participate in class critiques. Art majors will finalize their portfolios, and E-portfolios, madeup of representative examples of studio work. As the capstone course in art, this workshop is both writing and reading intensive.

Pre- or Corequisite: Any intermediate studio art course: HUA126, HUA166, HUA203, HUA207, HUA210, HUA220, HUA230, HUA285

Computer Art

HUA125 Introduction to Computer Art

3 credits; 3 hours (2 lecture, 1 lab)

This course provides an introduction to all phases of computer graphics applications, including draft and paint modes, fills, textures, brushes, graphic tools, and color blending through exercises in drawing, painting, graphic design, illustration, and advertising techniques. Electronic publishing and software design will also be presented through field trips and videotapes. Students will have hands-on experience with microcomputers utilizing graphics, draw, and paint software programs. No previous experience with computers or graphics is necessary.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

HUA126 Computer Art 2

3 credits; 4 hours (3 lecture, 1 lab)

This course is a higher level extension of Computer Art I (HUA125). Through a deeper examination of visual design and graphics software principles students will solve more challenging graphic and product design problems. Both MAC and Windows OS's will be utilized in order to explore their relationship and synergy. Field trips to museums and design studios. E-portfolio will be employed.

Prerequisite: HUA125

HUA127 Computer Art 3

3 credits; 4 hours (3 lecture, 1 lab)

This course is a high-level continuation of Computer Art 2 (HUA126) and will focus on more sophisticated graphic design problems utilizing visual design principles. Students will examine more advanced levels of QuarkXPress, Photoshop, and Illustrator. Both Mac and Windows operating systems will be examined. Students will be introduced to the animation programs, Flash, AfterEfects, and Dreamweaver as used in website design. Field trips are designed to increase the students' understanding of the workings of this dynamic and rapidly changing field. Students will produce a portfolio of original design in both "hard" and "soft" media.

Prerequisite: HUA126

Design

HUA107 Form and Structure

3 credits; 3 hours

This course will study the structural logic found in nature and how it relates to a man-made objects based on observation. Class projects will be creative interpretations in both two and three dimensions and will include an introduction to drawing and model building techniques. Drawing methods based on sighting, perspective and proportion will be taught so that what is seen can be drawn and interpreted accurately. The relationship between concept, structure, form and its function will be explored.

Prerequisite: HUA103

HUA207 Modelmaking I

3 credits; 3 hours

This is a hands-on course in how an idea is developed from a sketch to a fully realized prototype model. Fabrication strategies for overcoming material limitations and exploiting their strengths will be emphasized. In addition, students will be expected to control and critique their ideas, as well as develop a professional approach to craftsmanship and communicating those ideas. Industrial design as related to architecture and interior and product design will be introduced. Industry standard software, such as Photoshop and Adobe Illustrator, will be utilized in this course.

Prerequisite: HUA106

HUA212 History of Design

3 credits; 3 hours

This is an introduction to the history of design as a major independent element of visual arts, and the ways in which intentionally produced objects, environments and experiences both shape and reflect their historical moment. The course will investigate how good design is expressed in architecture, household objects, crafts, tools and transportation. Emphasis will be placed on the importance of social, political and cultural factors and the role they play in how objects and structures are made, and why they look the way they do. Museum visits will be required.

Film and Media

HUC120 Mass Media and Their Evolution

3 credits; 3 hours

This course traces the historical development of such mass media as radio, television, newspapers, recordings, and film, and examines the functions and limitations of each medium. Special attention is given both to the role of mass communication in reflecting and projecting society, and to the form and functions of mass media systems of the future.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC130 Mass Communication and Society

3 credits; 3 hours

This course critically analyzes selected issues in mass communication. Possible topics include: media violence and pornography; media stereotyping; comics and political cartoons; hidden persuaders; editorial policies; media bias; censorship; press freedom and responsibility. Students projects may vary each term.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101; HUC120 recommended but not required.

HUC150 The Art of Film

3 credits; 4 hours

This course provides an overview of film history and theory. The student learns about aesthetic and technological innovations in the medium, while developing critical skills through screening films selected as representative of a type or concept. The student should expect to pay for film screenings.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC165 Film and the Supernatural

3 credits; 4 hours

This course will explore major films which have reflected and helped to define the concept of "supernatural horror" in Western culture. The films will be related to the themes in folklore and fiction that inspired their scripts. Students will learn to identify the basic themes in supernatural film and fiction and will acquire the basic methodology required to analyze these films as unconscious reflections and/or semi-unconscious projections of archetypal fears. The student should expect to pay for film screenings.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC/ENG238 Screenwriting

3 credits; 3 hours

This is a course in the art and craft of writing a fictional narrative for the screen. Screenwriting genres and applications vary widely, yet every one reaches its audience through storytelling. Students examine the ways cinematic narratives show, rather than tell. Students then create their own 10-minute movie script. They explore scene and act structure, character development, dialogue, description, etc. Students learn professional standards for writing for the screen and how to use screenplay software.

Prerequisite: ENC/ENG101

HUC240 Video Production Workshop

3 credits; 4 hours

This course introduces the student to the theory, vocabulary, and production techniques of the video medium. Students, functioning as a production team, create, and produce short video projects during the session which culminate in a final production created, organized, and produced by the class. Students are assigned, on a rotating basis, specific production roles such as director, switcher, camera operator, floor manager, audio technician, production assistant or VCR operator. Projects vary from term to term as deemed appropriate by the instructor.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

HUC241 Video Production Workshop II

3 credits; 4 hours

HUC241 gives students the opportunity to produce individual video projects which may serve as a "reel" for transfer or for employment in crafts and creative positions in production. The emphasis is on production of image and sound. Students learn standard formats such as narrative, documentary, music video, and TV commercials, and learn how to use the tools and techniques of video production to express their personal visions. Students apply established models for continuity editing and the principles of montage. Students and faculty participate in critical analysis of students' work-in-progress and finished projects.

Prerequisite: HUC240
Pre- or Corequisite: HUC150

HUC270 American Film

3 credits; 4 hours

This course is a survey of artistic, technological, and industrial development of cinema in America. The films screened are representative of major developments in American film history: technological, aesthetic, industrial, and socio-cultural. Through readings and screenings, the student considers such topics as: major genres that reflect and project American attitudes and values, the work of the great American film artists, and the role of films by black Americans. The student should expect to pay for film screenings.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUC/ENG272 Literature and Film

3 credits; 4 hours

This course studies the similarities and differences between literature and film. By comparing and contrasting literary works (complete and excerpts) with films, the course illuminates the methods, structures and contents of the two media, as well as their interrelationship. Writers to be considered may include Shakespeare, Keats, Dickens, Dickinson, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Riefenstahl, Flaherty, and Resnais.

Prerequisite: CSE099, ENG102, HUC150 or HUC270

HUC275 American Film Comedy

3 credits; 4 hours

This course surveys American film comedy through the study of comic performers and comic styles of filmmaking. It explores such areas as the difference between physical and verbal comedy and why we laugh at slapstick. The course includes in- class screenings and discussions. Contributions by comedians from a variety of ethnic backgrounds are highlighted. Suggested comic artists include Charlie Chaplin, Bill Cosby, W.C. Fields, the Marx Brothers, and Mae West. The student should expect to pay for film screenings.

Prerequisite: CSE099, ENC/ENG101

Photography

HUA202 History of Photography

3 credits; 3 hours

This course will examine the development of photography as an art form. Beginning with the introduction of the camera in the 19th century, the course will focus on early photographic experimentation and its effects on painting. Accordingly, students will then be introduced to the work of great photographers from Nadar to Stieglitz, and to the effects of their work on the development and refinement of the photographic form. An overview of photography in the modern age will conclude the course.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUA130 Beginning Photography

3 credits; 4 hours (1 lecture, 3 labs)

This course is an introduction to photography covering the 35mm camera, lighting, exposure, processing, and printing. The creative use of photography techniques as they relate to individual expression will be considered. Special projects and final portfolio are required. Students must provide their own 35mm cameras.

Pre- or Corequisite: MAT095, ESL099/ESR099
Note: An additional hour of lab is required per week so that students may practice technique in the darkroom. Proficiency in basic photography developing and printing is the goal of this scheduling. The additional lab hour is supervised by a college technician.
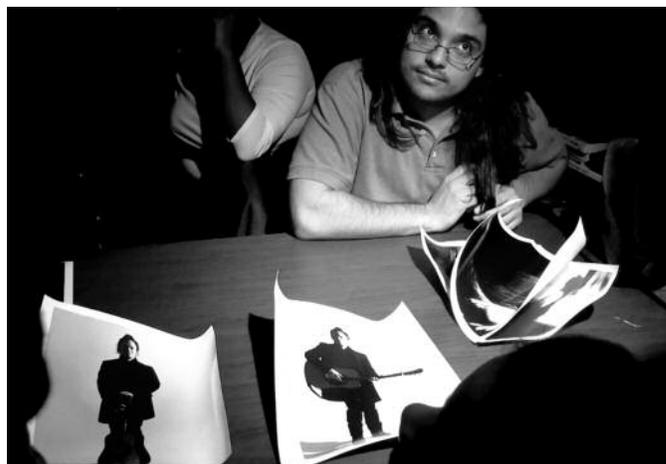
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HUA131 Digital Photography I

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed to introduce students to the hardware and software utilized in capturing digital images (i.e. input). It will include use of digital cameras, analog cameras, scanners, and the downloading of images from the Internet. Students will be introduced to software such as Adobe Photoshop and QuarkXpress, and they will explore their interface with the Macintosh and Windows operating systems. A portfolio presented in "soft" media form will be created.

Prerequisite: HUA130;
Pre- or Corequisite: HUA125

HUA145 Studio Lighting

3 credits; 4 hours (3 lecture, I lab)

This course introduces the students to studio photography. Professional equipment, including the 4 x 5 view camera, 35mm camera, and studio tungsten lighting, will be utilized. Basic studio lighting techniques will be addressed in "table top" (still life) situations. Most assignments will be in black & white; students' ability to produce commercial-quality black-&-white negatives and prints will be emphasized. Students must have a 35mm camera, and should expect to pay for additional materials for this course.

Prerequisite: HUA230

HUA155 The View Camera, Large Format Photography

3 credits; 4 hours (3 lecture, 1 lab)

Instruction and practice in the operation and use of the view camera and its equipment including: lenses, swings, tilts, perspective control and correction, and enlarging and printing large format negatives will be provided. Students will work primarily with the 4" x 5", and receive experience with the 8" x 10", and learn how the view camera is used in architecture, studio photography, and for flatwork. Students should expect to pay for additional materials, equipment, and supplies.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, HUA130

HUA230 Intermediate Photography

3 credits; 4 hours (1 lecture, 3 lab)

An intermediate course in photographic instruction, darkroom technique, and aesthetics. Students will be exposed to classic examples of photojournalism, and instructed in appropriate techniques in each area. Students will begin to build a portfolio in a chosen area. Each person will be expected to have a camera.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, HUA130

HUA231 Digital Photography II

3 credits; 4 hours (3 lecture, 1 lab)

This course is an extension of Digital Photography I, focusing primarily on the software and some hardware required for the output of digital images. Adobe Photoshop and QuarkXpress are the software that will be emphasized. Adobe Illustrator will also be introduced and some output devices such as inkjet and laser printers will be explored. Storage media such as the writeable CD, DVD, and the ZIP disk will serve as "working portfolios" from which the final portfolio of manipulated digital images will be printed.

Pre- or Corequisite: HUA131

HUA234 Color Photography

3 credits; 4 hours (2 lecture, 2 lab)

This course covers the theory and use of negative film (for prints) and positive film (for slides). The psychological and aesthetic effects of color will be investigated, and the student will learn to manipulate color through an understanding of various light sources and the use of filters. This course is offered in conjunction with Color Darkroom Techniques. Students must have a 35mm camera and should expect to pay for additional materials for this course.

Prerequisite: HUA230,
Corequisite: HUA235

HUA235 Color Darkroom Techniques

3 credits; 4 hours (1 lecture, 3 lab)

This course covers the processing of positive photographic film (slides) and color photographic papers (prints). Chemical processes and photographic emulsions will be described and utilized. The student will learn how to operate the dichroic color enlarger and the universal film and print processor. This course is offered in conjunction with Color Photography. Students should expect to pay for additional materials for this course.

Prerequisite: HUA230, Corequisite: HUA234

HUA238 Alternative Photography: The Manipulated Image

3 credits: 4 hours (3 lecture, 1 lab)

This course explores a variety of alternative photographic processes and manipulated imagery techniques such as hand-coloring and gum bichromate printing. The incorporation of these processes with collage, printing, drawing, and photographic darkroom techniques, solarization, negative sandwiching and rayogramming will be taught. Students will utilize these techniques in a series of assignments. There will be a gallery/museum trip, a paper, and presentations by professional photographers. Student should expect to pay for additional materials for this course.

Prerequisite: HUA104, HUA130

HUA245 Studio Lighting II

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces the students to techniques in portraiture and fashion photography using electronic flash. Students will continue "tabletop" photography using the 4x5 view camera. Assignments will be in black-and-white as well as color; emphasis will be placed on exposure of color transparency film with tungsten and flash illumination. A unit in architectural photography is included. Students must have 35mm equipment and should expect to pay for additional materials for this course.

Prerequisite: HUA145

HUA275 Commercial Photography Workshop

3 credits; 4 hours (2 lecture, 2 lab)

This is the most advanced course in the Commercial Photography curriculum. The student will explore and analyze the creative and logistic problems encountered during all stages of a commercial photography assignment. Using standard pre- and post-production procedures, as well as photographic techniques learned in previous classes, the student will produce three photographic projects consisting of 5 to 10 images for each. Students should expect to pay for additional materials for this course.
Prerequisite: ENC/ENG101, HUA245

HUA280 Commercial Photography Seminar

3 credits; 3 hours

This course introduces the students to the day-to-day operations and business practices of the photographic industry. The professional responsibilities of photographers and photographers' assistants will be explored in detail. Commercial self-promotion, including the creation of an appropriate portfolio, business card, and resume will be covered. The business, legal, and ethical dimensions of everyday activities within the industry will be discussed.
Prerequisite: ENC/ENG101, HUA145, HUA230

Studio Art

HUA103 Beginning Drawing

3 credits; 3 hours

This course is an introduction to drawing through basic examination of the visual fundamentals of line, texture, value, space, and form. Problems in descriptive drawing will be explored. There will be individual and group criticism. Sketchbooks are required.
Pre- or Corequisite: ESL099/ESR099

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HUA104 Introduction to Design

3 credits; 3 hours

This course is an introduction to the fundamentals of design through an investigation of visual elements such as line, shape, and composition. Students will develop designs in two-dimensional form. The design principles will be discussed and illustrated as they relate to a number of visual arts forms.
Prerequisite: CSE099
Pre- or Corequisite: ESL099/ESR099

HUA106 Three-Dimensional Design

3 credits; 3 hours

This course examines the principles of three-dimensional design. Students will develop individual designs based on formal elements such as line, shape, mass, and volume. Techniques in construction and carving will be demonstrated and developed in plaster, wood, cardboard, and metal.
Prerequisite: CSE099
Pre- or Corequisite: ENA/ENG/ESA099/ENC101, MAT095

HUA110 Beginning Painting

3 credits; 3 hours

This course is an introduction to painting techniques related to landscape, still life, and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.
Pre- or Corequisite: ESL099/ESR099

HUA115 Color Theory

3 credits; 3 hours

This course is an introduction to the theory and application of color in two-dimensional design. The basic principles of design will be demonstrated in relation to the interaction of colors. Students will develop two-dimensional designs through techniques in color mixing and collage.
Pre- or Corequisite: ENA/ENG/ESA099/ENC101, MAT095

HUA120 Beginning Sculpture

3 credits; 3 hours

Problems in three-dimensional form will be examined through projects in clay and plaster. There will be group and individual criticism.
Pre- or Corequisite: ESL099/ESR099

HUA180 Life Drawing

3 credits; 3 hours

This course is an introduction to drawing the human figure. Techniques in line and value and proportion will be developed. Textbook readings, studies in human anatomy, and sketchbooks will be required.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

HUA185 Illustration

3 credits: 3 hours

This course examines the interrelation of visual imagery and verbal themes. Students will develop individual portfolios as they solve illustration problems focused on the abstract, formal elements, and representational imagery. Such media as watercolor, pen-and-ink, and pastel will be explored. Class lectures and related readings will focus on the history of illustration.
Prerequisite: HUA103

HUA190 Technical Drawing

3 credits; 3 hours

This drawing course is designed to meet the needs of both art and pre-engineering students. It begins with the concept that technical drawing is a communicative tool and proceeds to explore the major areas of drafting. Students taking this course will develop a proficiency in multi-view projection and pictorial drawing by learning the proper use of basic drafting equipment.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

HUA203 Intermediate Drawing

3 credits: 3 hours

This course further explores the drawing techniques established in Beginning Drawing. Students will concentrate on drawing objects and spaces from life and from the imagination. Individual drawing assignments and the development of a final portfolio and sketchbook will be emphasized. Fields trips are usually required. Instead of a textbook, students should expect to pay for art supplies for this course.
Prerequisite: HUA103

HUA210 Intermediate Painting

3 credits; 3 hours

This course is a continuation of the investigations of landscape and still life and their implicit abstract qualities. A special emphasis will be placed on the function of surface, color saturation, scale, and multiple relations in contemporary painting. Projects will include finished paintings and sketchbooks. Studio projects will be analyzed and evaluated.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, HUA110

HUA220 Intermediate Sculpture

3 credits; 3 hours

This course is a continuation of problems in three-dimensional form related to the human figure, portraiture, and their abstract qualities. Emphasis will be placed on individual expression and the development of technical skills in plaster and clay.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, HUA120

Urban Study Courses

HUN/SSN180 Introduction to Intercultural Communication

3 credits; 3 hours

The course introduces students to the dynamics of intercultural communications and enables them to communicate more effectively in multicultural settings. Through field trips, cultural research, and role plays, students develop the skills needed to look objectively at other cultures. Using New York City as a laboratory, they gain experience identifying and analyzing dominant cultural patterns, thus improving their ability to understand the often perplexing behavior of people from cultures other than our own.
Prerequisite: ENC/ENG101, HUC101, and one Social Science elective from the list on page 184.
This is a Writing Intensive course.

HUN191 Photojournalism: An Introduction

3 credits; 3 hours

This course will explore photography as a journalistic tool, emphasizing the photograph as a recorder of newsworthy events. Students will be given assignments to use the photo-document as a visual illustration of the written word. The primary focus of investigation will be the multicultural urban center of New York City. Field trips, a term paper, and additional written assignments will be required. Students should expect to pay for additional materials for this course.
Pre- or Corequisite: ENC/ENG101, HUA130
This is a Writing Intensive course.

HUN192 Art and Society

3 credits; 3 hours

This course examines the relationships among various art forms and the societies out of which they arise. The focus is to establish the connection between the human drive to create and the social attitudes which influence that creation and provide it with a context. Using the rich cultural resources of New York City, students will have the opportunity to explore characteristics and functions of art in other historical and cultural settings. Field trips to various art institutes in the city will constitute a significant part of this course.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
This is a Writing Intensive course.

HUN195 Art in New York: A Museum/Gallery Seminar

3 credits; 3 hours

Through first-hand experience using the museums, galleries, critics, and collectors of New York City, students will examine the form and content of a multicultural range of painting, drawing, outsider art, craft, and sculpture. Museum and gallery visits, as well as a visit to a working artist's studio, will comprise major portions of this course. The class will discuss and write about the exhibits to explore the nature of art criticism.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
This is a Writing Intensive course.

HUN196 Film and New York City

3 credits; 4 hours

This course analyzes the various cultural, historical, ethnic, class, and artistic dimensions of New York in feature films such as Musketeers of Pig Alley, Hester Street and Do the Right Thing, as well as in selected documentary and experimental films. The course also situates New York City within the corporate production and exhibition histories of American film. Particular attention is given to films produced in New York over the last two decades and the images of the city they project.

Prerequisite: ENC/ENG101

This is a Writing Intensive course.

HUN245 The New York Theatre Experience

3 credits; 4 hours

(3 lectures, 1 lab-out-of-class theatre experiences)

This course involves the study of current professional and semi-professional theatre in New York City. Students will be required to attend a series of Broadway, Off Broadway, and Off Off Broadway plays in order to compare their content, underlying aesthetic concepts and production techniques. (Plays may be seen on weekday evenings or weekend/weekday matinees.) Students should expect to pay for theatre tickets, tours, lectures, and workshops with theatre professionals and post-performance discussions.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

This is a Writing Intensive course.

HUN285 Graphic Narrative

3 credits: 3 hours

This course further explores the students' skills acquired in Illustration I, involving the interaction of visual imagery and verbal themes. Students will develop individual portfolios in specific illustration fields, e.g., book illustration, action comic illustration, the graphic novel, or editorial illustration. Students will also solve problems focused on the refinement of conceptual skills required to work with abstract and/or pictorial images. Technical skills with watercolor, inks, and pastel will be further enhanced. Class lectures and related reading will focus on the highlights of twentieth-century illustration and graphic narratives.

Prerequisite: HUA185

This is a Writing Intensive course.

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Liberal Arts Departments

Education and Language Acquisition; English; Humanities; Mathematics, Engineering and Computer Science; Natural Sciences; and Social Science Departments

Liberal Arts Seminars

LIB110 Integrating Seminar: Liberal Arts Cluster

1 credit: 1 hour

This one-hour integrating seminar will be used to tie together the content material of the Liberal Arts Cluster. Class time will be spent exploring connections and thematic links introduced in the cluster classes. Instructional methods may include small group work, discussion, media presentations, field trips, and guest speakers. Information regarding the introductory clusters may be found in the Liberal Arts Advisement Handbook.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and prerequisites of courses in cluster to which LIB110 is assigned.

Note: Not required for students who have passed ENC/ENG101.

LIB200 Humanism, Science and Technology

3 credits; 3 hours

The Liberal Arts Seminar explores aspects of the relationship between humanism, science, and technology. Students apply knowledge and critical strategies developed in other courses to significant contemporary and historical issues. The Seminar draws on texts from the Humanities, Arts, Social Sciences, and Sciences as students explore ways developments in science and technology contribute to abuses as well as advances in civilizations. Students also reflect on the responsibilities of citizenship in a diverse society. As a capstone course, this seminar is designated writing-intensive.

Prerequisite: MAT096, ENG102, ENG103, and 33 credits

Note: ENG103 is waived for Fine Arts (511) majors only

This is a Writing Intensive course.

Library Media Resources Center

Room E101 (718) 482-5426

Instruction in the use of library resources is a regular part of LaGuardia's educational program. Library faculty and classroom instructors arrange integrated lessons in which library presentations are tied in with class assignments to aid students in successfully completing their course work.

Department Faculty

Jane Devine, Chief Librarian; Dianne Conyers, Francine Egger-Sider, Louise Fluk, William Grauer, Juan Hurtado, Charles Keyes, Alex de Laszlo, Clementine Lewis, Ann Matsuuchi, Eric Moy, Elizabeth Namei, Albert Neal, Steven Ovadia, Terry Parker, Kenneth E. Peeples, Jr., Alexandra Rojas, Catherine Stern, Marie C. Spina, Scott White

LRC102 Information Strategies: Managing the Revolution

3 credits; 3 hours

This course is an introduction to the nature and use of information and information sources (print, multimedia, and electronic) for study and problem-solving. Students will identify information needs and pose viable research questions; plan research strategies; access materials online and in person, in libraries and on the Internet; evaluate materials found; produce critical, annotated bibliographies to help answer research questions; and face ethical, legal, and socio-economic issues of the information age.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
Pre- or Corequisite: MAT096

LRC103 Internet Research Strategies

1 credit; 1 hour

In this course, students will develop an understanding of Internet concepts and terminology. They will acquire strategies for effectively searching Internet resources, including the Invisible Web. In addition to formulating search strategies, analyzing their results, and modifying searches appropriately, students will learn to evaluate critically the electronic resources found.

Pre- or Corequisite: CSE099, ENA/ENG/ESA099/ENC101

Mathematics, Engineering and Computer Science Department

Room E218 (718) 482-5710

The Mathematics Department offers a great variety of courses to students at all levels: from basic arithmetic and algebra to linear algebra, calculus and differential equations. From these courses, students gain skills and confidence for advanced work while learning to apply their course work to other disciplines.

Department Faculty

Kamal Hajallie, Chairperson; Sreedevi Ande, Daniel J. Aulicino, Abderrazak Belkharraz, Andrew Berry, Prabha Betne, Denise A. Carter, Gordon Crandall, Marina Dedlouskaya, Hendrick Delcham, Amakoe Gbedemah, Anthony P. Giangrasso, Arnold Glick, Luis Gonzalez, Yasser Hassebo, Jerry Ianni, Alejandro Ibanez, Ahmad Khalil, Javier Mckinley, Rudhra Meangru, Jorge Perez, Yvonne Powell, Zahidur Rahman, Renan Sezer, Assad J. Thompson, Frank Wang, Shenglan Yuan

Computer Courses

MAC101 Introduction to Computer Science

4 credits; 5 hours (3 lecture, 2 lab)

This is the first course in the Computer Science Program. An emphasis will be placed on algorithmic design using principles of object-oriented programming including objects and classes. Concepts such as inheritance, data abstraction, and polymorphism will be included. Students will be required to write several programs in an appropriate language using these concepts.
Prerequisite: CSE099
Pre- or Corequisite: ENA/ENG/ESA099/ENC101, MAT200 or MAT241

MAC109 Introduction to Visual Programming

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces Windows and GUI concepts and applications through objects and programming. Students will learn to develop real-world Windows applications through an event-driven language, such as Visual Basic. Additionally, students will learn basic programming concepts such as arithmetic operations, logical operations, and interactive structures.
Prerequisite: BTC100 or BTC101 or MAC101

MAC110 Systems Analysis and Design

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces the student to the analysis and design of computer-based systems with consideration given to organizational structures, form design, file design, data structures, scheduling, operations research techniques, and hardware and software organization. Actual and simulated case studies will be utilized. The student will develop and program a prototype and document a comprehensive systems study.
Prerequisite: ENC/ENG101, MAC109 or MAC195 or MAC196

MAC125 C/C++ Programming

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces the C and C++ programming through the implementation of various algorithms and the use of an object-oriented approach. Topics include: input/output, expressions, operators, basic data types, functions, flow-control, macros, and classes. Structured as well as object-oriented techniques will be emphasized. The course emphasizes structured design and problem solving. Laboratory assignments are required.
Prerequisite: MAC101 or MAC109, MAT200 or MAT241

MAC190 Object-Oriented Programming

4 credits; 5 hours (4 lecture, 1 lab)

This is the second programming course in the Computer Science Program. The focus of the course will be object-oriented programming. Topics include constructors, superclasses, subclasses, strings, graphics, threads, polygons, inheritance, composition, and method overloading. Writing programs to implement user defined classes will be required.
Prerequisite: MAC101
Pre- or Corequisite: MAT200 or MAT241

MAC195 Structured Programming with COBOL

4 credits; 6 hours (4 lecture, 2 lab)

Algorithms discussed in this introductory course will be coded in COBOL. A structured approach will be stressed in the analysis of control break logic, sequential file updates, random file processing, ISAM programs, table handling, and subprogram linkage.
Prerequisite: BTC100 or BTC101 or MAC101

MAC196 BASIC Assembler Language for Computer Science

5 credits; 6 hours (4 lecture, 2 lab)

This course is designed as a complete course in Assembler Language programming covering macros, conditional assembly, and privileged instructions. Mathematical, scientific, and business applications will be illustrated.
Prerequisite: BTC100 or BTC101 or MAC101

MAC230 Comparative Operating Systems

3 credits; 4 hours (3 lecture, 1 lab)

This course is an introduction to computer operating systems including mainframe and microcomputer operating systems. Students will learn operating system concepts and command languages for several operating systems. Topics will include memory management, data management, job scheduling, spooling, I/O management, security, and networking as it applies to various operating systems.

Prerequisite: BTC100, BTO155, ENC/ENG101, or MAC101

MAC231 Novell Network Operating System

3 credits; 4 hours (3 lecture, 1 lab)

This course will provide students with theoretical and practical knowledge needed to configure, optimize, administer, and maintain a Novell Netware-based network. Topics will include: login scripts, user and group rights, trustee assignments, security issues, menu and command line utilities, application software supervision, network optimization and installation, network directory services (NDS), tree structures, advanced and customized printing utilities, and troubleshooting. Upon completion of the course, students may choose to take the Certified Novell Administrator (CNA) exam.

Pre- or Corequisite: MAC230

MAC232 UNIX Network Operating Systems

3 credits; 4 hours (3 lecture, 1 lab)

This course is an introduction to the UNIX operating system. It is designed to teach students how to effectively integrate UNIX utilities and system calls within network administration. Additionally, it will teach students how to customize work-stations through the use of LAN management and administrative functions. Upon completion of this course, students may choose to take the SCO ACE certification exam.

