

LaGuardia Community College

# CATALOG

2019 | 2020



**DARE TO DO MORE**

## LAGUARDIA'S ENHANCED SEMESTERS

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LaGuardia's academic year calendar consists of two semesters, Fall and Spring, each with two instructional sessions. Session I includes 12 weeks of instructional days; and Session II includes 6 weeks of instructional days (excluding holidays and intersessions). Each session is followed by an exam period. Session II also offers 3-week courses that cover the same material at an accelerated pace.

This structure provides students greater flexibility and choice in designing their programs. It also maximizes the number of credits they can earn each semester, giving students the option of earning their Associate's Degree on an accelerated schedule. It is highly recommended that students attend both the first and the second sessions.

The payment period for financial aid includes the last day of final exams in each term.

To the right is a chart illustrating both the Fall and Spring semesters, including dates for each session, as well as when final exams occur. For the full Academic calendar, see the inside back cover.

### 2019 FALL SEMESTER

12 weeks	Session I	September 10 - December 11
	Exam Period	December 13 - December 19
	Intersession	
6 weeks	Session II	January 6 - February 19
	Exam Period	February 21 - February 26

### 2020 SPRING SEMESTER

12 weeks	Session I	March 3 - June 4
	Exam Period	June 6 - June 12
	Intersession	
6 weeks	Session II	June 20 - August 1
	Exam Period	August 2 - August 8

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GIANNI SANCHEZ / LAGUARDIA COMMUNITY COLLEGE

# DARE TO DO MORE



**W**elcome to LaGuardia Community College – we give students the tools and inspiration to re-imagine their futures and better understand their opportunities.

LaGuardia opened its doors to all in 1971; we were founded as a test case, the ultimate experiment in higher education. We proudly carry forward that legacy today, changing thinking about two-year colleges and their place in higher education and role in strengthening our nation's economy.

Each day, faculty, staff and students at LaGuardia demonstrate the power of ordinary individuals to make extraordinary things happen. We provide an exceptional education to prepare graduates to build a career and become future.

Our students come from 150 countries to study, and for immigrants, we are a gateway to achieve the American dream. Returning adult students, who never thought college was an option, see their families' lives enriched. Moreover, teenagers just graduating high school find LaGuardia is an affordable place to start their college education and have an outstanding experience.

Students offered research experience in labs become scientists. Internships open doors to securing great jobs in business. Art and design classes taught by artist-professors nurture the next generation of artists. With the help of College employment programs, students graduate ready for work with local tech companies.

At LaGuardia, students have opportunities to grow as people. Everything from school work to on-campus employment opportunities to taking part in campus activities prepares students to participate in making a better world.

What strikes everyone who walks the halls and visits LaGuardia's classrooms is our spirit — a bold mix of energy, ambition and hope.

We welcome students who dream big and continually challenge and work with our 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. Paul Arcario  
*Interim President*

# MISSION STATEMENT

At LaGuardia, we believe a better world starts by asking “What if?”

LaGuardia Community College, named for Fiorello H. LaGuardia, New York City’s New Deal mayor, who inspired a city of immigrants, was founded in 1971 as a test case, opening the doors of higher education and creating opportunities for all. Today we carry that legacy forward as we challenge expectations and dare to do more—to push boundaries, close gaps, shatter misperceptions and inspire big dreams – so that students can write their own futures, our community can continue to grow and evolve, and together we can build a stronger economy, a more just society and a better world.

## Mission

LaGuardia Community College’s mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society. These are the foundational elements that sustain our commitment:

## Our Students

Our students are the energizing force behind the College. They seek knowledge, skills and credentials to transform their own lives, as well as impact their families and communities. Their dedication to the journey of lifelong learning and the richness they bring to the classroom and campus life are what define LaGuardia. Our alumni take an active role in the College community by sharing their stories and resources with current students and developing lasting relationships with the College.

## Our Faculty & Staff

Our faculty and staff are passionate professionals constantly reflecting upon their training, experience, practice and goals to create challenging and engaging learning environments. They cherish their connections with students and enjoy learning with them and from them. Our faculty and staff are engaged in scholarly and artistic activities that reflect their intellectual excitement and rigor, their commitment to disciplinary knowledge and discovery, and their deep respect for all the communities of our city.

## Our Programs

We offer a broad range of rigorous academic programs that promote inquiry, openness and a willingness to take on challenges. Areas include urban studies, liberal arts, business, the sciences, health, technology, developmental education, college and transfer preparation, experiential education, continuing education classes, workforce training and Honors programs. Our leadership in technology-based learning has earned national and international recognition.

## Our Community

We cultivate partnerships with businesses, civic and community groups, government, and public schools to enhance the economic, cultural, and educational development of Queens and New York City and State. We aspire to set an example as advocates of sustainable practices that contribute to a healthy urban environment.

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## 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

**A**t LaGuardia, we challenge expectations and dare to do more – to push boundaries, close gaps, shatter misperceptions, and inspire big dreams – so that students can write their own futures.

- ▶ Conveniently located in Queens, New York City's most ethnically diverse borough, LaGuardia Community College educates students from all over the world with over 150 countries represented and 96 different languages spoken natively.
- ▶ LaGuardia offers more than 60 majors, certificates and programs so students can find the one that's right for them.
- ▶ Special programs and financial aid options, including grants, scholarships, work-study and tuition payment plans, make getting a high-quality education affordable.
- ▶ Ninety-three percent of LaGuardia's graduates have no student loan debt.
- ▶ Recent graduates have transferred to some of the country's most selective institutions, including Brown, Columbia, NYU, Johns Hopkins, Sarah Lawrence, Cornell, Pepperdine, Georgetown and Vassar.
- ▶ LaGuardia students are 35% more likely to transfer to a 4-year college than community college students nationally.
- ▶ Our Center for Career and Professional Development and Transfer Services Center are available to help students research and plan for their best career and education paths after LaGuardia.
- ▶ Students are supported by Advising Teams, comprised of faculty, staff and peers, that help to map out the best route to graduation, a four-year college or a career.
- ▶ LaGuardia offers a variety of free tutoring so students can get help or accelerate their learning.
- ▶ The enhanced semester structure, along with day, evening, weekend, online and hybrid classes, allow students to complete an associate degree in two years, saving time and money.
- ▶ LaGuardia ranked #5 among U.S. two-year colleges in economic mobility – moving low-income people to the middle class and beyond – in a Stanford University study.
- ▶ Sixty-one percent of our faculty hold doctoral degrees – more than twice the national average for community colleges.







# 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/calendar](http://www.laguardia.edu/calendar) 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  
Tuesday, Wednesday & Friday  
9:00 am – 5:00 pm  
\*summer hours may vary

**Location:** 29-10 Thomson Avenue, C102  
Long Island City, New York 11101  
Phone: (718) 482-5000  
Email: [Admissions@lagcc.cuny.edu](mailto: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) or High School Equivalency (HSE). 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 passing score on the GED/HSE examinations. Application fee is \$65.

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

- Original high school diploma and sealed high school transcript
- Original GED/HSE 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/HSE. 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 non-degree application. Obtain information about immigration status, residency status and restrictions on registering for certain courses: [www.laguardia.edu/Admissions](http://www.laguardia.edu/Admissions)
- ▶ 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 online.

- \* 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.

### Senior Citizens

Senior citizens (persons of 60 years of age and older) may enroll in undergraduate courses at LaGuardia Community College in a variety of ways.

Senior citizens may enroll and enter degree programs identical to any other student and may be eligible for financial aid. All fees apply to these degree seeking students.

Senior citizens may also enroll on a space available, audit basis without tuition charge and without credit at LaGuardia Community College. Individuals seeking this waiver must apply as a non-degree student and must submit proof of age and residency at the time of admission and specify that they wish to participate in the program to receive the CUNY senior citizen rate. They are charged a \$65.00 per term/session fee and a one-time \$15.00 university consolidated fee as well as any penalty fees that they may incur e.g., late registration payment, processing fees, library fines. Seniors are usually invited to register shortly before the start of the semester. A registration date will be sent upon receipt and review of the application.

## How to Apply

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

1. Apply online: [www.laguardia.edu/Admissions](http://www.laguardia.edu/Admissions)  
To guide you through the application process and to view additional information you can go to [www.cuny.edu](http://www.cuny.edu) and click on Apply to CUNY
2. Visit and apply in-person during Direct Admission.  
Please call (718) 482-7206.

To file an application as a **visiting/non-degree student**:

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.edu/Admissions](http://www.laguardia.edu/Admissions)

### 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://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/policies/SubmissionOffFraudulentDocuments.pdf>

### Students Who May Pose a Risk to the College

LaGuardia reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the College community. That judgment 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, MB40, 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.

Please note the following:

For students entering the College in the spring of 2020 and beyond, CUNY will no longer be using the CUNY Assessment tests for reading, writing, or math. Student placement will be determined through alternative means being developed at the time of publication. Please see the CUNY or LaGuardia Admissions websites for updated information regarding this process for the spring of 2020.

In reading and writing, students can do this in the following ways:

1. Have earned a bachelor's degree from an accredited institution.
2. National tests: students who score 480 and above 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 Assessment Tests 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 90-minute writing sample in essay form.

In mathematics, students can meet the competency in the following ways:

1. Have earned a valid bachelor's degree from an accredited institution.
2. National tests: students who score 500 and above on the SAT or 21 or above on the Mathematics portion of the ACT demonstrate competence.
3. N.Y. State Regents:
  - Score of 70 or higher in Algebra I (Common Core) AND successful completion of the Algebra 2/Trigonometry or higher-level course.
  - Score of 80 or higher in either Integrated Algebra, Geometry or Algebra 2/Trigonometry AND successful completion of the Algebra 2/Trigonometry or higher-level course.
  - Score of 75 or higher in one of the following:  
Math A or Math B  
Sequential II or Sequential III

4. Take the untimed CUNY Assessment Math Test and meet the minimum score requirements for pre-algebra and algebra.

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 developmental courses in reading and writing, students are given an opportunity to take the tests again to demonstrate their competence. Students in developmental math courses will take a departmental exam. Students must pass all basic skills assessment exams or demonstrate competence in all 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 test only once prior to the semester in which they are accepted.

For additional resources and testing information, visit the CUNY Testing website at <http://www2.cuny.edu/academics/testing>.

## Transfer Credits and Transcript Evaluation

Transfer students admitted to degree or certificate programs may transfer credits to LaGuardia 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 Services Credit Evaluators prior to 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 up to 50% of the credits required for the certificate being sought. Transfer or freshman status is determined at the time of application and cannot be changed after a student registers at LaGuardia.

### What this means:

If you earned college credits somewhere else, you will need to have those credits evaluated before you register for classes at LaGuardia. If you are enrolling in a degree program, the maximum that you can transfer is 30 credits.

In general, for courses to be transferred, a grade of C or better must have been earned. Courses accepted for transfer credit are

not included as part of any student's grade-point average (GPA). By CUNY policy, courses passed for credit at any CUNY college are required to transfer for credit at any other CUNY college. Courses with a grade below C may transfer as elective credit depending on specific course or program requirements.

Courses that fill a Pathways general education category at any CUNY college (Required Common Core, Flexible Common Core, College Option, Gateway) will transfer and fill the same category at any other CUNY college.

#### ***Selective transfer credit policy:***

All eligible courses will be evaluated as transfer credit. Up to 30 transfer credits may apply to the student's major. Students who have transferable credits in excess of 30 credits may exchange unused courses not currently being counted towards their degree for used credits, as they apply to their degree audit and graduation requirements. Students may not choose to deselect transfer-able courses that can be applied to their degree program without a transferable course to substitute. Effective as of May 30, 2018, this policy will apply to students applying for admission to the College for Spring 2019 and beyond.

***Transfer credits in sciences:*** 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 – General Biology I & II  
SCB203/SCB204 – Human Anatomy & Physiology I & II  
SCC201 General Chemistry I  
SCC202 General Chemistry II  
SCP231 General Physics I  
SCP232 General Physics II

#### **What this means:**

The science courses noted will only transfer if you took both halves of each course sequence, and for Allied Health programs, will only transfer with a grade of C or better.

#### **What this means:**

The College must use transfer credits that can be used towards your degree. If you have more than are allowed to be used in one degree, you may swap courses that meet the degree requirements, but students cannot simply choose to not use transferable, useable credits in order to repeat a course. Grades do not transfer, so transferred courses do not impact your LaGuardia GPA.

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 pre-clinical phase of 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 C or better from any accredited college.

***Transfer credits for "clinical" programs:*** Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Veterinary Technology, Radiologic Technology, and LPN clinical phase courses will not be awarded. Beginning in Spring 2014, anatomy courses re-quired for clinical programs (SCB 203, SCB 204,) will

be accepted for only 7 (seven) years from their completion date. Microbiology and Chemistry courses (SCB260, SCC110) will be accepted for only 10 (ten) years from their completion date. Any student who enters the major Undeclared Health or the LPN will be subject to these science course requirements. These departments follow the general transfer policies in all other ways. Due to external accreditation requirements, program modification may occur and are reflected in the programmatic website and handbook.

#### **What this means:**

You cannot transfer in credits for courses in the clinical phase.

Note: While no grades transfer towards the LaGuardia GPA from prior institutions, it is important to note that Allied Health programs will evaluate grades awarded at prior institutions as part of the clinical admission process, as per their program handbooks.

#### **What this means:**

If you have already placed out of remedial coursework by completing it at another college, or have taken college-level mathematics and/or a college-level English composition course, then you will not have to take the CUNY Assessment Tests.

#### ***Transfer credits in remediation:***

Transfer credit will not be granted for any remedial, developmental-level, or ESL courses previously taken at another college. Students who are transferring into LaGuardia who have placed out of the remedial level or who otherwise would have been allowed to begin non-remedial coursework

at their previous CUNY institution, whether by placement at admission, by CUNY skills assessment results, or by successful completion of a college-level mathematics and/or a college-level English composition course, are exempt from the relevant skills assessment. Students who have not previously placed out of that level are required to take the skills assessment. See the Test Policy section to determine if you meet any of the requirements for Exemption.

#### ***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. 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, unless the primary language of instruction is in English.

#### **What this means:**

English credits completed at colleges where English is the primary language of instruction can be transferred to LaGuardia if you pass or are exempted from the CUNY Assessment Test in Writing.

#### ***Transfer credits in foreign languages:***

Students who have taken a foreign language course at another institution without the second course in that sequence, must complete that second course before transfer credit will be awarded. Students who are transferring in who wish to use a single language course towards Pathways may receive credit but will not meet foreign language requirements for majors that require language courses.

#### **What this means:**

Most students will be able to transfer a single foreign language course, as most programs do not have a language requirement.

**Transfer credits in mathematics:** Transfer credit will be awarded for college level, credit-bearing mathematics courses as appropriate to the degree being sought. Students who have completed a college-level math course are not required to take the CUNY skills assessment test.

Note: Students who have a college-level math course will still be held for prerequisite verification and possible assessment if the transferred course is not equivalent to the necessary prerequisite. For example, a student with a transferred Statistics course, but no algebra course, will still need to take MAT 115, or test out of it on the assessment test, in order to advance to MAT 200.

**Transfer and the First Year Seminar:** Transfer credit will not be awarded for another school's orientation or similar course.

If you have any questions about your transfer credit evaluation, please visit room C102 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, C102, 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)** now called **National College Credit Recommendation Service (National CCRS)**. For details on what is available, you can visit [www.nationalccrs.org/](http://www.nationalccrs.org/).

## EXEMPTION CREDIT

Exemption credit from any credit-bearing 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 academic department and must be approved by the chairperson. Exemption credit may not include credit for prior coursework, which falls under transfer credit. Exemption credit must be earned at LaGuardia, either through examination, project, or portfolio review.

### What this means: Transfer vs. Exemption vs. Waiver

Transfer Credit is credit earned outside of LaGuardia, either as a course at another school, or through a test like the AP exam. Exemption Credit is credit earned at LaGuardia for knowledge or skill that can be assessed by a department in place of taking the course. A Waiver allows you to skip a requirement, but does not award credit.

*For example:* I took English 101 at another college - I can receive transfer credit for that course towards ENG 101, allowing me to register for ENG 102.

I have a lot of writing experience, and think that I have mastered requirements of ENG 101. The department chair allows me to take an exam to show that, and based on that assessment here at LaGuardia, awards me Exemption Credit for ENG 101, so again, I get credit, and can move forward to ENG 102.

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

Note: Exemption credits are only awarded to degree students.

## WAIVER OF COURSES OR DEGREE REQUIREMENTS

Courses or degree requirements may be waived in such cases that the department chair and/or designee determine that the student has met the intention of a requirement through other means. This does not count for credit

towards the degree, so the student must make up the credits waived through either additional coursework or transfer credit.

### What this means: Transfer and Exemption Credit Maximums

You must complete at least 50% of your degree at LaGuardia; this is called your Residency Requirement. The other 50% of your degree can be transfer credit from prior institutions, exams, etc. Exemption Credits are earned at LaGuardia, so they can be included in either half of the degree, but only but only count for up to 10 credits of the LaGuardia residency portion of the degree. For example, in a 60-credit associate degree, if you transfer 30 credits from another school, you have room for 10 Exemption Credits. If you have 20 transfer credits, for example, you could use as many as 20 Exemption Credits.

## Waiver

### 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.

## 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

#### New Student Orientation: My First Day

College life is an ongoing process of learning and adapting. Get the tools you'll need to not just survive—but thrive—at LaGuardia's orientation for new students. This is a day on campus you do not want to miss!