Pre- or Corequisite: MAC230

MAC233 Windows NT Network Operating System

3 credits; 4 hours (3 lecture, 1 lab)

This course will provide the student with a comprehensive knowledge of the Microsoft Windows NT operating system and network environment. Topics to be covered include an overview of the system architecture, the network environment, administration, security, and optimization. Students will be in a computer lab to learn the skills needed to install and configure NT systems and workstations and servers. This course will prepare students to take the first Microsoft Certification Exam in Systems Engineering (MCSE).

Pre- or Corequisite: MAC230

MAC241 Computer Electronics I

4 credits; 6 hours (4 lecture, 2 lab)

This is a course in the fundamentals of DC and AC electric circuit theory which will provide a basis for further study and concentration in computer repair and telecommunications. Among the topics to be considered are Ohm's Law, power, Kirchhoff's Laws, voltage divider rule, RC time constants, measurement techniques, and some basic electronic components such as resistors, capacitors and inductors. The laboratory work will include experiments using voltmeters, ammeters, oscilloscopes, and breadboards. The student should expect to pay for additional materials for this course.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
Pre- or Corequisite: MAT241

MAC242 Computer Electronics II

3 credits; 4 hours (3 lecture, 1 lab)

This course is a continuation of Computer Electronics I. Topics covered include parallel resonance, high and low passive filter circuits, transformers, semiconductor structure, diodes, BJTs, FETs, integrated circuits, power supply circuits, transistor amplifier circuits, operational amplifiers, oscillators, and modulation and receiver circuits. This course will emphasize the laboratory construction and troubleshooting of these circuits. The student should expect to pay for additional materials for this course.

Prerequisite: MAC241

MAC245 Network and Systems Security

3 credits; 4.0 hours (3 class, 1 lab)

This course provides a detailed, indepth overview of network security problems and discusses potential solutions. The course covers a broad variety of important security topics such as cryptography, authentication, denial-of-service attacks, worms, viruses, phishing, spyware and Trojan horse. The course will allow the student to examine network and computer security defense mechanisms.

Prerequisites: MAC232 or MAC233
Pre- or Corequisites: MAC252 or MAC253

MAC246 Advanced Network and Systems Security

3 credits; 4.0 hours (3 class, 1 lab)

This is a continuation of CIS 245, Network and Systems Security, covering advanced topics such as biometrics security, network intrusion detection, security and top wrappers and other pertinent topics in the field. This course maps fully to CompTIA's Security + Exam objectives. Extensive hands-on and research projects will place students actively in the role of security professional. The student will have a comprehensive overview of network security from basic concepts to advanced topics.

Pre- or Corequisite: ENC/ENG101, MAC245

MAC250 Database Concepts and Programming

3 credits; 4 hours (3 lecture, 1 lab)

This comprehensive course covers the concepts of data collection, organization, and retrieval. The understanding of data structures and the analysis of file organization techniques will be emphasized. The principles of database design, selection, and management will be introduced. Students will be given extensive laboratory experience with programming using a database application package.

Prerequisite: MAC109 or MAC195

MAC252 Advanced UNIX System Administration

3 credits; 4 hours (2 lecture, 2 lab)

This course is a continuation of the UNIX Network Operating System course. It provides students with the practical skills needed to serve as a UNIX system administrator. Topics include login scripts, user administration and security, operating system installation and maintenance, installation of patches and programs, and maintenance and troubleshooting of servers and workstations. Students are encouraged to take the UNIX Systems Administration certification exam.

Prerequisite: MAC232

MAC253 Advanced NT Systems Administration

3 credits; 4 hours (2 lecture, 2 lab)

This course is a continuation of the NT Operating Systems course. It provides the students with the practical skills needed to serve as an NT Administrator. Topics include profiles and policy editor, trust relationship between multiple domains, directory services, DHCP (Dynamic Host Configuration Protocol), IIS (Internet Information Services), WINS (Windows Internet Naming Service), and network monitoring. Students are encouraged to take the second certification exam offered by MCSE.

Prerequisite: MAC233

MAC260 Introduction to Teleprocessing

3 credits; 4 hours (3 lecture, 1 lab)

This course examines the field of data transmission and how it is used to communicate with the computer. Topics covered include the nature of the communication links and of the hardware attached to them; common carriers and their services; the configuration of data communication systems including a description of the codes, modems, terminals, software, and methods of line organization. Both a project and a case study are integral elements of the course and are carried out as a part of laboratory assignments.

Prerequisite: BTC100 or BTC101 or MAC101

MAC261 Internet Telephony

3 credits; 4 hours (3 lecture, 1 lab)

This course introduces students to voice over IP (VoIP), or packetized voice. Students will be exposed to Internet architecture and the handling of user traffic; various protocols including TCP and UDP; digital signal processes; voice coders; connecting to ISPs; modems; layered VoIP architecture; and performance considerations. Students will explore various Internet telephony solutions in the laboratory.

Prerequisite: MAC241

MAC262 Data Communications

4 credits; 4 hours (3 lecture, 1 lab)

This course covers various methods and techniques used in computer communications. The course is designed for telecommunications majors and will aid them in applying data communications skills to on-the-job situations. Main topics include message and packet switching, communication servers, distributed systems, and line control techniques. The laboratory portion prepares the student to sit for the Novell CNA exam. The student should expect to pay for additional materials for this course.

Prerequisite: MAC241

MAC263 Network Operations

4 credits; 4 hours (3 lecture, 1 lab)

This course introduces the student to general network theory with respect to the operation and management of modern networks. The student will use laboratory equipment to prepare print servers, file servers, multiplexers, routers, and modems. Network monitoring will be introduced for troubleshooting skills and for traffic analysis in a LAN environment. The laboratory work is geared toward preparing the student for network certification.

Prerequisite: MAC262

MAC265 Computer Hardware Interfacing and Programming

3 credits; 4 hours (3 lecture, 1 lab)

The course will introduce the student to techniques in controlling a computer system and will include interfacing techniques such as memory mapped and isolated I/O, hardware/software interrupts, polling, and assembler language. Programming will include such topics as: addressing modes, arithmetic and logic instructions, conditional branching, stacks, subroutines.

Prerequisite: BTC100 or BTC101 or MAC101

MAC286 Data Structures

3 credits; 4 hours (3 lecture, 1 lab)

This advanced computer science course focuses on data structures. It is assumed that the student is familiar with basic computer concepts of object-oriented programming. Topics will include linear data structures such as linked lists, stacks, queues and trees, file processing concepts, sorting and searching, and recursion. Programming assignments will focus on implementing complex algorithms.

Prerequisite: MAC190, MAT200 or MAT241

MAC289 Computer Technology Project Lab

2 credits; 2 hours

This course reinforces the student's concepts of digital circuit-board fabrication for computer and communication devices through the construction of projects. Topics include: lab safety, reading schematic diagrams, PC board layout design and construction, components soldering, and wirewrapping. The student will also learn the techniques of troubleshooting the devices using the instruments provided by the laboratory. The projects will vary. The student should expect to pay for additional materials for this course.

Prerequisite: MAC261 or MAC292

MAC291 Computer Logic, Design and Implementation I
4 credits; 5 hours (3 lecture, 2 lab)
This course will teach students how a computer logic statement is converted into an actual circuit. Using binary notation and Boolean algebra, the student will analyze switching networks of logic gates. The circuits which are mathematically described will then be translated into wiring diagrams and implemented on logic trainers and/or prototype boards. The student should expect to pay for additional materials for this course.
Prerequisite: MAC241, MAT241

MAC292 Computer Logic, Design and Implementation II
4 credits; 5 hours (3 lecture, 2 lab)
Students will learn to analyze sequential networks. The use of flip-flops in circuits, such as binary counters, serial adders, parallel multipliers, and code converters, will be studied. Wave form analysis will be done in the lab using oscilloscopes and logic devices. The student should expect to pay for additional materials for this course.
Prerequisite: MAC291, MAT241

MAC293 Computer Repair and Network Maintenance
4 credits; 5 hours (3 lecture, 2 lab)
This course will provide students with the knowledge needed to diagnose and repair stand-alone and networked personal computers. The student will learn about hardware, including disk drives, mainboards, video boards, network interface cards, and modems. Students will learn how to set up, diagnose, and repair network connections, servers and workstations. Students will work with testing equipment such as oscilloscopes, patch boxes, LAN testers, and wiring tools. General software diagnostic tools will be used. The student should expect to pay for additional materials for this course.
Prerequisite: MAC231 or MAC232 or MAC233 or MAC292

MAC295 Computer Architecture
4 credits; 5 hours (3 lecture, 2 lab)
This course is intended for students who are in the computer science program or for students interested in developing a background in hardware concepts. Topics covered include number systems, logic circuits, arithmetic circuits, flip-flops, registers, memories, sample designs of simple computers, and an introduction to microprogramming. The student should expect to pay for additional materials for this course.
Prerequisite: MAC196 or MAC265, MAT200 or MAT241

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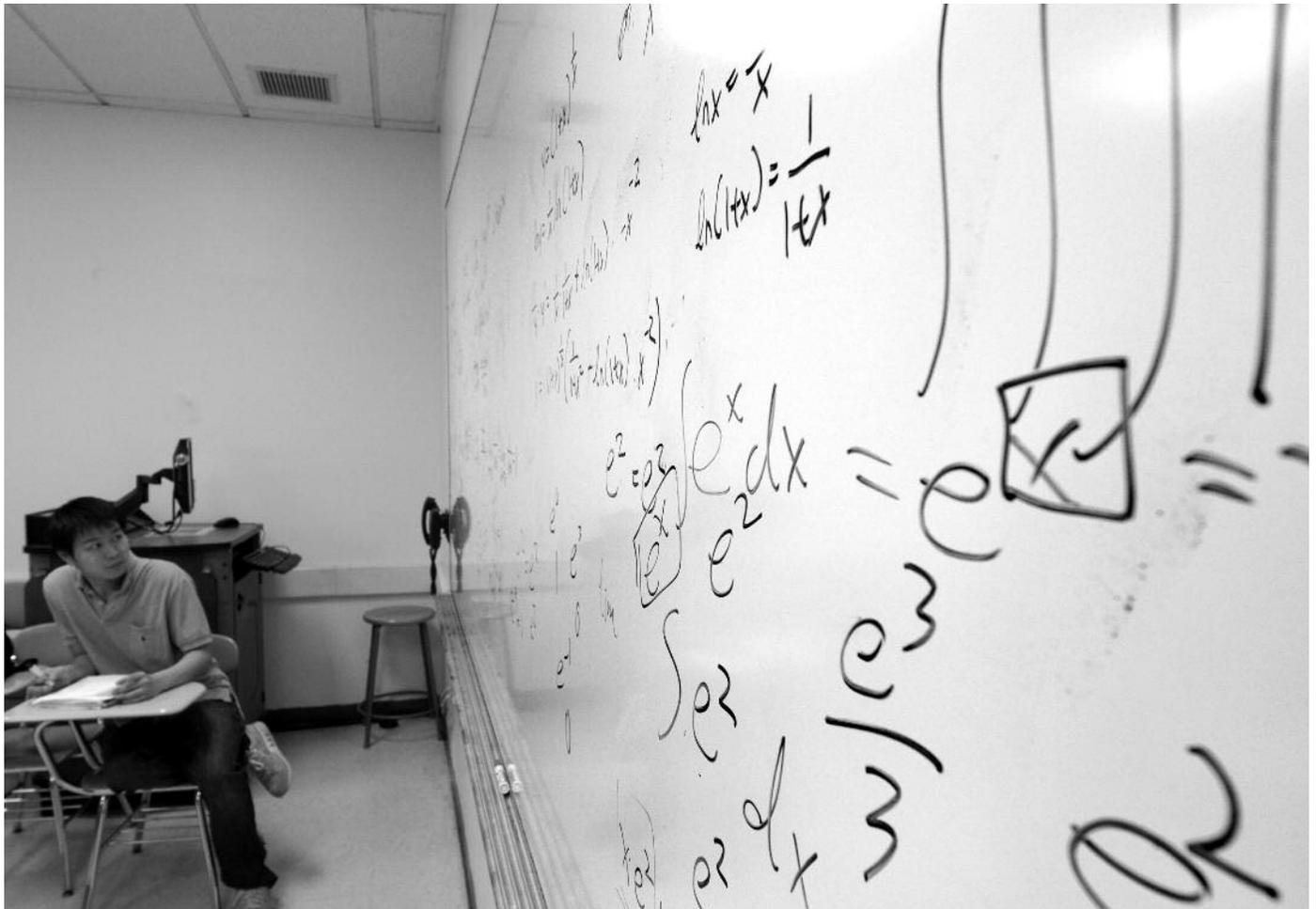
Engineering Science

MAE100 Computer-Aided Design
4 credits; 4 hours
This course introduces the student to AutoCAD's friendly pull-down menus as a tool to create graphical representations of objects. The course covers introduction of dimensioning systems, fundamentals of orthographic views of real-world objects, and basic two-dimensional drafting techniques. The course includes the creation of three-dimensional objects and their modification by changing the rendering options, material and lighting properties. Views of assemblies and animations are also considered.
Pre- or Corequisite: CSE095, ENA/ENG/ESA099/ENC101, MAT096

MAE101 Engineering Lab 1
1 credit; 3 hours (lab)
This is the first of two engineering laboratory courses. Students meet once a week and are introduced to engineering design through hands-on laboratory work using computer applications. They are taught how to carry out basic structural analysis; in particular, they are introduced to programming a robot to perform a specific task. Additionally, they work in groups on design projects and are expected to use computers for documentation, for data analysis, and for maneuvering the robots.
Prerequisite: MAT200

MAE103 Engineering Lab 2
2 credits; 3 hours (lab)
This course presents selected mathematical concepts and techniques of engineering science, using Matlab. It reinforces the importance of qualitative and quantitative reasoning, and introduces computer-based methods for verifying analytic reasoning and experimental results.
Prerequisite: MAT201

BILL AND MELINDA GATES FOUNDATION

MAE211 Engineering Mechanics: Statics
3 credit; 3 hours
This course is designed to introduce students to the theory and applications of engineering mechanics – statics. Topics to be covered include equivalent systems of forces, resultants, distributed forces, equilibrium of rigid bodies, centroids, centers of gravity, fluid statics, moments of inertia, and friction. Analysis of frames and machines, forces in beams, internal stresses, and stability will also be considered. Vector algebra will be used where appropriate.
Prerequisite: SCP231, MAT203

MAE213 Electrical Circuits I
3 credits; 3 hours
Students are introduced to the analysis of basic AC and DC circuits containing resistors, inductors, capacitors, and both independent and dependent sources of voltage and current. Voltage division and current division yield simplified analysis of resistors (impedances) in series and in parallel, respectively. Thevenin's and Norton's theorems are used to determine equivalent subcircuits. Differential equation techniques are presented to simplify the analysis of AC circuits.
Prerequisite: SCP231, MAT203

MAE219 Thermodynamics I
3 credits; 3 hours
This course introduces students to basic physical concepts and applications of thermodynamics, and to their consequences for engineering processes and operations. Emphasis is placed on the first and second laws. Properties of pure substances are studied, along with basic principles governing transformations of energy, particularly heat, and work. Behavior of mixtures of gases and vapors and air conditioning are considered. An elementary introduction to cycles (Carnot cycle, reversibility, power and refrigeration cycles) completes the course.
Prerequisite: SCP232, SCC201, MAT203, MAT204

Mathematics Courses

MAT095 Introduction to Algebra
0 credit; 6 hours (5 lecture1 lab)
(Equivalent to First Year Institute USM095)
This course has a problem-solving approach that emphasizes the importance of mathematical reasoning in addressing real-world problems drawn from diverse disciplines. Topics include arithmetic (signed numbers, fractions, decimals and percents), elementary algebra (solving first degree equations and inequalities, rules of exponents, equations of lines) and basics of geometry (area of perimeter) as well as numeracy (estimation, unit analysis). The course is intended for students with little or no algebra background.
Admission to the course is based on placement test scores.
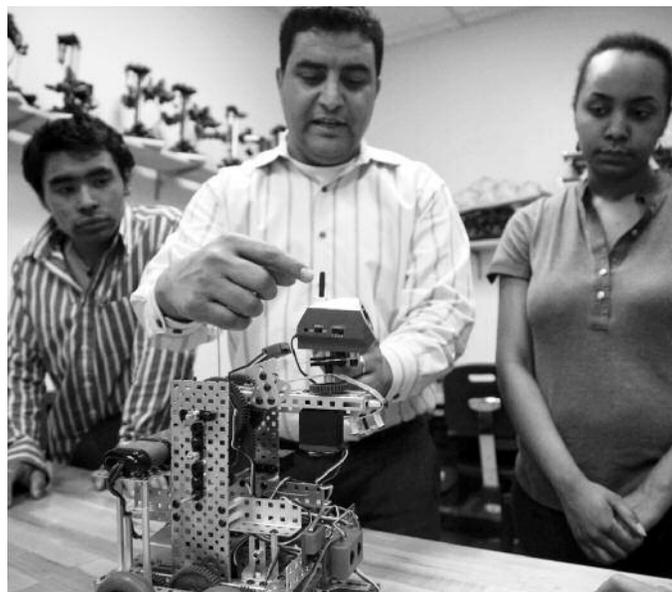
MAT096 Elementary Algebra

0 credit; 6 hours (5 lecture, 1 lab)
(Equivalent to First Year Institute USM096 or USM097)
This course provides a careful treatment of elementary algebra, beginning with the line/linear equation, ending with the parabola /quadratic equation, and emphasizing the interplay between geometric and algebraic representation. Topics include graphing, systems of linear equations, functional concepts, rules of exponents, polynomial algebra, factoring, rational expressions, complex fractions, radical expressions, and the quadratic formula. Applications to linear and quadratic modeling are featured.
Admission to the course is based on placement test scores.

MAT103 Early Concepts of Math for Children

3 credits; 3 hours
This course combines theory with practical aspects of how children learn mathematics. Students learn how to help young children to develop numerical relationships and geometric patterns. This course is of particular value to Child Development majors, prospective elementary school teachers and parents.
Prerequisite: CSE099, MAT096

MAT104 Mathematics in Elementary Education

3 credits; 3 hours
This is the second course of a sequence devoted to the study of how children learn mathematics. The course examines the mathematics curriculum of the elementary school with an emphasis on how to teach it. Among the topics included are operations on rationals, geometry, measurement, and basic notions of statistics of particular value to prospective school teachers and paraprofessionals.
Prerequisite: MAT103

MAT106 Mathematics of Medical Dosages

2 credits; 2 hours
This course is designed for Nursing majors and will aid them in applying basic mathematical concepts to on-the-job situations. Students will learn the various techniques of calculations. These include conversions using metric, household, and apothecary systems of measurement as well as the computational methods used in the preparation of oral medication, solutions, parenteral therapy, and pediatric dosages.
Prerequisite: MAT096; Corequisite: SCR110

MAT107 Mathematics and the Modern World

3 credits; 3 hours
This course introduces selected topics in mathematics which have significant application in other fields. For each topic studied, emphasis will be placed first on the mathematics itself, and then on one or more significant applications of the mathematics. Topics to be included will be chosen from the areas of number theory, algebra, probability and statistics, topology, computers, and geometry.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

MAT115 College Algebra and Trigonometry

3 credits; 4 hours (3 lecture, 1 lab)
This course will start with a review of basic algebra (factoring, solving linear equations, and equalities, etc.) and proceed to a study of polynomial, exponential, logarithmic, and trigonometric functions. These functions will be used in applications involving simple mathematical modeling where students will engage in inquiry activities aimed at improving critical thinking skills.
Prerequisite: Score of 30 or higher on Pre-algebra portion of COMPASS test and score of between 30 and 44 inclusive on the Algebra portion of the COMPASS test

MAT120 Elementary Statistics I

3 credits; 4 hours (3 lecture, 1 lab)
This course serves as a study of fundamental concepts and computational techniques of elementary statistics. Among the topics studied are: measures of central tendency, standard deviation, percentiles, statistical graphs, binomial and normal distributions, probability, confidence intervals, hypothesis testing, regression and correlation. A statistical software package will be used by students to obtain basic sample statistics, to simulate fundamental theorems and to assist with hypothesis testing. A graphing calculator will be used by students to assist with computations, as well as with tabular and graphical displays of data.
Prerequisite: MAT096, Score of 30 or higher on Pre-algebra portion of COMPASS test and score of between 30 and 44 inclusive on the Algebra portion of the COMPASS test

MAT121 Elementary Statistics II

3 credits; 3 hours
As a sequel to MAT120, this course develops the methods of statistical inference including experimental design, sampling, estimation, hypothesis testing, and decision making.
Prerequisite: MAT120

MAT132 History of Mathematics

3 credits; 3 hours
This course serves as an examination of the theoretical developments of mathematics from antiquity to the end of the last century. Mathematical thought will be studied in relation to the social, economic, and technological forces of various crucial periods. Among the topics treated historically are systems of numeration, logic, geometry from Euclid through Riemann, and the development of the modern computer beginning with primitive instruments.
Prerequisite: ENA/ENG/ESA099/ENC101, MAT096

MAT200 Precalculus

4 credits; 5 hours (4 lecture, 1 lab)
This course is intended as a preparation for the study of Calculus. Functions and their graphs will be analyzed theoretically within a framework that emphasizes their roles in applied settings. Particular attention will be placed on polynomial, exponential, logarithmic, and trigonometric models. The use of graphing utilities as analytical tools will be emphasized. Each student is required to have a graphing calculator.
Prerequisite: MAT115

MAT201 Calculus I

4 credits; 4 hours

This course is the first of a three-course sequence designed to provide students with an appreciation of the usefulness and power of calculus. The course covers the fundamentals of the differential calculus of elementary functions and includes an introduction to integral calculus. Among the topics studied are limits, derivatives, applications of the derivative, and integrals.
Prerequisite: MAT200

MAT202 Calculus II

4 credits; 4 hours

This is a course designed to provide students with an appreciation of the usefulness and power of calculus. Emphasis will be placed on the application of calculus to various disciplines. Among the topics studied are the definite integral, area, formal integration, and applications of integration.
Prerequisite: MAT201

MAT203 Calculus III

4 credits; 4 hours

This is the third course in the calculus sequence and is designed to build upon the concepts and techniques of MAT201-202 and to provide a more rigorous conceptual grounding for the entire calculus sequence. Topics to be covered include limits and continuity, indeterminate forms, infinite series, the Taylor expansion and applications, solid geometry, the calculus of several variables, and an introduction to partial derivatives.
Prerequisite: MAT202

MAT204 Elementary Differential Equations

4 credits; 4 hours

This course considers selected problems and mathematical models which generate ordinary differential equations. Both numerical and analytical methods will be used to obtain solutions. Geometrical interpretation of differential equations will be emphasized, and where feasible, solutions utilizing computer methods will be explored. Topics also include boundary-value problems, linear systems, and Laplace Transforms. Applications to classical mechanics and electric circuits will be examined.
Prerequisite: MAT202; Pre- or Corequisite: MAT203

MAT210 Linear Algebra

3 credits; 3 hours

This course is designed to introduce the students to the theory and applications of algebraic structures. This is done by studying the structure and properties of the matrix. The matrix is viewed both as an object possessing algebraic structure and an aid to computation. Systems of equations and their solutions are studied, and the concepts of basis and dimension are developed. Applications are discussed, including linear programming and computer programs in BASIC.
Prerequisite: MAT201

MAT221 Introduction to Probability

4 credits; 4 hours

This course is an introduction to the theory of probability. The topics studied are basic theorems of probability, permutations and combinations, discrete and continuous random variables, univariate and multivariate probability distributions, jointly distributed random variables, independent identically distributed random variables, moments, moment-generating functions, the central limit theorem, laws of large numbers, confidence interval, hypothesis testing, chi-square methods, and simple linear regression.
Prerequisite: MAT203

MAT230 Introduction to Discrete Mathematical Structures

4 credits; 4 hours

This course covers mathematical concepts essential for continued study in computer science and related fields. Topics of study include: set theory, propositional calculus and rules of reasoning, algorithms and complexity, elementary number theory including applications, recursion, counting principles with applications and graph theory
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096
Pre- or Corequisite: MAT201

MAT241 Technical Mathematics I

4 credits; 4 hours

This course helps students to appreciate the usefulness of mathematics in today's technical world. The concepts of college algebra and trigonometry are presented with emphasis on their applications in science and technology. Topics include analytic geometry, trigonometry, exponential and logarithmic functions and their graphs, system of linear equations, matrices, and complex numbers.
Prerequisite: MAT096

MAT242 Technical Mathematics II

4 credits; 4 hours

This is the second course in the Technical Mathematics sequence. Scientific methods of differential calculus are developed and applied to solving practical problems. Topics include differentiation and integration of algebraic, exponential, logarithmic and trigonometric functions, curve sketching, rectilinear motion, extrema, area, and volume.
*Prerequisite: MAT241*

Natural and Applied Sciences Department

In 2009, the Natural and Applied Sciences Department was divided into two departments, Health Sciences and Natural Sciences. The following programs/areas were assigned to Health Sciences:

> Dietetics
> Health
> Human Services
> Nursing
> Occupational Therapy
> Paramedic
> Physical Therapy
> Science
> Veterinary Technology

The following programs/areas were assigned to Natural Sciences:

> Biology
> Chemistry
> Mortuary Science
> Physical Sciences
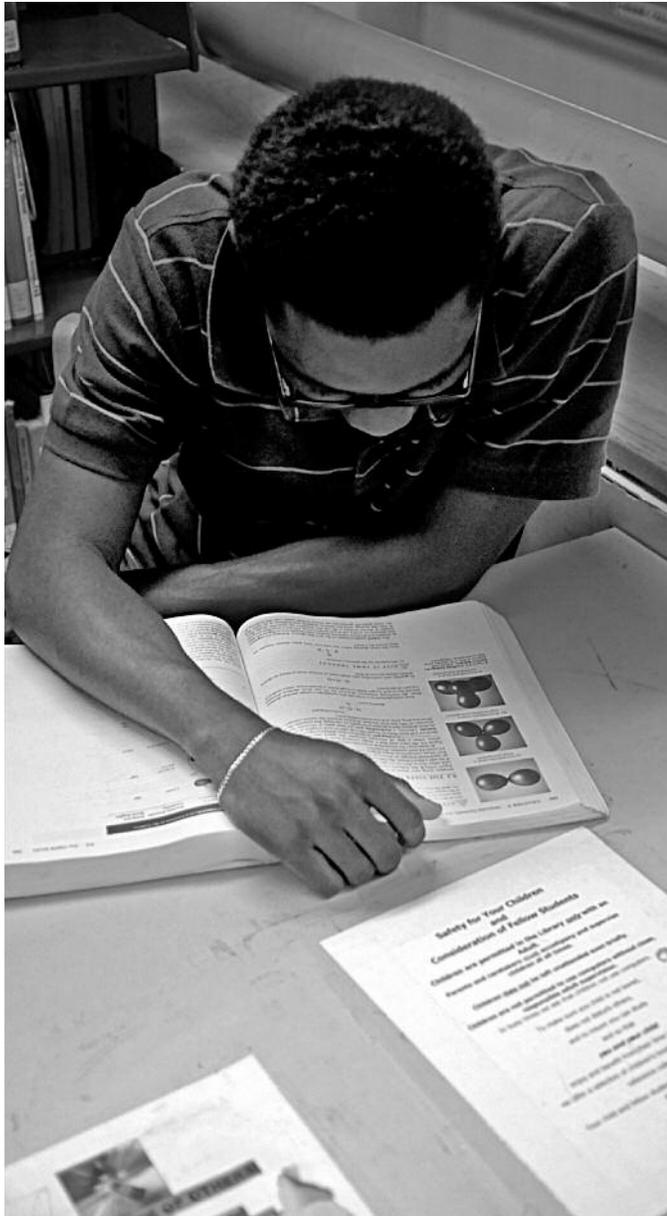
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Natural Sciences Department

Department Faculty

John P. Bihn, Chairperson, Olga Calderon, Alfredo Cifuentes, Sarah Durand, Tahereh Entezari Zaher, James Frost, Carol Haspel, Nalband Hussain, Dionne A. Miller, Howard Motoike, Jaime Nieman, Sidney Noelle, Robyn O'Kane, Thomas Onorato, Ivan Rivera-Torres, Karim Sharif, Byron A Storck, Lhamo Tshering, D. Priyantha Wijesinghe, Burl Yearwood

Biology

SCB101 Topics in Biological Sciences

3 credits; 4 hours (2 lecture, 2 lab)

This course gives an introduction to the scientific method the origin and organization of life and reproduction and ecology. The relevance of modern biological theory to human life in particular areas will be emphasized using selected topics such as urban pollution and population control.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SCB115 Principles of Biology

4 credits; 6.0 hours (2 lecture, 3 lab, 1 recitation)

This is a one-semester laboratory-based course in biology stressing general concepts and amplifying them through a study of the human organism. The scientific method of thinking will be emphasized. Topics will include biological chemistry, cell structure and function, classical and molecular genetics, evolution and ecology, and homeostasis will be explored in the context of human biology. Laboratory exercises will include chemical analyses of nutrients, microscope slides and dissection of the fetal pig.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SCB160 Food Microbiology

4 credits; 6 hours (3 lecture, 3 lab)

This course is an introduction to the science of food with emphasis on microorganisms which affect it. Digestive processes and fundamental chemistry of food are studied, as well as the complex interactions which exist between food and microorganisms, including handling, preparation, and storage. The laboratory will focus on morphological and physiological characteristics of microorganisms associated with contamination, spoilage, preservation, and food-borne disease. This course does not fulfill the Dietetic Technology General Microbiology requirement.