New students will attend the Academic Expo where they will be introduced to faculty and staff from various academic and student service departments to begin their on-campus network. Students will also have the opportunity to learn more about the transition into college life and helpful resources from upper classmen, as well as engage in some social activities.

#### University Skills Immersion Program (USIP)

The University Skills Immersion Program (USIP) provides a variety of programs and support services for new and first-year continuing students during their first-year experience. All courses, instructional materials, and services are offered to eligible students at no tuition cost.

To learn more, or for current contact information, please see the website at: [www.laguardia.edu/Academics/First-Year-Institute](http://www.laguardia.edu/Academics/First-Year-Institute)

### DURING COLLEGE

#### Accelerated Study in Associate Program

The Accelerated Study in Associate Program (ASAP) began in the fall of 2007 and is sponsored by the Mayor's Office of New York City. The goal of ASAP is to graduate 50% of its students within two to three years by offering academic and financial support.

All ASAP students must be New York City residents, enroll full-time (12 credits in session I and 3 credits in Session II minimum) in an ASAP-approved major, maintain a minimum of a 2.0 GPA, have completed the FAFSA application and have no more than two developmental course needs and participate in ASAP blocked course scheduling. Continuing and transfer students must meet the program eligibility criteria and have no more than 15 credits at the start of the program.

ASAP students meet in one-on-one appointments with their personal Academic Advisor to receive academic and programmatic advisement, as well as referrals to resources on campus. The ASAP Career Employment Specialist assists students by providing career counseling, workshops, resume building and interview preparation.

ASAP sponsors co-curricular, social enrichment activities, tutoring and academic enrichment workshops throughout the year to promote academic development and the success of its students.

Learn more: [www.laguardia.edu/asap](http://www.laguardia.edu/asap)

#### College Discovery (CD) Program

Room B235 (718) 482-5270

Website: [www.laguardia.edu/cd/](http://www.laguardia.edu/cd/)

Email: [college\\_discovery@lagcc.cuny.edu](mailto:college_discovery@lagcc.cuny.edu)

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. CD Students who complete a degree are eligible to continue the same benefits in SEEK, EOP, HEOP programs in CUNY, SUNY and private four year colleges as well as in graduate schools in SUNY upon a completion of a Bachelor's degree.

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 economic eligibility is determined by completing financial aid forms: the Free Application for Federal Student Aid (FAFSA) and a NYS TAP application by the established deadline.

#### CUNY EDGE

Room: MB13 Phone: (718) 482-5479

Website: [www.laguardia.edu/Academics/CUNY-EDGE](http://www.laguardia.edu/Academics/CUNY-EDGE)

CUNY EDGE, formerly known as the COPE Program, has expanded its student services to provide new benefits and support. CUNY EDGE's mission is to help CUNY students achieve academic excellence, graduate on time, and find employment.

CUNY EDGE provides academic, personal and career planning support; encourages full-time enrollment in courses each semester and enrollment in intersession classes, as needed, so that students complete their degree in a timely manner.

Tools and procedures are incorporated to help students remain compliant with all HRA rules and regulations. HRA school letters are completed at least once a semester during the academic year.

CUNY EDGE is a partnership between the New York City Human Resources Administration (HRA) and the University. In order to qualify for CUNY EDGE, you must be a matriculated

CUNY undergraduate student who receives cash assistance from HRA. Contact the CUNY EDGE office in room MB13 or by calling (718) 482-5479.

### **Honors Program**

M201B (718) 482-5225; x5922; x5658;  
<http://www.laguardia.edu/honorsemail>;  
[honorsprog@lagcc.cuny.edu](mailto:honorsprog@lagcc.cuny.edu); [kkoh@lagcc.cuny.edu](mailto: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 and 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.

The Program also provides students with leadership and research opportunities through its inclusive, student-driven collective, the Honors Student Advisory Committee (HSAC).

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 (AA or AS) or Business (AS or AAS) student, you may take fuller advantage of the Program by completing 7 Honors courses (20-22 credits) to receive an Honors concentration transcript notation.

### **ADDITIONAL OPPORTUNITIES**

#### **The Vassar College "Exploring Transfer" Program**

This 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 Program at (212) 817-8239.

## **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 \$5,217 in annual tuition and fees. In addition, the following costs are estimated for the academic year: books and supplies \$1,516, transportation \$1,280, personal and lunch items \$1,997, and room and board \$6,394.



Independent Students

Independent students and dependent students living away from home for 12 months during the academic year can expect the following expenses in addition to \$5,217 tuition and fees: books and supplies \$1,516, transportation \$1,280, personal and lunch items \$2,652 and room and board \$17,308.

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.

NOTICE: If you do not make full payment on your tuition and fees and other college bill(s) and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amount(s) you owe the college.

In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

TUITION PER SEMESTER

Students must pay their tuition and fees or settle their accounts by the scheduled due date. Students’ financial aid may be used to cover all or part of the total amount due. Students may join a monthly payment plan to settle their bill.

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 C102. Students who choose to file the form after enrolling can obtain and submit the affidavit to 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)	\$2,400.00/semester
Part-time matriculated students (fewer than 12 units)	\$210.00/unit
Non-degree students	\$265.00/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	\$320.00/unit
Non-degree students	\$420.00/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 Payment Plan Option:**

This monthly payment plan offers you the opportunity to spread out your payments, interest free, over 6 monthly installments. LAGCC students are eligible to enroll for an interest free monthly plan for tuition and fees for an enrollment fee of \$40 per semester for eCheck payments or \$75 per semester if paying by American Express, Visa, Discover, or MasterCard. To enroll, log into CUNYfirst Self-Service and go to your student Center. Go to Finances and select Enroll/Manage Your Payment Plan.

### **TAP**

Students who have paid their full tuition prior to receiving award notification 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.

A refund check will be mailed to the address on file in CUNYfirst. Please make sure your records are up-to-date on your CUNYfirst account.

### **TUITION REFUNDS**

All tuition refunds are calculated according to the date that the student drops a course or courses. 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 (Please refer to section on Military, Peace Corps and VISTA Refunds).

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-I**

100%	Before the first day of classes.
75%	Within six calendar days from the scheduled session start date.
50%	Between the 7th and 12th calendar days from the scheduled session start date.
25%	Between the 13th and 17th calendar days from the scheduled session start date.
None	Beyond the 17th calendar day from the scheduled session start date.

#### **Fall and Spring 6-Week Session-II**

100%	Before the first day of classes.
50%	Within five calendar days from the scheduled session start date.
25%	Between the 6th and 9th calendar days from the scheduled session start date.
None	Beyond the 9th calendar day from the scheduled session start date.

In cases of medical leaves of absence, the refund is calculated according to the last day of attendance.

### **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. Please visit the Bursar's Office in room C110 for assistance.

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.

### **Other Refunds**

All other non-tuition refunds to which a student may be entitled will be processed in a timely manner.

### **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 by the latest 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.

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: \$67  
Consolidated Services Fee: \$15  
University Senate Fee: \$1.45  
Technology Fee: \$125

#### Part-time Students (less than 12 equated credits)

Student Activity Fee: \$26  
Consolidated Services Fee: \$15  
University Senate Fee: \$1.45  
Technology Fee: \$62.50

#### Senior citizens (60 or older)

Consolidated Fee: \$15  
Administrative Fee (per session): \$65

#### 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: \$20  
Reinstatement: \$20  
Penalty Fee for issuance of bad check: \$20  
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

\$0.10 per minute, twenty-four hours per day (to maximum of \$100.00)

#### 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

### 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 C107 and is staffed by professional advisors and specialists 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 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you need assistance with completing your application, please visit the Resource Center located in C109. If there is a question about eligibility for one of these programs, the student or prospective student should see a financial aid advisor.

## Federal Financial Aid Programs

Students may enroll full-time in the twelve week session or have the option to take a combination of courses in both the twelve week and six week session. Students must register up front for the second session at the same time they register for courses in the twelve week session for financial aid. Financial aid eligibility is determined by the Financial Aid Certification Day. Please refer to the college's Academic Calendar.

### Federal Pell Grants

**Application Procedures:** The completed FAFSA application takes at least 72 hours to process (Once the application is processed an email will be sent to you). The amount of the applicant's award is determined from the 2019-2020 Student Aid Report (SAR) by the Department of Education. Upon enrollment, funds are applied to the student's tuition account.

**Selection of Recipients and Allocation of Awards:** The Federal Pell Grant is an entitlement program. Eligibility and award amounts are based on financial need and academic progress. The applicant must demonstrate financial need and must attend 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. You can find the Expected Family Contribution Pell Chart online at: <https://ifap.ed.gov/efcformula/guide/attachments/1920EFCFormulaGuide.pdf>

**Award Schedule:** 2019-2020 awards range from \$328.50 to \$3,097.50 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 Federal student loans.

The schedule of award payments is available on the college's website at [www.lagcc.cuny.edu/financialaid](http://www.lagcc.cuny.edu/financialaid) (Disbursement Dates), and also in Student Financial Services (C107).

Students must attempt 24 credits during the academic year in order to earn the full Federal Pell award, or take qualifying remedial courses which equal 12 or more units. Therefore, enrollment status for Federal Pell is 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).

## ADDITIONAL REQUIREMENTS

**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 Homeland Security must 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.

## 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:* Awards can range from \$100 to \$400 per year in 2019-2020.

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

## Federal Work-Study Program (FWS)

**Selection for Recipients and Allocation of Awards:** The student must file a 2019-2020 FAFSA application and indicate interest in participating in the Federal Work-Study Program. The applicant must be enrolled at least half-time.

Employment is available to all eligible students on and off-campus who are awarded Federal Work-Study. 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. Students must complete the online Federal Work-Study orientation with the Student Financial Services Office before they receive a packet/contract to work.

*Award Schedule:* Students are provided with resources to find jobs on campus or off-campus, with public or private nonprofit 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.

Hourly rates for the 2019-2020 award year starts at \$15 per hour and vary 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:* The Direct Loan Processing Form application is made through CUNYfirst student services center. You must have a valid 2019-20 FAFSA on file. You will also need to complete a Loan Entrance Counseling and a Master Promissory Note (MPN) online at [www.studentloans.gov](http://www.studentloans.gov).

*Eligibility Requirements:* To be eligible for a Federal Direct Loan, a student must be: 1) a U.S. citizen or permanent resident alien; 2) enrolled in or admitted as a matriculated (at least half-time) student; 3) that the student is not in default, does not owe an overpayment on a Department of Education grant or loan, and has not exceed the annual or aggregate loan limits.

Students may be eligible for a full interest subsidy on a Direct Subsidized student loan during the time he/she is in school at least half-time, and shows financial need. Students have a six month grace-period before repayment must begin. The student is responsible for paying the interest on a Direct Unsubsidized student loan during all periods.

### The annual loan limits are:

Dependent students:

- \$3,500 combined Direct Subsidized and/or Direct Unsubsidized plus \$2,000 additional Direct Unsubsidized for dependent students who have earned less than 30 credits.
- \$4,500 combined Direct Subsidized and/or Direct Unsubsidized plus \$2,000 additional Direct Unsubsidized for dependent student who have earned 30 credits or more.

Independent Students

- \$3,500 combined Direct Subsidized and/or Direct Unsubsidized plus \$6,000 additional Direct Unsubsidized for independent students who have earned less than 30 credits.

- \$4,500 combined Direct Subsidized and/or Direct Unsubsidized plus \$6,000 additional Direct Unsubsidized for independent student who have earned 30 credits or more.

*Rights and Responsibilities for Recipients:* Students may borrow at a relatively low fixed interest rate of 5.05% for 2019-2020 academic year. The interest rate changes every July 1st. An “origination fee” of 1.062% of the loan amount is subtracted.

There is no repayment as long as the student remains enrolled at least half-time, which is defined as taking a minimum of six credits per semester.

Students will have a six-month grace period before payments are required to begin. During this period, they will receive repayment information from the loan servicer, and will be notified of their first monthly payment. After a student depletes the grace period of his/her prior loans, a student has a 60 day window before starting the repayment on loans. Any new received loans will have 6 month grace period. The following regulations apply:

- 1) Depending on the amount of the loan, the minimum monthly payment may be at least \$50.00. Under unusual and extenuating circumstances the loan servicer, on request, may permit reduced payments by awarding a deferment or forbearance.
- 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.

### **Direct Plus Loan for Undergraduate Students (PLUS)**

The PLUS loan enables either biological or adoptive parents of dependent undergraduate students to borrow up to the cost of education. Costs that may be covered include: tuition and fees, room and board, books, transportation, and an allowance for personal expenses. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received. Fixed interest rates for 2019-2020 are currently 7.6% and change every July 1st. An "origination fee" of 4.238% of the loan amount is subtracted.

Application is made by visiting the Student Financial Services office in room C-107. The student must have a 2019-20 FAFSA on file. Parent is subject to a credit check by the U.S. Department of Education and may be required to complete the PLUS Counseling online at [www.studentloans.gov](http://www.studentloans.gov).

Repayment of the loan begins once the loans are fully disbursed. Borrowers have 10 years to repay.

### **Foundation Scholarships**

The LaGuardia Community College Foundation provides scholarships ranging from \$500 to \$4,500 to students based on financial need, academic performance, community service, and extracurricular activities. Scholarship applications are accepted on a rolling basis, so students needing financial assistance are

encouraged to apply. To apply for a Foundation scholarship visit, [www.laguardia.edu/Scholarships/](http://www.laguardia.edu/Scholarships/).

### **Satisfactory Academic Progress (SAP) 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:

**Minimum GPA** - achieve at least a “C” average, or its equivalent according to the College’s retention policy, and by accumulating credits toward the degree.

**Pace of Progression** - A student’s earned credits are equal to or greater than two-thirds of the credits the student has attempted at the institution.

**Maximum Time Frame** - The credits a student has attempted are not more than 150% of the credits normally required for completion of the degree.

**SAP Appeals** - Students not meeting the above criteria may request a Financial Aid Satisfactory Academic Progress Appeal through the Financial Aid SAP Committee.

An appeal must be based upon mitigating circumstances resulting from events such as personal illness or injury, illness or death of a family member, loss of employment, or changes in the academic program. The student’s appeal must include: a) the reasons why the student failed to make SAP and b) what has changed in his or her situation that will allow the student to demonstrate SAP at the next evaluation. The appeal may be granted if the school:

- Determines that the student will be able to meet the appropriate SAP standard by the end of the next payment period (semester); OR
- Develops an academic plan for the student that, if followed, will ensure that the student will either be able to meet the appropriate SAP standard by a specific point in time or achieve completion of his or her academic program.

The decision of the Appeal Committee is final.

### **Remedial courses (Special Value):**

Since remedial courses and the remedial component of developmental and compensatory courses do not carry degree credit, the non-credit component of these courses is **not included** in the total cumulative attempted credits or accumulated credits for determining pace of progression. There is a limit for these courses: 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 credit 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.

Although ESL courses are listed as “special value” courses, those courses do not count toward the Title IV maximum.

## 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 online.

### Tuition Assistance Program

*Application Procedures:* Applicants must complete the TAP application.

The Higher Education Services Corporation (NYSHESC) determines the applicant’s eligibility and notifies the applicant directly of their eligibility.

*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 Ability-to-Benefit (ATB)
5. Be matriculated in an approved program of study and be in good academic standing
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:

1. Thirty-five years or older on June 30, 2019; or
2. Twenty-two years or older on June 30, 2019 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 2016, 2017 or 2018.
  - b) claimed as a dependent by parents on their federal or state income tax returns for 2016 and 2017.

3. Under 22 years of age on June 30, 2019, 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) Married on or before December 31, 2018

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. For LaGuardia, a two-year associate degree college, you may only receive up to six tap payments.

*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.

### Academic Requirements for State Aid

When NYSHEC notifies you of the TAP award, this is an estimate award 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 rules and regulations established by the State Education Department.

In order to maintain eligibility for state aid, students must be:

- registered as full-time.
- registered for courses required for their major.
- making satisfactory academic progress and program pursuit. In each semester, if they wish to receive an award, they must meet the following standards in the semester prior to the current payment:
  - academic progress: successfully pass a specified number of credits and
  - achieve a specified cumulative grade point average (see chart below).

	First Payment in 2006-07 through & including 2009-10 and for students who meet the definition of “Remedial Student” in 2010-11 and thereafter		First Payment in 2010-11 and thereafter for Non-Remedial Students	
PAYMENT #	CUMULATIVE CREDITS EARNED	CUMULATIVE GPA	CUMULATIVE CREDITS EARNED	CUMULATIVE GPA
1	0	0	0	0
2	3	0.5	6	1.3
3	9	0.75	15	1.5
4	18	1.3	27	1.8
5	30	2.0	39	2.0
6	45	2.0	51	2.0

- Pursuit of Program: Students must have completed a certain minimum number of credits or equated credits. See chart below:

To be eligible for Payment #	A student must have completed this number of credits in the prior term
1	0
2	6
3	6
4	9
5	9
6	12

“Remedial student” is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the college and approved by the New York State Education Department (SED); or (b) who was enrolled in at least six semester hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award; or (c) who is or was enrolled in an opportunity program (HEOP, EOP, SEEK, and CD).

In addition to the academic requirements described, students must also meet certain residency requirements, citizenship requirements, have graduated from a U.S. high school or have a GED or have passed a federally-approved exam (ATB), and financial program criteria.

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.

### 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 2.0 and is enrolled for at least 6 but less than 12 credits, 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.

### Excelsior Scholarship

New York State offers The Excelsior Scholarship to eligible residents with an adjusted gross income of \$125,000.00 or less. Students must completed the 2019-2020 FAFSA and TAP applications before completing the Excelsior Scholarship application online at [www.hesc.ny.gov](http://www.hesc.ny.gov). Students must earn 30 credits per year and agree to live and work in New York for the time period equal to the number of years they received the scholarship.

*Application Procedures:* Applicant must complete a FAFSA, TAP and Excelsior Scholarship application.

New York State Higher Education Service Corporation will process the applicants’ application.

### 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 <https://www.hesc.ny.gov/>

### College Discovery (CD)

*Application Procedures:* Application is made by completing the appropriate section of the admission form available from the Admissions Office, 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 financial need as determined by the CUNY Office of Student Financial Assistance and/or the individual college CD programs, within State guidelines.



## Veterans Benefits

The Veterans Resource Center (VRC), C371, provides a full range of counseling services for the veteran population. The Veterans Director provides information regarding all of the benefits available to veteran students and assists with any other problems encountered while attending the College. The programs available to veterans are:

**Veterans Tutorial Benefits:** (Chapter 1) To be eligible for tutorial benefits, veterans must be receiving monthly benefits on at least a half-time basis and have a deficiency in their program subject. A veteran is entitled to 12 months of tutorial benefits to a maximum of \$100 per month. For more information, please visit <https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/tutor-assistance/>

**Veterans Work Study:** (Chapter 2) Veterans work-study allowance is available to persons training at least 3/4 time basis under certain Veterans programs. They must meet the eligibility requirements for that program. Veterans may work during or between periods of enrollment. Veterans must notify the Veterans Resource Center that they would like to apply for VA work study.

For a complete listing of programs and for additional information regarding the Veteran work-study allowance please visit their website at [www.benefits.va.gov/gibill/workstudy](http://www.benefits.va.gov/gibill/workstudy).

**Vocational Rehabilitation:** (Chapter 31) 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.

For more information, please visit <https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/> and then speak with the Veterans School Certifying Official (SCO) in C-113 regarding follow up procedures.

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

<https://explore.va.gov/education-training/spouses-dependents-survivors>

<https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/>

<https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>

### Chapter 1606 Educational Benefits:

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 1606 for pursuit of a program of education are:

\$369 per month for full-time pursuit
\$276 per month for three-quarter time pursuit
\$184 per month for half-time pursuit
\$92.25 per month for less than half time pursuit

(These rates are subject to change by the Department of Veteran Affairs)

**Entitlement/Monthly Rates:** Veteran Education Benefit Entitlements will depend on the Veteran program you apply for and on your level of eligibility tied to your length of service, nature of discharge, and enrollment. For current information on education benefits under your Veteran program, refer to the Veterans website at [www.benefits.va.gov/gibill/education\\_programs](http://www.benefits.va.gov/gibill/education_programs).

### Monthly Verifications:

Veterans will need to complete the Veteran's Web Automated Verification of Enrollment (WAVE) process each month to continue to receive monthly benefits payments. The WAVE process can be submitted by calling their toll-free number at (877) 823-2378 (toll free) OR by logging onto [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave). 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 to make the request.

WAVE verification not required for Ch. 33 - Post 9/11 G.I. Bill ® recipients.

In accordance with Title 38 US Code 3679 subsection (e), LaGuardia Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. LaGuardia Community College will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students will be required to:

- Produce the Certificate of Eligibility by the first day of class; and
- Provide additional information needed to properly certify their enrollment as described in other institutional policies, as listed in this catalog.

### The Post-9/11 GI-Bill

The Post-9/11 GI Bill provides financial support for education, housing, books and supplies to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

*How to Apply for the Post 9/11 GI BILL and Other Education Benefits (Chapters 31, 33, 35)*

Veterans can apply for VA education benefits by visiting the VA website at: <https://www.va.gov/education/how-to-apply/> to complete their application.

Approved Veterans will receive a VA Certificate of Eligibility (COE) or award letter, in the mail.

The VA Certificate of Eligibility (COE) and your Member 4 DD214 must then be presented to the VA School Certifying Official (SCO) in C-113 payroll office.

### **Course Applicability for Veteran Educational Benefits:**

Per published VA regulations, only Degree Bearing courses that count toward a Veteran's current program of study may be certified for Veteran Benefits. Veterans are strongly encouraged to seek academic advisement prior to registration in order to avoid enrolling in courses that cannot be certified for VA benefits.

### **Registration Changes and Veteran Educational Benefits:**

Per VA regulations, Veterans are responsible for notifying the School Certifying Official of any registration changes. Enrolling in unauthorized repeated courses, or enrolling in courses not required to fulfill their applied educational objectives may change their eligibility for GI BILL education benefits and create a debt with either the college or the Department of Veteran Affairs, or both. Withdrawals may negatively impact a Veterans eligibility for benefits.

Veterans are strongly encouraged to contact the School Certifying Official before withdrawing from a course certified under VA benefits in order to prevent loss of VA benefits and associated monthly housing allowance.

### **Duplicative Veteran Benefits - (TAP) eligibility and Post 9/11 GI BILL benefits:**

A duplicative benefit is an award that duplicates the purpose of another award. Duplicative benefits are those that duplicate the purpose of TAP, STAP, APTS, or Veterans Tuition Awards – i.e. Tuition Awards. If a Veteran is 100% eligible from the VA under the GI BILL, then that Veteran is no longer eligible for a duplicative benefit from TAP (Tuition Assistance Program) from New York State.

For more information please visit: <https://www.hesc.ny.gov/partner-access/financial-aid-professionals/tap-and-scholarship-resources/tap-coach/36-duplicative-benefits-duplicate-award.html>

### **Rate of Pursuit Needed for Full time Chapter 33 Benefits**

Each academic year is composed of two standard semesters each with two modules (sessions). In order for Veterans to receive Chapter 33 maximum housing allowance at their respective level of eligibility during each session, the following rate of pursuit per session is needed:

**Session one:** enrollment at 12 credits

**Session two:** enrollment at 6 credits

Rate of Pursuit for Title 38 Veteran Benefits is computed on a per session basis. In order to be eligible for a partial housing allowance, the Veteran must be over half time enrollment per session.

### **Non-Degree Status for Veterans utilizing the Post 9/11 GI BILL:**

A Veteran may be formally admitted as a non-matriculated student to the college provided they are pending admission to a particular matriculated program. For VA certification purposes, "pending admission" means a complete application for a specific matriculated program has been submitted by the Veteran to the admissions office and is under review. A Veteran under non-matriculated status may only be certified for General education courses required for admission and those required if admitted into the matriculated program.

### **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 member 4 to the Veteran Academic Advisor in room C371, for review.

### **Joint Service Transcripts for Veterans**

A Joint Service Transcript (JST) is an academically accepted document that provides a description of military schooling and work history in civilian language. A Joint Service Transcript may be used to translate past military experience into potential academic credits. For more information, please visit <https://jst.doded.mil/smart/signIn.do>

Joint Service transcripts will need to be evaluated by LaGuardia credit evaluators. Veterans please contact Transfer Services at [creditevaluation@lagcc.cuny.edu](mailto:creditevaluation@lagcc.cuny.edu) or speak with the Veterans academic advisor in C371 regarding the Joint Service Transcript and academic credits.

### **Application Fees, Late Fees, Add/Drop Fees and the GI BILL**

Under VA regulations, application fees, late fees, Change of Program fees, and add drop fees are not payable by the VA. Veterans are encouraged to register early in order to avoid fees which cannot be certified to the VA.

# 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 of Arts (AA), the Associate of Science (AS), and the Associate of Applied Science (AAS). In addition, the College offers five Certificate programs. The programs of study include:

## ASSOCIATE OF ARTS

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Communication Studies  
Education Associate: The Bilingual Child  
Human Services  
    Healthcare Navigation Option  
Liberal Arts: Social Sciences and Humanities  
    Childhood Education Option  
    Deaf Studies Option  
    Early Childhood Education Option  
    Film and Television Option  
    History Option  
    International Studies Option  
    Japanese Option  
    Journalism Option  
    Latin American Studies Option  
    Music Option  
    Political Science Option  
    Secondary Education-Teacher Education Transfer Option  
    Women, Gender and Sexuality Studies Option  
Philosophy  
Psychology  
Spanish-English Translation  
Writing and Literature  
    Creative Writing Track

## CERTIFICATE PROGRAMS

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Commercial Photography  
Digital Media Arts  
Network and Information Security  
Paralegal Studies  
Practical Nursing

## ASSOCIATE OF SCIENCE

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Accounting  
Biology  
Business Administration  
    Healthcare Management Option  
Civil Engineering  
Computer Science  
Criminal Justice  
Electrical Engineering  
Environmental Science  
Fine Arts  
    Design Studies Option  
Liberal Arts: Mathematics and Science  
Mechanical Engineering  
    Earth System Science and Environmental  
    Engineering Option  
Music Performance  
Physical Sciences  
Public and Community Health  
Theatre  
Therapeutic Recreation

## ASSOCIATE OF APPLIED SCIENCE

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Commercial Photography  
    Fine Arts Photography Option  
Computer Technology  
Energy Technician  
Industrial Design  
Music Recording Technology  
Network Administration and Information Security  
New Media Technology  
Nursing  
Nutrition and Culinary Management  
Occupational Therapy Assistant  
Paralegal Studies  
Physical Therapist Assistant  
Programming and Software Development  
Radiologic Technology  
Travel, Tourism and Hospitality Management  
Veterinary Technology

# ACCOUNTING

<http://www.laguardia.edu/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 CUNY colleges. 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, and individuals who need advice on investments or taxes. 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. Exciting, well-paid career options exist in finance, entertainment, sports, criminal investigations, the food and fashion industry, international trade, retail and forensic accounting.



LAGUARDIA COMMUNITY COLLEGE

## Accounting AS Degree

### **PATHWAYS COMMON CORE: 30 CREDITS**

#### **A. REQUIRED CORE: 12 credits**

##### **English: 6 credits**

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### **Mathematical and Quantitative Reasoning: 3 credits**

<i>Select one course from the following:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

##### **Life and Physical Sciences: 3 credits**

<i>Select one of the following:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### **B. FLEXIBLE CORE: 18 credits**

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category. Note: Student can select only two courses from any one discipline.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

### **PROGRAM CORE: 30 CREDITS**

#### **Business and Technology: 28 credits**

BTF101 First Year Seminar for Business	2
BTA111 Principles of Accounting I	3
BTA112 Principles of Accounting II	3
BTA201 Intermediate Accounting I	3
BTA202 Intermediate Accounting II	3
BTC200 Introduction to Information Systems	3
BTI121 People, Work & Organizations	3
BTI201 Business Internship	2
BTM101 Introduction to Business	3
BTM110 Business Law I	3
Unrestricted Elective	2

#### **TOTAL CREDITS:**

**60**

# BIOLOGY

[www.laguardia.edu/biology](http://www.laguardia.edu/biology)

The Biology Program, offered by the Natural Sciences Department, leads to an Associate in Science (AS) Degree. In addition, students will be able to transfer to Senior CUNY colleges.

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. 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. 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.

## Biology AS Degree

### PATHWAYS COMMON CORE: 33 CREDITS

#### A. REQUIRED CORE: 13 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	

##### Life & Physical Sciences: 4 credits

SCB201 Fundamentals of Biology I (STEM)	4
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#### B. FLEXIBLE CORE: 20 credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category. Note: Student can select only two courses from any one discipline.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement.*

*Students are advised to take SCC201/SCC202 as the scientific world flexible core and the additional flexible core as the courses are pre-requisites for SCC251 and SCB255. Note: The scientific world and additional flexible core courses are 4 credits each to complete the 20 credit flexible core requirement.*

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed in the program handbook.*

### PROGRAM CORE: 27 CREDITS

NSF101 First Year Seminar for Natural Sciences	2
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##### Science: 21 credits

SCB255 Cell Biology	4
SCB252 Fundamentals of Biotechniques	3
SCB202 General Biology II	4
SCC251 Organic Chemistry I	5
SCC252 Organic Chemistry II	5
Unrestricted Elective	4

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<b>TOTAL CREDITS:</b>	<b>60</b>
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# BUSINESS ADMINISTRATION

[www.laguardia.edu/BusinessAdministration](http://www.laguardia.edu/BusinessAdministration)

The Business Administration Program, which is coordinated by the Business and Technology Department, leads to an Associate in Science (AS) degree, and offers options in Aviation Management and Healthcare 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. 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.

## Business Administration AS Degree

### PATHWAYS COMMON CORE: 30 CREDITS

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#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I	3
<i>(ENA101 or ENC101 depending on placement scores)</i>	
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
<i>(MAT117 Algebra and Trigonometry depending on placement scores)</i>	
MAT120 Elementary Statistics	
<i>(MAT119 Statistics with Elementary Algebra depending on placement scores)</i>	

##### Life & Physical Sciences: 3 credits

<i>Select one course from the following:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category. Note: Student can select only two courses from any one discipline.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

## PROGRAM CORE: 30 CREDITS

Select one option:

### A. BUSINESS and TECHNOLOGY (28 credits)

BTF101 First Year Seminar for Business	2
BTA111 Principles of Accounting I	3
BTA112 Principles of Accounting II	3
BTC200 Introduction to Information Systems	3
BTI121 People, Work & Organizations	3*
BTI201 Business Internship	2*
BTM101 Introduction to Business	3
BTM103 Principles of Management	3
BTM104 Principles of Marketing	3
BTM110 Business Law I	3

### B. HEALTHCARE MANAGEMENT (28 Credits)

BTF101 First Year Seminar for Business	2
BTA111 Principles of Accounting I	3
BTA112 Principles of Accounting II	3
BTM 103 Principles of Management	3
BTM110 Business Law I	3
BTO125 Medical Terminology	3
BTO170 Electronic Health Records	3
BTO270 Health Insurance: Billing & Reimbursement	3
BTO280 U.S. Healthcare Administration & Delivery	3
SCN195 Community Health	2

### C. AVIATION MANAGEMENT

Closed for admission

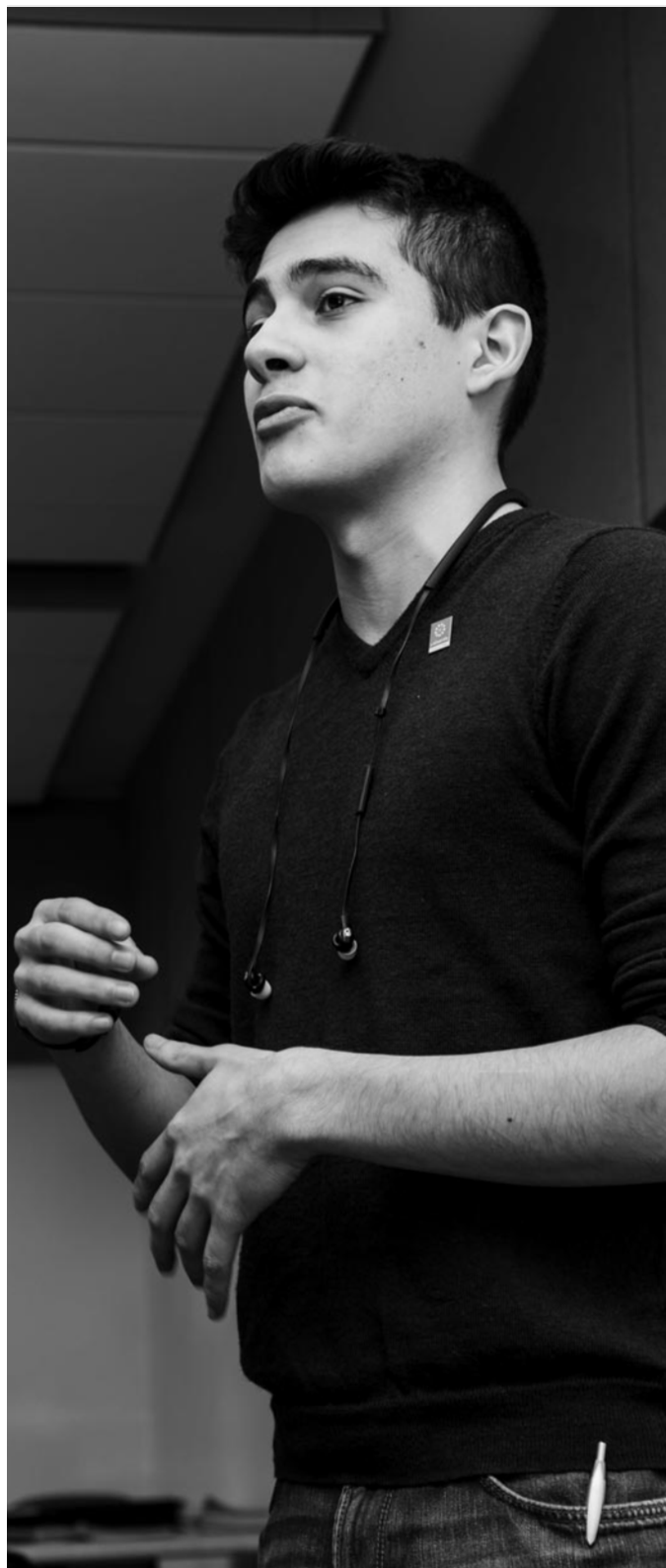
Unrestricted Elective: 2 credits

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<b>TOTAL CREDITS:</b>	<b>60</b>
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\*With permission of the Department Chair, students may substitute BTM251 & BTM254 for BTI121 & BTI201.