Prerequisite: SCD100

This course satisfies the New York City Department of Personnel requirement for the foods course for eligibility for School Lunch Manager.

SCB201, 202 Fundamentals of Biology I and II
4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)
This course is an integrated two-semester laboratory-based sequence, stressing major concepts of biology designed to assist the student in relating these concepts to the environment. The scientific method of thinking and the experimental approach will be stressed. Among the topics studied are: SCB201: Cellular and molecular basis of life, heredity, and the evolution of life. SCB202: Survey of the kingdoms, organismic anatomy and physiology with emphasis on the human system, the principles of ecology, and problems of population.
*Prerequisite for SCB201: CSE099, ENA/ENG/ESA099/
ENC101, MAT096;*
Prerequisite for SCB202: SCB201

SCB203 Fundamentals of Human Biology I
4 credits; 6 hours (3 lecture, 3 lab)
This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissues, and organ systems will be studied. The laboratory includes physiology experiments and gross and microscopic anatomy experiments using the cat as a dissection subject. Topics will include the chemistry of life, the cell, skeletal, muscular, cardiovascular, immune and respiratory systems. Students should expect to pay for additional materials.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SCB204 Fundamentals of Human Biology II
4 credits; 6 hours (3 lecture, 3 lab)
This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissue, and organ systems will be studied. The laboratory includes physiology experiments and gross and microscopic anatomy experiments, using the cat as a dissection subject. Topics will include the digestive, nervous, endocrine, urinary, and reproductive systems. A student will need disposable gloves and a dissection kit.
Prerequisite: SCB203

SCB208 Vertebrate Anatomy and Physiology 1
2 credits; 3 hours (1 lecture, 2 lab)
This course introduces the student to the evolution, anatomy, and physiology of the major vertebrate classes. Emphasis is placed on the taxonomy and characteristics of vertebrates. Muscle and bone organization and the physiology of contraction are also covered in depth. In the laboratory, students have the opportunity to dissect representative non-mammalian vertebrates.
Prerequisite: SCN101 for students in Veterinary Technology Program, SCB202 for all Associate in Science students, SCC140

SCB209 Vertebrate Anatomy and Physiology 2
3 credits; 4 hours (2 lecture, 2 lab)
This course is a continuation of Vertebrate Anatomy and Physiology 1. Major organ systems are discussed while emphasis is placed on mammalian anatomy and physiology. In the laboratory, students have the opportunity to view these systems through the dissection of a cat.
Prerequisite: SCB208

SCB240 Biotechnology I
2 credits; 4 hours (1 lecture, 3 lab)
Biotechnology is the application of recombinant DNA technology to living systems. Biotechnology I is an introductory laboratory course which will allow the student to learn some of the basic techniques used in molecular biology and recombinant DNA laboratories. This course will include basic applications of gel electrophoresis and interpretation of restriction enzyme cleavage patterns of DNA, including DNA fingerprinting.
Prerequisite: SCB201 or SCB208 or SCC201

SCB252 Fundamentals of Biotechniques
2 credits; 4 hours
This is an intensive one-semester laboratory-based course in biotechniques. Students will learn how to form hypotheses, design experiments, analyze data, and review science literature. Students will perform techniques such as bacterial transformation, purification of nucleic acids, Polymerase Chain Reaction (PCR), electrophoresis, DNA microarray analysis, enzyme-linked immunosorbent assay (ELISA) and histological techniques, while learning the responsible conduct of research and bioethics.
Prerequisite: ENG101, MAT115, SCB201, SCC201

SCB255 Cell Biology
4 credits; 6 hours
This is an upper-level one-semester laboratory-based course stressing essential aspects of cell biology. Cell structure and function will be introduced. Topics to be covered include, but are not limited to, membrane transport, protein sorting, vesicular trafficking, cytoskeletal components, chromatin remodeling, signal transduction, cancer, apoptosis, and stem cells. Students, by conducting hypothesis-driven science, will be introduced to state-of-the-art techniques.
Prerequisite: ENG102, MAT200, SCB202, SCC202

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SCB260 General Microbiology

4 credits; 6 hours (3 lecture, 3 lab)

This course offers an introduction to microorganisms found in nature, industry, and disease. The student is introduced to virology, bacteriology, immunology, epidemiology, pathology and other related areas of microbial physiology. The laboratory will deal with the isolation and identification of common pathogenic and nonpathogenic organisms utilizing techniques of staining, culturing, fermentation reactions, and microscopic inspection.
Prerequisite: SCB202 or SCB204 or SCB209

Chemistry

SCC101 Topics in Chemistry

3 credits; 4 hours (2 lecture, 2 lab)

This course is a one-semester survey of the principles and applications of chemistry. Emphasis will be placed upon descriptive chemistry in areas such as food and drugs, synthetics, and biological chemistry. Lecture and discussion will be complemented by laboratory experiments in which chemical principles and techniques are applied to the analysis and synthesis of familiar items.
Note: This course is not open to students with credit in SCC140 or SCC201.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

SCC140 Biological Chemistry

3 credits; 4 hours (2 lecture, 2 lab)

This course is an introduction to the chemical basis of life. Topics will include an introduction to basic chemical principles, atomic structure, bond formation, and structure, and mechanisms in organic and biochemical systems. These will be related to the basic life processes of reproduction, development, growth, nutrition, and health.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SCC201, 202 Fundamentals of Chemistry I and II

4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)

This is a two-semester sequence covering the basic concepts of chemistry and their historical development. The experimental nature of chemistry as well as the role of chemistry in many aspects of daily life are stressed. Among the topics studied are: SCC201: Atomic structure, chemical bonding, chemical reactivity, quantitative relationships in chemical reactions, thermochemistry, gases. SCC202: Liquids, solids, solutions, acid-base theory, chemical kinetics, chemical equilibrium, chemical thermodynamics, electrochemistry, nuclear chemistry.
Prerequisite for SCC201: CSE099,
ENA/ENG/ESA099/ENC101, MAT096
Prerequisite for SCC202: SCC201

SCC205 Introduction to Chemistry

4 credits: 6 hours (3 lecture, 3 lab)

This course serves as an introduction to chemistry. Topics include measurements, atoms, the Periodic Table, ionic and molecular compounds, stoichiometry, energy, equilibrium, gases, liquids, solids, solutions, acids, and bases. The laboratory component is designed to illustrate the fundamental laws and techniques of general chemistry. The course addresses the needs of students who require an introductory chemistry course that contains a laboratory component.
Prerequisite: CSE099, ENA/ENG/ESA099/ECC101, MAT096

SCC210 Foundations of Chemistry

4 credits; 6 hours (3 lecture, 3 lab)

This course presents essential facts, laws, and theories of general chemistry. Topics include measurement and significant figures, atomic structure, elements and compounds, chemical reactions, stoichiometry, solutions, acid and bases, nuclear radiation, and classification of simple organic compounds according to functional groups. The laboratory component is designed to illustrate the fundamental laws and techniques of general chemistry. The course addresses the needs primarily of allied health students.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SCC251, 252 Organic Chemistry I and II

5 credits; 7 hours each (3 lecture, 4 lab)

This course is a two-semester sequence emphasizing the synthesis, structure, reactivity, and mechanisms of reaction of organic compounds. Laboratory stresses synthesis, purification, separation, and identification of compounds.
SCC251: Aliphatic and aromatic hydrocarbons; sterochemistry.
SCC252: Alcohols, ethers, aldehydes, ketones, carboxylic acids, amines, heterocycles, biomolecules.
Prerequisite for SCC251: MAT096, SCC202
Prerequisite for SCC252: SCC251

Physical Sciences

SCP101 Topics in Physical Sciences

3 credits; 4 hours (2 lecture, 2 lab)

This course consists of a survey of the major concepts in physics, astronomy, chemistry, and geology. The physics section includes the theory of motion (kinematics); the law of conservation of energy; different forms of energy, especially electrical and atomic; and the laws of wave motion and optics. The astronomy section deals with both planetary and stellar astronomy. The unit on chemistry emphasizes the structure of atoms and their combination into molecules. Finally, the segment on geology centers on the theory of plate tectonics and how it is used to explain phenomena such as earthquakes and volcanoes.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

SCP140 Topics in Astronomy

3 credits: 4 hours (2 lecture, 2 lab)

This course surveys modern astronomy with special emphasis on recent developments in space and astrophysics. Among the topics to be covered will be planetary astronomy and geology, the moon, the possibility of life on other worlds, energy production in stars, stellar evolution, pulsars, quasars, "black holes," and cosmology. Laboratory periods will include field trips to planetariums and observatories in the N.Y.C. area. Students should expect field trip expenses of about $20.00.

Prequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SCP201, 202 Fundamentals of Physics I and II

4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)

Fundamentals of Physics I and II are together a two-semester sequence covering the basic laws of physics with an emphasis on laboratory experience and mathematical solutions of problems. This is a basic course for students intending to continue their studies in the physical and biological sciences, since more advanced courses in the natural sciences assume knowledge of this material. Among the topics studied are: SCP201: The basic concepts of mechanics; kinematics; Newton's gravitation; conservation of momentum and energy; heat, emphasizing the kinetic theory; and electrostatics (charge, forces, fields, electrical energy.) SCP202: The basic concepts of electrodynamics (currents and magnetism, electromagnetism); optics (wave theory, lenses); and modern physics (relativity, atomic theory, quantum mechanics.)

Prerequisite for SCP201: CSE099, ENA/ENG/ESA099/ENC101, MAT096
Prerequisite for SCP202: SCP201

SCP231 General Physics I

4 credits; 6 hours (3 lecture, 3 lab)

This is the first part of a computer-based physics course intended for students who want to major in science, computer science or engineering. Computers will be used in the laboratory in conjunction with traditional equipment for problem solving, data collection, and analysis. Topics covered include vectors, Newton's laws, equilibrium, rectilinear motion, two-dimensional motion, gravitation, Kepler's laws, work and the work-energy theorem, rotational motion, simple harmonic motion, the physics of fluids, and heat. This course is the first course in a two course calculus-based physics sequence (SCP231-232).

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT201

SCP232 General Physics II

4 credits; 6 hours (3 lecture, 3 lab)

This is the second part of a computer-based physics course intended for students who want to major in science, computer science, or engineering. Computers will be used in the laboratory in conjunction with traditional equipment for problem solving, data collection, and analysis. Topics covered include waves, wave motion, light propagation, geometrical optics, interference and diffraction, electric field and potential, capacitance and dielectrics, magnetic fields and forces, direct and alternating current, Ohm's law, and electromagnetic waves. This course is the second course in a two-course sequence (SCP231-232)

Prerequisite: MAT202, SCP231

Social Science Department

Room E235 (718) 482-5785

Social Science courses examine why people behave the way they do; why society is the way it is; who has power, wealth, and prestige; and how they got them. Many of the courses emphasize the themes of ethnicity, class, gender, and power through which students can better understand themselves, society, and the world in which they live. The department offers interdisciplinary courses as well as courses in anthropology, economics, history, political science, psychology, sociology, and urban study.

Department Faculty

Lily Shohat, Chairperson; Gilberto Arroyo, Lakshmi Bandlamudi, Lara Beaty, Vanessa Bing, Bojana Blagojevic, Lorraine Cohen, Timothy Coogan, Nurper Gokhan, Soloman Kone, Steven Lang, Richard K. Lieberman, Arianna Martinez, Janet Michello, Karen Miller, Vince Montes, Sreca Perunovic, Joanne Pierre-Louis, Joanne R. Reitano, Lawrence Rushing, Shara Sand, John Shean, Maritza Straughn-Williams, Abigail Schoneboom, George Sussman, Eduardo Vianna, Jennifer Wynn

Anthropology

SSA100 Introduction to Anthropology

3 credits; 3 hours

In this course, students will be introduced to the fields of anthropology-physical anthropology, archaeology, cultural anthropology, and anthropological topics in linguistics. The aim shall be to explore the origins and development of some of the world's hunter-gatherer, agricultural, peasant and industrial societies. Utilizing examples from both extinct and modern-day societies, the student will gain an appreciation of the wide diversity of human cultures.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSA101 Cultural Anthropology

3 credits; 3 hours

This course examines the similarities and differences found in the various types of human cultures and societies. It acquaints students with the basic concepts that help explain differences and similarities. The role of culture and language in determining human behavior is examined as is the interrelationship of aspects of behavior (economics, politics, family, and religion) in different types of societies. Patterns of cultural change will also be discussed.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSA106 Anthropology of Latin America

3 credits; 3 hours

This course will focus on the different peoples and cultures of Latin America, including Indian groups, rural communities of peasants, blacks and other plantation workers, urbanized peasants, urban workers, new middle classes and elites. The social and cultural organization of each of these groups will be examined, particularly in their relationship to the larger society. The impact of the global economy on Latin American cultures will also be examined.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSA120 Peoples and Cultures of the Caribbean

3 credits; 3 hours

This course will survey the evolution of cultures in the Caribbean from the original formation of Native American societies through the age of European conquest, colonization and cultural dominance, to the contemporary period of national independence, and the revival of previously marginalized, subordinated cultures. The focus will be on analyzing the unique Caribbean economic, family, stratification, political, and cultural systems formed out of the fusion of Native American, European, African, and Asian peoples and cultures.

Prerequisite: ENC/ENG101

SSN/HUN180 Introduction to Intercultural Communications

3 credits; 3 hours

The course introduces students to the dynamics of intercultural communication and enables them to communicate more effectively in multicultural settings. Through field trips, cultural research, and role-plays, students develop the skills needed to look objectively at other cultures. Using New York City as a laboratory, they gain experience identifying and analyzing dominant cultural patterns, thus improving their ability to understand the often perplexing behavior of people from cultures other than their own.

Prerequisite: MAT095, ENC/ENG101, HUC101 or HUL100, and one Social Science elective from the list on page 160.

This is a Writing Intensive course.

SSN182 Urban Anthropology

3 credits; 3 hours

This course examines urban culture and society in different parts of the world. It includes an examination of the role cities play in different societies, urbanization in developing societies, and a comparison of urban society and culture in developing societies with urban life in the United States. Field trips to sites in New York City such as new immigrant communities will be included to familiarize the students with recent changes in urban culture.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, and one Social Science elective from the list on page 160.

This is a Writing Intensive course.

Criminal Justice

SSJ101 Introduction to Criminal Justice

3 credits; 3 hours

This course provides an introductory survey of the American criminal justice system and its four key components: police, courts, corrections and the juvenile justice system. It will introduce students to the definition, measurement and causes of crime. General issues for consideration will include the role of discretion in the administration of criminal justice, due process, and contemporary changes in the American criminal justice system.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSJ102 Criminology

3 credits; 3 hours

This course explores the nature, causes and treatment of criminal behavior with an emphasis on classical and contemporary theories. The biological, social, psychological and environmental theories underlying crime and deviance are explored, as well as current approaches to punishment, treatment and prevention.

Prerequisite: ENC/G101, SSJ101

SSJ202 Corrections and Sentencing

3 credits; 3 hours

This course examines the policies and practices of the criminal justice system following the arrest and conviction of a crime, including correctional law. The historical development of correctional institutions and corrections and sentencing ideology are discussed, as well as the functions of agencies that provide correctional services: probation, jails, prisons, parole and intermediate sanctions. In addition, important controversies and major trends in contemporary correctional practice are explored.

Prerequisite: ENC/G101, SSJ101

SSJ203 Policing

3 credits; 3 hours

This course examines the historical development, present organization and multiple functions of policing. Readings based on theory and empirical research will examine key areas in policing including: recruitment and training; stress and hazards of policing; police subcultures; methods of policing; criminal investigation; legal concerns; police accountability, ethics and corruption; community policing and police-minority relations.

Prerequisite: ENC/G101, SSJ101

SSN204 Crime and Justice in Urban Society

3 credits; 3 hours

This course examines critical issues concerning crime and justice in urban settings. Some issues are current and topical, applying to the contemporary urban crime scene; others persist across generations. Themes explored include fear, crime and the city; social disorganization; prisoner reintegration; policing, gangs and gun control; and drug laws. This course will be a writing intensive and e-portfolio course with an experiential component.

Prerequisite: ENC/G101, SSJ101

This is a Writing Intensive course.

Economics

SSE103 Introduction to Microeconomics
3 credits; 3 hours
This course will study price determination and distribution under alternative market structures as well as government intervention in the market. A comparison of the market economy to alternative systems will also be examined.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SSE104 Introduction to Macroeconomics
3 credits; 3 hours
This course will examine what determines the aggregate level of economic activity. The levels of production, employment, and prices will be studied in relationship to aggregate expenditures. Institution arrangements of monetary and fiscal policy to address unemployment and inflation will also be covered.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SSE105 International Economics
3 credits; 3 hours
This course introduces students to the allocation of resources in the world economy. Specifically, students will examine how capitalist and socialist countries manage their resources. In addition, students will learn about major issues in international trade and finance, economic development in third world countries, pollution and the environment, defense spending, and the economics of energy.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

SSE125 World Geography
3 credits; 3 hours
The course studies the influence of physical features and climates of the world on human activities, production, distribution, and other economic activities. Emphasis is placed on the location and distribution patterns of the world's resources and their uses. Topics studied include urban geography, geopolitics of oil and gas, and preparation and interpretations of maps by physical features and cultural aspects.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

SSN189 The Urban Economy
3 credits; 3 hours
This course examines key economic problems facing cities and urban neighborhoods, particularly those of New York City. The students will study how supply and demand, land use, taxation, national product, unions, and state and federal policies affect the local economy. Through visits in their neighborhoods, and such places as the Office of Economic Development and the Stock Exchange, students will apply the above concepts to local issues of employment, housing, transportation, and business activity.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

History

SSH101 Themes in American History to 1865
3 credits; 3 hours
This course will focus on the major themes in American History from the colonial period to the Civil War. Topics such as slavery, women's roles, expansion, urbanization, reform movements, and the development of the American character will be examined in this course.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSH102 Themes in American History Since 1865
3 credits; 3 hours
This course will examine American history since 1865. Such topics as industrialization, labor unions, immigration, organization, political parties, reform movements, foreign policy, and the rise of the U.S. as the major force in the world will be covered in this course.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSH103 Western Civilization from Ancient Times to the Renaissance
3 credits; 3 hours
This course investigates the main features of human civilization from ancient times to the Renaissance. The importance of geography, religion, custom, and ideology are explored for the purpose of capturing the spirit of the past as well as understanding its relationship to the present.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSH104 Western Civilization from the Renaissance to Modern Times
3 credits; 3 hours
This course discusses the major ways in which Western society has changed over the past 250 years. It covers the scientific revolution, the industrial revolution, and the major political revolutions. It also explores the impact of ideas such as liberalism, Marxism, Darwinism, Nazism, and Freudianism. The two World Wars and prospects for world peace are examined.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSH105 World History from Ancient Times to 1500
3 credits; 3 hours
This course is an introduction to world history from the earliest human records to the renewal of contact between the Eastern and Western hemispheres around 1500 C.E. Students will read primary and secondary sources related to the political, economic, social, and cultural history of humanity with emphasis on the comparative development of civilization, the role of nomadic and pre-literate societies, and the interactions among different peoples and civilizations.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSH106 World History from 1500 to the Present

3 credits; 3 hours

This course is an introduction to world history from around 1500 C.E. to the present. Students will read primary and secondary sources related to the political, economic, social, and cultural history of humanity in the modern era, including such topics as the development of the nation-state, industrialization, world trade, imperialism, democractic, socialist, and nationalistic revolutions, the position of women in society, population growth, and changes in the human environment.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSH110 East Asian Civilization and Societies

3 credits; 3 hours

This course concentrates on one of the oldest continuous civilizations in the world, East Asia, which includes, in geographical and cultural terms, the domains of China, Japan, Korea and Vietman. Using both chronological and topical approaches, the course examines historical and social development in East Asia. Topics include the dynastic transition, economic structures, social organizations and customs, as well as the scholarly and artistic traditions in East Asia. Throughout the course, students learn to appreciate the richness of East Asian culture and gain a knowledge of the growing political and economic power of this region.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSH231 Afro-American History

3 credits; 3 hours

This is an introduction to some of the basic issues in the black American's struggle against slavery and racist oppression in the United States. Special attention is given to the following: the methods that blacks have used in their attempts to bring about social change; important persons and institutions from the African beginning to the present; and the contributions blacks have made to American society.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSH232 Survey of Latin America and Caribbean History

3 credits; 3 hours

This course begins with a study of the interaction between the Indian, European, and African peoples who shaped the history of Latin America and the Caribbean. It then considers the colonial period, the Independence movements, and the challenge of modernization in selected Latin American and Caribbean nations. The relationship between Latin America and the United States will also be discussed.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSN183 History of Minorities

3 credits; 3 hours

This course focuses on the experiences of and challenges to minorities in the United States. It examines changing patterns of the immigration, settlement, and employment of various minority groups including Afro-Americans, Irish-Americans, Hispanic-Americans and Asian-Americans. In addition, the situation of the Native Americans, women, gays and the aged will be discussed in an historical context.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

SSN199 Neighborhood History

3 credits; 3 hours

This course will study the social, economic, and political changes of New York City neighborhoods. The focus will be on the people who migrated into, lived, and then moved out of these neighborhoods. Through field research, students will look closely at such things as immigration, housing, businesses, government legislation, and mass transit lines that have significantly affected neighborhood changes. The course will include field trips such as walking tours and a visit to Ellis Island.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

SSN240 History of New York City

3 credits; 3 hours

This course is about the development of New York City from colonial times to the present. It deals with changes in housing, transportation, immigration, politics, and social classes. The rise of New York City as a financial and cultural center will be discussed. New York City's current problems and future prospects will be assessed. The course includes a walking tour of old New York and a museum trip.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

Political Science

SSP101 U.S. Power and Politics

3 credits; 3 hours

This course analyzes the relationship between the theory, form, and practice of American government. The course studies the strengths and weaknesses of the American political system. A major concern of the course is the nature of power in America and the options for reforming the American political system.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSP200 Global Politics

3 credits; 3 hours

This course will investigate the dynamics of global politics among nation states and other actors in global affairs. After an introduction to the international system and globalization, the class will study major international relations theories and use them to analyze current and past events in global politics. The course will explore various global issues including war, terrorism, genocide, security, peacebuilding, development, human rights, free trade etc. Students will focus on case studies of their choice.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSP220 Politics of Latin America and the Caribbean

3 credits; 3 hours

This course will examine the major groups which seek power in Latin America and the Caribbean, and analyze the various strategies they use including revolution, populism, democratic reform, socialism and military authority. The prospects for modernization will be drawn from a variety of Latin American and Caribbean countries. The course includes discussion of the role of foreign nations in the politics of this area.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

SSP240 Crime and Punishment

3 credits; 3 hours

This course deals with the purposes and problems of penal systems, old and new, national and international. The course will investigate the relationship between the criminal, punishment, society, and politics. Selected famous cases will be studied in detail as will the American criminal justice system and the issue of the death penalty.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSP245 Law and Human Rights in America

3 credits; 3 hours

This course will focus on the legal aspects of human rights issues in America. Starting with the origins of democracy and the Bill of Rights, students will explore major Supreme Court cases and Constitutional amendments dealing with such topics as freedom of speech, freedom of the press, freedom of religion, the right to vote, equality before the law, and the rights of the accused. Controversial contemporary issues such as abortion, privacy, and gun control will also be discussed in a legal context.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSP250 Political Ideas and Ideologies

3 credits; 3 hours

This course explores the relationship between political ideas and practice. Political ideologies such as liberalism, conservatism, socialism, and liberation ideologies (feminist, black, and gay/lesbian) are examined in their historical development. The relationship between their goals and the methods used to achieve them is analyzed and criticized. The relevance of these ideologies for understanding current political issues is discussed. Readings include original theories of politics as well as commentaries upon them.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101

SSN190 Leadership

3 credits; 3 hours

This course explores alternative leadership theories and styles. It focuses on leadership within the urban context and on the importance of New York City figures such as Boss Tweed, Fiorello H. LaGuardia and Shirley Chisholm. Special reference will be made to the particular leadership problems presented by cities. The course will include speakers and field trips to centers of leadership in New York City, either on the citywide or community level, in the public or private sector.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

SSN192 Practical Politics in New York City

3 credits; 3 hours

This course examines New York City as a unique political entity within the context of urban politics in America. It explores the roles of elected officials, community boards, unions, minority groups, and business interests in political decision making. The course includes guest speakers and field trips.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

SSN210 The Politics of Sexuality

3 credits; 3 hours

This course explores how urbanization and socio-economic development have made sexuality a political issue. Topics are discussed from a cross-cultural perspective and include separation of sexuality from reproduction, AIDS, alternative definitions of family, the extent of personal freedom as compared with social control of sexual expression, and others. Special attention is given to how these topics are addressed through feminist, religious, gay/lesbian, and other movements. At least two field trips are required.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

Psychology

SSY101 General Psychology

3 credits; 3 hours

This course is an introduction to some of the major fields and theories in the science of psychology, covering a range of topics such as biological foundations, learning, cognition, emotion, perception, theories of personality, psychological disorders and their treatment, and the research methods of psychology.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

SSY105 Learning and Education: Childhood to Adolescence

3 credits; 3 hours

This course examines the principles of child development from birth through adolescence, and explores how cognitive, emotional, physiological and social changes impact learning. The role of culture, family, race, class and environment will serve as the framework for understanding development and the nature of intelligence and its implications for how children learn in school. Students will be taught research and child observation methods and how to apply these tools in diverse educational and community settings.

Prerequisite: ENC/ENG101

This is a Writing Intensive course.

SSY200 Personality

3 credits; 3 hours

Theories, methods, and selected issues in the field of personality will be discussed in the context of achieving greater self-awareness and insight into the behavior of others. Among the topics discussed are: psychoanalytic, behavioristic and phenomenological theories of personality types and traits, the achievement of self-knowledge, psychological testing, and personality research methods.

Prerequisite: SSY101

SSY205 Psychology of Women

3 credits; 3 hours

This course will critically examine gender bias and gender exclusion in research and theory in psychology. The topics will include interconnections between biology and gender, focusing on the psychological factors of menstruation, sexuality, pregnancy, childbirth, motherhood, abortion, and menopause. The course will focus on the experiences of women of different racial and ethnic backgrounds and examine how these biological functions shape their identity. Throughout the course, students will critically examine the social and political contexts that define women's bodies and familiarize themselves with critical feminist consciousness.

Prerequisite: SSY101

SSY210 Principles of Behavior Management

3 credits; 3 hours

This course will provide students with an overview of behavior modification principles which are based on theories of learning in relation to the acquisition, maintenance and modification of human behavior. The course focuses on the specific application of these principles to special needs populations. Topics will include assessment and data collection techniques, design of effective multicultural behavioral programs, and ethical issues in behavior treatment.

Prerequisite: ENC/ENG101, SSY101

SSY230 Abnormal Psychology

3 credits; 3 hours

This course introduces the major categories of psychological disorders and their symptoms, including diagnostic procedures, causal factors and treatment. Among the disorders covered are psychotic disorders, mood disorders, anxiety disorders, disorders of childhood and adolescence, and personality disorders. Theoretical perspectives for understanding psychological disorders will also be discussed.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, SSY101

SSY240 Developmental Psychology I

3 credits; 3 hours

This course will address the theories of development while providing critical review of the relevant empirical data from conception to adolescence. It covers various domains of development in the growing child—physical, cognitive, social and emotional realms. Implications for parenting and schooling will be discussed within a cultural-historical context.

Prerequisite: SSY101

SSY241 Developmental Psychology II

3 credits; 3 hours

This course examines the biological, psychological, and social changes in adults and the principles underlying these changes. The course explores such topics as social sex roles, self-identity, self-esteem, worker productivity, ideas, and values. Students will learn about adult life crisis issues such as marriage, divorce, mid-life crisis, menopause, unemployment, and aging.

Prerequisite: SSY101

SSY250 Social Psychology

3 credits; 3 hours

This course examines how the individual's personality is affected by the influences of other people and the physical environment. Among the topics discussed are: forming attitudes, conformity in groups, helping others, prejudice, and environmental stress. Research methods will also be introduced.

Prerequisite: SSY101

SSY260 Group Dynamics

3 credits; 3 hours

This is an introduction to the theory, research and practice of group dynamics, and small group interaction in a variety of settings. Methods and techniques utilized in the investigation of small group processes will be demonstrated and critically examined. Through participation in role playing and small groupinteraction, students will be introduced to basic principles of interpersonal and group dynamics in families, in groups, and at work.

Prerequisite: SSY101

SSN184 Environmental Psychology

3 credits; 3 hours

This course explores the relationship between the urban physical environment and human behavior. Topics to be considered include the effects of personal space, noise, crime, crowding, architectural design, and urban blight on the actions and feelings of urban dwellers. Two field trips in this course will be based on research projects aimed at understanding behavior in such urban settings as subways, parks, and neighborhoods.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and one Social Science elective from the list on page 160

This is a Writing Intensive course.

SSN280 Urban Black Psychology

3 credits; 3 hours

This course introduces students to psychological theories and issues relating to blacks in America. Emphasizing the shift from rural to urban environments, it examines the impact of slavery and racism on blacks. With special reference to New York City, the course investigates the relationship between black personality and family, education, work, culture, and mental health. There will be field trips to Harlem and to a community mental health center.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and one Social Science elective from the list on page 160

This is a Writing Intensive course.

Sociology

SSS100/SSB110 Introduction to Sociology: Contemporary Society

3 credits; 3 hours

This course offers students information and ideas with which to understand the social factors of human life. It places the study of social interaction, social processes, and social institutions in an historical context. It examines the human condition with particular reference to work, to culture, to personality, to ethnic, class, and gender relations, as well as to economic and political institutions. (SSB110 is the bilingual version of SSS100.)

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101
Prerequisite for SSB110: CSE099, ESL/ESR098
Pre- or Corequisite for SSB110: ESL/ESR099

SSD/BTC105 Computers and Society

3 credits; 4 hours

This course examines the relationship between human values, society, and technology. It begins with an explanation of how computers work and then investigates how technology affects such issues as jobs, privacy, and education. Lab work is included.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

SSI210 Women in Society

3 credits; 3 hours

The course will examine the role of women in society from historical and cross-cultural perspectives. It will examine women's psychological issues, economic functions, and their relationships to social institutions. The debates surrounding women at work, women in politics and women's movements will be discussed.

Prerequisite: ENA/ENG/ESA099/ENC101, SSS100 or SSB110

SSN103 Introduction to Labor and Community Organizing

3 credits; 3 hours

This course introduces social science perspectives on the theory and practice of labor and community organizing within the urban environment. Students analyze case studies that focus on struggles within a local and global context shaped by different kinds of social inequality including class, race, ethnicity, gender, age, and sexual orientation. Students will learn about new models of organizing, and organizing as a career. The class will go on urban field trips and role-play organizing skills.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and one Social Science elective from the list on page 160

This is a Writing Intensive course.

SSN186 Sociology of the Black Community

3 credits; 3 hours

This course is about the social dynamics of Black communities in urban America. With special reference to New York City, it examines the socialization process, the family, education, and organizational life within urban Black communities. Current problems and future prospects for the urban Black community are discussed. Field trips to communities such as Harlem and Bedford Stuyvesant are included.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, and one Social Science elective from the list on page 160

This is a Writing Intensive course.

SSN187 Urban Sociology

3 credits; 3 hours

This course examines changing ideas about the city and the changing impact of the city on American lifestyles. With reference to New York City, the course explores the origins and the social structure of the city. It focuses on the relationship of class to family, gender, education, ethnicity, religion, politics, and economics. Visits to housing projects, community organizations, or service delivery agencies will familiarize the students with the issues of planning and change in the city.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, and one Social Science elective from the list on page 160
Prerequisite for Computer Technology, and Engineering Science majors: CSE099, ENA/ENG/ESA099/ENC101, MAT095

This is a Writing Intensive course.

SSN/ENN193 Ideal Societies

3 credits; 3 hours

This course is designed to help students understand utopian movements in urban society from historical, psychological, and sociological perspectives. This course will focus on both the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

SSN194 Religion and Social Change

3 credits; 3 hours

This course will trace the evolution of traditional and nontraditional religions among various groups within the New York City religious community. The course will focus on Latin groups and Eastern religions as well as social action projects sponsored by mainline major denominational groups. Field interviews by students will be made.

Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095, and one Social Science elective from the list on page 160
This is a Writing Intensive course.

SSS102 Social Movements

3 credits; 3 hours

This course examines the political and cultural conditions and processes involved in the formation and functioning of social movements. Social movements are understood as the organized, collective efforts of people to influence the direction of social change. Against the background of a broad historical and cross-cultural perspective, emphasis will be on social movements in the USA, including the labor movement, the civil rights movement and the women's movement. There will be at least two field trips.

Prerequisite: ENA/ENG/ESA099/ENC101 and SSS100 or SSB110

SSS175 Sociology of Organizations

3 credits; 3 hours

This course will analyze the social structure and dynamics of large scale organizations such as the corporation, the government agency, and the labor union. It will examine the significance of these organizations in the larger world as well as investigate the social worlds which exist within these organizations. Through this course, the student will come to understand the interaction between individual personality and bureaucratic structure.

Prerequisite: ENA/ENG/ESA099/ENC101, SSS100 or SSB110

SSS185 Sociology of Education

3 credits; 3 hours

This course examines the social, cultural, political, and economic forces that have shaped the relationships between educational institutions and society. The course will look at such factors as family, economic status, community, conflicting perspectives on the nature and purpose of education, and the role of government. This course will also examine current debates in the field, including the role of teachers and teacher education.

Prerequisite: ENA/ENG/ESA099/ENC101, SSS100 or SSB110

SSS190 Sociology of the American Deaf Communities

3 credits; 3 hours

This course examines the concepts of culture and community and their applications to the deaf and hard of hearing communities. This inquiry leads to an understanding of the implications of culture and community for the individual and to an exploration of the current economic, political, and social issues with the deaf and hard of hearing communities, as well as future directions.

Prerequisite: ENC/ENG101, SSS100 or SSB110

SSS280 Sociology of the Family

3 credits; 3 hours

This course examines the contemporary American family from historical and cross-cultural perspectives. It considers sub-cultural variations within American society; the influence of industrial and technological changes on family life; relationship of socialization to personality development; programs to meet family needs; dating, courtship, and marriage.

Prerequisite: ENA/ENG/ESA099/ENC101, SSS100 or SSB110

Social Science Course Prerequisite for Urban Study Courses designated SSN

One of the following courses:

SSA100	Introduction to Anthropology
SSA101	Cultural Anthropology
SSE103	Introduction to Microeconomics
SSE104	Introduction to Macroeconomics
SSP101	U.S. Power and Politics
SSP250	Political Ideas and Ideologies
SSS100	Introduction to Sociology
SSY101	General Psychology
SSH101	Themes in American History to 1865
SSH102	Themes in American History since 1865

SSH103	Western Civilization from Ancient Times to the Renaissance
SSH104	Western Civilization from the Renaissance to Modern Times
SSH105	World History from Ancient Times to 1500
SSH106	World History from 1500 to the Present
SSH110	East Asia Civilization and Societies
SSH231	Afro-American History
SSH232	Survey of Latin American and Caribbean History

PAUL KATZ / LAGUARDIA COMMUNITY COLLEGE

HEGIS Codes

All degree and certificate programs offered by LaGuardia Community College are registered with the New York State Education Department. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

The following is an official list of State approved programs, HEGIS (Higher Education General Information System) codes and approved degrees. LaGuardia Community College– New York State Institution No. 1100.

N.Y.S. Program Name	N.Y.S. Degree Approved	H.E.G.I.S. Code No.
Accounting	AAS	5002
Biology	AS	5604
Business Administration	AS	5004
Business Management	AAS	5004
Commercial Foodservice Management	AAS	5404
Commercial Photography	AAS	5007
Commercial Photography	CERT	5007
Communication Studies	AA	5606
Computer Operations	AAS	5105
Computer Programming and Systems	AAS	5103
Computer Science	AS	5103
Computer Technology	AAS	5105
Criminal Justice	AS	2105
New Media Technology	AAS	5199
New Media Technology Digital Arts	CERT	5199
Dietetic Technician	AS	5404
Childhood Education	AA	5649
Secondary Education	AA	5649
Education Associate: The Bilingual Child	AA	5503
Emergency Medical Technician/Paramedic	AAS	5299
Engineering: Civil	AS	5609
Engineering: Electrical	AS	5609
Engineering: Mechanical	AS	5609
Fine Arts	AS	5610
Human Services: Child Development	AA	5503
Human Services: Gerontology	AA	5506.20
Human Services: Mental Health	AA	5216
Liberal Arts: Social Sciences & Humanities	AA	5622
Liberal Arts: Mathematics and Science	AS	5649
Mortuary Science	AAS	5299.20
Music Recording Technology	AAS	5399
Nursing	AAS	5208.10
Occupational Therapy Assistant	AS	5210
Paralegal Studies	AAS	5099
Philosophy	AA	5620
Physical Therapist Assistant	AAS	5219
Practical Nursing	CERT	5209.20
Radiologic Technology	AAS	5207
School Foodservice Management	AS	5404
Spanish-English Translation	AA	5599
Travel, Tourism and Hospitality Management	AAS	5011.10
Veterinary Technology	AAS	5206
Word Processing Specialist Certificate	CERT	5005
Writing and Literature	AA	5615

Academic Requirements and Policies

Academic Requirements

Students must successfully complete a specified number of required courses prior to graduation. Students can review their individual academic requirements anytime at www.laguardia.edu /DegreeWorks. The number of courses required differs with each major and also depends on the amount of basic skills work needed as explained below. It is important that students consult each semester with a counselor or faculty advisor to arrange an appropriate sequence of courses. The basic skills, ESL, and college-wide requirements are outlined in this section.

BASIC SKILLS PROGRAM

To be successful at LaGuardia, all students must be able to use reading, writing, and mathematical skills. The college offers a comprehensive basic skills program to help students achieve success in their college careers.

The Basic Skills Program includes:

1. Careful evaluation of each student's basic skills needs

2. A variety of courses in reading, writing, and mathematics geared to specific skill levels; and

3. Extensive counseling help in making academic, vocational, and personal decisions

Since basic skills courses are designed to teach skills needed in other subjects, students are required to attend these courses regularly and to complete these courses during their first 36 credits earned at the College. Students who need to take several basic skills courses should expect to take extra time to complete all of their LaGuardia degree requirements.

Evaluation and placement

The basic skills course requirements for each student are determined by scores on placement tests, unless the student is exempt (see University Testing Policies and Procedures, page 7). When students arrive for their first semester registration appointment, they meet with staff to review their initial placement(s) and plan their first semester programs. No degree or certificate student will be permitted to register for classes without having taken the placement tests.

Students who do not pass one or more of the three parts of the placement test must take a retest when they complete their basic skills courses in that area. All tests must be passed while at LaGuardia if a student wishes to transfer to a four-year college in CUNY.

Basic skills courses

For detailed descriptions of these courses, please refer to the Course Description section of the catalog. In general, students are required to complete each course in the sequence to which they are assigned from the point of their initial placement.

Writing: There are generally two Basic Writing courses: Basic Writing (ENA099) for those students who are placed into CSE095, and Basic Writing (ENG099) for those students who are placed into CSE099. Students who receive an "R" or "F" grade in ENA099 cannot repeat this course but must take ENG099 instead. Students taking ENG099 who are waived from or have successfully completed CSE099 may also register for an introductory course in their major.

Note: Students who receive an "R" or "F" grade in ENG099 but who successfully completed an introductory course in their major may not proceed to advanced-level courses in their major until they successfully complete ENG099. However, they may register for another introductory course.

Reading: There is one Basic Reading sequence: Essentials of Reading I (CSE095) followed by Essentials of Reading II (CSE099).

Mathematics: There are two Basic Math courses: Introduction to Algebra (MAT095) followed by Elementary Algebra (MAT096). Students must pass the mathematics retest to earn a passing grade in MAT096 and to be able to register for higher-level math courses.

Students who are required to take ENA/G099, CSE095, and MAT095 or MAT096 are recommended to take all of these courses as early as possible in their program.

The University has stated that as of Fall 2000, students must pass a retest in all basic skills programs into which they have originally been placed to exit from the program.

Tutorial laboratories and services

Each of the basic skills departments provides, in addition to classroom instruction, individual or small-group tutoring services.

The Writing Center offers help in all areas of writing, from grammar through complex essays and reports. Peer tutors, students who have successfully completed ENG104, provide a portion of the tutoring services.

The mathematics lab, and the reading lab provide personal tutoring, as well as audio-visual aids to help students master basic skills and concepts necessary for success in college and for a career.

Pairs and clusters

At times, the College may link sections of two or more courses in "pairs" or "clusters." The purpose is to enable students to see connections between subjects by offering an integrated, multidisciplinary, educational experience.

Some students, depending on their initial placement and/or career goals, may be required to register for paired or clustered courses. Other students may elect to take sections that are paired or clustered.

Express courses (see First-Year Institute, page 12)

During intersession periods, the College may offer express courses. Express courses offer students the opportunity to advance in basic skills areas by taking concentrated periods of computer-supported instruction. The college currently offers express courses in writing, reading, math, and ESL. Students eligible to participate in express courses will be invited to apply by the College.

COOPERATIVE EDUCATION

As part of the requirements for the LaGuardia degree, all day students are required to complete successfully Cooperative Education courses or their equivalent. In addition, extended day students in the following specialized curricular areas are also required to complete successfully Cooperative Education courses or their equivalent: Human Services, Occupational Therapy Assistant, Veterinary Technology, Dietetic Technology, Childhood Education, Secondary Education, Education Associate: The Bilingual Child, Physical Therapist Assistant, and School Foodservice Management. Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their Cooperative Education requirements. For further discussion of the Cooperative Education program and requirements, please refer to the Cooperative Education section of this catalog.

ENGLISH AS A SECOND LANGUAGE

LaGuardia Community College offers through its English as a Second Language Program (ESL), housed in the Education and Language Acquisition Department, a three-level, integrated language skills program for students whose native language is not English. Students are placed in the program on the basis of their writing scores on a placement test. Students who do not qualify for ESL college courses may be referred to the CLIP Program. ESL courses offer intensive instruction in reading, writing, speaking, and listening. The sequence ranges from a beginning-level course designed for students with little or no English to an advanced course focusing on expository writing and critical reading skills. In addition, the ESL lab provides individual and small group tutoring.

The ESL sequence consists of the following courses:

ESL II (097), ESL III (098), and ESL IV (099). ESL for Select Readers (ESR098 and ESR099) are offered to new students based on high reading scores on the placement test. Students who receive an "R" or "F" grade in ESR098 or ESR099 cannot repeat these courses but must take ESL098 or ESL099 instead.

Students are generally required to complete the ESL sequence from the point of initial placement. Once the ESL sequence is completed, students can expect to take ENG099. For detailed descriptions of the courses, please refer to the Course Description section of the catalog.

E-PORTFOLIO

Each LaGuardia student creates an individual ePortfolio, a digital tool that enables students to collect and store their academic work; to select their best work to showcase; to reflect on their learning over time; and to connect with classmates, friends, family, and employers. ePortfolios serve as an important component of the overall curriculum at LaGuardia Community College. Students begin the staged process of building their ePortfolios during their first semesters at the College and continuously reflect and refine their presentation as they progress. At each stage, students add more work and connect their learning to understand the process of growth and improvement. Because the student work collected in ePortfolios helps LaGuardia faculty assess and improve the College's academic programs, students are required to deposit work into their ePortfolios at designated points in every curriculum.

GENERAL EDUCATION CORE COMPETENCIES

As part of a student's general education requirements, all students are required to work on developing a series of core competencies. Each major has designated specific courses in which these competencies will be reinforced and students' work will be deposited in their ePortfolios. Faculty will inform students what assignments to deposit and which competency those assignments meet. For more information, please look at: **http://www. lagcc.cuny.edu/ assessment.**

Critical Literacy (written communication, critical thinking, and critical reading.) Critical Literacy is the ability to read, write, and think about texts in a reflective manner. Developing critical literacy skills allows students to understand and think about the world around them and encourages them to investigate and interrogate societal institutions and issues.

Quantitative Reasoning. Quantitative Reasoning is the ability to apply mathematical concepts to real-life problem solving. Developing quantitative reasoning skills allows students to read charts, and graphs, and use that data to consider real-life questions.

Oral Communication. Oral Communication is the effective interpretation, composition, and presentation of information, ideas, and values verbally. Developing oral communication skills allows students to become effective communicators on-campus, in the work place, and in their communities.

Research and Information Literacy. Research and Information Literacy is the ability to recognize when information is needed and to locate, evaluate, and use it effectively. Developing research and information literacy skills allows students to understand how to get information and how to use the information they find in responsible and effective ways.

Technological Literacy. Technological Literacy is the ability to understand and responsibly use technology. Developing technological literacy skills allows students to use technology for a variety of academic and personal purposes.

LIBERAL ARTS ELECTIVE REQUIREMENTS

In general, courses offered by the departments of Education and Language Acquisition; English; Humanities; Library; Mathematics, Engineering and Computer Science; Natural Sciences; and Social Science are considered liberal arts courses and may be used to fulfill the liberal arts elective requirements specified in each degree program.

Liberal arts electives provide you with a valuable opportunity to round out your academic program. They can also help you prepare for transfer to four-year colleges and help you meet the liberal arts distribution requirements at those schools. Most courses offered by the above-mentioned departments can be used to fulfill the liberal arts elective requirement.

See below for Courses that DO NOT count as Liberal Arts

Courses that DO NOT count as Liberal Arts

Courses that are listed below cannot be used to fulfill the liberal arts requirement but may be used as unrestricted elective credit.

Business and Technology
All courses

Communication Skills
CSE095	Essentials of Reading I
CSE099	Essentials of Reading II
CSE103	Advanced Reading and Study
CSE105	Vocabulary Enhancement
CSE200	Speed Reading
CSX099	Reading ACT Workshop
CSZ099	Academic Reading Strategies

Cooperative Education
All courses

English
ENA099	Basic Writing
ENG099	Basic Writing
ENG098	Basic Writing 2
ENG112	Writing for Business
ENZ099	ACT Writing Workshop

Education and Language Acquisition
ELB102	Educational Psychology: The Bilingual Child in an Urban Environment
ELB103	Principles and Practices of Bilingual Education and ESL
ELB200	Teaching Reading & Language Arts in the Bilingual Classroom
ELS220	Commercial Spanish
ESA099	Basic Writing (ESL)
ESL097	ESLII
ESL098	ESLIII
ESL099	ESLIV
ESR098	ESLIII for Selected Readers
ESR099	ESLIV for Selected Readers

Health Sciences
SCH111	Aging and Health
SCN195	Community Health

Human Services
HSC130	Activities for Human Services Settings
HSC135	Human Services Roles and Systems
HSC201	Cooperative Education Child Development
HSC203	Human Services Internship and Seminar 1
HSD170	Integrated Curriculum A: Framework for the Developing Child
HSD171	Integrated Curriculum B: Developing Problem-Solving Skills
HSD172	Integrated Curriculum C: Developing Creativity
HSD204	Child Development Internship and Seminar 2
HSD205	Child Development Internship and Seminar 3
HSM204	Mental Health/Gerontology Internship and Seminar 2
HSM205	Mental Health/Gerontology Internship and Seminar 3

Humanities
HUA103	Beginning Drawing
HUA104	Introduction to Design
HUA106	Three-Dimensional Design
HUA107	Form and Structure
HUA110	Beginning Painting
HUA115	Color Theory
HUA120	Beginning Sculpture
HUA125	Computer Art
HUA126	Computer Art II
HUA130	Beginning Photography

HUA131   Digital Photography I
HUA145   Studio Lighting I
HUA155   The View Camera, Large Format Photography
HUA180   Life Drawing
HUA185   Illustration
HUA190   Technical Drawing
HUA203   Intermediate Drawing
HUA210   Intermediate Painting
HUA220   Intermediate Sculpture
HUA230   Intermediate Photography
HUA231   Digital Photography I
HUA232   Digital Photography II
HUA234   Color Photography
HUA235   Color Darkroom Techniques
HUA238   Alternative Photography: The Manipulated Image
HUA245   Studio Lighting II
HUA280   Commercial Photography Seminar
HUA285   Graphic Narrative
HUC105   Voice and Diction Workshop
HUC195   Theatre Production
HUC240   Production Workshop
HUC241   Production Workshop II
HUD101   Theatrical Dance I
HUD102   Theatrical Dance II
HUM146   Music Audio Recording I
HUM151   Contemporary Vocal Ensemble
HUM155   Voice Class I
HUM156   Voice Class II
HUM170   Guitar I
HUM171   Guitar II
HUM180   Piano I
HUM181   Piano II
HUM182   Piano III
HUM190   Percussion I
HUM191   Percussion II
HUM201   The American Musical Theatre: A Production Workshop
HUN245   The New York Theatre Experience
All courses that begin with HUW

Mathematics, Engineering and Computer Science
All courses that begin with MAC
MAE101   Engineering Lab 1
MAE103   Engineering Lab 2
MAE211   Engineering Mechanics: Statics
MAE213   Electrical Circuits I
MAE219   Thermodynamics I
MAT095   Essential Math I
MAT096   Essential Math II
MAT106   Math of Medical Dosages

Dietetic Technician
All courses except SCD200 Introductory Nutrition

EMT/Paramedic
All courses

Occupational Therapy Assistant
All courses

Physical Therapist Assistant
All courses

Nursing/Practical Nursing
All courses

Veterinary Technology
All courses

Social Science
SCD105 Computers and Society (cross-listed as BTC105)

NEW STUDENT SEMINAR

New Student Seminar is an orientation course required of all entering freshmen and transfer students. Taught by the Counseling faculty, it is designed to help students adjust to college life and demands, improve their study skills, and begin the process of educational and academic planning to achieve their career goals.

URBAN STUDY REQUIREMENT

LaGuardia Community College is proud of its unique urban study graduation requirement. It reflects the College's commitment to the communities it serves and to its students as future leaders of those communities. Urban study courses promote a multi-disciplinary understanding of the urban environment enriched by a hands-on, experiential approach to learning in and through the city.

At least one urban study course must be completed by each degree candidate for graduation. A course taken at an accredited college in New York City that fulfills the criteria for the urban study course and is the equivalent of an existing LaGuardia urban study course may fulfill the urban study requirement. Some urban study courses will be offered each semester. Some urban study courses also fulfill the liberal arts elective requirement. Others fulfill only the unrestricted elective requirement.

Urban study courses:
- Focus primarily on aspects of urban life that help students understand the dynamics of cities and related controversies
- Explore systematically the resources of New York City in order to reinforce and expand upon course concepts. Students will be required to participate in at least two field trips or hands-on, out-of-classroom research projects
- Are scheduled in a mode that promotes using the city as a learning laboratory and that permits follow-through of conceptual material taught in the classroom
- Are designated as Writing Intensive courses
- Are designated as e-Portfolio courses

The following is a list, by department, of urban study courses (any course with a three-letter designation ending in "N" is an Urban Study course; e.g., "XXN"):

Business and Technology
BTN195   Profile and Prospects of Business in New York City
BTN211   Travel, Tourism and Hospitality Marketing

Education and Language Acquisition
ELN101   Introduction to Bilingualism
ELN120   Foundations of American Education
ELN194   Puerto Rican Community: Minority Group Experience

English
ENN191   Art, Politics and Protest
ENN/SSN193   Ideal Societies
ENN195   Violence in American Art and Culture
ENN198   Creative Writing
ENN240   Literature of the City

Health Sciences:
SCN101   Introduction to Veterinary Technology
SCN194   AIDS in New York City

SCN195   Community Health

Human Services
HSN103   Community Dynamics: Impact on Human Services
HSN110   Perspectives on Homelessness

Humanities
HUN/SSN180   Introduction to Intercultural Communication
HUN191   Photojournalism: An Introduction
HUN192   Art and Society
HUN195   Art in New York
HUN196   Film and New York City
HUN245   The New York Theatre Experience

Social Science
SSN103   Introduction to Labor and Community Organizing
SSN/HUN180   Introduction to Intercultural Communication
SSN182   Urban Anthropology
SSN183   History of Minorities
SSN184   Environmental Psychology
SSN186   Sociology of the Black Community
SSN187   Urban Sociology
SSN189   The Urban Economy
SSN190   Leadership
SSN192   Practical Politics in New York City
SSN/ENN193   Ideal Societies
SSN194   Religion and Social Change
SSN199   Neighborhood History
SSN204   Crime and Justice in Urban Society
SSN210   The Politics of Sexuality
SSN240   History of New York City
SSN280   Urban Black Psychology

Academic Policies

Academic policies are generally monitored through the Registrar's Office in the Enrollment Services Center, C-107. The office serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Enrollment Services Center also provides the following services: distribution of the College's academic calendar, monitoring of academic standing, allied health candidacy, certification of student enrollment, transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of student records, and readmission and reinstatement applications.

In this section you will find general information regarding semester credits and credit loads, as well as specific information about the grading system and policies, academic standards, attendance policies, graduation, exemption credits and permit students.

Academic Dishonesty

Academic Dishonesty is prohibited in the City University of New York and is punishable by penalties ranging from a grade of "F" on a given test, research paper or assignment, to an "F" in the course, or suspension or expulsion from the College. Academic Dishonesty includes:

CHEATING — the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples: Copying from a student during an examination, unauthorized collaboration on take home assignments, submitting someone else's work as your own, allowing another student to take an examination for you, or unauthorized use of notes, electronic devices or other materials during an examination.

PLAGIARISM — the act of presenting another person's ideas, research or writings as your own. Examples: Copying another person's actual words without the use of quotation marks and/or footnotes, failure to acknowledge a source when using information that is not common knowledge or failure to acknowledge collaborators on homework or laboratory assignments.

INTERNET PLAGIARISM — plagiarism that includes the submitting of downloaded term papers or parts of term papers as a student's own work, paraphrasing or copying information from the internet without citing the source, as well as other forms of "cutting and pasting."

OBTAINING UNFAIR ADVANTAGE — any activity that intentionally or unintentionally gives a student an unfair academic advantage over other students. Examples: Stealing, circulating or otherwise gaining access to unauthorized examination materials, intentionally obstructing or interfering with another student's work, depriving other students of access to needed class or library materials by stealing, destroying or defacing them, retaining or circulating examination materials that clearly should have been returned at the end of the exam.

FALSIFICATION OF RECORDS AND OFFICIAL DOCUMENTS — Examples: Forging signatures or authorization, falsifying information on academic records, falsifying official documents such as grade reports, drop/add forms, ID cards or other college documents.

MISCONDUCT ON INTERNSHIPS — behavior inappropriate to a professional setting or in violation of the rules established by either the College or the internship site. Noncompliance with local, state and federal laws while on internship is also included.

(Above adapted from The CUNY Policy on Academic Integrity, June 2004)

Academic Review
The academic records of all students are reviewed each semester, and probation and suspension letters are sent to students who do not meet the scholastic requirements at LaGuardia. Not having received a letter, however, does not excuse a student from knowing the policies and adhering to them. All students are responsible for maintaining their academic standing according to the College's retention policy.

Attendance Policy
Attendance in class is a requirement and will be considered in the evaluation of student performance. Instructors are required to keep an official record of student attendance. The maximum number of unexcused absences is limited to 15% of the number of class hours.

Note: Absences are counted from the first day of class even if they are a result of late registration or change of program.

Day and Extended Day Status

After a student's first registration at the College, the student's day/extended day (evening) status cannot be changed.

Extended day classes are scheduled credit classes offered during the evening and/or weekend.

To meet the special needs of adults who have work and family commitments, extended day courses are scheduled in a variety of patterns; these permit a student to take several courses while attending just two or three evenings a week. Some courses can be completed by attending classes only one evening a week or on Saturday or Sunday.

Extended day students may also take daytime courses as their personal needs dictate; similarly, day students may enroll in evening and weekend classes.

All students benefit from the basic college services: counseling and advisement, health services, instructional laboratory facilities, bookstore, cafeteria, recreation facilities, and administrative services, and are governed by the same general college policies and regulations.

Any questions concerning extended day classes can be directed to the Enrollment Services Center, C-107, or call (718) 482-5242.

Writing Intensive Courses

In writing-intensive (WI) courses, writing is used to help students gain a deeper understanding of the material they are studying. The variety of formal and informal writing activities with which students engage serves as a means for students to become better writers as a result of instructional support and guidance. Students in writing-intensive courses are required to write both in and outside of class regularly, and written assignments must count for at least 20% of the final course grade. Class size in WI courses is limited. All Urban Study and Capstone courses are writing intensive.

Academic Credits

CREDIT LOAD

The college does not require that students enroll for a minimum number of credits. A full-time program, however, is considered to be 12.0 or more credits or equated credits (eq. cr.) per semester (a semester includes both Session I and II). Many financial aid awards require students to maintain full-time status. For further information consult with the Enrollment Services Center, C-107.