GIANNI SANCHEZ / LAGUARDIA COMMUNITY COLLEGE



# COMMERCIAL PHOTOGRAPHY

[www.laguardia.edu/commercial-photography](http://www.laguardia.edu/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.

## Commercial Photography Curriculum: AAS Degree

### PATHWAYS COMMON CORE: 21 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

#### Life and Physical Sciences: 3 credits

*Select one of the following courses:*

SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

3

#### B. FLEXIBLE CORE: 9 Credits\*

*To complete the degree requirements from the Flexible Core, students are advised to select three courses from the five Flexible Core categories. Note: Only one course can be selected from any one category and select courses from three different disciplines.*

World Cultures and Global Issues	
US Experience in its Diversity	
Creative Expression	
Individual and Society	
Scientific World	

### PROGRAM CORE: 39 CREDITS

#### Commercial Photography: 27 credits

HUA130 Beginning Photography	3
HUA131 Digital Photography I	3
HUA231 Digital Photography II	3
HUA230 Intermediate Photography	3
HUA145 Studio Lighting I	3
HUA245 Studio Lighting II	3
HUA234 Color Photography	3
HUA275 Commercial Photography Workshop	3
HUA280 Commercial Photography Seminar	3

#### Humanities : 12 credits

HUA202 History of Photography	3
HUN191 Photojournalism	3

*Select two of the following: 6*

HUA155 The View Camera	3
HUA238 Alternative Photography	3
HUA291 Experiential Learning in Photography	3
HUC240 Video Production Workshop	3

### TOTAL CREDITS:

60

## 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.

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.

### Counseling

New Student Seminar 0

### Humanities: 9 credits

HUA202 History of Photography 3

*Select two of the following: 6*

HUA104 Introduction to Design 3

HUA115 Color Theory 3

HUA126 Computer Art II 3

*Select one of the following: 3*

HUN191 Photojournalism

HUN192 Art and Society

### Fine Arts Photography

HUA103 Beginning Drawing 3

HUA125 Computer Art I 3

HUA130 Beginning Photography 3

HUA155 The View Camera 3

HUA230 Intermediate Photography 3

HUA234 Color Photography 3

HUA238 Alternative Photography: The Manipulated Image 3

HUC240 Video Production Workshop 3

**Unrestricted Electives: 3 credits** 3

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**TOTAL CREDITS:** 60

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## Commercial Photography Certificate

### Commercial Photography: 24 credits

HUA130 Beginning Photography 3

HUA131 Digital Photography I 3

HUA145 Studio Lighting I 3

HUA230 Intermediate Photography 3

HUA231 Digital Photography II 3

HUA 234 Color Photography 3

HUA245 Studio Lighting II 3

### Humanities: 3 credits

*Select one of the following courses:* 3

HUA155 The View Camera

HUA238 Alternative Photography

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**TOTAL CREDITS: 24**



GIANNI SANCHEZ / LAGUARDIA COMMUNITY COLLEGE

# COMMUNICATION STUDIES

[www.laguardia.edu/communication-studies](http://www.laguardia.edu/communication-studies)

The Communication Studies Program strives to combine both the theoretical framework and the practical skills of communication. Coordinated by the Humanities Department, the Communication Studies Program leads to an Associate of Arts (AA) degree with five areas of concentration: Public Relations, Speech Pathology, Mass Communication, Organizational Communication, and Public Address. Using participatory learning, students work to enhance their oral, written, and critical thinking skills. Emphasis is placed on communication in social, professional, culturally diverse settings, in the context of a multimedia, globalized world. The aim of the Communication Studies Program is to assist students in transferring to four-year colleges or to begin a career in a related industry.

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 five tracks: Public Relations, Speech Pathology, Mass Communication, Organizational Communication, and Public Address.

The Public Relations 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 areas such as public relations, negotiation and mediation, sales, advertising, human resources, politics, law, marketing, and counseling. Speech Pathology students will specialize in fundamental knowledge of the speech mechanism and receive competency-based training in the field of Speech Pathology. Students in the Speech Pathology concentration will need to complete their Bachelor's and also their Master's degree to become certified speech-language pathologists. Speech pathologists can work in educational institutions, hospitals, nursing homes, or the private sector. The concentration in Mass Communication focuses on the history of media studies as well as hands-on techniques (e.g., LaGuardia Community College's web radio station) in creating and producing media work. Mass Communication students may transfer to a four-year college or develop their careers in electronic media, radio/television, broadcasting, film industries, and journalism (via companion courses in the English Department). The Organizational Communication concentration focuses on preparing students how to communicate in workplace teams, explore the meaning of work, practice the communication

skills that they will need to do well at any job, and market themselves in the changing economy. Organizational Communication students may transfer to a four-year college or develop their careers in education, government, business, human resources, and industry as well as consulting and training. The concentration in Public Address focuses on how to win arguments and how to persuade other ethically and effectively. Students will learn to become a more critical participant in democratic society and to use argumentation and persuasion to change policy, set precedents, or operate democratically in the world. Public Address students may transfer to a four-year college or develop their careers in law, education, public affairs, and speech writing for political figures.



KRISTIAN LARROTA / LAGUARDIA COMMUNITY COLLEGE

# Communication Studies: AA Degree

## PATHWAYS COMMON CORE: 30 CREDITS

### A. REQUIRED CORE: 12 Credits

#### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

#### Life & Physical Sciences: 3 credits

<i>Select one course from the following</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories  
AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to  
complete college requirement. To complete the degree  
requirements from the Flexible Core, students are advised to  
select courses from the recommended course selections listed  
on the program website. Note: Student can select only two  
courses from any one discipline*

## PROGRAM CORE: 30 CREDITS

### Communications Required: 15 credits

HUC101 Introduction to Communication Studies	3
HUC106 Public Speaking	3
HUC111 Interpersonal Communication	3
HUN180 Intercultural Communication (Urban Study)	3
HUC230 Communication Theory (Capstone Project)	3

### Communication Electives: 6 credits

<i>Select two of the following courses</i>	
HUC104 Voice and Diction	
HUC108 Professional Communication	
HUC113 Oral Interpretation	
HUC117 Communication and Technology	
HUC118 Gender and Communication	
HUC119 Nonverbal Communication	
HUC127 Sports Communication	
HUC140 Introduction to Broadcasting	
HUC192 Health Communication	
HUC204 Race and Communication	

Note: Students can also select courses from concentration areas  
as Communication electives.

### Concentration Area: 6 credits (select one)

#### PUBLIC RELATIONS

HUC141 Public Relations	3
<i>Select one of the following courses</i>	3
HUC142 Public Relations Writing	
HUC143 Public Relations Campaigns	

#### SPEECH PATHOLOGY

<i>Select two of the following courses:</i>	6
HUC/ELL114 Normal Language Development	
HUC115 Phonetics	
HUC116 Survey of Speech, Language and Hearing Disorders	

#### MASS COMMUNICATION

HUC120 Mass Media and their Evolution	3
HUC130 Mass Communication and Society	3

#### ORGANIZATIONAL COMMUNICATION

HUC112 Small Group Communication	3
HUC151 Organizational Communication	3

#### PUBLIC ADDRESS

HUC109 Argumentation and Debate	3
HUC136 Persuasion	3

### Unrestricted Electives: 3 credits

OR

HUC220 Experiential Learning in Communication Studies  
(Optional with permission of the Program Director)

TOTAL CREDITS:

60

# COMPUTER PROGRAMS

[www.laguardia.edu/majors](http://www.laguardia.edu/majors)

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## **Computer Science:**

The major in Computer Science is appropriate for those students interested in mathematics and/or computer science who plan to transfer to a 4-year institution for further study in computer science. Graduating students will be prepared for careers as programmers for business and/or scientific applications.

## **Computer Technology:**

This major offers courses in analog and digital electronics, circuit analysis, programming, hardware interconnection, and computer architecture. The variety of courses foster immediate technical skills and theoretical foundations for working in the growing field of computer engineering technology as field engineers, bench technicians, and computerized system integration.

In addition, courses from this curriculum receive transfer credits from senior colleges toward a bachelor of technology degree. The latter opens a new horizon of highly paid employment in the field of computer hardware engineering, embedded systems engineering, embedded software engineering and firmware engineering.

## **Programming and Software Development:**

The Programming and Software Development major introduces students to fundamentals of computer programming, software database, and game development. Emphasis will be placed on software development process including web and mobile application development (both iOS and Android). The program prepares students for careers as computer programmers, game developers, software developers, web developers, mobile application developers, database developers/administrators, computer systems analysts, and software quality assurance engineers and testers. The program provides students with fundamental skills to continue with their undergraduate education and also provide supplementary skills to be successful in their careers.

## **Network Administration and Information Security**

The Network Administration and Information Security major prepares students for careers in a rapidly growing field of systems administration and information security, as security analysts, system administrators, network technicians, and IT specialists. Through our unique curriculum, which combines extensive hands-on experience and a deep understanding of the principles of data communication, operating systems and information security, students will learn the fundamental skills that allow them to pursue a Bachelor's degree and the practical skills to administer and maintain a network and protect systems, services and data against unauthorized use.



KRISTIAN LARROTA / LAGUARDIA COMMUNITY COLLEGE

# Network Administration and Information Security: AAS Degree

## PATHWAYS COMMON CORE: 27 CREDITS

### A. REQUIRED CORE: 21 credits

#### English: 6 credits

ENG101 English Composition I	3
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

Select one course from the following:

MAT117 Algebra and Trigonometry (depending on placement scores) or	
MAT115 College Algebra and Trigonometry	

#### Life and Physical Sciences: 3 credits

Select one of the following courses:

SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

### B. FLEXIBLE CORE: 15 credits

Select one course from each of the five flexible core categories.

World Cultures and Global Issues	
US Experience in its Diversity	
Creative Expression	
Individual and Society	
Scientific World	

Note: Student can select only one courses from any one discipline. Students are advised to select one Urban Study course to complete college requirements.

## PROGRAM CORE: 39 CREDITS

### Business and Technology: 3 credits

BTM101 Introduction to Business	3
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### MEC Courses: 36 credits

CSF101 First Year Seminar for Computer Science	2
MAC108 Introduction to Programming with Python	3
MAC232 UNIX Network Operating Systems	3
MAC233 Windows Network Operating System	3
MAC245 Data Communication and Network Security	3
MAC246 Advanced Network Security	3
MAC254 Advanced UNIX and Windows	4
MAC250 Database Management Systems	3
MAC227 Introduction to Cryptography and Applications	3
MAC237 Computer Security	3
MAC247 Advanced Systems Security	3
MAC257 Digital Forensics	3

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**TOTAL CREDITS: 60**

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## Network and Information Security Certificate

### REQUIRED CORE: 18 credits

MAC232 OR MAC233	3
MAC245 Data Communication and Network Security	3
MAC246 Advanced Network Security	3
MAC227 Introduction to Cryptography and Applications	3
MAC237 Computer Security	3
MAC247 Advanced systems security	3

**TOTAL CREDITS: 18**

This program is not eligible for Financial Aid.

# Computer Science: AS Degree

## PATHWAYS COMMON CORE: 30 CREDITS

*This program has a waiver to list specific courses to complete Common Core requirements.*

### A. REQUIRED CORE: 12 Credits

#### English: 6 credits

ENG101 English Composition I 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

#### Mathematical and Quantitative Reasoning: 3 credits

MAT115 College Algebra & Trigonometry 3  
(MAT117 Algebra and Trigonometry depending  
on placement scores)

#### Life and Physical Sciences: 3 credits

Select one of the following courses: 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCC102 Chemistry of Photography  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

### B. FLEXIBLE CORE: 18 Credits 18

Select one course from each of the five flexible core categories below and one additional course  
World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World - Students are advised to take MAT 200 and MAT 201 as they are prerequisite courses for MAT 202.

*Note: Student can select only two courses from any one discipline. Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

## PROGRAM CORE: 30 CREDITS

### Math, Engineering and Computer Science

CSF101 First Year Seminar for Computer Science	2
MAC101 Introduction to Computer Science	3
MAC125 Advanced C/C++ Programming	3
MAC190 Object Oriented Programming	3
MAC281 Discrete Structures	3
MAC283 Computer Organization and Assembly Language	3
MAC286 Data Structures	3
MAT202 Calculus II	4
MAT210 Linear Algebra	3
MAT231 Introduction to Discrete Math	3

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<b>TOTAL CREDITS:</b>	<b>60</b>
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ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE



# Computer Technology: AAS Degree

## PATHWAYS COMMON CORE: 21 CREDITS

### A. REQUIRED CORE: 12 credits

#### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

MAT115 College Algebra and Trigonometry	3
MAT117 Algebra and Trigonometry (depending on placement scores)	

#### Life and Physical Sciences: 3 credits

Select one course from the following:	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

### B. FLEXIBLE CORE: 9 credits

Select one course from three of the five flexible core categories

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Note: Student can select only one courses from any one discipline. Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

## PROGRAM CORE: 34 CREDITS

### Math, Engineering and Computer Science

CSF101 First Year Seminar for Computer Science	2
MAT200 Pre-Calculus	4
MAC241 Computer Electronics I	4
MAC242 Computer Electronics II	3
MAC265 Computer Hardware Interfacing and Programming	3
MAC289 Computer Technology Project Lab	2
MAC291 Computer Logic, Design and Implementation I	4
MAC292 Computer Logic, Design and Implementation II	4
MAC293 Computer Repair and Network Maintenance	4
MAC295 Computer Architecture	4

### Business & Technology

BTM101 Introduction to Business	3
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### Unrestricted Electives: 2 credits

*\*Students are encouraged to take Introduction to Programming with Python (MAC108) to fulfill their unrestricted elective requirement.*

## TOTAL CREDITS:

60

Descriptions of courses in this major begin on page 161.



LAGUARDIA COMMUNITY COLLEGE

# Programming and Software Development: AAS Degree

## PATHWAYS COMMON CORE: 21 CREDITS

### A. REQUIRED CORE: 12 credits

#### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

MAT115 College Algebra & Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	3
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

\*Students are advised to select MAT115 as it is pre-requisite for MAT200 which is required.

#### Life and Physical Sciences: 3 credits

Select one of the following courses:	3
SCB101 Topics in Biological Science	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

### B. FLEXIBLE CORE: 9 credits

Select one course from three of the five flexible core categories.

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.

\*Students are advised to take MAT200 under Scientific World as it is pre-requisite for MAC101 which is required.

## PROGRAM CORE: 39 CREDITS

### Math, Engineering and Computer Science

CSF101 First Year Seminar for Computer Science	2
MAC101 Introduction to Computer Science	3
MAC109 Introduction to Visual Programming	3
MAC110 Systems Analysis and Design	3
MAC250 Database Concepts and Programming	3
MAC232 UNIX Network Operating Systems	3
MAC221 App Development for iOS	3
MAC190 Object-Oriented Programming	3
MAC220 App Development for Android Devices	3
MAC125 Advanced C++ Programming	3
MAC280 Game Programming	3
MAC172 Web Development I	3
MAC272 Web Development II	3

### Unrestricted Elective: 1 credit

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<b>TOTAL CREDITS:</b>	<b>60</b>
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# CRIMINAL JUSTICE

[www.laguardia.edu/Criminal-Justice](http://www.laguardia.edu/Criminal-Justice)

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.

## Criminal Justice Curriculum: AS Degree

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

Select one course from the following:

MAT119 Statistics with Elementary Algebra (depending on placement scores)	3
MAT120 Elementary Statistics I (STEM)	3

##### Life and Physical Sciences: 3 credits

SCB101 Topics in Biological Sciences
SCB206 Introduction to Neuroscience
SCC101 Topics in Chemistry
SCC102 Chemistry of Photography
SCP101 Topics in Physical Sciences
SCP105 Life in the Universe
SCP140 Topics in Astronomy

#### B. FLEXIBLE CORE: 18 credits

18

Select one course from each of the five flexible core categories AND one additional course from any of the five categories.

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.

### PROGRAM CORE: 30 CREDITS

#### Criminal Justice

CJF101 First Year Seminar for Criminal Justice	3
SSJ101 Introduction to Criminal Justice	3
SSJ201 Criminology	3
SSJ202 Corrections and Sentencing	3
SSJ203 Policing	3
SSN204 Crime and Justice in Urban Society	3

#### English

ENG103 Writing and Preparing the Research paper	3
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#### Social Science: 9 credits

SSS100 Introduction to Sociology	3
SSP101 U.S. Power and Politics	3

Select one of the following courses: 3

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

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**TOTAL CREDITS: 60**

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# EDUCATION ASSOCIATE: THE BILINGUAL CHILD

[www.laguardia.edu/Academics/Majors/Education-Bilingual-Child/](http://www.laguardia.edu/Academics/Majors/Education-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.

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. Students interested in other languages deemed high-needs (e.g. Bengali, Chinese, and Haitian Creole), in NYC should contact the Education Program Director.

The Bilingual Child program is articulated with the Childhood Education Major at The City College of New York and York College. Upon transfer, students are expected to complete a Liberal Arts major and an education major. 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.