Full-time criteria:

In order to be considered full-time, students must meet the conditions of one of the following categories:

1. Be registered for 12.0 or more credits

2. Be taking a full-time Co-op Internship and additional courses for a total of 12.0 eq. cr.

3. Be taking a part-time Co-op Internship and 10 additional eq. cr.

4. Be a first semester freshman and register for 3.0 credits and 12.0 eq. cr. (at least one of the courses must appear on the special value course list published in the Schedule of Classes) or

5. Be registered for 6.0 credits and 12 tuition units (at least one of the courses must appear on the special value course list published in the Schedule of Classes)

Students may achieve their full-time status in Session I or take a combination of courses in Session I and II in order to achieve full-time status. *Students must register for the Session II classes when they register for Session I or the Session II class may not be considered for financial aid.* It is recommended that students attempt to be full-time in Session I.

MAXIMUM EQUATED CREDITS PER SEMESTER

Students may not register for more than 18 eq. cr. per 12-week session, or two courses (not to exceed 9 eq. cr.) per 6-week session. Exceptions may be granted through special permission. In order to receive special permission:

1. During advisement, students must consult with their faculty advisor or counselor to receive his or her recommendation.

2. Students must obtain written permission from the Vice President of Academic Affairs or designee. To obtain approval, students must have completed all basic skills and have a GPA of 3.0.

INDEPENDENT STUDY AND INDIVIDUALIZED COURSE CREDITS

Independent study

The college offers students the opportunity to pursue independent study credit(s). This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work. Before registering for independent study credit(s), students must secure permission from the instructor and chairperson of the appropriate academic department. This permission form is available in the Enrollment Services Center, C-107, and must be returned at registration. The completed permission form must also indicate the number of credits to be earned. The formal learning contract must be developed with the instructor and submitted to the Registrar's Office. In addition:

1. the student must have successfully completed 36 credits;

2. the student must meet the requirements for individual study set by the specific department;

3. the contract may involve in-depth exploration of a special topic not within an existing course or it may involve an in-depth exploration of a specific topic within (but not duplicating) an existing course; and

4. the student may take a maximum of 6 credits of independent study and may not engage in more than 3 credits of independent study per session.

Note: A request for waiver may be made to the Office of Academic Affairs, M-400.

Individualized courses

At the discretion of the department, the College offers students the chance to accomplish the goals of pre-existing courses in a non-traditional mode. The project must be based on and fulfill the instructional and performance objectives of the existing courses. Students interested in pursuing such a project must meet departmental prerequisites for the existing courses and must provide a transcript of work already completed to the instructor. Students must also secure permission from the instructor and the chairperson of the appropriate academic department. The permission form is available in the Enrollment Services Center, C-107, and must be returned at the time of registration. The formal learning contract must be developed and submitted to the Registrar's Office by the deadline date. The course may be offered if any of the following conditions are met:

1. The student needs the course to graduate in the next semester;

2. The course is required for the student's progress in a sequence;

3. The course has been cancelled by the College; or

4. The course won't be offered in the current session or the next session.

In addition:

1. the student may take a maximum of 6 credits of individualized courses but may not engage in more than 3 credits of individualized course study per session (A request for waiver may be made to the Office for Academic Affairs, M-400);

2. the student must meet departmental requirements of prerequisites for individualized course study;

3. the student and faculty member must have met and formalized a learning contract within stated time requirements; and

4. the course must be among those listed as being offered for individualized course study by the department.

In order to pursue Independent Study or an Individualized Course, students must complete the following steps.

Faculty approval

The student must consult a faculty member who is willing to serve as an instructor. A Request to Register form must be signed by the instructor, student and chairperson.

Registration

The student must submit the signed request form at registration so the course can be put on a roster.

Planning the contract

The student must meet with the instructor at the beginning of the session. The purpose of this planning session is to complete the contract form. For independent study, a detailed description of course requirements must be listed on the contract. For an individualized course, the course outline must be attached and the material to be covered during the session noted. The student and instructor should determine dates for future meetings. A minimum of 7 hours and a maximum of 10 hours must be spent in discussing coursework during pre-determined sessions with the instructor.

Recording the contract

The signed contract must be submitted to the Enrollment Services Center by either the instructor or the chairperson of the department by the end of the third week of classes.

Consequences for failing to make or carry out the plan

Once registered, students are responsible for completing all requirements as stated in the contract. Failure to meet with the instructor as agreed or to fulfill course requirements will result in a punitive grade.

Transfer Credit

For information on transferring credits previously earned at other accredited colleges or universities or for information on veteran's credit for military service, please refer to pages 7-11.

REGISTRATION

There are two registration periods per academic year: prior to the 12-week Fall session and prior to the 12-week Spring session. Students who wish to take classes during the 6-week sessions should register prior to the 12-week sessions. Some new students and readmitted students may be permitted to register for the 6-week session; however, they will not be eligible for financial aid for the session. Registration is done using the CUNY Portal at www.cuny.edu. Registration information is available on the college's website: www.laguardia.edu.

Late Registration

Students will not be permitted to register for a course after the announced late registration deadline published in the Academic Calendar.

DROP/WITHDRAWAL FROM COURSES

There are two mechanisms for students to drop courses: Change of Program (Drop) and Official Withdrawal. During the Change of Program period students must access the eSIMS registration system using the CUNY Portal at www.cuny.edu. Click on the eSIMS "Registration" menu link to view all registered courses. Click DROP next to the desired course to drop. The course will not appear on the student's transcript. You may be responsible for part of the tuition cost.

If you need to withdraw from the College or from one or more courses after Change of Program has ended you must also access the eSIMS registration system using the CUNY Portal at www.cuny.edu. Click on the eSIMS "PNC/W Grade Request" menu link to view all registered courses. Click WITHDRAW next to the desired course(s). If you withdraw during the official withdrawal period, you will receive a "W" as a grade and will be responsible for all tuition charges.

The following students may not withdraw online: College Discovery students, students registered for basic skills courses, or high school students. They must file an official withdrawal form, which can be obtained in the Enrollment Services Center, C-107. College Discovery students and students registered for a basic skills course must obtain a counselor's signature in order to withdraw from a class and return the signed form to the Enrollment Services Center by the deadline. High school students taking college courses must obtain a signature from their High School Guidance Counselor in order to withdraw from a course and return the signed form to the Enrollment Services Center by the deadline. WITHDRAWAL FORMS WILL NOT BE ACCEPTED AFTER THE OFFICIAL WITHDRAWAL DEADLINE.

If you do not use the above procedures to withdraw officially from a course in which you have been excessively absent, you will be assigned a failing grade of "WU" by the course instructor.

WITHDRAWAL FROM COOPERATIVE EDUCATION

Termination or withdrawal from a Cooperative Education internship is subject to the approval of the student's Co-op Faculty Advisor. It is recognized that termination of an internship may be due to a variety of justifiable reasons. Therefore, each case will be handled individually by the Co-op Faculty Advisor, subject to normal grading procedures of review and appeal of Cooperative Education grades.

CHANGE OF MAJOR

Students may request to change their major by submitting a Change of Major Form available from the Enrollment Services Center in C-107. Due to New York State financial regulations, Change of Major Forms submitted after the Session-I (12 week) Census Day published in the LaGuardia academic calendar will NOT go into effect until the following semester.

MEDICAL LEAVE OF ABSENCE

Students may be permitted to take a Medical Leave of Absence if they can provide a physician's statement that includes the diagnosis, prognosis and the disability period. Students are requested to file for a Medical Leave at the Health Center immediately following the onset of the disability and no later than six months following the semester for which the medical leave is requested to avoid academic liability and academic jeopardy. The documents are then reviewed by Health Center staff for approval.

Federal regulations
Federal regulations stipulate that the Medical Leave of Absence is not to exceed 180 days within a 12-month period. In the event that the leave exceeds this time period, it is considered a withdrawal and the return of all Title IV (Pell) funds apply.

Bursar
If your Medical Leave of Absence is effective after the first day of classes but within the tuition refund period, you will be charged a tuition liability. The term tuition liability refers to the percentage of tuition and fees a student owes based on original tuition charges. Please note: If you are entitled to a refund, the amount received is based on attendance verification. If the effective date on the Medical Leave of Absence is after the last day of the refund period, and/or if the attendance verification record indicates that you attended classes after the last day of the refund period, you are liable for all tuition and fees and NO REFUND IS DUE.

Please keep in mind how a Medical Leave of Absence affects your Financial Aid if you have paid for your registration with Pell and/or TAP. Please refer to the Schedule of Classes for liability dates.

Conditions regarding academic liability
Once a Medical Leave of Absence form is fully approved, you will receive a grade of "W" for all of your courses, regardless of the effective date of the Medical Leave.

E PERMITS

If a LaGuardia Community College course is either not being offered for the session or closed, students may take courses on permit at other colleges throughout CUNY. Students may apply for an ePermit by using the CUNY Portal. If you do not already have a CUNY Portal Account, see CUNY Portal Instructions below.

To be eligible to take a course on permit at another CUNY college:
◗ Students must have a 2.0 (or higher) cumulative grade point average.
◗ Students must currently be enrolled and in attendance at LaGuardia Community College.
◗ The course *must transfer back* towards your LaGuardia degree.
◗ **NOTE:** Students cannot elect to take course(s) for "Pass/Fail" or "Credit/No Credit" at the host college. A letter grade must be awarded (A, A-, B+, etc.).
◗ Students may take a maximum of two courses on permit per session.
◗ The course has to be one that is not being offered or is closed at LaGuardia Community College.
◗ At the host college, students may only register for the course which they have received permission for.
◗ Approval of permit requests remains in the hands of the Department Chairpersons. If a request is denied, the student is notified electronically of the reason for the denial by email.
◗ Be sure to arrange for an official transcript to be sent from the host college to:

The Office of the Registrar, room C-107
LaGuardia Community College
ATTN: Permits.

- All credits and grades for courses taken at the host institution on permit will be transferred to the student's record and included in their cumulative grade point average here at LaGuardia.

- Non-Degree students are *not* eligible to take a course on permit.

- Permits can *only* be approved for CUNY colleges, *not* for private or SUNY colleges.

To apply for an ePermit follow these 5 simple steps:

1. Go to the CUNY homepage (www.cuny.edu)

2. Log On to your CUNY Portal account

3. After logging in, scroll down to "My Page" and click on the "ePermit" link

4. The ePermit page will open, re-enter your Portal 'Username' and 'Password'

5. Detailed instructions are displayed on how to use ePermit. Click on 'Create New Permit' located on the left menu

CUNY Portal Instructions (www.cuny.edu):

To apply for a CUNY Portal account, follow these 6 simple steps:

l. On the CUNY Portal home page, click 'Portal Log-in/Blackboard/eSIMS' under the 'QUICKLINKS' menu in the upper left corner.

2. On the 'Portal Log-In' page. Click 'create a new account' in the center of the page.

3. Select the option that best describes your current affiliation with the University.

4. On the User Validation page you must enter your Last Name, Social Security Number and Date of Birth. Click 'Next' to confirm your entry.

5. Click 'Confirm' to verify the information you entered on the previous page.

6. Select and confirm you password and email address. Then click the 'Save" button. Make sure you write down your user name and password and store them in a safe place. You will need them each time you visit the Portal!

READMISSION TO THE COLLEGE

All students who have not registered for classes for two or more semesters must apply for readmission. This includes those students who have been on a Medical Leave of Absence.

Readmission forms are available in the Enrollment Services Center, C-107, and must be completed and returned by a deadline (approximately one week prior to the semester in which they would like to return.) Call the Student Information Center, (718) 482-5935, for exact deadlines. There is a non-refundable $10 readmission processing fee payable to the Bursar.

Students returning to the College within one year (two semesters) generally will be readmitted to the College under the same curriculum (major) requirements which were in effect at the time the student was admitted to the College. However, students returning after one year will be readmitted under the curriculum requirements in effect at the time of their readmission. In exceptional cases, where the new requirements create an unnecessary hardship (such as graduating with an excess of 72 credits), students will be eligible to petition the requirements and seek possible exception to this policy to the Academic Standing Committee. The decision of the committee is final.

Note: Readmission is allowed for the six-week sessions; however, the student is not able to use financial aid for that session.

REINSTATEMENT

Students on academic suspension may apply in writing for reinstatement during their period of suspension. Applications must be obtained at the Enrollment Services Center, C-107, and returned before the deadline date, prior to the semester for which the student is applying for reinstatement. Students should call the Student Information Center for the reinstatement deadline. There is a $10 non-refundable reinstatement processing fee (even if the application is rejected) payable to the Bursar. If reinstated, students are expected to show substantial improvement in academic performance. Normally this will require maintaining a semester GPA of 3.00. Students who are reinstated and do not obtain a 3.00 GPA in the semester in which they are reinstated or do not improve their GPA to within retention policy standards are once more suspended. Students suspended twice are not allowed to register at the College again. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson. The decision of the committee is final.

Note: Reinstatements are not considered for the six-week sessions.

ACADEMIC FORGIVENESS POLICY

Students who have been dismissed from, or have not been in attendance at, the College for a period of at least five years and whose academic record would prevent them from being reinstated under regular College policy/guidelines are able to be reinstated under the Academic Forgiveness Policy. For students reinstated under this policy, past grades of F, FIN, or WU will remain on their transcripts but will not be calculated in their grade point averages. This policy allows students who would otherwise not be able to return to LaGuardia a second chance to complete their studies.

Your eligibility for Financial Aid is determined by Student Financial Services in accordance with Federal and State Financial Aid regulations. The Academic Forgiveness Policy does not override financial aid regulations. Please speak to a Financial Aid Specialist regarding your eligibility for aid.

Note: Admission or readmission into the "Clinical Phase" of Allied Health Programs is not guaranteed under the Academic Forgiveness Policy, regardless of the student's prior status in that program. Students must contact individual program offices for specific readmission policies.

Grading

GRADING SYSTEM

College-wide grading policy statement

At LaGuardia Community College, all students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success both in the classroom and in the modern workplace. Academic progress is measured by the students' mastery of the course as demonstrated by their ability to write clearly and accurately, discuss, compute, analyze, and draw logical conclusions among concepts. All students are expected to abide by the College attendance policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions. Further information on grading is contained in the College-wide attendance policy, plus and minus grading policy, departmental grading policies, and course syllabi.

The following grading symbols are included in the calculation of Grade Point Average (GPA):

A-, A	=	90-100
B-, B, B+	=	80-89
C-, C, C+	=	70-79
D-, D, D+	=	Lowest passing grade (see D grade policy below)
F	=	Failure (see F grade policy below)
FIN	=	Failure from incomplete (see note below)
*WN	=	Unofficial Withdrawal (see note page 196)
WU	=	Unofficial Withdrawal (see note page 196)

The following symbols are also used on the official transcript:

CR Exemption credit (credit earned). Students with demonstrated competence in specific areas may be granted credit for courses related to these areas.

E Excellent (used prior to Fall 1975 with GPA value of 4.00)

F The Failure grade is used when an instructor evaluates a student's work as not having met the standards for the course. Ordinarily the student is expected to retake the course. A student who has received an **F** twice for the same course must consult with and receive permission from the department chairperson or designee before attempting the course again.

FIN An **INC** (Incomplete) grade which has been converted to a failing grade will appear as a **FIN** grade.

G Good (used prior to Fall 1975, with GPA value of 3.00)

Incomplete Grade Policy

Eligibility. The Incomplete grade **IN** is intended for situations which arise that are beyond the student's control. It is reserved for a student in good academic standing (maintaining a passing GPA) and for whom there is reasonable expectation of satisfactory course completion – defined as both satisfactory attendance in the class and having not completed at most two major assignments or examinations by the end of the course.

Restrictions. An IN is not to be initiated by an instructor without the student's consent and is not permitted to replace a failing grade in a course. The **IN** is agreed to by the student and instructor. A student's strict adherence to attendance and academic policies as outlined above is required, without exception.

Documentation. The student must provide a documented reason beyond her/his control, satisfactory to the instructor, substantiating the request for an **IN**. Additionally, the student must fill out an Incomplete Grade Request Form with the course's instructor.

Completion. The request form includes a deadline by which any missed assignment(s) must be completed in order for the instructor to consider changing the grade. A student receiving an **IN** is required to submit all completed work before the end of the semester following the one in which the **IN** is given. The student is required to assume responsibility for submitting work by the agreed-upon deadline in order to be eligible for a change of grade. The student may not re-register for the same course while the **IN** is in effect. In addition, any course in which the student has received an **IN** cannot be used as a pre-requisite.

Grade Change. Provided all conditions for completion of coursework are met by the student within the deadlines outlined above and upon formal evaluation of remaining assignment(s), the course instructor must submit an official Change of Grade Form by the end of the semester following the one in which the **IN** was given. Failure to submit a Change of Grade Form for any reason will result in automatic conversion of the **IN** to a **FIN**, or failing grade, for the course.

Course Exemptions. Academic departments may designate courses in which an **IN** may not be given. For allied health clinical affiliation courses or COOP internship courses an **IN** may be given by an instructor when a supervisor's evaluation has not been received in sufficient time for grading, or when a student has been given permission by the instructor to complete the clinical affiliation or internship course beyond the end of the academic term in which the student is registered. Developmental skills courses may have different **IN** policies. Check with the department for specific guidelines.

P Passing (used prior to Fall 1975; not calculated in GPA).

R The Repeat grade is awarded only in Basic Skills courses. In general, the student has satisfactorily completed all assignments and has demonstrated satisfactory progress toward the goal of the course but has not reached the level required to pass the course. To earn a grade of **R,** students who do not pass the course must:

1. Comply with the College's attendance policy. Students who have stopped attending on or before the official withdrawal date must receive a grade of **W**;

2. Complete all assigned work; and

3. Make substantial progress in appropriate skills improvement.

S Satisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar; Co-op Prep; and Nursing, OTA, PTA, and VTA candidacies.

TCR The Transfer Credit grade is given to students who have transferred into LaGuardia with credits earned at other accredited colleges and universities. Based on guidelines established by the academic department, transfer credits are evaluated by the Transfer Credit Office, M-147, prior to or during the first semester of attendance at LaGuardia. Students may receive a maximum of 10 transfer credits toward a certificate and 30 transfer credits toward a degree.

U Unsatisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar, Co-op Prep; and Nursing, OTA, PTA, and VTA candidacies.

W Official Withdrawal. This grade is given when a student officially withdraws from a course after the change of program period, but prior to the official withdrawal deadline.

WA Administrative Withdrawal. For example, this grade is used for students who have not been cleared for immunization.

*WN is assigned to a student who has never attended a class or for whom there is no documented evidence of the student's participation in a course prior to the official withdrawal date.

WU is assigned to a student who has attended at least one class or for whom there is documented evidence of the student's participation in a course prior to the official withdrawal date. If the student stopped attending after the official withdrawal date, a grade of **F** is given.

Y Indicates completion of the first quarter of a two-quarter course (used prior to Fall 1980).

Z This "temporary" grade indicates that a student's official grade was not received by the Registrar in time to be recorded on the official transcript. The actual grade usually appears on the next issued transcript.

@ Waiver of requirement (without credit). A student may obtain a waiver for a course when the appropriate department chairperson or designee determines that such a waiver is warranted.

Students may not register for credit courses that they have successfully completed with a grade of **A, B, C, (+) CR, E, G, INC, P, S, TCR** or **@**.

Repeat grade policy

Students who receive a grade of **C-, D+, D,** or **D-** grade may wish to repeat a course in an attempt to upgrade the skill level achieved and to facilitate the transfer of credits to a senior college. Each department has its own guidelines and procedures for students who wish to repeat a **D** or **C-** grade, and not every department allows repetition of coursework. Special permission must be obtained from the appropriate academic department prior to repeating the course. In addition to securing departmental approval, the following general conditions must be met:

1. Students may repeat the same course only once;

2. Both grades will appear on the students' transcripts and will be included in the calculation of the GPA (even if students failed the course the second time);

3. When a course is repeated, the credit for that course is not counted toward the degree a second time; and

4. Generally students may repeat only three different courses in which a **D** or **C-** grade was earned. Requests to repeat more than three **D** or **C-** grade courses may be directed to the chairperson of the Academic Standing Committee. The decision of the committee is final.

Note: For the purposes of TAP, courses repeated through the **D** and **C-** Grade Policy will not be counted when determining the student's full-time or part-time financial aid eligibility.

F grade policy

At LaGuardia and other CUNY schools, any student who earns an academic grade of **F,** or an administrative failing grade (**WU or FIN**), and subsequently retakes the course and receives a grade of **C** or better, will no longer have that **F, WU,** or **FIN** grade computed into the Grade Point Average subject to the following provisions:

1. This policy was effective as of Fall 1990;

2. The failing grade must have been earned after September 1, 1984;

3. The maximum number of failing credits that can be deleted from the GPA shall be limited to a total of 16 throughout CUNY;

4. The **F, WU,** or **FIN** grade will remain on the transcript, but will not be calculated in the GPA;

5. For the student who earns a grade of **C** or better in a course taken at LaGuardia, the original failing grade must have also been earned at LaGuardia; and

6. Partial deletions in the calculation of the cumulative GPA are prohibited.

R grade policy

After Spring 1990, students who register for a course in which they have previously received two or more **R** grades are not eligible to receive an additional **R**. Students who do not pass the course in their third or subsequent attempt must be given a grade of **F**. However, the instructor can submit an appeal on behalf of the student to the department chair.

Policy on early advisement to improve student performance

College policy requires that faculty will:

1. Provide students with clear-cut course objectives and requirements and evaluation criteria (criteria for grading);

2. administer some form of evaluation (e.g., quiz, exam, written assignment) by the end of the fourth week of a 12-week session or by the end of the second week of a 6-week session; the evaluation is to be returned and discussed with students; and

3. initiate early contact with students performing poorly; assist students by offering advice and by referring students to labs or to the Counseling Department, C-239.

GRADE POINT AVERAGE (GPA)

The GPA is a numerical computation of a student's academic record and is used to determine graduation eligiblity, graduation honors, inclusion on the Dean's List, probation, and suspension.

The GPA is also used to determine continued eligibility for some financial aid programs. The GPA is calculated per semester by using the following criteria:

How to Compute Your Grade Point Average

Grade Earned	Numerical Value
A	**4.00**
A-	**3.70**
B+	**3.30**
B	**3.00**
B-	**2.70**
C+	**2.30**
C	**2.00**
C-	**1.70**
D+	**1.30**
D	**1.00**
D-	**0.70**
F, WU, FIN	**0.00**

(do not calculate these grades into GPA if you took the course again and passed with a C grade or higher) up to a maximum of 16 credits.

INC, *WN, W, Z, U, S, R grades are not calculated into the GPA.

To calculate your GPA, list all the courses you have taken at LaGuardia and write the grade you earned. Using the chart above, write the numerical value for each grade. Next write the number of credits each course is worth. Using a calculator, multiply the value and credits and write the answer in the quality points column. Take the total number of credits and divide them into the total number of quality points to reach your correct GPA.

Sample Calculation

LIST ALL COURSES	GRADE EARNED	NUMERICAL VALUE	X	CREDITS		POINTS = QUALITY
ENG 101	A-	3.70	x	3	=	11.1
MAT 200	C	2.00	x	4	=	8.0
SSS 100	B-	2.70	x	3	=	8.1
HUC 101	D+	1.30	x	3	=	3.9
				13		31.1

Divide 31.1 by 13 for the answer of 2.39. This student's GPA is a 2.39 and a total of 13 credits.

GRADE APPEALS

Appealing individual course grades

In order to appeal a final course grade, the student must first discuss the grade with the instructor. If, after discussion with the instructor, the student wishes to appeal further, or if the student is unable to meet with the instructor, the student may then arrange to meet with the department chairperson. If, after meeting with the chairperson, the student still wishes to appeal the grade, the student must consult with a counselor about appealing the case in writing to the Academic Standing Committee. The appeal must be filed within six months following the session in which the course was taken. The decision of the Academic Standing Committee is final.

Appealing to receive grades of W (Official Withdrawal)

A student who can document that extenuating life circumstances adversely affected his or her grades during a specific term must consult with a counselor about filing an appeal directly with the Academic Standing Committee asking that these grades be changed to **W**. The appeal form, along with appropriate documentation, must be submitted by the end of the student's next semester at LaGuardia.

Note: Grades of **W** and **WU** cannot be altered by instructors or chairpersons. They can only be changed by appealing to the Academic Standing Committee. Grades of **A, B, C, D, F, FIN, INC, R, Z,** or **@** may be changed by instructors with permission from the department chairperson. The Registrar will review all cases of changes where more than one grade level is involved, e.g. **C to A, D to B, F to C.**

DEAN'S LIST

The Dean's List is established every semester to honor those degree or certificate students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given semester, a student must have:

1. Earned 9.0 credits or more;
2. Achieved a grade point average (GPA) of 3.50 for the semester;
3. Not received grades of **F, FIN, D+, D, D-, INC, R, WU,** or **Z;** and
4. Maintained a cumulative GPA of 2.00.

ACADEMIC STANDING & RETENTION POLICY

All students must achieve a minimum cumulative Grade Point Average (GPA) to remain in good academic standing.

Credits Attempted	Minimum Cumulative GPA for Good Academic Standing
0.0-12.0	1.50
12.5-24.0	1.75
24.5-or more	2.00

Probation

Students who do not meet the minimum grade point average (GPA) are placed on academic probation for the following semester. They are given one semester to achieve the minimum grade point average required as per the College's retention policy. If during this probationary period, students make satisfactory academic progress, they will be returned to good academic standing with the College and may be eligible for financial aid. If the minimum GPA is not achieved, students may be suspended from the College. However, in order to allow students to file appeals (due to constraints associated with the calendar), there is a one semester delay applying suspensions.

Probation workshops

Counselors from College Discovery and the Counseling Department offer workshops and specialized counseling sessions to students on academic probation. They help students understand the College's retention policy and develop strategies for academic success.

Suspension

Students who have been suspended are not eligible to register for courses at the College for one semester. They may appeal the suspension in writing to the chairperson of the Academic Standing Committee. Appeal forms are available in the Counseling Office (C-239) or in the Enrollment Services Center (C-107). If the appeal is approved, students will be expected to show substantial improvement in academic performance. Normally this will require earning a semester GPA of 3.00. The College reserves the right to limit the number of equated credits a student may carry during a probationary semester. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson. The decision of the committee is final.

Graduation

At LaGuardia, a 2.00 GPA (C average) is required for graduation, as well as passing the required basic skills tests and the City University Proficiency Exam (CPE). A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term "with honors" will be inscribed on the student's diploma and noted on the commencement program. A graduate whose cumulative GPA is 3.90 or better shall be graduated with high honors. The term "with high honors" will be inscribed on the student's diploma and noted on the commencement program. Students can review their progress towards graduation anytime at www.laguardia.edu/DegreeWorks. All students must register for "Intent to Graduate" in order to have their records reviewed. This should be done when they register for their final 12-week session (SIMS Code 6999). Students wishing to appeal graduation requirements may submit a written appeal to the Academic Standing Committee. The decision of the committee is final. Upon graduation a student's record is frozen. No changes can be made to the record.

Note: If the Registrar's Office determines that you have met the requirements for graduation, you may not continue taking courses at LaGuardia unless you have filed a second degree, certificate or a non-degree application.

GRADUATION RATES

Graduation rates at LaGuardia compare favorably with those for other CUNY community colleges. While most students require more than two years to complete an Associate's degree, studies have shown that approximately 20% of entering students achieve their degree in five years or less. An important factor to consider in addition to the graduation rates is the number of students who attend part-time and therefore require additional time to complete their studies.

LaGuardia graduates average about seven and a half semesters, or just under four years, to obtain their degrees. However, for about two semesters of that time, students are not actively taking classes. For the past five graduating classes, the average number of semesters spent earning credits was 6.4, or just over three years. The rate of graduates who transfer to four-year colleges within one year of graduation is 41 percent. Most LaGuardia graduates who continue their education remain within The City University of New York system (83 percent). Queens, Baruch, Hunter, and City Tech colleges are the most popular choice so far, with over two-thirds of all transfers selecting those sister institutions.

COLLEGE PREPARATORY INITIATIVE (CPI)

CPI is indefinitely suspended effective 9/1/2006.

RESIDENCY REQUIREMENT

Students must successfully complete a minimum of 30 credits at the College before being awarded a degree.

Note: Up to 10 exemption credits, as well as courses taken "on permit," may be used to fulfill this requirement.

PURSUIT OF ADDITIONAL STUDY AFTER GRADUATION

Second credential students

Students who have earned a certificate and then wish to pursue a degree, and students who graduate with a degree and wish to pursue a certificate, must apply for a "Second Degree." This is available in the Admissions Office and must be filed by the deadline. Courses completed for the first credential may also be used to meet the requirements of the second credential. Students must re-register for "Intent to Graduate" in the semester in which they anticipate completing the second credential.

Second degree students

Students who have graduated from LaGuardia Community College and who are interested in pursuing a second degree at LaGuardia should contact the admissions Office, M-147. Second degree students must complete LaGuardia's residency requirements of 30 credits toward the new degree and may transfer up to 30 credits toward a degree. All second degree students will be held accountable for the Cooperative Education requirements.

The Internship Program: Cooperative Education

One of the major premises underlying LaGuardia's educational model is that learning takes place in many different settings, both in and outside the classroom. Through the Cooperative Education Department, the College provides students with internship experiences that enable them to realize their full potential in work, education, and everyday life. The Cooperative Education internship program offers students the opportunity to learn through meaningful experiences in the workplace. These experiences help students to:

◗ Explore various career options and/or confirm career plans

◗ Apply classroom learning to real work situations

◗ Develop core competencies in the context of the workplace

◗ Practice and strengthen interpersonal and technical skills

Co-op faculty work closely with students throughout their Co-op experience. They guide students through the program, advise them in the selection of internships based on career, personal, and educational objectives, and help students to assess what has been learned through their internships and seminars.

All day students are required to take a specific number of internships depending on their major. Internships are also required for extended day students in the following specialized curricular areas: Dietetic Technology, Elementary and Secondary Education, Education Associate: The Bilingual Child, Human Services, Occupational Therapy Assistant, Physical Therapist Assistant, School Foodservice Management, and Veterinary Technology. Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their Cooperative Education requirements.

While a Cooperative Education internship is optional for extended day students in other majors, it is highly recommended for students who are considering career changes or advancement or who are undecided about their career choices. Cooperative Education internships can also be helpful to extended day students seeking to develop specific personal, educational, and professional skills.

FUNDAMENTALS OF PROFESSIONAL ADVANCEMENT

Prior to taking an internship, students in a First Year Academy complete the Fundamentals of Professional Advancement course. Academy students take this course during their second semester.

Prerequisites to internships

Prior to their first internship, students must have fulfilled the following requirements:

◗ Completion or waiver of basic skills courses as specified by the Cooperative Education Department;

◗ completion of Fundamentals of Professional Advancement;

◗ evidence of satisfactory academic progress. Students are required to have at least a 2.0 cumulative grade point average prior to taking an internship; and

◗ completion of the appropriate introductory or other prerequisite courses in the student's major.

Responsibility for deciding whether a student is ready to go out on an internship rests with the student's Co-op Faculty Advisor. Appeal of this decision should be addressed to the Chair of the Cooperative Education Department.

THE INTERNSHIP SEMINAR

LaGuardia Community College believes in the value of linking work experience with opportunities for critical analysis and reflection. While on their internships, students return to the College to attend Internship Seminars. The seminar curriculum provides a framework for students to analyze and evaluate their internship experiences.

The purpose of the seminar is to enable students to:

◗ Gain meaning from the day-to-day occurrences of their internships in order to broaden their understanding of theoretical concepts as they apply to real life situations;

◗ develop insights into the relationship of the self to work and to the larger society by understanding their own values and strengthening an awareness and appreciation of differences;

◗ understand the steps required in the career decision-making process to plan for professional mobility and lifelong learning; and

◗ develop the personal and professional skills and strategies that will facilitate success in the next stages of life.

Part of the Co-op requirement is the successful completion of an internship seminar. The seminar is normally taken during each internship term. In special cases, a student's Co-op Faculty Advisor may approve taking the seminar in a subsequent term. In unique circumstances, a student may make arrangements with the Co-op Faculty Advisor for an individualized project in place of a seminar.

GRADING

The Cooperative Education internship grade is determined by the degree to which a student meets the requirements for both the internship and the internship seminar. The internship and seminar grades each contribute 50% toward the final grade. Students must pass both the internship and the seminar to receive a passing grade for the Cooperative Education course. Students must meet with their Co-op Faculty Advisor for a final evaluation conference during the early weeks of the term following their internship to receive a final grade. Failure to do so will result in a failing grade for the Cooperative Education course.

The internship grade is based on the Co-op Faculty Advisor's on-site visit evaluation, the employer evaluation, and the student's progress toward achieving learning objectives as described in a Final Evaluation essay.

The seminar grade is based on grades received on class assignments, classroom participation and attendance.

The Co-op Faculty Advisor determines the final Cooperative Education grade based on the above two grades. Only the final grade will appear on the student's transcript.

The Cooperative Education Department does not place or grant further Cooperative Education credit to a student who has received two F grades in Cooperative Education courses. Appeals may be made to the Academic Standing Committee.

THE INTERNSHIP

A Cooperative Education internship course is defined as an internship and a seminar.

Credits are awarded for each internship course. Placement on internships is determined by a student's interests, needs, and academic progress, as well as market conditions and the availability of appropriate internships.

Students choose their internships from over 350 cooperating companies, government agencies, and not-for-profit organizations. The internships span a wide range of fields and include positions in accounting, business, education, communications, computer-related fields, fine arts, government and public policy, health care, journalism, law, media, office technology, publishing, scientific research, social work and many other areas.

Students may develop their own internships or use existing jobs as internships if the work fulfills career-related learning objectives. Interested students must first receive permission from Co-op faculty.

While on internships, students work as regular employees of the organizations in which they are placed. They are expected to follow the rules and regulations of these organizations and perform their duties as would any other employee. During the internship, students are visited by the Co-op faculty member who placed them. Co-op faculty are available throughout the term should problems arise.

Students are evaluated by their internship site supervisor. This evaluation is a major part of the final grade for the Co-op experience. (Grading is discussed in greater detail later in this section.)

Financial Aid and Cooperative Education

By Federal law, projected Co-op earnings, minus expenses, will be applied against all financial aid awards other than TAP and PELL. Students must consult with their Co-op Faculty Advisor and a Financial Aid Counselor to determine how their financial aid may be affected.

Taking courses during an internship

Students on internships are permitted to take additional coursework, as long as it does not conflict with their internship and seminar. It is generally considered inadvisable for students to take more than 6 credits of additional coursework while taking a full-time internship.

Foreign students with temporary non-immigrant status

All day students, as well as extended day students in certain specialized curricular areas (see specific major requirements), attending LaGuardia Community College with temporary non-immigrant status are required to complete the Cooperative Education course requirements in order to graduate. They must inform their Co-op Faculty Advisor of their status and meet with one of the College's International Student Advisors (M-166), who will explain and help process the steps necessary to receive official authorization from the Immigration and Naturalization Service to work. This must be done before an internship begins.

Withdrawal from Cooperative Education

Termination or withdrawal from a Cooperative Education internship is subject to the approval of the student's Co-op Faculty Advisor. It is recognized that termination of an internship may be due to a variety of justifiable reasons. Therefore, each case will be handled individually by the Co-op Faculty Advisor, subject to normal grading procedures of review and appeal of Cooperative Education grades.

For additional information about the Cooperative Education program and its policies, please contact the Central Office of the Cooperative Education Department, M-204, at (718) 482-5204.

ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

Student Programs and Services

Academic Advising and Counseling

All students at LaGuardia Community College benefit from a comprehensive college-wide system of developmental academic advising and counseling. Through academic advisement, students connect their educational and career goals. Students work with academic advisors to discuss their current academic progress, review their degree requirements, and decide on courses to select for the next semester. While the ultimate responsibility for decision-making rests with the student, academic advisors are a valuable support for students' effective educational and career planning.

Advisement is mandatory at LaGuardia for students with less than 30 earned credits. These students cannot proceed to registration unless they have signed advisement forms. However, students of any credit range who need assistance can receive advisement.

Students in special programs and selected majors must always obtain advisement, regardless of the number of credits earned. These students include ASAP students, College Discovery students, COPE students and Students with Disabilities, all of whom are advised by counselors in those respective offices. Students majoring in the following select majors – Commercial Foodservice Management, Dietetic Technician, International Studies, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, School Foodservice Management, and Veterinary Technology – should be advised each semester regardless of their credit range by program staff, after admission to the clinical phase of the program.

Advisement is offered during the semester prior to registration, during the registration period, and during the change of program period. Students should check their DegreeWorks audit to find their assigned advisors.

LAGUARDIA'S ADVISEMENT PHASES

Developmental advisement is delivered at LaGuardia in three broad phases. The Pre-enrollment phase, Getting Ready for College – Pre-enrollment Advisement, occurs from students' first contact with the College through their initial orientation and registration as incoming students. The First-Year phase, Becoming a Student – First Year Academy Advisement, is defined as the first two semesters at the College, when students are enrolled in the First Year Academies. The Second Year phase, Staying the Course – Second Year Advisement, begins in the third semester, when students are engaged in their majors and developmental advisement is delivered by faculty members in the academic departments.

Getting ready for college – Pre-enrollment advisement

All entering students are advised at New Student Advising/Registration by Academy Coordinators and Educational Planners. New students receive an individualized Personal Educational Plan (PEP). The PEP is an advisement document listing required developmental skills courses as well as suggested introductory courses applicable to a student's major course of study.

Educational Planners provide students with pre-enrollment programs and services designed to assist in the transition into the College. As part of the orientation process, incoming students receive an overview of the College; the advisement and registration process; and information describing the enhanced semester, developmental skills, tuition, full-time status, documents needed for registration, financial aid, and the student newsletter.

Educational Planning Services focuses on increasing student success by helping students develop meaningful educational plans that are compatible with their educational, career, and life goals. Workshops offered by Educational Planning Services are designed to engage and connect students to the College and encourage their

success. An Educational Planner serves as a major campus resource for students. S/he offers informed advice about a student's program and the LaGuardia community and refers students to appropriate campus support services and programs. Educational Planners also help students develop decision-making skills by encouraging them to formulate short, medium, and long-term educational plans consistent with their evolving career goals.

Becoming a student – First Year Academy advisement

First semester students are advised into their next semester's courses as part of the curriculum of New Student Seminar. Students are encouraged to meet with counselors throughout the academic year regarding issues of academic advisement and educational planning. The Counseling Department also offers advisement for students on probation during designated periods throughout the academic year.

Every student is a member of a First Year Academy, based on her/his choice of major–Allied Health/Science; Liberal Arts; or Business/ Technology. Each Academy has a Coordinator dedicated to that Academy who provides academic advising and facilitates co-curricular activities and events. The Coordinator also assists the student in her or his transition to advising by the faculty in the major field. In addition, students have access to a series of developmental advising workshops and services offered by the Academy Coordinators.

Staying the course: Second Year advising in the major

Developmental advisement in the second year is centered in the academic departments and builds upon and strengthens the students' experiences in the First Year Academy. Department-based faculty help students to clarify objectives and refine their career and educational decisions that lead to the realization of their life and career goals. The departments collaborate with College services areas, such as the Center for Counseling, Advising and Academic Support, Student Development, Transfer Services, and the Career Placement Office to offer workshops, co-curricular activities, and developmental advising events. Students meet with academic advisors for a comprehensive academic progress review and assistance with course selection. Each academic department has an established mechanism to refer students requiring further assistance, such as personal counseling, to the relevant department or other college service area.

ADVISEMENT TOOLS

Continuing students' advisement materials consist of the next semester's schedule of classes (on the LaGuardia website: www.laguardia.edu), an advisement schedule for their major (see department office), an advisement form, and their DegreeWorks degree audit, https://degreeworks.laguardia.edu/prod/. Students should also refer to this college catalog to understand their degree requirements.

DegreeWorks is a web-based academic progress reporting system that displays, in checklist format, the student's graduation requirements based on the College Catalog of the year the student entered LaGuardia. The academic history of the student, including coursework, placement tests and activities (e.g., co-operative education internships), is listed next to the requirement it satisfies. For each student this mapping of fulfilled and remaining requirements along with other key information such as grades, GPA, and credits is called a "degree audit." This online degree audit provides an easy-to-read, comprehensive snapshot for students to review throughout their academic career at LaGuardia. With DegreeWorks, students and their advisors can assure that courses being taken satisfy degree requirements and that students meet their goals without any unnecessary delay. The Enrollment Services Center (C-107) offers workshops on using DegreeWorks.

COUNSELING DEPARTMENT

The Counseling Department, in C-239, offers an array of services designed to enhance students' personal, academic and career development. Among the services offered are academic advisement (please see above), career counseling, and personal counseling.

Career counseling

When working with a counselor, students explore their career interests, choose a major, and learn about the major and its relationship to their career goals. Counselors administer career assessment inventories and work with students to utilize the results as a tool in decision making. Additionally, counselors work with students in preparing for the transfer process to a four-year college.

Personal counseling

The counseling relationship is completely confidential and private. Students who are experiencing personal problems which are affecting their academic success can meet with a counselor to assist them in developing the skills needed to meet the challenges they are facing. Some of the personal issues for which students seek counseling are family issues/conflicts, drug- and alcohol-related problems, sexual concerns, self-confidence, anxiety, depression, interpersonal difficulties, developing a sense of identity, and loss and bereavement. Individual personal counseling is offered on a short-term basis, and students requiring more extensive counseling services are provided with referrals to outside agencies.

Student outreach and advocacy

Counselors provide outreach services through the offering of theme-based workshops such as Transfer Workshops, Time Management Workshops, Coping Skills Workshops (e.g., Parent Support Group), Probation Workshops, Alcohol Awareness, Depression Screenings, Anxiety Screenings, and various types of support groups. Counselors are also available to work with students on issues such as study skills, managing test anxiety, and test taking.

Student Services

Diversity Program: M-166

The Diversity Program is housed within the Office of International Student Services. The Program engages students, staff, faculty, the College and broader communities in cultural exploration with the aim of enhanced recognition, awareness and appreciation of the strengths that diversity brings. The Program offers workshops that help to improve communication. expand and gain insight into self, others and the world. Students who successfully complete the program receive a certificate of completion.

Early Alert Program: M-149G, Shenker Hall

The Early Alert Program, part of the Office for Student Services, is designed to identify and help engage students at risk of failing their course(s). As part of the Early Alert Program, faculty are asked to submit information regarding students' performance in their course(s). Students, who are at risk for failing a course, will be contacted and asked to come in and meet with an advisor. The advisor will identify strategies and options to address and improve student course performance.

Early Childhood Learning Center Programs: MB-09

The Early Childhood Learning Center Programs Inc., part of Student Development in the Division of Student Affairs, is located in room MB 09. The Early Childhood Learning Center programs provide child care for children ages 12 months to 12 years. The ECLC is located on campus and is a licensed child care facility, which provides a variety of quality educational programs to meet the needs of both the child and student parent. We offer infant, toddler, early childhood, universal pre-K, extended day, weekend programs, and summer camp for the children of LaGuardia students. Our team of professional educators provides a warm and nurturing environment to help parents and children feel that they are part of the ECLC family.

For more specific information, contact the Early Childhood Learning Center Programs, located in Room MB-09, or call (718) 482-5295.

Educational Planning and Testing Services
  Educational Planning: C-107, (718) 482-LAGC (6070)
  Testing Office: C-460, (718) 482-5146

The purpose of Educational Planning & Testing Services (EPTS) is to provide students with pre-enrollment programs and services designed to make for a smooth transition into the College and to communicate effectively with and advise students through those hurdles that may tend to impede academic progress. EPTS focuses on increasing student success by helping students develop meaningful educational plans that are compatible with their educational, career, and life goals.

The outreach efforts offered through the College's Educational Planning & Testing Services are designed to engage and connect students to the College and encourage their success. Although students are ultimately responsible for making decisions about their educational goals and for ensuring that all degree requirements are met, an Educational Planner plays an important role by offering informed advice about student's program, the LaGuardia community, by serving as a major campus resource for students, and by referring students to appropriate campus support services and programs.

Educational Planners also help students develop decision-making skills by encouraging them to formulate short, medium, and long-term educational plans consistent with their evolving career goals.

The EPTS is guided by the belief that:

◗ Students have a desire to learn;

◗ students are responsible for their own behavior;

◗ students can be successful as a result of their individual goals and efforts;

◗ students hold their own beliefs and opinions; and,

◗ students' learning needs vary according to individual skills, goals and experiences.

Evening & Weekend Student Services
Evening and Weekend Student Services are an integral part of the Educational Planning Services. The services work to ensure that the quality of the evening and weekend student experience at LaGuardia is of the highest caliber. The primary objective of the services is to provide information to help evening and weekend students make the transition to college life, navigate processes and systems within the College, and connect with College resources as well as networks.

The Educational Planning Services provides an area where evening and weekend students can address their unique and special needs. Educational Planners serve as the student advocate and liaison between evening and weekend students, enrollment services, academic and student support services, and student development programs of the College. In addition, the Educational Planners assess evening and weekend student needs, individually and collectively, provide referrals, and help students make necessary connections to the College.

Educational Planning Services is located in Enrollment Services Center – see office hours below.

Enrollment Services Center: C-107
  Hours: Monday - Thursday: 9:00 am - 7:00 pm
  Friday, Saturday and Sunday: closed

Enrollment Services Resource Center: C-109

The Enrollment Services Resource Center was established to encourage students to file their FAFSA electronically and also to help them access other financial aid information. Staff is available to answer their questions. Filing FAFSA online is immediate and prevents careless errors. Students may walk in and log on at www.fafsa.ed.gov to apply for financial aid or schedule an appointment for a "FAFSA on the Web Workshop" by calling (718) 482-7218 during office hours.

New York State residents can also link to the online TAP application form after completing their FAFSA. Students' FAFSA data will already be pre-filled on their TAP application. Students must be

sure to request a PIN# at www.pin.ed.gov. With their PIN number, they will also be able to check the status of their federal financial aid application; renew their FAFSA; complete Pre-Loan Entrance Counseling for Direct Loan; complete Pre-Loan and Exit Counseling for Perkins Loans; check their loan account information; and access Financial Aid history (transcript) via the National Student Loan Database System (NSLDS).

Health Services: MB-40, (718) 482-5280
Hours: Monday - Friday 8:00 am - 9:00 pm

The Health Services Center, part of the Office for Student Services in the Division of Student Affairs, exists for the purpose of assisting students in matters pertaining to health prevention and the early recognition of illnesses and diseases. The Center also able to provides emergency care for accidents and makes appropriate referrals, when necessary, for follow-up care.

The Health Services Center is staffed by a Registered Nurse, one Family Nurse Practitioner (FNP), an Administrative Coordinator, two Emergency Medical Technicians, a Health Care Assistant and a part time College Assistant. In addition, college interns, work-study students, and volunteers assist with the delivery of services to the College community.

The Center's services are available free of charge to the entire College community. The Health Education Learning Project Services (HELPS) Program provides educational outreach activities, free counseling and testing for HIV, Chlamydia and Gonorrhea (sexually transmitted infections). The medical team responds to all medical emergencies on campus. The Family Nurse Practitioner can diagnose and treat acute and/or chronic health care problems, order and interpret diagnostic lab tests as well as prescribe both pharmacologic agents and non-pharmacologic therapies. The Health Services Center also facilitates medical leaves of absence for students, provides over-the-counter medication, as well as provides blood pressure, glucose, and cholesterol monitoring, and record keeping for students, faculty and staff.

The Health Services Center coordinates immunization compliance according to Public Health Law 2165 and 2167. The center provides clinics to administer the necessary measles, mumps and rubella vaccines to ensure compliance and also provides information for students to obtain the vaccination free of charge at Department of Health Clinics around the five boroughs. Information about the NYS Public Health Law 2167 regarding meningococcal disease is available. It is mandatory for all students enrolled in class to complete and sign the Meningitis Response Form. The Center also provides Hepatitis B, Human Papilloma Virus and Influenza vaccines.

The Health Services Center coordinates a Wellness Festival annually, along with commemorating World Aids Day and providing continuous health education outreach for the College community. Currently, we are collaborating with Child Health Plus and Family Health Plus health insurance enrollers to ensure that all eligible students have the opportunity to enroll for free or low cost health care insurance.

At the center, educational pamphlets, brochures and videos on health-related issues are available for the College population.

International Student Services: M-166
International Student Services, part of Student Development in the Division of Student Affairs, is located in room M-166. The office provides cross-cultural and immigration counseling to more than 1000 F-1 Visa students. The office is required by federal law to keep extensive records on F-1 students and to adhere to federally mandated regulations in assisting and advising students. All F-1 students are required to report to the International Student Services Office in order to maintain such records. The office has general responsibility for the adjustment to college life of students from outside the U.S. Services include news of special social and educational opportunities, orientation to the U.S., F-1 visa advisement, foreign exchange clearance, foreign military draft deferments, full-time student status verifications, and housing and health insurance information. Please call (718) 482-5145 or visit room M-166.

Laboratory facilities
The Accounting and Managerial Studies Resource Center serves as an accounting tutorial lab, and also a center for the completion of the computerized components of accounting and managerial courses.

Adult Learning Center Lab helps students to improve their basic literacy and computer skills, or to prepare for GED exams.

Human Services Laboratory is used for supplemental activities for classes of the Human Services Program.

The Computer Information Systems Department has three labs: the Microcomputer Lab, providing the laboratory component for several introductory courses, the Computer Lab, focusing on computer use and programming beyond the introductory courses, and the New Media lab.

The English as a Second Language Lab provides large and small group tutoring for matriculated students taking ESL classes in the credit program. Large group tutoring is conducted on the assigned schedule. Individual or small group tutoring is conducted based on teachers' referral or by special appointment.

The Humanities Department contains the following labs: Modern Language, Music, Piano, Music Center, Speech Center, Photography, Art, Painting and Drawing, Sculpture, and Design.

The Mathematics Department houses a Mathematics Tutorial Lab and a Microcomputer Center. Basic skills students are scheduled to attend a lab tutorial for one hour per week. In addition, any student may drop in for tutorial assistance in the Microcomputer Center. Waiver exams, make-up exams, and retests of the CUNY mathematics assessment test are administered by staff in the Mathematics Tutorial Lab.

Instructional Services (formerly Academic Computing) oversees the administration of microcomputing laboratories located throughout the College. Twenty-four computer laboratories are available to students during the College's normal operating hours on weekdays and Saturdays.

The Natural and Applied Sciences Department administers fourteen laboratory facilities located throughout the College.

The Reading Lab of the Communication Skills Department is required for all developmental reading courses; in addition, the lab is a resource center to help students in reading and study skills on their request.

The Veterans Center Lab is required for the program's non-credit courses in reading, writing, and mathematics. This lab assists veterans to prepare for the GED exams and exemption from basic skills courses upon entry into college.

The Writing Center provides personalized tutoring for all post-ESL students in the College to work on grammar, paper revision, paper development, and research papers for any course they are taking.

Library Media Resources Center: E-101, (718) 482-5426

In the complex world of ever-increasing information and new technology, every student at LaGuardia needs access to a dynamic, up-to-date collection of information resources and materials. LaGuardia's library provides quick, easy and efficient access to books, media, and periodicals via an on-line catalog, CUNY+Web, a web-based library system. In addition, the library offers access to electronic databases, which include encyclopedias, full text articles from magazines, journals, newspapers, documents, and primary source materials in areas of education, humanities, literature, law, allied health, business, and careers. All of these electronic resources can be accessed off campus but will require a login procedure, using student and faculty email account information.

The library offers a book collection of over 120,000 volumes, 10 percent of which constitute a rich core collection of reference works on a variety of subjects. The library also maintains a large collection of magazines and newspapers with information on current events, new social issues, and people in the news. Currently, the library subscribes to almost 800 magazines, journals and newspapers.

The non-print media collection of 5,400 items includes audiovisual programs in a variety of formats. Viewing and listening stations in the Media Lab are available for group or individual access to audiovisual programs in the collection. Special workstations are available for students with disabilities.

The library's holdings also include textbooks, assigned course readings, career information, study aids, research material, pamphlet files and government documents. LaGuardia is a partial Federal Depository Library for selected documents published by various Federal agencies and departments. The Library's College Archives houses important documents related to the governance of the College and its history, for example, Board of Trustee materials, union agreements, the College budget, the student newspaper and yearbooks.

To encourage the widest possible use by students, the library uses the open-stack system, which permits users direct access to the collection.

A team of fourteen faculty, four college laboratory technicians, and several support staff members link the user with the library's vast resources for research and educational development.

Library faculty provide one-on-one instruction at the Reference Desk and teach information-gathering skills through the library's various user-education programs. These include tours, small group orientation, course-related/course-integrated library instruction, and two liberal arts courses on methods of research. The Library's three credit course (LRC 102) is an in-depth exploration of research methods and information sources enabling students not only to find information, but more importantly, to critically evaluate and select what they need from the vast array of materials at their disposal. The Library's one credit course (LRC103) addresses web searching and the critical evaluation of web resources.

All members of the LaGuardia community are encouraged to use the Library's services. The validated, bar-coded LaGuardia ID serves as a library card for LaGuardia's Library and other CUNY libraries. The library is open each day of the week except designated holidays during the academic year. Library hours are posted each month at the entrance door and on its website. For additional information, please call the circulation desk at (718) 482-5426 or visit the Library's website: www.lagcc.cuny.edu/ library

The Office for Disabled Students Programs: M-102, Shenker Hall

The Office For Disabled Student Programs provides specialized services for disabled students. Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. OSD provides advocacy to ensure access to all college programs and facilities and facilitates the transition to college life for student with disabilities. Students can be assessed for learning disabilities. All students are required to register with supporting documentation.

Appropriate accommodations and services are determined and may include academic, career and personal counseling, academic advisement and registration, and other support services such as readers, note takers, tutors, and proctoring of exams for students. Students with a disability should self-identify subsequently with our office in order to take advantage of these services.

If you are a student with a disability requiring an accommodation to gain access to a program or service or feel that your rights as a student with a disability are being denied, please call (718) 482-5279. Counselors are available to assist all students with their needs. All information is treated confidentially.

Evening Services
The Office for Student Services *(see below)* and The Office for Disabled Students Programs *(see above)* are open Mondays-Thursdays until 8:00 pm, and Fridays until 5:00 pm. Both Offices are integral parts of the students' college experience. The offices strive to ensure that evening students receive the highest level of

services. These services include personal counseling, mentoring, advising and tutoring.

Office for Student Services: M-102 & M-103D, Shenker Hall

Student Services offers an array of services that help students balance the demands of their academic and personal lives. The services for this office include peer mentoring, peer leader study groups, guided conversations, personal counseling, mental health assessments and screenings, time management, coping skills, learning styles workshops as well as internal and community-based referral services for students College-wide. Support for special populations may include advisement and registration, tutoring and counseling.

Personal guidance and Counseling services provide avenues of support which are central to the overall mission: to help students achieve educational and career goals, learn the process of complex problem solving, and enhance their capacity to develop satisfying interpersonal relationships.

Peer mentoring is essential to the students' comprehensive wellness and in-college experience. The Peer Mentor Initiative's mission is to help students create and attain academic, career, personal, and psycho-social goals related to a "Culture of Caring." Peer Mentors act as ambassadors of the College by collaborating with each other, college staff and faculty through office. The Peer Mentors' goals are to help students acclimate to college life, teach students about institutional opportunities and motivate them to seek conventional and supplemental methods towards student success.

The Peer-Leaders Initiative matches faculty with high performing students to provide academic review sessions for high risk courses in direct support of students.

*The Black Male Empowerment Cooperativ*e (BMEC) Program assist students in navigating the College experience. The program focuses on but is not limited to men of color, and offers opportunities for leadership, career and personal growth through guided conversations, interactive workshops, group and one-on-one mentoring. It is a comprehensive retention program with a strong emphasis on academic success and student engagement.

Office for Transfer Services: C-261

The Office for Transfer Services is a one-stop career center designed to offer assessment services, guide students through the career planning process, and provide students with the resources on occupational information, transfer opportunities and scholarship information. Counselors from the clusters that provide career counseling use the resources of the center, which houses computerized career guidance programs, transfer resources, including four-year college catalogs and guide books, videos, and transfer applications for CUNY and SUNY institutions. Computerized scholarship databases are available to students interested in financing their education at LaGuardia and upon transfer to senior colleges. Occupational information is available through printed and computerized software.

All students are welcome to use the office's resources by appointment or on a walk-in basis. For additional information, call (718) 482-5185.

Office of Veterans Affairs: C-107

The Office of Veterans Affairs provides a full range of counseling services for the veteran population. The Veterans Coordinator provides information regarding all of the benefits available to students and assists with any other problems encountered while attending the College.

The Program for Deaf Adults (PDA): C-203

Under the Program for Deaf Adults, students who are deaf or hard of hearing are provided with support services. These services include academic advisement, registration assistance, interpreters, testing, accommodation, tutoring and notetaking. Please contact the Program for Deaf Adults, C-203, or call (718) 482-5325 (TTY) or (718) 482-5324 (voice).

Student Email, LIVE@LaGuardia

All students are given a LaGuardia email account upon their first registration. Student email is the preferred method to contact students to share College-related news and information about advisement, registration, academic calendar, payment options, and weekly updates about campus events.