## The Bilingual Child: AA Degree

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

#### Life and Physical Sciences: 3 credits

<i>Select one of the following:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

### PROGRAM CORE: 30 CREDITS

#### Education Core: 12 credits

EDF101 First Year Seminar in Education	3
ELE110 Arts in Education	3
ELE203 Language and Literacy in Childhood Education	3
ELN123 Foundations of Bilingual Education	3

#### Education & Language Acquisition: 12 credits

ELL101 Introduction to Language	3
ELL220 Sociolinguistics	3
ELS204 Latin American Civilizations	3
ELS210 Advanced Spanish Composition	3

#### Social Science: 6 credits

SSH106 World History from 1500 Present	3
SSY105 Learning and Education: Childhood to Adolescence	3

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<b>TOTAL:</b>	<b>60</b>
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# ENGINEERING PROGRAMS

<https://www.laguardia.edu/EngineeringScience/>

## Civil Engineering:

The Civil Engineering Program is housed within the Mathematics, Engineering and Computer Science Department. This degree has been designed for transfer as a Dual/Joint program with the School of Engineering at City College of New York (CCNY) for the Bachelor of Engineering in Civil Engineering (BE / CE). 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.

## Electrical Engineering:

The Electrical Engineering Program is housed within the Mathematics, Engineering and Computer Science Department. This degree has been designed for transfer as a Dual/Joint program with the School of Engineering at City College of New York (CCNY) for its Bachelor of Engineering in Electrical Engineering (BE / EE). 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.

## Mechanical Engineering

The Mechanical Engineering Program is housed within the Mathematics, Engineering and Computer Science Department. This degree has been designed for transfer as a Dual/Joint program with the School of Engineering at City College of New York (CCNY) for its Bachelors in Engineering for Mechanical Engineering (BE / ME). 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 as licensure qualifying by the New York State Department of Education

## Energy Technician:

The Energy Technician program is administered by the Department of Mathematics, Engineering and Computer Science (MEC). Energy technicians work in high-demand, growing fields related to computers, cellular phones, and global positioning systems (GPS) technologies.



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## Civil Engineering: AS Degree

### PATHWAYS COMMON CORE: 34 CREDITS

*This program has a waiver to require specific courses in the Common Core.*

#### A. REQUIRED CORE: 14 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG259 Technical Writing	3

##### Mathematical and Quantitative Reasoning: 4 credits

MAT201 Calculus	4
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##### Life and Physical Sciences: 4 credits

SCP231 General Physics I	4
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#### B. FLEXIBLE CORE: 20 credits

*Select one course from each Flexible Core category and one additional course from Scientific World. Note: The recommended courses for Scientific World are listed.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World – Students are required to select MAT202 Calculus II and SCP232 General Physics II.

*Students are advised to select one Urban Study course to complete college requirement.*

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed in the program handbook.*

*Students are advised to take MAT 115 (College Algebra and Trigonometry) or MAT117 (Algebra and Trigonometry) and MAT 200 (Pre-calculus) as they are prerequisite courses for MAT 201 (Calculus I).*

### PROGRAM CORE: 26 CREDITS

#### Math Engineering & Computer Science: 8 credits

ECF090 First Year Seminar for Engineering and Computer Science	0
MAT203 Calculus III	4
MAT204 Differential Equations	4

#### Civil Engineering Core: 10 credits

MAE101 Engineering Lab/Internship I	1
MAC102 C/C++ Programming	3
MAE209 Structure & Site Plan	3
MAE219 Thermodynamics	3

#### Natural Sciences: 8 credits

SCC201 General Chemistry I	4
SCC202 General Chemistry II	4

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**TOTAL CREDITS: 60**

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## Electrical Engineering: AS Degree

### PATHWAYS COMMON CORE: 34 CREDITS

*This program has a waiver to require specific courses in the Common Core.*

#### A. REQUIRED CORE: 14 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG259 Technical Writing	3

##### Mathematical and Quantitative Reasoning: 4 credits

MAT201 Calculus	4
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##### Life and Physical Sciences: 4 credits

SCP231 General Physics I	4
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#### B. FLEXIBLE CORE: 20 credits

*Select one course from each Flexible Core category and one additional course from Scientific World. Note: The recommended courses for Scientific World are listed.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World – Students are required to select MAT202 Calculus II and SCP232 General Physics II.

*Students are advised to select one Urban Study course to complete college requirement.*

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed in the program handbook.*

*Students are advised to take MAT 115 (College Algebra and Trigonometry) or MAT117 (Algebra and Trigonometry) and MAT 200 (Pre-calculus) as they are prerequisite courses for MAT 201 (Calculus I).*

### PROGRAM CORE: 26 CREDITS

#### Math Engineering & Computer Science: 12 credits

ECF090 First Year Seminar for Engineering and Computer Science	0
MAT203 Calculus III	4
MAT204 Differential Equations	4
MAT221 Probability	4

#### Electrical Engineering Core: 10 credits

MAE101 Engineering Lab/Internship I	1
MAC102 C/C++ Programming	3
MAE213 Electrical Circuits	3
MAE219 Thermodynamics	3

#### Natural Sciences: 4 credits

SCC201 General Chemistry I	4
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**TOTAL CREDITS: 60**

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# Mechanical Engineering or Earth System Science & Environmental Engineering Concentration: AS Degree

## PATHWAYS COMMON CORE: 34 CREDITS

*This program has a waiver to require specific courses in the Common Core.*

### A. REQUIRED CORE: 14 credits

#### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG259 Technical Writing	3

#### Mathematical and Quantitative Reasoning: 4 credits

MAT201 Calculus I	4
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#### Life and Physical Sciences: 4 credits

SCP231 General Physics I	4
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### B. FLEXIBLE CORE: 20 credits

*Select one course from each Flexible Core category and one additional course from Scientific World. Note: The recommended courses for Scientific World are listed.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World – Students are required to select MAT202 Calculus II and SCP232 General Physics II.

*Students are advised to select one Urban Study course to complete college requirement.*

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed in the program handbook.*

*Students are advised to take MAT 115 (College Algebra and Trigonometry) or MAT117 (Algebra and Trigonometry) and MAT 200 (Pre-calculus) as they are prerequisite courses for MAT 201 (Calculus I).*

## PROGRAM CORE: 29 CREDITS

*Select one concentration from the following:*

### Mechanical Engineering Concentration: 29 credits

#### Math Engineering & Computer Science: 8 credits

ECF090 First Year Seminar for Engineering and Computer Science	0
MAT203 Calculus III	4
MAT204 Differential Equations	4

#### Mechanical Engineering Core: 13 credits

MAE101 Engineering Lab/Internship I	1
MAE211 Engineering Mechanics: Statistics	3
MAC102 C/C++ Programming	3
MAE213 Electrical Circuits	3
MAE219 Thermodynamics	3

#### Natural Sciences: 8 credits

SCC201 General Chemistry I	4
SCC202 General Chemistry II	4

### Earth System Science & Environmental Engineering Concentration: 29 credits

#### Math Engineering & Computer Science: 4 credits

ECF090 First Year Seminar for Engineering and Computer Science	0
MAT203 Calculus III	4

#### Earth System Science & Environmental Engineering Core: 15 credits

MAE101 Engineering Lab I/Internship I	1
MAC102 C/C++ Programming	3
MAE106 Earth System Science & Eng.	4
MAE213 Electrical Circuits	3
MAE217 Systems Analysis of the Earth	4

#### Natural Sciences: 8 credits

SCC201 General Chemistry I	4
SCC202 General Chemistry II	4

**Unrestricted Electives: 2 credits** 2

**TOTAL CREDITS: 63**

Energy Technician:  
AAS Degree

PATHWAYS COMMON CORE: 22 CREDITS

A. REQUIRED CORE: 12 credits

English: 6 credits

ENG101 English Composition I	3
(ENA101 or ENC101 depending on placement scores)	
ENG259 Technical Writing	3

Mathematical and Quantitative Reasoning: 3 credits

MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry	
(depending on placement scores)	

Life and Physical Sciences: 3 credits

SCP101 Topics in Physics	3
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B. FLEXIBLE CORE: 10 credits

Select one course from three of the five flexible core categories

World Cultures and Global Issues	
US Experience in its Diversity	
Creative Expression	
Individual and Society	
Scientific World - Pre-Calculus (4 credits)	

Note: Student can select only one courses from any one discipline. Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.

PROGRAM CORE: 38 CREDITS

Math Engineering & Computer Science:

MAT201 Calculus I	4
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Concentration Area: (select one)

MECHANICAL

Math, Engineering and Computer Science

MAE100 Introduction to Auto CAD	3
MAE107 Manufacturing Processes	3
MAE109 Introduction to Engineering	2
MAE110 Circuits Analysis I	3
MAE111 Circuits Analysis II	3
MAE121 Instrumentation	2
MAE190 Material Sciences	3
MAE191 Statics and Strength of Materials	3
MAE201 HVAC Systems	3
MAE207 Introduction to Thermodynamics for Technology	3
MAE208 Electromechanical Devices	3
MAE230 Senior Design Project	2

Unrestricted elective: 1 credit

1

ELECTRICAL

Math, Engineering and Computer Science

MAC241 Computer Electronics I	4
MAC242 Computer Electronics II	3
MAC291 Computer Logic, Design and Implementation I	4
MAC292 Computer Logic, Design and Implementation II	4
MAE100 Introduction to Auto CAD	3
MAE102 Electrical Drafting and Blue Print Reading	2
MAE109 Introduction to Engineering	2
MAE110 Circuits Analysis I	3
MAE111 Circuits Analysis II	3
MAE208 Electromechanical Devices	3

Unrestricted electives: 2 credits

2

TOTAL CREDITS:

60



# ENVIRONMENTAL SCIENCE

[www.laguardia.edu/environmentalscience](http://www.laguardia.edu/environmentalscience)

Environmental Scientists study how the natural world is influenced by people, helping to solve problems related to environmental sustainability, water, air, and soil pollution, and the management and conservation of animals and plants. The Environmental Science Program, offered through the Natural Sciences Department, leads to an Associate in Science (AS) degree. The Program articulates with Queens College, where graduates are able to transfer all 60 credits. In addition, the Environmental Science Program prepares students for transfer to other CUNY four-year colleges.

The program gives students a solid scientific foundation, including several courses with a fieldwork and hands-on research components focused on New York City. After completing the General Biology and General Chemistry courses, students are introduced to interactions between organisms, their environment, and each other, including competition, predation, and pollination in the Fundamentals of Ecology course. The capstone course, Environmental Science, integrates the principles of global ecology with climate, technology, and sustainable development. The laboratory portion of Environmental Science emphasizes team research on original projects related to local environmental issues and their solutions. Students also will have an opportunity to complete internships at pollution control stations, city agencies, and community based environmental organizations.

The Environmental Science Program prepares students for successful transfer to four-year CUNY colleges in a variety of STEM majors. In addition, the A.S. in Environmental Science 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 science, allowing students to concentrate their studies in biology, chemistry or geology. Graduates of LaGuardia's Environmental Science Program transfer to Queens College with 60 credits to complete their Bachelor's degrees.

## Environmental Science: AS Degree

### PATHWAYS COMMON CORE: 31 CREDITS

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*This program has a waiver to require STEM courses in the Common Core.*

#### A. REQUIRED CORE: 13 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry	

##### Life & Physical Sciences: 4 credits

SCB201 General Biology I (STEM)	4
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#### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World – Students are required to take SCB202 (Fundamentals of Biology II, 4cr.)

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

### PROGRAM CORE: 29 CREDITS

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#### Natural Sciences

NSF101 First Year Seminar for Natural Sciences	2
SCB260 General Microbiology	4
SCB265 Fundamentals of Ecology	4
SCC201 General Chemistry I	4
SCC202 General Chemistry II	4
SCG150 Introduction to Geographic Information Systems	4
SCG250 Environmental Science	4

**Unrestricted electives: 3 credits** 3

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**TOTAL CREDITS:** 60

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# FINE ARTS

[www.laguardia.edu/finearts](http://www.laguardia.edu/finearts)

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 professional Internships in the field.

## Fine Arts: AS Degree

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 CREDITS

**English: 6 credits**

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

**Mathematical and Quantitative Reasoning: 3 credits**

<i>Select one course from the following:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

**Life and Physical Sciences: 3 credits**

<i>Select one course from the following:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 Credits

18

*Select one course from each of the five flexible core categories  
AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

## Fine Arts - Design Studies Option

### PROGRAM CORE: 30 CREDITS

#### Liberal Arts

LIF101 First Year Seminar for Liberal Arts 3

#### Fine Arts

HUA103 Beginning Drawing 3  
HUA104 Introduction to Design 3  
HUA165 Art History: Prehistoric Through Gothic 3  
HUA166 Art History: Renaissance Through Modern 3  
HUA180 Life Drawing 3  
HUA289 Art & Design Seminar 3

*Select one of the following courses: 3 credits* 3

HUA106 Three-Dimensional Design  
HUA110 Beginning Painting  
HUA115 Color Theory  
HUA120 Beginning Sculpture  
HUA130 Beginning Photography  
HUA150 Beginning Printmaking  
HUA185 Illustration

*Select one of the following courses: 3 credits* 3

HUA203 Intermediate Drawing  
HUA210 Intermediate Painting  
HUA220 Intermediate Sculpture  
HUA285 Graphic Narrative

*Select one of the following courses: 3 credits* 3

HUA200 Art of the Twentieth Century  
HUA202 History of Photography  
HUA214 History of Illustration  
HUA215 Art of the Renaissance in Italy  
HUA216 Art of Africa, Oceania and Pre-Columbian America  
HUA294 Experiential Learning  
HUC150 The Art of Film  
HUN195 Art in New York: A Museum/Gallery Seminar  
HUP107 The Philosophy of Art

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**TOTAL CREDITS: 60**

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### DESIGN STUDIES PROGRAM CORE: 30 CREDITS

#### Liberal Arts

LIF101 First Year Seminar for Liberal Arts 3

#### Design Concentration: 27 credits

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

*Select one of the following courses: 3 credits* 3

HUA110 Beginning Painting  
HUA115 Color Theory  
HUA120 Beginning Sculpture  
HUA125 Introduction to Computer Art  
HUA130 Beginning Photography  
HUA150 Beginning Printmaking  
HUA185 Graphic Narrative

*Select one of the following courses: 3 credits* 3

HUA126 Computer Art 2  
HUA203 Intermediate Drawing  
HUA207 Modelmaking I  
HUA210 Intermediate Painting  
HUA220 Intermediate Sculpture  
HUA230 Intermediate Photography  
HUA285 Graphic Narrative

*Select one of the following courses: 3 credits* 3

HUA167 Introduction to African Art  
HUA200 Art of the Twentieth Century  
HUA202 History of Photography  
HUA215 Art of the Renaissance in Italy  
HUN195 Art in New York: A Museum/Gallery Seminar

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**TOTAL CREDITS: 60**

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# HUMAN SERVICES

[www.laguardia.edu/humanservices](http://www.laguardia.edu/humanservices)

The Human Services Program, coordinated by the Health Sciences Department, leads to an Associate in Arts (AA) degree that prepares students for careers in mental health, social work, and other human services related fields. The Program provides a foundation for students to continue their education and training by earning a Bachelor's degree in one of the many helping professions: human services, social work, disability studies, gerontology, and psychology.

The Human Services Program focuses on training students with the skills necessary to provide helping and supportive services to individuals, families, groups, and communities from diverse backgrounds. Human service professionals seek to empower individuals and communities, emphasize strengths and abilities, and foster human growth and development. While the goal of the Program is to prepare students for transfer into Bachelor's degree programs, our graduates may also seek entry-level professional employment positions in various settings such as group homes, after school programs, shelters, senior centers, day care programs, and community-based organizations.

## Human Services: AA Degree

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

Select one course from the following:

MAT107 Math in the Modern World	
MAT115/117 Algebra	
MAT119/120 Statistics	3

##### Life and Physical Sciences: 3 credits

Select one course from the following:

SCB101 Topics in Biological Sciences	3
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 Credits

18

Select one course from each of the five flexible core categories AND one additional course from any flexible core category.

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

To compete the degree requirements from the flexible Core, students are required to take SSY101 General Psychology. Students are also encouraged to take SSP101 U.S. Power & Politics (US Experience in its Diversity) and SSS100 Introduction to sociology (Individual and Society).

### PROGRAM CORE: 30 CREDITS

#### Health Sciences: 6 credits

HSF090 First Year Seminar for Health Sciences	0
SCH160 Health & Wellness	3
SCN195 Community Health (Urban Studies)	2
SCH196 Community Health Research (Urban Studies)	1

#### Human Services: 15 credits

HSS101 Introduction to Human Services	3
HSS102 Social Policy & Social Welfare	3
HSS214 Social Gerontology	3
HSS216 Interviewing & Counseling	3
HSS295 Community Organizing	3

Select one of the following options:

#### Human Services Option: 6 credits

Select two of the following:

HSS208 Human Services & Disabilities	3
HSS218 Group Interviewing and Counseling	3
SCD200 Introductory Nutrition	3
SCH150 Drugs & Behavior	3
SCH210 Human Sexuality	3
SCN194 HIV/AIDS, Science & Society	3
SCN240 Food & Culture	3

#### Health Navigation Option: 6 credits

BTO125 Medical Terminology	3
BTO170 Electronic Health Records	3

#### Fieldwork: 3 credits

HSS290 Health and Human Services Seminar & Internship (Capstone)	3
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### TOTAL CREDITS:

60

# INDUSTRIAL DESIGN

[www.laguardia.edu/Academics/Majors/Industrial-Design](http://www.laguardia.edu/Academics/Majors/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: AAS Degree

### PATHWAYS COMMON CORE: 21 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

#### Life and Physical Sciences: 3 credits

<i>Select one of the following:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 9 Credits

*Select three courses from the flexible core categories below.  
Note: Only one course may be selected from a category and select courses from three different disciplines.*

World Cultures and Global Issues, US Experience in its Diversity, Creative Expression, Individual and Society, Scientific World

*Additional Common Core courses will be required when transferring to a CUNY College. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

### PROGRAM CORE: 39 CREDITS

#### Humanities:

New Student Seminar	
HUA104 Introduction to Design	3
HUA106 Three Dimensional Design	3
HUA107 Form & Structure	3
HUA109 SolidWorks	3
HUA116 Introduction to Woodworking	3
HUA190 Technical Drawing	3
HUA207 Modelmaking	3
HUA212 History of Design	3
HUN192 Art and Society	3

#### Math Engineering & Computer Science: 11 credits

MAE100 Introduction to CAD	3
MAE107 Manufacturing Processes	3
MAT241 Technical Mathematics	4

#### Unrestricted Electives: 2 credits

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<b>TOTAL CREDITS:</b>	<b>60</b>
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# LIBERAL ARTS AND SCIENCES

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.

**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.

**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, and Latin American studies, to choose from.

**DEAF STUDIES OPTION** (AA degree) enables students to learn American Sign Language (ASL), and to understand the complexities 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.

**HISTORY OPTION** (AA degree) 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 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.

**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. Students in the International Studies program learn about cross-cultural understanding, explore global perspectives on various world issues and cultures, become more familiar with distinct regions and cultures of the world, and take at least two cycles of a foreign language. The option in International Studies promotes global awareness, intercultural understanding, and international engagement. The Liberal Arts International Studies Option is articulated with the International Studies interdisciplinary major at City College.

**JAPANESE OPTION** (AA degree) enables students to learn the Japanese language and other related disciplines such as Japanese literature, the art of Asia, East Asian history, religions in Asia, and social psychology in Asia. The curriculum is designed to prepare students for transfer to baccalaureate programs in East Asian Studies or Japan Studies. The Liberal Arts Japanese Option is articulated with the East Asian Studies major (Japanese track) at Queens College.

**LATIN AMERICAN STUDIES OPTION** (AA degree) 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.



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**FILM & TELEVISION 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.

**MUSIC OPTION** (AA degree) offers the flexibility to earn a liberal arts education while taking a variety of music courses, which prepares you for transfer to a Bachelor of Arts in Music program.

There are more than a dozen Bachelor's programs available at CUNY senior colleges to choose from if you opt to continue your education, whether you plan to perform or teach music.

This program is closed to admission starting in Fall 2019.

**POLITICAL SCIENCE OPTION** (AA degree) seeks to educate and empower students to become civically informed and engaged global democratic citizens. To this end, we consider the ways that politics has developed over time, including some of the foundational ideas and institutions that make up government including nation states, international organizations or the sub-units of government such as states, counties, districts, etc. In the process, we address the following questions: What counts as political? What is political power? What is political authority? What makes political authority legitimate or illegitimate? What is the purpose of government? What should it be? What roles do government institutions, political parties, social movements, and interest groups play in a constitutional democracy? Power and conflict are frequent topics of study but so are the means used to make collective and policy decisions such as elections and legislative voting. In studying these topics, political scientists use philosophical, historical, legalistic and quantitative methods.

## **WOMEN, GENDER, AND SEXUALITY STUDIES**

Women, Gender, and Sexuality Studies engages students in the critical discovery and exploration of culture and society through the intersections of gender, sexuality, race, class, age, ability, religion, region, and nationality. The option is designed for students who have a strong interest in learning about key debates and theoretical concepts central to WGS, and for students that plan to major in WGS or related fields at four-year institutions.

As an interdisciplinary option with faculty from Social Sciences, English, and Humanities, WGS prepare students to become better equipped to tackle the systemic implications and outcomes of particular local, national, and global forces that affect women and LGBTQ people.

## **EDUCATION OPTIONS**

**EARLY CHILDHOOD EDUCATION OPTION** (AA degree) prepares students to work with children from birth to second grade in private and public school settings. The curriculum is designed to meet New York State Teacher Education requirements for initial teaching certification, as such it enables students to complete pre-professional requirements before entering a professional teacher education program at a four-year college. This option is articulated with Brooklyn College.

**CHILDHOOD EDUCATION OPTION** (AA degree) prepares students to work with children from first to sixth grade in a public school setting. The curriculum is designed to meet New York State Teacher Education requirements for initial teaching certification, as such it enables students to complete pre-professional requirements before entering a professional teacher education program at a four-year college. This option is articulated with Queens College.

**SECONDARY EDUCATION - TEACHER EDUCATION TRANSFER OPTION** (AA degree) prepares students to work with adolescents from seventh to twelfth grade in a public school setting. The curriculum is designed to meet New York State Teacher Education requirements for initial teaching certification, as such it enables students to complete pre-professional requirements before entering a professional teacher education program at a four-year college. This option is articulated with Queens College.

Descriptions of courses in these majors begin on page 141.

\* \* \*

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

# Liberal Arts–Social Science and Humanities: AA Degree

## PATHWAYS COMMON CORE: 30 CREDITS

### A. REQUIRED CORE: 12 Credits

#### English: 6 credits

ENG101 English Composition I*	3
(ENA or ENC depending on placement scores)	
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
(MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics	
(MAT119 Statistics with Elementary Algebra depending on placement scores)	

#### Life & Physical Sciences: 3 credits

<i>Select one course from the following:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category. Note: Student can select only two courses from any one discipline.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program handbook.*

## PROGRAM CORE: 30 CREDITS

### Liberal Arts

LIF101 First Year Seminar for Liberal Arts	3
LIB200 Humanism, Science and Technology	3

### English

ENG103 Preparing and Writing the Research Paper	3
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### Education & Language Acquisition

ELL101 Introduction to Language	3
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### English/ELA: 3 credits

<i>Select one of the following courses:</i>	3
ELF250 Modern French Literature in Translation	
ELI250 Italian Literature in Translation	
ELJ250 Japanese Literature in Translation	
ELS250 Contemporary Latin American Fiction in Translation	
ENG204 Asian American Literature	
ENG235 Cultural Identity in American Literature	

ENG245 Images of Women in Literature  
ENG247 The Woman Writer  
ENG248 Latino/Latina Writing of the United States  
ENG261 Literature of Difference: Lesbian/Gay Writers

### Humanities: 6 credits

*Select one of the following courses*

HUA103 Beginning Drawing  
HUA110 Beginning Painting  
HUA120 Beginning Sculpture  
HUA125 Introduction to Computer Art  
HUA130 Beginning Photography  
HUM155 Voice I  
HUM170 Guitar I  
HUT110 Acting I

*Select one of the following courses:*

HUA101 Introduction to Art  
HUN195 Art in New York  
HUC106 Public Speaking  
HUC150 The Art of Film  
HUC270 American Film  
HUM109 World Music  
HUM210 American Music  
HUP101 Introduction to Philosophy  
HUP104 Ethics and Moral Issues  
HUP105 Philosophy of Religion  
HUP106 Social and Political Philosophy

### Social Science: 6 credits

*Select 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

*Select one of the following courses:*

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  
SSH113 Modern Chinese History  
SSH114 Modern Japanese History  
SSH121 Ancient Greek Civilization  
SSH122 History of the Roman State and People  
SSH131 Latin American History 1  
SSH132 Latin American History 2  
SSH151 Women and Gender in US History  
SSH153 History of US Foreign Policy & International Relations  
SSH171 The World Since 1900  
SSH231 Afro-American History  
SSH232 Survey of Latin American and Caribbean History

### Unrestricted electives: 3 credits

## TOTAL CREDITS:

60



OR

CHILDHOOD EDUCATION OPTION	
<b>PATHWAYS COMMON CORE: 30 CREDITS</b>	
<b>A. REQUIRED CORE: 12 Credits</b>	
<b>English: 6 credits</b>	
ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3
<b>Mathematical and Quantitative Reasoning: 3 credits</b>	
<i>Select one course from the following:</i>	3
MAT107: Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	
<b>Life &amp; Physical Sciences: 3 credits</b>	
<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	
<b>B. FLEXIBLE CORE: 18 Credits</b>	<b>18</b>
<i>Select one course from each of the five flexible core categories and one additional course from any flexible core category.</i>	
World Cultures and Global Issues	
US Experience in its Diversity	
Creative Expression	
Individual and Society	
Scientific World	
<i>To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.</i>	
<b>PROGRAM CORE: 30 CREDITS</b>	
<b>Education &amp; Language Acquisition: 12 credits</b>	
EDF101 First Year Seminar for Education	3
ELE110 Arts in Education	3
ELE203 Language and Literacy in Childhood Education	3
ELN120 Foundations of American Education	3
<b>Humanities: 3 credits</b>	
HUC116 Survey of Speech, Language and Hearing Disorders	3
<b>Social Science: 9 credits</b>	
SSH101 Themes in American History I	3
SSH101 Themes in American History II	3
SSY105 Learning and Education	3
<b>Mathematics, Engineering and Computer Science: 3 credits</b>	
MAT104 Mathematics in Elementary Education	3
<b>TOTAL CREDITS:</b>	<b>60</b>

OR

DEAF STUDIES OPTION	
<b>PATHWAYS COMMON CORE: 30 CREDITS</b>	
<b>A. REQUIRED CORE: 12 Credits</b>	
<b>English: 6 credits</b>	
ENG101 English Composition I*	3
(ENA101 or ENC101 depending on placement scores)	
ENG102 Writing through Literature	3
<b>Mathematical and Quantitative Reasoning: 3 credits</b>	
<i>Select one course from the following:</i>	3
MAT107: Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	
<b>Life &amp; Physical Sciences: 3 credits</b>	
<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	
<b>B. FLEXIBLE CORE: 18 Credits</b>	<b>18</b>
<i>Select one course from each of the five flexible core categories AND one additional course from any flexible core category.</i>	
World Cultures and Global Issues	
US Experience in its Diversity	
Creative Expression	
Individual and Society	
Scientific World	
<i>Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.</i>	
<b>PROGRAM CORE: 30 CREDITS</b>	
<b>Liberal Arts</b>	
LIF101 First Year Seminar for Liberal Arts	3
LIB200 Humanism, Science and Technology	3
<b>English</b>	
ENG103 Preparing and Writing the Research Paper	3
<b>Education &amp; Language Acquisition</b>	
ELN101 Introduction to Bilingualism	3
<b>Deaf Studies</b>	
ELM101 American Sign Language	3
ELM102 American Sign Language II	3
ELM103 American Sign Language III	3
ELM104 American Sign Language IV	3
ELM210 Sign Language Linguistics	3
<b>Social Science</b>	
SSS190 Sociology of American Deaf Community	3
<b>TOTAL CREDITS:</b>	<b>60</b>

OR

## EARLY CHILDHOOD EDUCATION OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

ENG101 English Composition I* (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following:</i>	3
MAT107: Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

##### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories and one additional course from any flexible core category*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

### PROGRAM CORE: 30 CREDITS

#### Education Core: 15 Credits

EDF101 First Year Seminar for Education	3
ELE110 Arts in Education	3
ELE205 Language and Literacy in Early Childhood Education	3
ELN121 Foundations of Early Childhood Education	3
ELN206 Family, School & Community in Early Childhood Education	3

#### Humanities

HUC116 Survey of Speech, Language and Hearing Disorders	3
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#### Social Science

SSY101 General Psychology	3
SSY105 Learning and Education	3
SSY230 Abnormal Psychology	3
SSY240 Developmental Psychology	3

**TOTAL CREDITS: 60**



LAGUARDIA COMMUNITY COLLEGE

OR

## FILM AND TELEVISION OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

##### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

### PROGRAM CORE: 30 CREDITS

#### Liberal Arts

LIF101 First Year Seminar for Liberal Arts	3
LIB200 Humanism, Science and Technology	3

#### English

ENG103 Preparing and Writing the Research Paper	3
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#### Media Studies

HUC150 Art of Film	3
HUC238 Screenwriting	3
HUC240 Video Production Workshop I	3
HUC270 American Film	3

*Select one of the following:*

HUC241 Video Production Workshop II	3
HUC242 Postproduction Effects, Color, Audio	
HUN196 Film in New York City	

#### Social Science

*Select one of the following:* 3

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	

*Select one of the following:*

SSH101 Themes in American History to 1865	3
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	
SSP220 Politics of Latin America and the Caribbean	

**TOTAL CREDITS:**

**60**

## HISTORY OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

- ENG101 English Composition I\* 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

##### Mathematical and Quantitative Reasoning: 3 credits

- Select one of the following courses:* 3  
MAT107 Mathematics and the Modern World  
MAT115 College Algebra and Trigonometry  
(MAT117 Algebra and Trigonometry depending on placement scores)  
MAT120 Elementary Statistics  
(MAT119 Statistics with Elementary Algebra depending on placement scores)

##### Life & Physical Sciences: 3 credits

- Select one of the following courses:* 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

#### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category. Note: Students can select only two courses from any one discipline.*

- World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

### PROGRAM CORE: 30 CREDITS

#### Liberal Arts: 6 credits

- LIF101 First Year Seminar for Liberal Arts 3  
LIB200 Humanism, Science and Technology 3

#### English

- ENG103 Preparing and Writing the Research Paper 3

#### Humanities: 3 credits

- Select one of the following courses:* 3  
HUA101 Introduction to Art  
HUA103 Beginning Drawing  
HUA110 Beginning Painting  
HUA120 Beginning Sculpture  
HUA130 Beginning Photography  
HUC101 Fundamentals of Speech Communication  
HUC106 Public Speaking  
HUC150 The Art of Film  
HUC270 American Film  
HUM101 Introduction to Music  
HUM155 Voice I  
HUM170 Guitar I  
HUM210 American Music  
HUN195 Art in New York  
HUP101 Introduction to Philosophy  
HUP104 Ethics and Moral Issues  
HUP105 Philosophy of Religion  
HUP106 Social and Political Philosophy  
HUT101 Art of Theatre  
HUT110 Acting I

#### Social Science: 18 credits

- Select four of the following courses:* 12  
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  
SSH113 Modern Chinese History  
SSH114 Modern Japanese History  
SSH121 Ancient Greek Civilization  
SSH122 History of the Roman State and People  
SSH131 Latin American History 1  
SSH132 Latin American History 2  
SSH151 Women and Gender in US History  
SSH153 History of US Foreign Policy & International Relations  
SSH171 The World Since 1900  
SSH231 Afro-American History  
SSH232 Survey of Latin American and Caribbean History

- Select two of the following:* 6  
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

### TOTAL CREDITS:

60

## INTERNATIONAL STUDIES OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

- ENG101 English Composition I\* 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

##### Mathematical and Quantitative Reasoning: 3 credits

- Select one of the following courses:* 3  
MAT107 Mathematics and the Modern World  
MAT115 College Algebra and Trigonometry  
(MAT117 Algebra and Trigonometry depending on placement scores)  
MAT120 Elementary Statistics  
(MAT119 Statistics with Elementary Algebra depending on placement scores)

##### Life & Physical Sciences: 3 Credits

- Select one of the following courses:* 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCC102 Chemistry of Photography  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

#### B. FLEXIBLE CORE: 18 credits 18

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category. Note: Students can select only two courses from any one discipline.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed in the program handbook.*

### PROGRAM CORE: 30 CREDITS

#### ENG/ELA/Humanities: 3 credits

- Select one of the following courses:* 3  
EIS216 International Schooling in Global Contexts  
ENG295 World Literatures Written in English  
ELF250 Modern French Literature in Translation  
ELS250 Contemporary Latin American Fiction in Translation  
ELA250 Modern Arabic Literature in Translation  
ELC 250 Chinese Literature in English Translation  
ELH250 Contemporary Hebrew Lit in Translation  
ELI250 Italian Literature in Translation  
ELJ250 Japanese Literature in Translation  
ELK250 Modern Korean Literature in Translation  
ELR250 20th Century Russian Literature in Translation  
ELA260 Arab Cinema: Cultural Insights through Film  
HUM107 Music of Latin America  
HUM109 World Music  
HUA167 Introduction to African Art  
HUA191 Art of Eastern Asia

#### Education and Language Acquisition: 9 credits

- EIS215 Language Issues in a Global World 3  
Modern Language 6

#### Social Science: 9 credits

- Select one of the following courses:* 3  
SSA106 Anthropology of Latin America  
SSA120 Peoples and Cultures of the Caribbean  
SSH113 Modern Chinese History  
SSH114 Modern Japanese History  
SSH153 History of the United States and World Affairs  
SSH110 East Asia Civilization and Societies  
SSA100 Introduction to Anthropology  
SSA101 Cultural Anthropology  
SSE105 International Economics  
SSE125 World Geography  
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  
SSS100 Introduction to Sociology

- Select two of the following courses:* 6  
SSH232 Survey of Latin American and Caribbean History  
SSP220 Politics of Latin America and the Caribbean  
SSP200 Global Politics  
SSP250 Political Ideas and Ideologies  
SSI210 Women in Society

**TOTAL CREDITS:**

**60**

## JAPANESE OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

ENG101 English Composition I* (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

##### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues (ELJ101 and ELJ102)  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

### PROGRAM CORE: 30 CREDITS

#### Liberal Arts

LIF101 First Year Seminar for Liberal Arts	3
LIB200 Humanism, Science and Technology	3

#### English

ENG 103 Preparing and Writing the Research Paper	3
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#### Education and Language Acquisition

ELJ103 Intermediate Japanese I	3
ELJ104 Intermediate Japanese II	3
ELJ250 Japanese Literature in Translation	3

*Select one of the following courses:* 3

ELC101 Elementary Modern Chinese I	
ELC102 Elementary Modern Chinese II	
ELC103 Intermediate Modern Chinese I	
ELC105 Modern Chinese for Heritage Students	
ELC201 Modern Chinese Literature (taught in Chinese)	
ELC202 Contemporary Chinese Literature (taught in Chinese)	
ELC203 Classic Chinese Literature (taught in Chinese)	
ELK101 Elementary Korean I	
ELK102 Elementary Korean II	
ELK103 Intermediate Korean I	
ELK201 Modern Korean Literature (taught in Korean)	

[Note] One Chinese or Korean language course depending on the placement score. ELC101 and ELK101 are not paired with the 102-level course for Japanese Option students.