Student Government Study Hall: M-159

The Student Government Study Hall is located in Shenker Hall (M-159) and is operated and supervised by the Office for Student Services and Disabled Students' staff. Students have the opportunity to receive tutoring services from tutors during day and evening hours. Please stop by to receive a schedule of tutor hours. Students can receive tutoring in selected subject areas via an appointment or walk-in requests.

The Student Information Center: (718) 482-5935

The Student Information Center provides important college news to support the educational goals of prospective, new and current students. We remain in touch with students throughout the academic year via telephone, email, Plasma TV, Student News, and personally at our Welcome Center in the M-Building Lobby. We offer critical information about admissions, testing, registration, financial aid, change of program, tuition payment, as well as other academic enrichment programs. We are available to answer student questions, Monday-Thursday, 9:00 am -7:00 pm; Friday, 9:00 am - 4:00 pm. Email: callcenter@lagcc.cuny.edu

Student Ombuds Office: C-317, (718) 482-5180

The Students Ombuds Officer is charged with the responsibility of helping students with issues that the usual process and procedures seem unable to solve. The Ombuds Officer gives advice and guidance, and investigates issues as needed by those who request assistance.

The Student Ombuds Officer has the responsibility to document students' issues for appropriate referral and recommendation. Not all issues may be resolved to the satisfaction of the student, but

where it is justified, the College will respond.

All issues are discussed in confidence. If at all possible, a student's name will be revealed only with permission in order to gain information in the efforts to assist. The officer can be reached via email at MARIARIG@lagcc.cuny.edu.

Office of Student Life

M-115, (718) 482-5190

The Office of Student Life, part of the Division of Student Affairs, is located in room M115. Almost every College-wide event that occurs at LaGuardia has the involvement of the Student Life Office. From Orientation to LaGuardia, to Honors Night and the Commencement ceremony, Student Life is your partner throughout your college experience. From entertaining social activities to engaging intellectual, social, and emotional development, Student Life can offer you opportunities that will improve your skills, increase your enjoyment of college life, and help you discover the joy in your most important asset – you. Information concerning activities can be obtained at the Student Life Office, Monday-Friday in M-115. Here are a just a few of the programs and services offered:

Programs in Leadership

The Programs in Leadership is a Student Development initiative. The programs offer interactive skill-based co-curricular sessions for students and sponsors an annual on-campus student leadership conference. The programs also engage students through academic coursework and co-curricular learning sessions. Students have the opportunity to acquire skills to help them succeed in life, determine their professional strengths, meet and work with faculty and professional staff and to become part of a new community. Students who successfully complete the programs receive a certificate of completion.

Multi-cultural and Social Events

LaGuardia prides itself on being a pluralistic family. The LaGuardia community comes from over 150 countries and regions of the world and speaks over 100 languages. We not only respect each other's differences, but we learn from our diversity. Student Life celebrates this vision of rich international diversity through various social gatherings such as concerts, theatrical productions, cultural seminars, dances, and talent and fashion shows, to name just a few. Students experience the wide diversity of cultures and customs that enrich LaGuardia and make it unique.

Clubs and Organizations

The formation of clubs depends upon the interests of students involved. Club members plan and implement social, cultural, educational and creative ventures outside the classroom. New clubs are organized through the Student Advisory Council. An average of 27 clubs and organizations are chartered within the College. The organizations stem from the social, academic and cultural interests of our students. In addition, if you want to start your own club, you will be provided with the necessary assistance for its development. Here is a listing of some of the clubs that have been active in the past: Actors' Guild, The Bridge, Bangladesh, Black Student Union, Breaking Through the Barriers, Chinese Christian Fellowship, Circle K, College Discovery, Desi, Engineering, Exposure, Japanese, Math, Muslim Student Association, Nursing, Occupational Therapy Assistant, Phi Theta Kappa, Philosophy, Physical Therapy Assistants, Practical Nursing, Psychology, SGA, Straight and Gay Alliance, Urban Truth, Vet Tech, Web Radio.

For more information on how to become involved in any of the organizations, contact the Office of Student Life at (718) 482-5190.

The LaGuardia DVD Yearbook

The Yearbook, published annually by the Office of Student Life, contains pictures and chronicles services, achievements and events involving the entire college community.

Student Government Association: M-160
(718) 482-5297

Student Government is an organization elected by students to represent the student body to the administration of the College, faculty, student organizations and the general college community. Elections are held annually. Student Government consists of 12 elected student members (Governors) selected through a democratic voting process open to the entire student body, which is coordinated by the Office of Student Life. Student Government also sponsors a variety of institutional functions and activities in order to create services that will benefit the student body and enhance the entire College community.

Phi Theta Kappa International Honor Society
   Honors House: MB-46, (718) 482-5225
   E-103V (718) 482-5658; www.ptk.org;
   www.laguardia.edu/honors
   e-mail: ptk@lagcc.cuny.edu; kkoh@lagcc.cuny.edu

Phi Theta Kappa is the international honor society for community colleges. Founded in 1918 to recognize academically high-achieving and motivated community college students, Phi Theta Kappa offers members the opportunity to develop in areas that its founders designated as the Society's four Hallmarks: Scholarship, Leadership, Service and Fellowship. Members are also eligible for special Phi Theta Kappa transfer scholarships offered by four-year colleges across the country. The Phi Theta Kappa Chapter at LaGuardia Community College is named Alpha Theta Phi and it was chartered in 1983. The Chapter, which converted from "club" to "organization" status in 2000, has been a dynamic presence on the College campus, and has been involved in a range of service and scholarly activities. Students who have earned 12 credits with a GPA of 3.50 or higher are eligible to become Phi Theta Kappa members. There is a one-time membership fee of $55.

The Student Center for Women: MB-10, (718) 482-5188
  Email: womencenter@lagcc.cuny.edu

The Center provides supportive and educational services to promote the cognitive, emotional, and physical growth of women so that they may become active and productive members of their communities and in society at large. Through workshops, lectures, cultural presentations, brief intervention sessions, and group meetings, our mission is to educate the LaGuardia student body about important issues that impact the lives of women of all races, nationalities, ages, abilities, and orientation. The Center serves as both a learning environment-a place where women can find out and learn more about women, the history of women, the roles women have played in shaping our culture, and the impact of oppressive forces in the lives of diverse women, as well as a service center where referrals, brief intervention sessions, and support are available on a range of issues including relationship abuse and domestic violence. The Student Center for Women is committed to serving all LaGuardia students without regard to gender, race, religion, sexual orientation or physical ability.

Department of Recreation

MB-31, (718) 482-5044

The Department provides a wide variety of leisure-time experiences for the entire college population. The programs are designed to include many kinds of activities throughout the day, evening, and on weekends. A validated, degree-student ID card or a Recreation Pass is the "membership" card to the facility. Recreation Passes are available to LaGuardia faculty and staff, Continuing Education students, alumni, and community guests. Passes may be obtained at the Bursar's Office or gym control desk when the Bursar's Office is closed.

The facility, located in the basement level of the Main Building, includes a multi-purpose sports gymnasium that is equipped to accommodate at different times: two regulation basketball courts, an indoor soccer field, two volleyball courts, and three handball courts. A six-lane, NCAA regulation size swimming pool and adjacent movement studio are located in the E Building.

The sports gymnasium is complemented by a game area for backgammon, chess, checkers and table tennis, located in the lobby outside the main gym entrance. Equipment for these games may be obtained at the gym control desk. The locker complex consists of large daily lockers and separate men's and women's showers and bathrooms. The equipment check-out is located immediately inside the entrance to the sports gymnasium facility.

The Recreation Department is divided into multiple categories:

The Fitness Center The Fitness Center is equipped with Cybex and Universal machines, free weights, treadmills, elliptical cross trainers, stair climbers, and stationary bikes. The Fitness Center is accessible to people in wheelchairs, and is also open to business and community members. Our trained staff will help you to set and achieve your goals.

Group Fitness Classes The Movement Studio, located next to the pool, offers a variety of cardiovascular conditioning, strength/toning, flexibility, and mind/body classes. Group fitness classes are offered five days a week and they include Middle Eastern Dance, Salsa Dance, Step Aerobics, Cardio Kickboxing, Pilates, Express Fitness, Body Sculpt, Tai Chi Ch'uan, and Hatha Yoga. For a complete schedule or to register, see the gym control desk or pool.

Sport and Fitness Workshops The workshop series provides professional instruction in such activities as basketball for kids, in-line skating, tennis instruction and soccer for kids, as well as Personal Fitness Strategy.

Instruction provides a range of skill levels from beginner to advanced. Registration for all workshops takes place at the gym control desk, pool, or Fitness Center.

Intramural Sports Activities and Special Events The Intramural Program provides competitive recreational experiences in a variety of individual and team sports. Tournaments and special events include handball, table tennis, basketball and indoor soccer. Students may compete in these activities or participate as coaches, officials, statisticians or timekeepers. Awards are presented to intramural champions at the conclusion of the event. Check the intramural display case near the gym control desk for game schedules.

Open Recreation A portion of the Sports Gymnasium and Fitness Center is regularly scheduled for walk-in recreation for students and members. Some of the activities available are basketball, volleyball, soccer, handball, weight training, and table tennis. A validated student ID card or Recreation Pass allows the equipment to be checked out for use in the Sports Gymnasium or Fitness Center.

Swimming Pool Our indoor, 25-yard, six-lane swimming pool is available seven days per week year round, staffed by certified aquatic specialists. Qualified instructors teach all levels of ability, ranging from beginner to advanced certification courses.

Swim on your own during lap swim and open swim times, or take advantage of one of our classes to improve your swimming stroke, and increase your stamina. Whatever your goal, you'll leave us relaxed and refreshed.

Announcement and Publicity Information governing hours of operation, scheduling, programs and activities is available at the gym/pool control desk, and the Recreation Office, room MB-31, and on various bulletin boards posted throughout the College. Recreation Office (718) 482-5044; Sports Gymnasium (718) 482-5043; Fitness Center (718) 482-5963; Pool (718) 482-5038.

LaGuardia Performing Arts Center

Room E-241 (718) 482-5151

The LaGuardia Performing Arts Center (LPAC), located on the main campus of LaGuardia Community College, presents vital high-quality programming intended to give a booming voice to the most diverse community in the world.

Already a destination for internationally acclaimed music, dance, and theater acts; LPAC is quickly developing into a scene for hot area talent. The innovative *LPAC Lab Program* supports artists and companies from all five boroughs of NYC by providing them with space, technical assistance and administrative support. With multiple performance spaces and technical features that rival those of many theaters in Manhattan, The LaGuardia Performing Arts Center in Long Island City has found its niche within the city's rich array of cultural resources.

Blocks from the 7 train, LPAC contains one 740-seat state-of-the-art proscenium theatre (Main Stage) and one 220-seat multipurpose theatre (Little Theatre).

Each season LPAC presents a wide array of event series:

Performance Planet Series: Recent International performers include: Cuban songstress Albita Rodriquez, Argentinian dance troupe Salman Ahmad, sitar virtuoso Anoushka Shankar, and Italian rock goddess Carmen Consoli.

Jazz Jam Series: Part open-mic, part speak-easy, "Jazz Jam" is the unique event where up-and-coming local musicians are invited to share the stage with professional musicians.

Dans, Danza, Dance: Featuring top choreographers from Latin America, Asia, Europe, and the United States, the "Dans, Danza, Dance" series reflects the glory and challenges of living in a multi-ethnic city.

Teen Pointe Series: Youth oriented events, supported by high school and college teachers in the LaGuardia Community College family. Classical Theatre of Harlem's "Romeo and Juliet" is a recent guest of the Teen Pointe Series.

Schooltime Series: Designed to provide the community with access to high quality, value-priced programming, the School Time Series invites children to participate in interactive workshops that stimulate creativity and encourage continued learning.

Our Town Series: This series is a showcase for the talented faculty, staff, and students of LAGCC. The Open-Mic Poetry Slam is an annual event in the Our Town Series.

Family Series: National and local companies present theatre, dance, and music in one-hour matinees for audiences of all ages and affordable prices.

For more information about programs, performances, and rentals and to be included on LPAC's mailing list, please call 718-482-5151. Be sure to ask about our discounts.

Public Safety

Emergency Awareness Card

The college has prepared a pocket-size Emergency Awareness Card to help you deal with emergency situations on campus. The information on the card will tell you what to do and who to call in the event of a fire, medical emergency or crime on campus. The Emergency Awareness Cards are distributed upon entering the College, and can also be obtained at the Public Safety Office in E-100.

Please become familiar with the card and keep it handy as a quick reference in the event of an emergency. Safety and security on our campus is everyone's responsibility. We ask your help in keeping LaGuardia Community College a safe place to learn and work.

CUNY Alert System

A new CUNY college-wide emergency notification system enables LaGuardia Community College to immediately advise students, faculty and staff of an emergency via text message, email and more.

CUNY Alert is an opt-in system which means you choose to participate. You select the way you want to be notified. Messages can be received via cell phone (text and/or voice), land line telephone and e-mail.

To sign up, visit: **www.cuny.edu/alert** and follow the simple, step-by-step instructions.

EDWARD HOLLINS / LAGUARDIA COMMUNITY COLLEGE

Campus and Community Programs

Division of Adult and Continuing Education

The Division of Adult and Continuing Education offers a wide variety of non-credit educational, business and professional programs for adults, families and the community in New York City. Individuals can choose from literacy and GED services; academic courses; English as a Second Language classes; college preparation; programs for deaf adults and more. Our programs are free or reasonably priced, providing educational and professional opportunities for everyone.

In addition, the Division's comprehensive business and financial services are boosting the local economy by strengthening existing businesses and helping new entrepreneurs to successfully launch their companies.

The Division also fosters career and workforce development in the area by providing extensive employment services, vocational training and career and professional programs to all residents.

Visit us at http://ace.laguardia.edu.

Adult Learning Center (ALC)
The Adult Learning Center offers classes for adults that range from beginning reading and basic education through High School Equivalency (GED) preparation. In addition, beginning to advanced levels of ESL and one low level Spanish Literacy class are available. Most classes are free. All classes require placement testing before candidates are accepted into the program. For more information visit http://ace.laguardia.edu/alc or call (718) 482-5380.

Career and Professional Programs (CAPP)
Career and Professional Programs provide professional and personal development courses in a wide variety of fields, including networking, computer repair, software applications, import/export, construction management and more. Online courses are also available. For more information visit http://ace.laguardia.edu /CAPP or call (718) 482-5125.

Career Development Center (CDC)
The Career Development Center (CDC) is a comprehensive career counseling center that offers career assessment, counseling and planning; vocational training or education referrals; and job search skills for adults changing careers, the underemployed and others. For more information visit http://ace.laguardia.edu/cdcweb or call (718) 482-5355.

Career Ladders in Allied Health (CLAH)
Career Ladders in Allied Health creates and strengthens opportunities and systems through which community members and incumbent workers can enter or advance in the allied health professions. Career Ladders in Allied Health currently houses the following programs: Bridge to Allied Health Careers, a pre-college training program; Bridge to Patient Care Technician (BPCT), which furthers training and responsibility for Certified Nurse Aides, and helps prepare them for the national certification exam; Disability Studies Certificate, which provides direct care workers serving developmentally and physically disabled adults and children with a deeper understanding of the challenges and issues affecting the clients with whom they work, and a set of skills for responding effectively to improve the quality of their care; New York State LPN to RN Articulation Model/Transition Course, which facilitates the transition from the role of Practical Nurse to that of a

student preparing for the role of Registered Nurse; and CNA to LPN Programs, for eligible, working Certified Nurse Aides or Nurse Technician to enter and successfully complete LaGuardia's Practical Nursing certificate program and become a Licensed Practical Nurse in their respective hospital. Other healthcare-related courses are also offered through CLAH. For more information visit http://www.lagcc.cuny.edu/ace/clah.aspx or call (718) 482-5097.

Center for Community Education/CUNY Catch

CUNY Catch is a transitional program, serving adolescents who are incarcerated and preparing for release to their home communities, as well as those who have already been released. This program, which is an alliance between LaGuardia Community College, Bronx Community College, and Medgar Evers College, provides outreach and career counseling at Rikers Island, and post-release aftercare at three CUNY campuses. Along with the integration of learning and work, family participation, and general health issues and referrals, the program's emphasis is on academic and vocational training, career development, and preparation for entry into the labor market. For more information visit http://ace.laguardia.edu/catch or call (718) 482-5128.

Center for Corporate Education (CCE)

The Center for Corporate Education develops customized educational programs and delivers training and consultative services to corporations, government agencies and not-for-profit organizations. Programs are designed to increase staff productivity and improve communication and management skills among executives, entry-level employees and entrepreneurs alike. For more information visit http://ace.laguardia.edu/cce or call (718) 482-5330.

Center for Immigrant Education and Training (CIET)

The Center for Immigrant Education and Training offers free and low-cost English classes in the context of specific careers and job training programs, along with career counseling and case management services to low-income immigrant adults. Its goal is to support students in becoming life-long learners and independent, contributing citizens of New York. For more information visit http://ace.laguardia.edu/ciet or call (718) 482-5460.

College for Children

College for Children offers academic, cultural and creative expression classes for children in pre-school through elementary school grades. Courses focus on early literacy and math development, as well as phonics, reading, writing, English as a Second Language (ESL), math, social studies and science classes for children in Grades 1 through 5, and help students prepare for the New York State tests in these areas. Children can also study art, martial arts, cooking, foreign languages, architecture, music or theater. Mommy and Me classes for infants, toddlers, and pre-schoolers are also offered. For more information visit http://ace. laguardia.edu/c4c or call (718) 482-5334.

College Prep

College Prep workshops provide information and advice to prospective students on how a college education can help them meet their personal and professional goals. Topics include choosing the appropriate educational path that leads to a chosen career; admissions procedures and requirements; financial aid and scholarship information; and improving academic skills for college-level coursework. For more information visit http://ace.laguardia. edu/collegeprep or call (718) 482-5966.

CUNY English Language Immersion Program at LaGuardia (CLIP)

The CUNY English Language Immersion Program provides intensive English as a Second Language (ESL) studies--25 hours per week for up to one year—to students who have been accepted to LaGuardia or other CUNY colleges and have chosen to defer their enrollment in order to concentrate on improving their English language skills. The instructional format includes classwork, research projects, a range of computer applications, orientation to college, and out-of-class assignments. The curriculum reflects a holistic approach to language development that integrates listening, speaking, reading and writing, in the context of academic preparation. For more information visit http://ace.laguardia.edu/clip or call (718) 482-5966.

CUNY On Wheels

The City University of New York's "CUNY On Wheels" project is a state-of-the art mobile classroom and information center. It brings college admissions and financial aid information as well as higher education and training services to the residents and community based organizations of the Rockaway Peninsula in Queens and other areas of New York City. It has also expanded its services to include the Rockaway Youth Legal Education Program (RYLEP), The CUNY Young Adult Program (CYAP), and outreach to workers in the Willets Point section of Queens. The 40-foot-long bus is equipped with high-tech telecommunications, high-speed Internet access, computer workstations, plasma screen monitors, and seating for up to 12 people for information sessions, workshops and seminars. For more information call (718) 482-5975.

Emergency Medical Technician (EMT)/Paramedic Programs

The Emergency Medical Technician and Paramedic Programs train individuals in Basic Pre-Hospital Emergency Care. New York State certification depends upon satisfactory attendance, successful completion of course exams, and passing of a final exam administered by the New York State Department of Health, Bureau of Emergency Medical Services. For the new Medical Office Clinical Technician (MOCT) program, students take Electrocardiogram (EKG), Phlebotomy and Medical Terminology courses and sit for the National Healthcareer Association's EKG and Phlebotomy certification exams. Upon successful completion of the program and passing of the national exams, students become certified Medical Office Clinical Technicians. For more information visit http://ace.laguardia.edu/nas/NAS2f.htm or call (718) 482-5327.

Employment Services Center (ESC)

The Employment and Career Services Center assists and prepares students, graduates and alumni of LaGuardia Community College in becoming competitive and successful job seekers and to provide graduates with employment in the fields in which they have been trained. The Center offers a variety of career related services, such as assistance with resumes, employment readiness workshops, on-campus recruitment efforts and targeted job fairs. For more information visit http://www.lagcc.cuny.edu/careerinfo or call (718) 482-5235.

The English Language Center (TELC)

The English Language Center offers non-credit English as a Second Language (ESL) programs on a full-time or part-time basis, as well as specialized workshops for skill development and test preparation. Beginning, intermediate and advanced level courses are available to recent immigrants, international students or visitors, and others in need of ESL instruction. Students can also practice their English skills using the latest technology in the TELC Media Center. TELC issues I-20s to qualified students. Students who complete the intensive programs are eligible to enter CUNY without taking the TOEFL. For more information visit http://ace.laguardia.edu/esl or call (718) 482-5360.

Interpreter Education Projects

Interpreter Education Projects provides educational opportunities for individuals interested in a rigorous academic program that will prepare them to become ASL-English interpreters (BA degree or Professional Certificate), with special preparation for Interpreting in Educational Settings. For more information visit http://ace.laguardia.edu/iep or call (718) 482-5313.

NY Designs

NY Designs helps emerging and established designers grow their firms by offering vibrant studio space, business and sustainability training, business counseling, a green materials library and a cutting-edge prototype lab—all under one roof. For more information visit http://ace.laguardia.edu/lgincubator or call (718) 663-8403.

Pre-College Academic Programming

The Pre-College Academic Programming department offers courses that prepare students to enter college, earn a GED or start a career. For more information visit http://www.laguardia.edu/pcap.

Procurement Technical Assistance Center (PTAC)

The Procurement Technical Assistance Center helps Queens and other New York City firms—in particular, small, minority and women business owners—market their goods and services to governmental agencies. For more information visit http://www.laguardia-ptac.org or call (718) 482-5315.

Program for Deaf Adults (PDA)

Program for Deaf Adults is the largest, most comprehensive post-secondary program for Deaf and Hard-of-Hearing students in the New York City area. Students pursuing an Associate's Degree are supported by academic, personal and job development counseling; registration assistance, classroom interpreters, tutors and note takers; testing accommodation; and special sections of Basic Skills Reading and Writing taught in ASL. Courses offered under Continuing Education include GED, Adult Basic Education, Driver's Education, Computer Skills, American Sign Language, Mommy & Me Baby Fingers classes and more. For more information visit http://ace.laguardia.edu/pda or call (718) 482-5324 Voice, (718) 482-5325 TTY, or (718) 482-5353 TTY.

Small Business Development Center (SBDC)

The LaGuardia Small Business Development Center provides entrepreneurs with free, one-on-one professional counseling for existing and start-up businesses in English, Spanish and Chinese. Areas of advising include how to start a business; legal requirements; business and financial planning; marketing; business expansion; assistance with franchises; international trade and more. For more information visit http://laguardiasbdc.org or call (718) 482-5303.

Small Business Transportation Resource Center (SBTRC)

The Small Business Transportation Resource Center works with the Procurement Technical Assistance Center to help clients secure government contracts and expand their client base.

Taxi and FHV Driver Institute

The Taxi and FHV Driver Institute's mission is to increase the professionalism of drivers of Taxicabs and For Hire Vehicles licensed by the New York City Taxi and Limousine Commission (TLC). The Institute does this by offering programs including driver-applicant initial training, continuing professional education, courses for those who violate Commission regulations, and Department of Motor Vehicle point reduction classes. It also provides information concerning all aspects of professional driving, from acquiring to maintaining a license. The Institute works closely with the TLC in the conception, design and implementation of these programs. For more information visit http://ace.laguardia.edu/taxi or call (718) 482-5335.

Teen Academy

Teen Academy offers courses for middle, junior and high school students to help strengthen their reading, writing and math skills, and prepare them for the New York State area exams, Regents tests and SATs. It also offers career exploration and college prep workshops. Art, music and other creative expression classes are available as well. For more information visit http://ace.laguardia.edu/TNA or call (718) 482-5334.

Training and Advancement Center (TAC)

The Training and Advancement Center is currently comprised of the new Construction Program, which offers courses in Carpentry and other areas of the construction industry. For more information call (718) 609-2133.

Veteran Services Center

The Veteran Services Office offers veterans free evening GED and college prep courses; computer classes; tutoring; assistance in applying for the Post 9/11 GI Bill and with the financial aid appli-

cation, and other support services. For more information visit http://www.laguardia.edu/veterans or call (718) 482-5386.

Willets Point Workforce Assistance Project

The Willets Point Workforce Assistance Program offers free vocational training, job placement assistance, and education and immigration counseling services to workers in the Willets Point area of Queens. For more information call (718) 609-2140.

Workforce Education Center (WEC)

The Workforce Education Center provides free or low cost, short and long-term occupational skills training; high school equivalency preparation for teens, and youth internships; and academic enhancement services to low-income youth and adults. Emphasis is placed on empowering clients to develop computer literacy and transferable job skills in order to compete in an increasingly technological society. For more information visit http://ace.laguardia.edu/wec or call (718) 482-5340.

Workforce1 Healthcare Career Center

The Workforce1 Healthcare Career Center provides a full range of career advisement, training and job placement services for the healthcare industry to new jobseekers and incumbent workers. For more information call (718) 609-2144.

Division of Academic Affairs

Accelerated Study in Associate Programs M-311

The LaGuardia Community College Accelerated Study in Associate Programs (ASAP) began fall 2007 and is sponsored by the Mayor's Office of New York City.

All ASAP students enroll in a full-time (12 credits minimum) day or evening block learning community offered in the following majors: Business Administration, Business Management, EMT/Paramedic, Liberal Arts, and Paralegal Studies.

ASAP students meet in one-to-one appointments with their personal Academic Advisor to receive academic and programmatic advisement, as well as referrals to resources on campus. The ASAP Job Developer assists students by providing career counseling, job placement, career related field trips and workshops such as resume development and interview preparation. The ASAP Job Developer works in close collaboration with the LaGuardia Career Services Office.

ASAP sponsors co-curricular, social enrichment activities, tutoring and academic enrichment workshops, such as Biology/Math Prep, Time Management, and Reading/Writing Skills, throughout the year to promote the academic development and success of its students.

The Center for Teaching and Learning

The LaGuardia Center for Teaching and Learning offers faculty-led programs designed to advance innovative teaching and to enrich student learning. Founded in Fall 2001 as a center for professional collaboration, reflection, and exchange, the Center draws upon the expertise of the entire College to help better serve students. The principles of effective practice developed by the Center guide its work with faculty. From issues of interdisciplinary literacy to strategies for addressing the rich and growing diversity of our student community to the questions raised by new educational technologies, the Center helps the College face exciting educational challenges and opportunities.

LaGuardia and Wagner Archives, E-238

The LaGuardia and Wagner Archives was established in 1982 to collect, preserve, and make available materials on the social and political history of twentieth-century New York City, with an emphasis on New York City government and the borough of Queens. This growing repository houses the personal papers of Mayors Fiorello H. LaGuardia, Robert F. Wagner, Abraham D. Beame, and Edward I. Koch; the records of the Council of the City of New York, the New York City Housing Authority, and the piano company Steinway & Sons, as well as a Queens History Collection. The Archives also maintains exhibitions on the history of New York City, mounted throughout the College.

The mission of the Archives is to serve as a research center for LaGuardia faculty and students in addition to scholars, journalists, and policy makers interested in the history of the city. The staff produces exhibitions and publications designed to reach people who rarely visit museums, libraries or archives. In these ways, the Archives reflects Fiorello H. LaGuardia's own commitment to serving all the people of New York and his vision of a government responsive and accessible to the citizenry.

HIGH SCHOOLS

The International High School

The International High School, a multicultural alternative educational environment for recent arrivals, serves students with varying degrees of limited English proficiency. A collaborative project between the New York City Department of Education and LaGuardia Community College, this school offers a high school/college curriculum combining substantive study of all subject matter with intensive study and reinforcement of English.

The school's instructional focus is on language development in the content areas, which reflects our belief that language skills are most effectively learned in context. High school courses are theme- and inquiry-based and instruction is project-driven and experiential.

Teams of interdisciplinary teachers create curricula, schedule students and teachers, determine assessment procedures, and provide guidance and counseling service for students. These interdisciplinary teams have been a major factor contributing to our record of

high student attendance and achievement.

The high school is officially recognized as an Early College Program by New York State Education Department. Our students have the option to earn both a high school diploma as well as an Associate's Degree from LaGuardia as part of this five-year program. Our students take college courses with matriculated college students for both high school and college credit, thus increasing their access to curricular offerings.

The opportunity to attend high school on a college campus allows our students to see themselves as college students, which provides them with a level of maturity and a sense of purpose beyond what is typical of their peers.

Middle College High School

Middle College High School at LaGuardia Community College each year accepts 125 ninth and tenth graders from middle schools. The majority of students are from Districts 24 and 30 in the western section of Queens. Our high school program provides intensive guidance, small classes, career exploration, and an interdisciplinary school setting. The resources and positive role models provided by the College complement the skills of the teachers, all of whom have New York City High School Licenses.