#### Humanities

*Select one of the following courses:* 3

HUA101 Introduction to Art	
HUA191 The Art of Eastern Asia	
HUC106 Public Speaking	
HUC150 The Art of Film	
HUM101 Introduction to Music	
HUN195 Art in New York	
HUP101 Introduction to Philosophy	
HUP104 Ethics and Moral Issues	

#### Social Science: 3 credits

*Select one of the following courses:* 3

SSA100 Introduction to Anthropology	
SSA101 Cultural Anthropology	
SSE105 International Economics	
SSE125 World Geography	
SSH105 World History from Ancient Times to 1500	
SSH106 World History from 1500 to the Present	
SSP200 Global Politics	
SSH103 Western Civilization from Ancient Times to the Renaissance	
SSH104 Western Civilization from the Renaissance to Modern Times	
SSH110 East Asia Civilization and Societies	
SSH231 Afro-American History	
SSH232 Survey of Latin American and Caribbean History	
SSP220 Politics of Latin America and the Caribbean	
SSS100 Introduction to Sociology	

**Unrestricted electives: 3 credits** 3

**TOTAL CREDITS:**

**60**

**JOURNALISM OPTION****PATHWAYS COMMON CORE: 30 CREDITS****A. REQUIRED CORE: 12 Credits****English: 6 credits**

ENG101 English Composition I 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

**Mathematical and Quantitative Reasoning: 3 credits**

*Select one of the following courses:* 3  
MAT107 Mathematics and the Modern World  
MAT115 College Algebra and Trigonometry  
(MAT117 Algebra and Trigonometry depending on placement scores)  
MAT120 Elementary Statistics  
(MAT119 Statistics with Elementary Algebra depending on placement scores)

**Life & Physical Sciences: 3 credits**

*Select one of the following courses:* 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCC102 Chemistry of Photography  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

**B FLEXIBLE CORE: 18 Credits**

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

**PROGRAM CORE: 30 CREDITS****Liberal Arts**

LIF101 First Year Seminar for Liberal Arts 3  
LIB200 Humanism, Science and Technology 3

**English**

ENG103 Preparing and Writing the Research Paper 3

**Journalism Core**

*Select four of the following courses:* 12  
ENG208 Introduction to Digital Journalism  
ENG209 Advanced Digital Journalism  
ENG210 Journalism: Its Scope and Use  
ENG211 Journalism: The Craft of Gathering and Reporting the News  
ENG212 Feature Writing for Newspapers and Popular Magazines  
ENG213 Broadcast Journalism: Writing for Radio  
ENG274 Creative Nonfiction Workshop  
ENG288 Internship

**Humanities**

*Select one of the following courses:* 3  
HUA101 Introduction to Art  
HUC106 Public Speaking  
HUC150 The Art of Film  
HUM101 Introduction to Music  
HUN195 Art in New York  
HUP101 Introduction to Philosophy  
HUP104 Ethics and Moral Issues

**Social Science**

*Select one of the following:* 3  
SSA100 Introduction to Anthropology  
SSA101 Cultural Anthropology  
SSE105 International Economics  
SSE125 World Geography  
SSH105 World History from Ancient Times to 1500  
SSH106 World History from 1500 to the Present  
SSP200 Global Politics  
SSH103 Western Civilization from Ancient Times to the Renaissance  
SSH104 Western Civilization from the Renaissance to Modern Times  
SSH110 East Asia Civilization and Societies  
SSH231 Afro-American History  
SSH232 Survey of Latin American and Caribbean History  
SSP220 Politics of Latin America and the Caribbean  
SSS100 Introduction to Sociology

**Unrestricted electives: 3 credits** 3

**TOTAL CREDITS:****60**

## LATIN AMERICAN STUDIES OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

- ENG101 English Composition I 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

##### Mathematical and Quantitative Reasoning: 3 credits

- Select one of the following courses:* 3  
MAT107 Mathematics and the Modern World  
MAT115 College Algebra and Trigonometry  
(MAT117 Algebra and Trigonometry depending on placement scores)  
MAT120 Elementary Statistics  
(MAT119 Statistics with Elementary Algebra depending on placement scores)

##### Life & Physical Sciences: 3 Credits

- Select one of the following courses:* 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCC102 Chemistry of Photography  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

#### B. Flexible Core: 18 credits 18

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

- World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline. If you took a foreign language 101 you must take 102 in the same language to get credit for the 101.*

### PROGRAM CORE: 30 CREDITS

#### Liberal Arts

- LIF101 First Year Seminar for Liberal Arts 3  
LIB200 Humanism, Science and Technology 3

#### English: 3 credits

- ENG103 Preparing and Writing the Research Paper 3

#### Education and Language Acquisition: 6 credits

- Select two of the following:* 6  
ELF201 French Literature From a Global Perspective  
ELF250 Modern French Literature in Translation  
ELS200 Latin American Literature I  
ELS201 Latin American Literature II  
ELS204 Latin American Civilizations  
ELS205 Latin American Civilizations  
ELS250 Latin American Fiction in Translation  
*ELS200, ELS201, ELS204 are taught in Spanish*  
*ELS205, ELS250 and ELF250 are taught in English*  
*ELF201 is taught in French*

#### Humanities: 6 credits

- Select two of the following:* 6  
HUA196 Latin American Art  
HUC150 The Art of Film  
HUM107 Music of Latin America  
HUP116 Latin American Philosophy  
HUT220 Contemporary Latina/o Theatre in the United States

#### Social Science: 6 credits

- Select two of the following:* 6  
SSA106 Anthropology of Latin America  
SSA120 Peoples and Culture of the Caribbean  
SSH232 Survey of Latin American and Caribbean History  
SSP200 Global Politics  
SSP220 Politics of Latin America and the Caribbean

#### ELA/Humanities/Social Science Elective: 3 credits

Choose an additional course from Social Science, Humanities or ELA from the above lists.

**TOTAL CREDITS:**

**60**



**MUSIC OPTION****PATHWAYS COMMON CORE: 30 CREDITS****A. REQUIRED CORE: 12 Credits****English: 6 credits**

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

**Mathematical and Quantitative Reasoning: 3 credits**

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

**Life & Physical Sciences: 3 credits**

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

**B. FLEXIBLE CORE: 18 Credits**

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

**PROGRAM CORE: 30 CREDITS****Liberal Arts: 6 credits**

LIF101 First Year Seminar for Liberal Arts	3
LIB200 Humanism, Science and Technology	3

**English: 3 credits**

ENG103 Preparing and Writing the Research Paper	3
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**Education and Language Acquisition: 3 credits**

ELL101 Introduction to Language	3
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**Music: 15 credits**

HUM101 Introduction to Music	3
HUM140 Music Theory I	2
HUM144 Musicianship I	2
HUM180 Piano I	1
HUM181 Piano II	1
HUM240 Harmony and Counterpoint	2

*Select one of the following courses:*

HUM174 Ensemble I	2
HUM152 Contemporary Vocal Ensemble I	2

*Select one of the following courses:*

HUM274 Ensemble II	2
HUM252 Contemporary Vocal Ensemble II	2

**Social Science: 3 credits**

*Select one of the following:*

SSA101 Cultural Anthropology	3
SSP101 US Power and Politics	
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	
SSP220 Politics of Latin America and the Caribbean	

**TOTAL CREDITS:****60****Closed for admission for Fall 2019**

## POLITICAL SCIENCE OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

ENG101 English Composition I\* 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

##### Mathematical and Quantitative Reasoning: 3 credits

*Select one of the following courses:* 3  
MAT107 Mathematics and the Modern World  
MAT115 College Algebra and Trigonometry  
(MAT117 Algebra and Trigonometry depending on placement scores)  
MAT120 Elementary Statistics  
(MAT119 Statistics with Elementary Algebra depending on placement scores)

##### Life & Physical Sciences: 3 credits

*Select one of the following courses:* 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCC102 Chemistry of Photography  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

#### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

### PROGRAM CORE: 30 CREDITS

#### Liberal Arts

LIF101 First Year Seminar for Liberal Arts 3  
LIB200 Humanism, Science and Technology 3

#### English

ENG103 Preparing and Writing the Research Paper 3

#### Social Science: 18 credits

SSP101 U.S. Power and Politics 3  
SSP200 Global Politics 3  
SSP245 Law and Human Rights in America 3  
SSP250 Political Ideas and Ideologies 3

*Select one of the following courses:* 3  
SSN192 Practical Politics of NYC  
SSN210 Politics of Sexuality

*Select one of the following courses:* 3  
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  
SSA100 Introduction to Anthropology  
SSA101 Cultural Anthropology  
SSE103 Introduction to Microeconomics  
SSE104 Introduction to Macroeconomics  
SSS100 Introduction to Sociology

#### Unrestricted Elective: 3 credits

**TOTAL CREDITS:**

**60**

## SECONDARY EDUCATION - TEACHER EDUCATION TRANSFER OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107: Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

##### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories  
AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*To complete the degree requirements from the Flexible Core,  
students are advised to select courses from the recommended  
course selections listed on the program website.*

### PROGRAM CORE: 30 CREDITS

#### Education Core: 9 credits

EDF101 First Year Seminar for Education	3
ELE204 Language and Literacy in Secondary Education	3
ELN122 Foundations of American Education: Grades 7-12	3

#### Education and Language Acquisition: 9 credits

ELL101 Introduction to Language	3
Two Modern Language courses in the same language	6

#### Social Science: 3 credits

SSY105 Learning and Education	3
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#### Select one of the following concentrations:

##### Adolescent Education: English: 9 credits

<i>Select two of the following courses:</i>	6
ENG290 British Literature I	
ENG291 British Literature II	
ENG292 American Literature I	
ENG293 American Literature II	

##### *Select one of the following courses:*

ENG204 Asian American Literature	3
ENG225 Afro-American Literature	
ENG247 The Woman Writer	
ENG248 Latino/Latina Writing in the US	
ENG266 Shakespeare	
ENG270 Introduction to Poetry	
ENG280 Children's Literature	

##### Adolescent Education: Math: 9 credits

Unrestricted elective	1
<i>Select two of the following courses:</i>	8
MAT201 Calculus I	4
MAT202 Calculus II	4
MAT230 Introduction to Discrete Mathematical Structures	4

##### Adolescent Education: Science: 9 credits

Unrestricted elective	1
<i>Select two of the following courses:</i>	8
SCB201 General Biology I	4
SCB202 General Biology II	4
SCC201 General Chemistry I	4

##### Adolescent Education: Social Science: 9 credits

<i>Select three of the following courses:</i>	9
SSH101 Themes in American History I	3
SSH102 Themes in American History II	3
SSH103 Western Civilization from Ancient Times to the Renaissance	3
SSH104 Western Civilization from the Renaissance to Modern Times	3
SSH105 World History from Ancient Times to 1500	3
SSH106 World History from 1500 to the present	3
SSA101 Cultural Anthropology	3
SSA106 Anthropology of Latin America	3
SSS100 Introduction to Sociology American Society	3
SSS280 Sociology of the Family	3
SSP101 US Power and Politics	3

##### Adolescent Education: Spanish: 9 credits

ELS204 Latin American Civilizations	3
ELS210 Advanced Spanish Composition	3
<i>Select one of the following courses:</i>	3
ELS200 Latin American Literature I	
ELS201 Latin American Literature II	

*Note: Students are required to take a placement exam before  
registering for any ELS course.*

**TOTAL CREDITS:**

**60**

## WOMEN, GENDER AND SEXUALITY STUDIES OPTION

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

ENG101 English Composition I 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

##### Mathematical and Quantitative Reasoning: 3 credits

*Select one of the following courses:* 3  
MAT107 Mathematics and the Modern World  
MAT115 College Algebra and Trigonometry  
(MAT117 Algebra and Trigonometry depending on placement scores)  
MAT120 Elementary Statistics  
(MAT119 Statistics with Elementary Algebra depending on placement scores)

##### Life & Physical Sciences: 3 credits

*Select one of the following courses:* 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCC102 Chemistry of Photography  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

#### B. FLEXIBLE CORE: 18 Credits 18

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category. Note: Students can select only two courses from any one discipline.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

### PROGRAM CORE: 30 CREDITS

#### Liberal Arts

LIF101 First Year Seminar for Liberal Arts 3  
LIB 200 Humanism, Science & Technology 3

#### Women, Gender and Sexuality Studies

LIB101 Introduction to Women, Gender and Sexuality Studies 3  
LIB201: Transnational Feminisms 3

#### English: 6 credits

ENG 103 Preparing and Writing the Research Paper 3

*Select one of the following courses:* 3

ENG245 Images of Women in Literature  
ENG247 The Woman Writer: Her Vision and Her Art  
ENG261 Literature of Difference: Gay and Lesbian Writers  
ENG252 Sexuality in Literature

#### Humanities: 3 credits

*Select one of the following courses:* 3  
HUP122 Philosophy of Gender and Sex  
HUC118 Gender and Communication

#### Social Science: 9 credits

*Select three of the following courses:* 9  
SSH151 Women and Gender in U.S. History  
SSN201 Politics of Sexuality  
SSI210 Women in Society  
SSY205 Psychology of Women

**TOTAL CREDITS:**

**60**

# Liberal Arts–Mathematics and Science: AS Degree

## PATHWAYS COMMON CORE: 32 CREDITS

*This program has a waiver to require STEM courses in the Common Core.*

### A. REQUIRED CORE:

#### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	3
MAT120 Elementary Statistics I	

#### Life & Physical Sciences: 4 credits

<i>Select one of the following courses:</i>	4
SCB201 Fundamentals of Biology I (STEM)	
SCC201 Fundamentals of Chemistry I (STEM)	
SCP201 Fundamentals of Physics I (STEM)	

### B. FLEXIBLE CORE: 19 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

## PROGRAM CORE: 28 CREDITS

### Liberal Arts

LMF101 First Year Seminar for LA Math/Sci	3
LIB200 Humanism, Science and Technology	3

### Humanities

HUC106 Public Speaking	3
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### Social Science: 3 credits

<i>Select one of the following courses:</i>	3
SSA100 Introduction to Anthropology	
SSA101 Cultural Anthropology	
SSE103 Introduction to Microeconomics	
SSE104 Introduction to Macroeconomics	
SSP101 U.S. Power and Politics	
SSP200 Global Politics	

## PROGRAM CORE, CONTINUED

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	

### Math/Science: 15 credits

<i>Select four to five courses from the following:</i>	
MAT121 Elementary Statistics II	3
MAT200 Pre-Calculus (STEM)	4
MAT201 Calculus (STEM)	4
MAT202 Calculus II (STEM)	4
MAT203 Calculus III (STEM)	4
MAT204 Elementary Differential Equations	4
MAT210 Linear Algebra	3
MAT212 Linear Algebra and Vector Analysis	3
MAT221 Introduction to Probability	4
MAT231 Introduction to Discrete Math	3
SCB115 Principles of Biology	4
SCB165 Vertebrae Evolution	3
SCB201 Fundamentals of Biology I	4
SCB202 Fundamentals of Biology II	4
SCB203 Human Anatomy and Physiology I	4
SCB204 Human Anatomy and Physiology II	4
SCB208 Vertebrae Anatomy and Physiology I	2
SCB209 Vertebrae Anatomy and Physiology II	3
SCB240 Biotechnology I	2
SCB252 Fundamentals of Biotechniques	2
SCB255 Cell Biology	3
SCB260 General Microbiology	4
SCB265 Fundamentals of Ecology	4
SCC105 Introduction to Chemistry	4
SCC110 Foundations of Chemistry	4
SCC201 Fundamentals of Chemistry I	4
SCC202 Fundamentals of Chemistry II	4
SCC251 Organic Chemistry I	5
SCC252 Organic Chemistry II	5
SCG120 Introduction to Oceanography	3
SCG150 Introduction to Geographic Information Systems	3
SCI204 Research in Natural Sciences	3
SCP160 Foundations of the Physical Sciences	3
SCP201 Fundamentals of Physics I	4
SCP202 Fundamentals of Physics II	4
SCP231 General Physics I	4
SCP232 General Physics II	4

Unrestricted Elective: 1 credit	1
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## TOTAL CREDITS:

60

# MUSIC PERFORMANCE

[www.laguardia.edu/majors](http://www.laguardia.edu/majors)

The Music Performance major, offered through the Humanities Department, leads to an Associate of Science (AS) degree. This curriculum provides students with skills and knowledge necessary to pursue a wide spectrum of careers in music and the entertainment industry. Students develop performance-based skills through a combination of classroom training and individual instrumental instruction. Participation in performances in a variety of musical styles will be a part of every student's program. Studies include the ability to analyze, critically assess and write about music through courses in music history, music theory, and musicianship. This balanced approach to the AS in Music Performance degree provides students with a strong foundation in which to pursue a career in performance, production, or education. Students transferring to a senior college will have the option of pursuing a Bachelor of Music, Bachelor of Arts, Bachelor of Science, or a Bachelor of Fine Arts degree.