Middle College students may choose from hundreds of college courses that can be taken for both college and high school credit. All students graduating from Middle College High School are guaranteed admission to LaGuardia Community College.

All Middle College students are expected to graduate with a minimum of 24 college credits with some on the degree track. The degree track is a 5 year program which allows students to attend LaGuardia Community College another year in order to earn an Associate degree.

Students at Middle College are members of the College community, and can use the full facilities of the College including the library, membership in college clubs, participation in intramural sports, and open recreation programs. Middle College has a special program for hearing impaired students in Western Queens.

Robert F. Wagner Jr. Institute for the Arts and Technology

The Robert F. Wagner Jr. Institute for the Arts and Technology is the third high school program on the LaGuardia campus. Located one block from the College, students in grades 7 through 12 experience an interdisciplinary curriculum, small classes, and intensive guidance programs with a focus on the arts and technology.

The high school's facilities include a complete video studio, editing facility, screening room, theatre space, an art gallery, three computer labs (IBM/Mac), photo darkrooms and complete science labs. The school has ongoing partnerships with The New Museum, P.S. 1, and Socrates Sculpture Park.

Students at the Institute for the Arts and Technology, as members of the College community, are eligible for college I.D. cards, may take College classes, and can use the full facilities of the College including the library and gymnasium.

School-College Collaboration

In addition to its on-campus high schools, the College works closely with the New York City Board of Education, high schools and community school districts in Queens and across New York City to prepare students for college admission and retention.

Toward this end, the College provides a number of programs, which currently include:

◗ College Now! a CUNY initiative, enables juniors and seniors in 15 high schools to take college credit and non-credit-bearing courses, and ninth and tenth graders to participate in a range of activities, including specially designed high school elective courses co-taught by school and college faculty, at their home high schools. Special programs include linked writing and subject-area courses, and Saturday theatre seminars and performances. Students at Franklin K. Lane and Aviation high schools can also take pre-engineering courses through College Now! and, upon graduation, enter the new engineering program offered jointly at LaGuardia and CCNY. Students who have excelled in College Now! may be invited to take college Honors courses.

◗ College Connection, a LaGuardia-sponsored program, makes it possible for junior and senior high school students to take LaGuardia Community College courses on-campus.

◗ The Liberty Partnership Program is a high school retention and college preparation program operating within Grover Cleveland, Franklin K. Lane, and Newtown High Schools.

◗ Project Upward Bound, a U.S. Department of Education funded program, serves low-income students from Aviation, W.C. Bryant, International, Middle College, Newtown, and Robert F. Wagner high schools in Queens. The program prepares low income and first generation students for post-secondary education. In partnership with Vassar College, the Upward Bound program sends 40 students to Vassar each summer for a 6-week, academically challenging program of classes and extracurricular activities.

In addition to its efforts to facilitate the transition of students to post-secondary education and the workplace, LaGuardia is deeply concerned as well with promoting the professional development of teachers and counselors, increasing their knowledge of learning communities, and active, project-driven and interdisciplinary learning. Since 1992, the College has hosted high school faculties on Professional Development Days and worked intensively and continuously with K-12 teachers through the Queens School-to-Work Program, the Goals 2000 Cross-Queens Collaborative, and the Queens Urban Partnership. Also, in keeping with the College's commitment to improving literacy skills, faculty from College Now! high schools receive training in Writing in the Disciplines.

LaGuardia Community College Administration

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Michele Stewart, *Director, Career Ladders in Allied Health*

Michele Valdez, *Director, Training Advancement Center*

Nakita Vanstory, *Director, CUNY on Wheels*

Andrew Vollo, *Director, Taxi Program*

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Ted Dec, *Director of Network Administration*

Nathan Dickmeyer, *Director of Institutional Research*

William Lindner, *Director of Information Systems*

Theresia Litvay-Sardou, *Director of Instructional Services and Media Distribution*

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Ngozi P. Agbim
Library Department

Samuel Amoako
Communications Skills Department

Dan Aulicino
Mathematics, Engineering & Computer Science Department

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Social Science Department

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Division of Academic Affairs

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Maria G. Cossio
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Ira D. Epstein
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Catherine Farrell
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ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

Appendices and Index

College and University Policies

Affirmative Action Policy

LaGuardia Community College is committed to the principles and spirit of affirmative action and equal opportunity.

It is the policy of LaGuardia Community College to recruit, employ, train and promote employees on the basis of equal opportunity without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, Acquired Immune Deficiency Syndrome, or status as a disabled or Vietnam Era veteran, marital status, gender identity, citizen status or as a victim of domestic violence.

LaGuardia Community College recognizes its obligation to provide students with equal consideration when seeking admission, financial aid, and access to student services, and academic and athletic programs.

The College believes in a policy of nondiscrimination, and as an educational institution maintains an ongoing program to assure compliance with federal legislation and University guidelines. The Affirmative Action Program encourages positive practices and ensures equitable disciplinary procedures for any member of the College community who engages in harassment on the basis of race, sex, sexual orientation or disability, or any individual who reports such an incident.

It is the policy of LaGuardia Community College to operate and comply with the requirements of the Equal Pay Act of 1963, the Civil Rights Act of 1964, Title VI, Title VII, the Educational Amendment Act of 1972 (Title IX), Executive Order 11246 as amended by Executive Order 11375, the Rehabilitation Act of 1973 (503 and 504), Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1974, the Immigration Reform and Control Act of 1987, the Civil Rights Restoration Act of 1987, and the American Disabilities Act of 1990.

The "protected classes" as delineated in the Federal Executive Order [Black, Hispanic (including Puerto-Rican), Asian/Pacific Islander, American Indian/Alaskan Native and Women] were expanded on December 9, 1976, by the Chancellor of the City University of New York to include Italian-Americans. The University and the College have and will continue to exercise affirmative action for the "protected classes" including Italian-Americans.

The President, as Chief Executive Officer, has overall responsibility for the Affirmative Action Program. The President has designated the responsibility for the Affirmative Action Program to April Tucker, Director, Affirmative Action, Compliance & Diversity Office, Room E-512, (718) 482-5057.

Policy Against Sexual Harassment

LaGuardia Community College is committed to the principles and spirit of compliance with the Equal Employment Opportunities Commission laws which govern sexual harassment. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972. Sexual harassment occurs when "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" are made a condition of employment or student status, are used in decisions affecting an employee or student, affect an employee's work performance or student's academic performance or create an overall intimidating, hostile or offensive working environment or student environment.

LaGuardia Community College is committed to maintaining and fostering a fair, humane and supportive environment for all of its students, faculty and staff. The college does not condone and will not tolerate sexual harassment.

The College adheres to the official policy of the Board of Trustees of the City University of New York, which explicitly prohibits sexual harassment throughout the University community. The policy is as follows:

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic

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origin, disability, and veteran or marital status, gender identity, citizen status or victim of domestic violence. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the College to investigate the allegations.

Complaints of sexual harassment by students and employees should be directed to the Sexual Harassment Awareness & Intake Committee Coordinator, Deputy Coordinators, or to any member of the Sexual Harassment Awareness & Intake Committee available to students and employees. Additionally, the Sexual Harassment Awareness & Intake Committee holds the responsibility for educating the College community about sexual harassment through printed materials, workshops, training sessions, and the like. All inquiries, complaints and concerns will be kept confidential.

The Affirmative Action Officer has overall responsibility for ensuring compliance with Sexual Harassment rules and regulations. Information, complaints, and concerns should be directed to the Coordinator of the Sexual Harassment Awareness & Intake Committee, April Tucker, Room E-512, (718) 482-5057, or to the Deputy Coordinators, Vanessa Bing, Room E-235Q, (718) 482-5787 and Jhony Nelson, Room M-102, (718) 482-5260 or to any other member of the Sexual Harassment Awareness & Intake Committee. The names of these members may be found on the departmental and general public bulletin boards.

Statement of Nondiscrimination

LaGuardia Community College/CUNY is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethic origin, religion, age, sex, sexual orientation, transgender, marital status, disability, genetic

predisposition or carrier status, alienage or citizenship, military or veteran status, or status as victim of domestic violence in its student admission, employment, access to programs, and administration of educational policies.

Ms. April Tucker is the College's Director of Affirmative Action, Compliance & Diversity, and the Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and the Coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Her office is located in E-512, Room C and her telephone number is (718) 482-5057.

Mr. Mathew S. Joffe is the College Coordinator for the Americans with Disabilities Act and Section 504, which prohibits discrimination on the basis of disability. His office is located in M-102, and his telephone number is (718) 482-5278.

Declaration of Pluralism

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community.

We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class.

As a pluralistic community we will:

◗ Celebrate: individual and group diversity

◗ Honor the rights of people to speak and be heard on behalf of pluralism

◗ Promote intergroup cooperation, understanding and communication

◗ Acknowledge each others' contributions to the community

◗ Share beliefs, customs and experiences which enlighten us about members of our community

◗ Affirm each others' dignity

◗ Seek further ways to learn about and appreciate one another

◗ Confront the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism and ethnocentrism that fragment the community into antagonistic individuals and groups

We believe by carrying out these actions, we, as students, faculty and staff can achieve social change and the development of a society in which each individual can achieve her or his maximum potential.

Family Educational Rights and Privacy Act of 1974 as Amended; Annual Notice to Students.

Notification under FERPA of Student Rights Concerning Education Records and Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below to prevent the disclosure of directory information. The FERPA rights of students are:

(1) The right to inspect and review your education records.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the College's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

You may ask the College to amend a record that you believe is inaccurate or misleading. You should write to the College official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by you, the College will notify you of the decision and advise you of your right to a hearing before the College's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to College

officials with legitimate educational interests. A College official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

A College official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

Upon request, the College discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

(4) You may appeal the alleged denial of FERPA rights to the:

> General Counsel and Vice Chancellor
> for Legal Affairs
> The City University of New York
> 535 East 80th Street
> New York, NY 10021.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

> Family Policy Compliance Office
> U.S. Department of Education
> 600 Independence Avenue, SW
> Washington, D.C. 20202-4605.

(6) The College will make the following *directory information* concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Registrar's Office and may be filed, withdrawn, or modified at any time.

Nursing Program Proof of Residency Requirement

The New York State Education Department Division of Professional Licensing requires students who apply for a New York State professional license or certification to show proof of residency in New York State. Beginning the fall 2009 semester all students applying for candidacy in the LaGuardia Community College Nursing programs must provide documentation in one of the following categories, in addition to meeting the programs course candidacy requirements:

◗ U. S. Citizenship

◗ Permanent Residency

◗ International Student with F1 Status

◗ Deferred Action Status by the U. S. Government Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal

Students who are interested in pursuing a health career and are unable to provide documentation in one of the categories listed above are urged to contact the Office of International Student Services located in Room M166 or call 718-482-5143 to schedule an appointment. In addition, the City University of New York provides free counseling and assistance to all CUNY students through the CUNY Citizenship and Immigration Project. Further information can be located at the following CUNY website: **http://web.cuny.edu/about/citizenship.html.**

Notice to Nursing Students on Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

The Department of Nursing at LaGuardia Community College does not require a criminal background check for admittance, but the Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the stu-

dent has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the Nursing program at LaGuardia Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its training program based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the Nursing program. It is important for you to consider this before you enroll in the Nursing program. LaGuardia Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

Student Rights and Responsibilities

Student rules of conduct and disciplinary procedures are printed in the Student Handbook, which is distributed by the Office of Student Life, Division of EM&SD, Room M-115, and on LaGuardia's website: (www. laguardia. edu. Rules for the Maintenance of Public Order (Pursuant to Article 129-A of the Education Law Henderson Rules).

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, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot

be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

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

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

a. have the affirmative responsibility of conserving and enhancing the educational standards of the College and schools under his/her jurisdiction;

b. be the advisor and executive agent of the Board of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;

c. exercise general superintendence over the concerns, offices, employees, and students of his educational unit.

The College reserves the right to deny admission to any student if in its judgement, the presence of that student on campus poses an undue risk to the safety or security of the College or the College community. That judgement will be based on an individualized determination taking into account any information the College has about a student's criminal record and the particular circumstances of the College, including the presence of a child care center, a public school or public school students on the campus.

I. 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 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.

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 the 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 instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/College.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption

of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/College premises, or as part of any University/College activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

II. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 including the LaGuardia ID Policy, 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 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive Rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. 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 1-11, he or she shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.

4 Any organization which authorized the conduct prohibited under substantive Rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

I.D. Policy

All members of the College community are required to wear valid College IDs on campus. Individuals who do not have an ID can obtain one at the ID office in C-101. Visitors will be issued temporary IDs at the security desk at each entrance to the College.

Appendix

SANCTIONS DEFINED:

A. Admonition
An oral statement to the offender that he has violated University rules.

B. Warning
Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.

C. Censure
Written reprimand for violation of specified rule, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

D. Disciplinary Probation
Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

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

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

G. Expulsion
Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. Complaint to Civil Authorities

I. Ejection and/or Arrest

Hours of Operation

Except during holidays when the College's buildings are closed, the College's Hours of Operation are:

Monday – Friday: 7 am to 11 pm
Saturday – Sunday: 7 am to 7 pm

Access to the College's facilities at other times is prohibited, unless permission for each occurrence is granted as follows.

1. Events - Approval to hold events such as concerts, dances, athletic events and meetings must be obtained through the Events Office. Scheduling of events requires completion of a form describing the event, location and authorized hours, and requires sign-off by offices that provide services for the event. If the hours extend beyond the College's normal hours of operation, the attendees will be required to leave the College's premises at the end of the event.

2. Students - Approval must be obtained from the Vice President of Student Affairs, or designee, and received by the Director of Security 24 hours beforehand.

3. Faculty - Approval must be obtained from the faculty member's Chairperson and Divisional Vice President and received by the Director of Security 24 hours beforehand.

4. Staff - Approval must be obtained from the employee's immediate supervisor and Divisional Vice President and received by the Director of Security 24 hours beforehand.

Sign In & Sign Out Policy
Whenever early arrival time or extended time is granted to an individual, the individual(s) entering or leaving a campus building will be required to enter their name (print and signature), the time of day, telephone extension and room number on the form provided at the Security Desk in the building's Main lobby. The information contained in the "Sign-in" sheet is especially important to provide Security personnel with the knowledge of how to contact each person in the event of an emergency situation occurring on campus.

Glossary of Terms

A

@: A symbol on a student's transcript which indicates waiver of a requirement (without credit).

AA: Associate in Arts: the degree awarded in the following programs: Childhood Education, Education Associate: The Bilingual Child, Human Services: Child Development, Gerontology and Mental Health, and Liberal Arts: Social Sciences and Humanities, Secondary Education, Writing & Literature.

AAS: Associate in Applied Science: the degree awarded in the following programs: Accounting, Administrative Assistant, Business Management, Commercial Foodservice Management, Commercial Photography, Computer Operations, Computer Technology, Emergency Medical Technician/Paramedic, Microcomputer Systems and Applications, Mortuary Science, Music Recording Technology, New Media Technology, Nursing, Paralegal Studies, Physical Therapist Assistant, Programming and Systems, Travel and Tourism, and Veterinary Technology.

Academic Advisor: Counselor or faculty advisor who helps students plan their course of study. Students may meet and talk with an adviser one-on-one about their academic program, degree requirements, and career/life goals.

Academic Year: Two enhanced semesters, each consisting of a twelve-week session and a six-week session.

ACE: [Division of] Adult and Continuing Education.

ACT: See CUNY/ACT.

Advanced Standing: Credit given upon admission for previously acquired coursework, credentials, and life experience. See page 10.

Advisement Form: Required form which must be signed by a counselor or faculty advisor before registration. It lists the courses for which a student has been advised to register.

AMP: Alliance for Minority Participation. See page 13.

APTS: Aid for Part-Time Study, a financial aid program.

Articulation: An existing agreement between a four-year college and LaGuardia to accept certain courses for credit toward a BA or BS degree at that senior college, or an agreement between LaGuardia and a high school for automatic advanced placement credit.

AS: Associate in Science: the degree awarded in the following programs: Business Administration, Computer Science, Dietetic Technician, Engineering Science, Fine Arts, Liberal Arts: Mathematics and Science, Occupational Therapy Assistant, and School Foodservice Management.

Associate Degree: See AA, AAS, AS.

B

Basic Skills: Pre-college-level courses in reading, writing, mathematics and oral skills that students may be required to take, depending on their performance on the placement tests.

BEOG: Basic Educational Opportunity Grant. See: Pell Grant.

Bursar: The College cashier, where all fees and tuition are collected, and all refunds and financial aid checks are disbursed. The Bursar's Office accepts cash, checks, and money orders.

C

Career and Transfer Center: Renamed Office for Transfer Services. See page 207.

Career Preparation Elective Pattern: A group of no more than five courses designed to give students a foundation for a career in areas such as art, journalism, or legal studies with related co-op experiences (AA degree in Liberal Arts only).

Certificate: Award granted by the College in recognition of completion of a prescribed course of study containing fewer than 60 credits. Awarded in the commercial photography, practical nursing, and word processing specialist programs.

Child of Veteran Award: A financial aid program.

Cleared: A term used by the Bursar's Office to indicate that a student has paid or has made acceptable arrangements to pay money owed to the College.

CLEP: College Level Examination Program.

Clinical phase: That part of an Allied Health program which includes courses in the major and exposure to practice.

CLIP: CUNY English Language Immersion Program.

Club Hours: Wednesday and Friday afternoons. Classes are not usually scheduled during these times.

Cluster: Three or more courses offered during the same semester to a common group of students and linked by common themes or assignments. (Two courses linked in the same way are often called a "Pair.")

College Discovery Program: A comprehensive program of basic skills courses, counseling, tutoring, and financial aid for students who meet the eligibility requirements.

College Preparatory Initiative (CPI): See page 198.

Confirmation: A student's official schedule of classes issued after tuition has been paid.

Continuing Education: Non-credit programs for adult students, offered at LaGuardia by the Division of Adult and Continuing Education (ACE).

Co-op: See Cooperative Education.

Cooperative Education: The academic department that offers courses relating to experiential education and work and supervises most student internships.

Co-op Seminar: Class taken during internship cycle; in the seminar, students examine their work experiences in relation to educational and career objectives, academic concepts, and experiential education learning theories.

COPE: College Opportunity to Prepare for Employment.

Core: In the Liberal Arts curriculum only, a 12-credit requirement of introductory-level courses taken in four out of six Liberal Arts departments.

Corequisite: Course which must be taken during the same session as another course.

Counselor: College faculty trained to help students examine educational, career and personal concerns. Counselors conduct New Student Seminar, lead workshops, and are available to see students on an individual and group basis.

Course Code: Each code (listed in the Schedule of Classes) identifies the department offering the course, the name of the course, and the particular section (days and times) a course is scheduled to meet (e.g., ENC/G101.0771).

CPE: CUNY Proficiency Exam. See page 10.

CPI: College Preparatory Initiative. See page 198.

CR: A symbol on a student's transcript which indicates a course for which a student earned credit by examination or on the basis of an articulation agreement with the student's high school.

CUNY/ACT: A three-part test for new students that determines whether they will be placed in ESL or basic reading, writing, and mathematics classes.

Curriculum: A set of courses constituting an area of specialization.

D

Day Program: Contains chiefly courses taught during the week and before 5pm.

Dean's List: A listing of students who have achieved academic excellence in a given semester. See page 197.

Degree: Award granted by the College in recognition of completion of a prescribed course of study of at least 60 credits, e.g., AA, AAS, AS.

Dependent Student: A student whose financial support comes in large part from some other person. See page 14.

E

Elective Requirements: See individual academic program listings, page 24-96. Liberal Arts electives include courses from the Departments of Education and Language Acquisition, English, Human Services, Humanities, Library, Natural and Applied Sciences, Mathematics, and Social Science, except those courses listed on page 188.

Enhanced Semester: A two-part semester divided into a 12-week session and a 6-week session. See inside front cover.

ePortfolio: Personal Web space in which students create their own websites where they can archive and showcase their work and create an online resume and transfer tool.

ESL: English as a Second Language.

Evening status: See Extended Day.

Express Course: Course offered in an intensive mode, usually during intersession.

Extended Day: Evening (after 5pm) and weekend courses. See page 191.

F

F: A symbol on a student's transcript which indicates that the student failed the course. Counted in the calculation of GPA.

F Grade Policy: Detailed explanation is in the Academic Policy section, page 190.

Faculty Advisor: An instructor in a student's major who can assist with academic and career planning.

FAFSA: Free Application for Federal Student Aid.

FDPLUS: Federal Direct Parent Loan for Undergraduate Students, a financial aid program.

Federal Direct Loans: A financial aid program.

Federal Pell Grant: A financial aid program.

Federal Perkins Loans: A financial aid program.

Federal Supplemental Educational Opportunity Grants (FSEOG): A financial aid program.

Federal Work-Study Program: A financial aid program.

FIN: An "INC" grade that has been changed to an "F."

FPL: Federal Perkins Loan, a financial aid program.

Freshman: First-year college student.

FSEOG: Federal Supplemental Educational Opportunity Grants, a financial aid program.

Full-Time Student: Generally, a student registered for at least 12 credits or credit equivalents per semester. Since each financial aid program has a different definition for full-time status, students should see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should contact the Office of Veterans Affairs.

FWS: Federal Work-Study Program, a financial aid program.

G

GED: General Equivalency Diploma (equivalent to High School diploma)

GPA: Grade point average.

I

IEP: Individualized Educational Program, See page 7.

Immunization: The State of New York requires all students born on or after January 1, 1957, to present proof of immunity against measles, mumps, and rubella.

INC: A symbol on a student's transcript indicating an incomplete course.

Independent Student: Students who are financially self-supporting.

Independent Study: A course of study designed by a faculty member and a student tailored to a student's interests.

International High School: A NYC Department of Education high school on campus.

Internship: Credit-bearing work experience.

Internship Seminar: See Co-op Seminar.

IOL (Internship Opportunities List): A complete listing, by major, of internships available through the Department of Cooperative Education.

J

Job Placement Office: Available to all students and alumni. Offers full- and part-time job referrals, placement in temporary positions, and assistance in developing interview techniques and preparing a resume.

L

Learning Community: A group of students who enroll in a common set of courses ("pairs" or "clusters") which are thematically linked and who work together on projects and assignments.

Liberal Arts: Most of the courses offered by the Education and Language Acquisition, English, Humanities, Library, Mathematics, Natural and Applied Sciences, and Social Science Departments. See page 164 for a list of courses that do not count as Liberal Arts.

Liberal Arts Cluster: A learning community for students in their first college-level semester.

M

Meningitis: An infectious disease.

Middle College: A NYC Department of Education high school on campus.

Military Credit: Up to six unrestricted elective credits for veterans who have been honorably discharged from the United States military and are enrolled in degree programs.

N

National PONSI: National Program on Noncollegiate Sponsored Instruction. See page 11.

NC: A symbol on a student's transcript which indicates that no credit was earned for the course.

New Student Seminar: A required, counselor-led course which helps orient students to the College.

Non-degree Students: Students enrolled in individual courses but not working toward a degree.

Non-Cleared: Term used by the Bursar's Office to indicate that a student owes money to the College. The account must be settled before the student will be permitted to register for the next semester's classes.

Non-credit Programs: Non-credit courses offered through the Division of Adult and Continuing Education designed to meet the interest and needs of a variety of individuals and groups.

O

Option: A subset of a curriculum indicating the degree requirements for that particular degree. For example, Business Finance is an option within the Business Management curriculum, and Telecommunications is an option within the Computer Technology curriculum.

P

P: A symbol on a student's transcript which indicates that the student passed the course. Used prior to Fall, 1975. Not calculated toward GPA.

Pair: Two courses offered during the same semester to a common group of students. See also: Cluster.

Part-Time Student: Generally, a student registered for less than 12 tuition units is considered part-time at LaGuardia. Since each financial aid program has a different definition for part-time status, students should see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should speak with the Office of Veterans Affairs.

Pell Grant: A financial aid program (formerly BEOG).

PEP: Personal Education Planner, a computer-generated advisement document based on a student's major, status, and placement test results which recommends courses for the first semester.

Perkins Loan: A financial aid program.

Placement Tests: Tests required upon admission to determine assignment of students to appropriate classes.

PONSI: See National PONSI.

Pre-clinical phase: That part of an Allied Health program that contains the courses which a student must complete to apply for candidacy to the clinical phase of the program.

Prerequisite: A course that must be completed prior to taking another course.

Probation: A trial period of one semester which permits students to improve a low grade point average.

Program: Prescribed course of study leading to a degree or a certificate.

PTAP: Part-Time TAP Program, a financial aid program

R

R: A symbol on a student's transcript which indicates that the course must be repeated. This grade is only given in basic skills courses.

Readmission: Process through which a student who stopped attending the College while in good academic standing may be allowed to re-enroll in the College and register for classes.

Reallocant: Student applied to another CUNY college, but has decided to attend LaGuardia.

Reinstatement: Process through which a student who has been suspended by the College may be allowed to re-enroll in the College and register for classes.

Requirement: Course necessary for completion of a degree.

Retention: Policy specifying conditions for maintaining student status.

Robert F. Wagner Institute for the Arts and Technology: A NYC Department of Education high school on campus.

S

S: A symbol on a student's transcript which indicates that the student has satisfactorily passed the course. This grade is not counted in the calculation of GPA.

SAR: Student Aid Report which details aid received from federally funded programs.

SAT: Scholastic Aptitude Test, offered by the Educational Testing Service (ETS). See page 9.

Schedule Adjustment: A period of time after registration in which students may add and/or drop courses.

SIR: Student Instructional Report, a questionnaire by which students evaluate their teachers.

Study Group: A group of students, often led by an advanced student, who work together to master difficult skills.

Supplemental Educational Opportunities Grant: A financial aid program. See FSEOG.

Suspension: The result of a student's failure to raise a low grade point average during probation. Students on suspension cannot register for classes in the College for one semester.

T

TAP: Tuition Assistance Program, a NY State financial aid program.

TCR: A symbol on a student's transcript which indicates that credit was transferred to LaGuardia from a school the student previously attended.

Transcript: Report of grades received.

Transfer: Process of applying credits taken at one school toward placement and/or advanced standing at another school.

Transfer Student: Student applying to LaGuardia after having completed credits at another college. See pages 7-11.

U

U: A symbol on a student's transcript which indicates that the student has not satisfactorily passed the course. This grade is not counted in the calculation of GPA.

Urban Study Requirement: All students are required to take at least one of the special set of courses which utilize the facilities of New York City to focus learning in a given discipline.

V

Veterans Administration Educational Benefits: A form of financial aid.

W

W: A symbol on a student's transcript which indicates official withdrawal from a course prior to the official withdrawal date.

WA: A symbol on a student's transcript which indicates administrative withdrawal, e.g. student not cleared for immunization. For academic purposes, this symbol counts as a "W", an official withdrawal.

*WN: A symbol on a student's transcript which indicates administrative withdrawal from a course prior to the official withdrawal date.

WU: A symbol on a student's transcript which indicates unofficial withdrawal from a course prior to the official withdrawal date. WU grades are counted as F grades in the calculation of students' grade point averages.

Y

Y: A symbol on a student's transcript which indicates that the student completed the first semester of a two-semester course. Used prior to Fall 1980 and not calculated toward GPA.

Z

Z: A symbol on a student's transcript which indicates that the instructor was delayed in submitting a grade. Students completing an internship normally receive the temporary grade of "Z." The "Z" grade will be changed to the student's correct grade by the session following the internship.

Index

To the Queensboro Bridge

7, N, Trains
Queensboro Plaza

E, M, R, G Trains
Queens Plaza

E, M, G Trains
Court House Square
23rd/Ely
Citicorp Bldg.

B62

Jackson Ave.

Queens Blvd.

NEW JERSEY

QUEENSBORO BRIDGE

QUEENS

LaGuardia

LONG ISLAND CITY

MANHATTAN

BROOKLYN

Skillman Ave.

Q60, Q32

7 Train
33rd Street/ Rawson

Queens Blvd.
Q60, Q32

LaGuardia Community College

Thomson Ave.

Q39
Thomson Ave.

Q39

"C" Bldg

"B" Bldg

Joseph Shenker Hall and "E" Bldg.

P

Skillman Ave.

P

47th Ave.

29th St.

30th St.

30th Place

31st St.

31st Place

Van Dam St.

32nd Place

33rd Street

27th St.

48th Ave.

How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the above map to locate specific buildings.

By Car:
From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. *From the Bronx,* take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and *from Manhattan,* take the 59th Street bridge to Queens Boulevard.

By Subway:
7 train   33rd Street station
N train   At Queensboro Plaza station, transfer to #7
E, G, M trains   Queens Plaza or Court Square station
R train   Queens Plaza station

By Bus:
Q60, Q32   Queens Boulevard and Skillman Avenue
Q39   Thomson and Van Dam Street
B62   Thomson and Jackson Avenue

Bike Parking: Racks are available on Van Dam Street, in front of the E and L buildings, and near the parking lot on 29th Street by the C building.