## Music Performance: AS Degree

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics & The Modern World	
MAT115 College Algebra & Trigonometry (MAT117 <i>Algebra &amp; Trigonometry depending on placement scores</i> )	
MAT120 Elementary Statistics (MAT119 <i>depending on placement scores</i> )	

##### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC105 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 Credits

18

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

### PROGRAM CORE: 30 CREDITS

LIF101 First Year Seminar for Liberal Arts	3
HUM 101 Introduction to Music	3
HUM 140 Music Theory I	3
HUM 240 Harmony and Counterpoint	4
HUM 144 Musicianship I	2
HUM 244 Musicianship II	2
HUM 180 Piano I	1
HUM 181 Piano II	1
HUM 182 Piano III	1
HUM 183 Piano IV	1
HUM 160 Applied Music I	2
HUM 161 Applied Music II	2
HUM 261 Applied Music III	2

*Select one course from the following:*

HUM 152 Contemporary Vocal Ensemble I	1
HUM 174 Ensemble I	1

*Select one course from the following:*

HUM 252 Contemporary Vocal Ensemble II	1
HUM 274 Ensemble II	1

*Select one course from the following:*

HUM 253 Contemporary Vocal Ensemble III	1
HUM 275 Ensemble III	1

### TOTAL CREDITS:

60

# MUSIC RECORDING TECHNOLOGY

[www.laguardia.edu/music-recording](http://www.laguardia.edu/music-recording)

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. 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: AAS Degree

### PATHWAYS COMMON CORE: 21 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

##### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC105 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 9 Credits

9

*Select three courses from the flexible core categories below.  
Note: Only one course may be selected from a category and select courses from three different disciplines.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Additional Common Core courses will be required when transferring to a CUNY College. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

*Students are advised to select one urban studies course from the flexible core to complete college graduation requirements.*

### PROGRAM CORE: 39 CREDITS

#### Humanities: 12 credits

MRF101 First Year Seminar for MRT	2
HUM140 Music Theory I	2
HUM146 Music Audio Recording	3
HUM147 Music Audio Recording 2	3
HUM180 Piano 1	1
HUM181 Piano 2	1

#### Technology: 27 credits

HUX102 Basics of Digital Audio	3
HUX103 Ear Training and Acoustics	3
HUX104 The Business of Music	3
HUX106 Digital Music Production	3
HUX107 Analog Equipment and Microphones	3
HUX108 Mixing Music I	3
HUX110 Recording Workshop	3
HUX112 Post-Production Audio	3
HUX114 Audio Career Applications	3

**TOTAL CREDITS:**

**60**

# NEW MEDIA TECHNOLOGY

[www.laguardia.edu/new-media-technology/](http://www.laguardia.edu/new-media-technology/)

New Media Technology students develop a broad understanding of multimedia and Internet-based technologies in order to develop expertise in creating the type of digital content that is widely in demand. The field of New Media is incredibly varied and provides writers, musicians, artists, filmmakers, and business people with powerful new tools for economic development and creative expression. As a New Media Technology specialist you can choose the career path that best fits your skills. This program can be an excellent choice for students who are technically competent and creative. Choose from specializations in: Digital Media, Game Design, Mobile App Development, E-Business or Digital Journalism.

## New Media Technology: AAS Degree

### PATHWAYS COMMON CORE: 21 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

- |  |   |
|--|---|
| ENG101 English Composition I<br>(ENA101 or ENC101 depending on placement scores) | 3 |
| ENG102 Writing through Literature  | 3 |

##### Mathematical and Quantitative Reasoning: 3 credits

- |  |   |
|--|---|
| <i>Select one course from the following:</i>   | 3 |
| MAT107 Mathematics & the Modern World  |   |
| MAT115 College Algebra & Trigonometry<br>(MAT117 Algebra & Trigonometry depending<br>on placement scores)    |   |
| MAT120 Elementary Statistics<br>(MAT119 Statistics with Elementary Algebra depending<br>on placement scores) |   |

##### Life and Physical Sciences: 3 credits

- |   |   |
|---|---|
| <i>Select one of the following courses:</i> | 3 |
| SCB101 Topics in Biological Sciences        |   |
| SCB206 Introduction to Neuroscience         |   |
| SCC101 Topics in Chemistry                  |   |
| SCC102 Chemistry of Photography             |   |
| SCP101 Topics in Physics                    |   |
| SCP105 Life in the Universe                 |   |
| SCP140 Topics in Astronomy                  |   |

#### B. FLEXIBLE CORE\*

*Select three courses from the five flexible core categories.*

- World Cultures and Global Issues
- US Experience in its Diversity
- Creative Expression
- Individual and Society
- Scientific World

*Students are advised to select an Urban Study course to complete college requirements. To complete the degree requirements from Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Students can select only two courses from any one discipline.*

### PROGRAM CORE: 24 CREDITS

#### New Media Technology: 18 credits

- |  |   |
|--|---|
| LIF101 First Year Seminar              | 3 |
| HUW112 Introduction to New Media       | 3 |
| HUW162 Web Animation                   | 3 |
| HUW163 Internet Video                  | 3 |
| HUW166 Introduction to Web Development | 3 |
| HUW269 New Media Project Lab           | 3 |

#### Urban Studies: 6 credits

- |   |   |
|---|---|
| <i>Select one of the following courses:</i> | 3 |
| HUN165 The Mediated City                    |   |
| HUN196 Film and New York City               |   |

- |   |   |
|---|---|
| <i>Select one of the following courses 3 credits:</i> | 3 |
| HUW260 Experiential Learning in New Media Technology  |   |
| HUW111 E-Commerce                                     |   |

*Select one track from the following:*

#### DIGITAL MEDIA TRACK

*Select five (5) of the following courses: 15 credits*

- HUA125 Computer Art I
- HUA126 Computer Art II
- HUA103 Beginning Drawing
- HUA131 Digital Photography
- HUC240 Video Production Workshop I
- HUC241 Video Production Workshop II
- HUM146 Music Audio Recording
- HUW160 Topics in New Media
- HUW161 Principles of Multimedia and Web Design
- HUW167 Dynamic Web Design
- HUW169 Game Design

#### SMART PHONE APP DEVELOPMENT TRACK

- iOS Concentration (15 credits)
- MAC101 Introduction to Computer Science
- MAC105 Objective C Programming
- MAC110 Systems Analysis and Design
- MAC120 Introduction to Mobile App Development
- MAC221 App Development for iOS
- or Android Concentration (15 credits)
- MAC101 Introduction to Computer Science
- MAC190 Object-Oriented Programming
- MAC110 Systems Analysis and Design
- MAC120 Introduction to Mobile App Development
- MAC220 App Development for Android Devices



**ENTREPRENEURSHIP TRACK (15 CREDITS)**

BTM101 Introduction to Business  
 BTM104 Principles of Marketing  
 BTM110 Business Law  
 BTM116 Introduction to eBusiness  
 BTM251 Launching New Businesses

**DIGITAL JOURNALISM TRACK (15 CREDITS)**

ENG208 Introduction to Digital Journalism  
 ENG209 Advanced Digital Journalism  
 ENG210 Journalism: Its Scope and Use  
*Select two of the following courses: 6 credits*  
 ENG211 Journalism: Craft of Gathering and Reporting the News  
 ENG212 Feature Writing for Newspapers and Popular Magazines  
 ENG213 Broadcast Journalism: Writing for Radio  
 ENG274 Creative Nonfiction Workshop  
 ENG277 Creative Writing New Media Workshop

**GAME DEVELOPMENT TRACK (15 CREDITS)**

HUW169 Game Design  
 MAC101 Introduction to Computer Science  
 MAC110 System Analysis and Design  
 MAC125 Advanced C++ Programming  
 MAC280 Game Programming

**TOTAL CREDITS:****60****Digital Media Arts Certificate****Humanities: 33 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
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**Elective: 3 credits**

<i>Select one of the following:</i>	3
Introduction to Web Development HUW166	
Music Audio Recording I HUM146	

**TOTAL CREDITS: 33**

# NURSING

## (REGISTERED NURSING)

[www.laguardia.edu/nursing](http://www.laguardia.edu/nursing)

The Nursing Program (RN), 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 accredited by the NYS Board of Regents ([www.op.nyed.gov](http://www.op.nyed.gov)) and fully accredited by the ACEN. Information regarding the accreditation status of the RN Program may be attained by contacting ACEN3343 Peachtree Road N.E.Suite 850, Atlanta, GA 30326 ([www.acenursing.org](http://www.acenursing.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. The Nursing Handbook is available once students begin the clinical phase of the Program.

The RN Program website provides general information and educates the student regarding admission criteria and how the ranking score which determines clinical phase 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. 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.

# Registered Nursing: AAS Degree

## PATHWAYS COMMON CORE: 23 CREDITS

*This program has a waiver to list specific courses to complete Common Core requirements.*

### A. REQUIRED CORE: 13 credits

#### English: 6 credits

ENG101 English Composition I* (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following</i>	3
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

#### Life and Physical Sciences: 4 credits

SCB203 Human Anatomy and Physiology I (STEM)*	4
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### B. FLEXIBLE CORE: 10 credits\*\*

*To complete the degree requirements from the Flexible Core, students are advised to select the following:*

#### Scientific World

SCC110 Foundations of Chemistry*	4
SSY101 General Psychology*	3

#### Individual and Society

SSY240 Developmental Psychology	3
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*\*\* Additional Common Core courses will be required when transferring to a CUNY College.*

## PROGRAM CORE: 43 CREDITS

### Health Sciences

HSF090 First Year Seminar for Health Sciences	0
SCN195 Community Health	2

### Natural Sciences

SCB204 Human Anatomy and Physiology II	4
SCB260 General Microbiology	4

### Nursing

SCL103 Concepts in Pharmacology and Nutrition	3
SCR110 Fundamentals of Nursing	6
SCR200 Psychiatric Mental Health Nursing	4
SCR210 Medical Surgical Nursing I	5
SCR270 Parent-Child Health Nursing	4
SCR280 Leadership and Delegation	2
SCR290 Medical Surgical Nursing II	9

\*Key courses for candidacy

### Notes:

- > Nursing courses are only offered in the day during 12-week sessions with the exception of the PN to RN Pathway course-work.
- > All students must file for Registered Nursing Candidacy (Intent to Nursing) in order to progress to the clinical phase. To be considered for the RN program, students must register for the candidacy in either the Fall I or Spring I session immediately preceeding the semester they plan to begin the clinical courses.
- > Beginning in 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. Students in the clinical phase may also be required to undergo a Criminal Background Check as part of placement at hospitals or other off campus clinical training sites. For full details on this requirement, see page 208.
- > 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 Natural Sciences 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 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.

**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.

**TOTAL CREDITS: 66**

# NUTRITION AND CULINARY MANAGEMENT

[www.laguardia.edu/Nutrition-Culinary-Management](http://www.laguardia.edu/Nutrition-Culinary-Management)

The Nutrition and Culinary Management Program, offered through the Health Sciences Department, leads to an Associate of Applied Science (AAS) degree. The program provides coursework in nutrition, food science, culinary arts, cultural foods, food production management, menu development, sanitation and safety principles, food procurement, sustainability, human resource management and additional support courses in liberal arts. The program participates in the ManageFirst certification administered through National Restaurant Association Solutions equipping students with key competencies to begin or advance their management careers in the culinary industry. Students become certified in five areas: ServSafe Food Safety, Controlling Foodservice Costs, Purchasing, Hospitality Human Resources Management and Supervision, and Hospitality and Restaurant Management. The internship component of the program helps students apply their classroom learning to practical work experience in the dietary/culinary industry. Students in this major select one of two options. The Nutrition option covers courses in medical nutrition therapy, nutrition across the lifecycle, nutrition education and counseling, and community nutrition preparing students for Dietary and Foodservice Manager/Supervisors positions responsible for preparation and service of nutritious and palatable patient meals. Graduates can find employment in medical centers, hospitals, extended care facilities, foodservice contract companies, child nutrition programs, and community health programs, and are also eligible for the Dietary Managers Association membership and can sit for the nationally recognized Certified Dietary Manager (CDM) credentialing exam, administered by the Association of Nutrition and Foodservice Professionals. The Culinary Management Option covers courses in business, accounting, events planning and customer sales and services preparing students for Culinary Manager positions responsible for daily operations of restaurants and other establishments that prepare and serve meals and beverages to customers. Graduates are qualified for entry-level middle management trainee positions in large-scale foodservice enterprises such as foodservice contract companies, restaurants, hotels, cafeterias, catering, school foodservice, fast food outlets, and vending machine operations.

## Nutrition and Culinary Management: AAS Degree

### PATHWAYS COMMON CORE: 19 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I	3
ENG102 Writing through Literature	3

#### Mathematics: 3 credits

Select one course from the following:

MAT115 College Algebra and Trigonometry
MAT117 Algebra and Trigonometry (depending on placement scores)
MAT119 Statistics with Elementary Algebra (depending on placement scores)
MAT120 Elementary Statistics

#### Life and Physical Sciences: 3 credits

Select one course from the following:

SCB101 Topics in Biological Sciences	3
SCB206 Introduction to Neuroscience	3
SCC101 Topics in Chemistry	3
SCC102 Chemistry of Photography	3
SCP101 Topics in Physics	3
SCP105 Life in the Universe	3
SCP140 Topics in Astronomy	3

#### B. FLEXIBLE CORE: 9 credits

Select three courses from the following categories. Select only one course per category

World Cultures and Global Issues	Individual and Society
US Experience in its Diversity	Scientific World
Creative Expression	

To complete degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. SCD206 has a pre requisite of SSY101. SSY101 should be taken under Scientific World

### PROGRAM CORE: 39 CREDITS

#### Health Sciences: 27 credits

HSF090 First Year Seminar for Health Sciences	0
SCD107 Careers in Food and Nutrition	1
SCD114 Culinary Arts I	3
SCD200 Introductory Nutrition	3
SCD214 Culinary Arts II	3
SCN240 Food and Culture	3
SCD250 Menu Planning and Production	3
SCD251 Principles of Sanitation	2
SCD252 Principles of Purchasing	3
SCD253 Culinary Management	3
SCD266 Nutrition and Culinary Management Internship	3

Select one of the following options:

#### NUTRITION OPTION: 12 CREDITS

SCD203 Life Cycle Nutrition	3
SCD204 Nutrition and Disease	3
SCD206 Nutrition Counseling	3
SCH160 Health and Wellness	3

#### CULINARY MANAGEMENT OPTION: 12 CREDITS

BTA111 Principles of Accounting I	3
BTM101 Introduction to Business	3
BTT212* Customer Sales and Service	3
BTT223* Meeting and Event Planning	3

\*The BTT101 pre-requisite is waived for NCM majors.

**TOTAL CREDITS:**

**60**

# OCCUPATIONAL THERAPY ASSISTANT

[www.laguardia.edu/ota](http://www.laguardia.edu/ota)

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 conditions and injuries, developmental delay, aging, mental health concerns, cognitive limitations, or other impairments.

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 activities 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 begin with taking courses in the “pre-clinical” phase of the major. To progress to the “clinical” phase, students must meet specific criteria described in the program’s admissions handbook. These handbooks are available in the Program office, E300. Admission requirements can also be found on the program website. 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 (Fall I and Spring I).

The Occupational Therapy Assistant Program offers day, evening, and part-time options. 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 a timely fashion as content changes with current practice. After completion of the introductory occupational therapy course, all remaining occupational therapy courses, including fieldwork should be completed within four years.

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 and passing the NBCOT examination. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

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, 4720 Montgomery Ln Ste 200 Bethesda, MD 20814-3449. AOTA’s telephone number is (301) 652-6611 or (800) SAY-AOTA (729-2682).



PAUL KATZ / LAGUARDIA COMMUNITY COLLEGE

# Occupational Therapy Assistant: AAS Degree

## PATHWAYS COMMON CORE: 26 CREDITS

*This program has a waiver to list specific courses to complete Common Core requirements.*

### A. REQUIRED CORE: 13 credits

#### English: 6 credits

ENG101 English Composition I*	3
(ENA101 or ENC101 depending on placement scores)	
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

Select one course from the following:	3
MAT 115 College Algebra and Trigonometry*	
MAT117 Algebra and Trigonometry*	
(depending on placement scores)	
MAT119 Statistics with Elementary Algebra*	
MAT120 Elementary Statistics*	
(depending on placement scores)	

#### Life and Physical Sciences: 4 credits

SCB203 Human Anatomy and Physiology I (STEM)*	4
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### B. FLEXIBLE CORE: 13 credits\*\*

*To complete the degree requirements from the Flexible Core, students are advised to select the following:*

SCB204 Human Anatomy and Physiology II (STEM)	4
SSY101 General Psychology*	3
SSY230 Abnormal Psychology	3
SSY240 Developmental Psychology	3

*\*\*Additional Common Core courses will be required when transferring to a CUNY College.*

## PROGRAM CORE: 37 CREDITS

### Health Sciences: 2 credits

HSF090 First Year Seminar for Health Sciences	0
SCN195 Community Health	2

### Occupational Therapy Assistant Core: 35 credits

SCO101 Introduction to Occupational Therapy	3
SCO110 Legal and Ethical Aspects of Occupational Therapy	2
SCO114 Documentation in Occupational Therapy	2
SCO175 Clinical Reasoning in Occupational Therapy	2
SCO200 Physical Aspects of Human Growth & Development	2
SCO204 Occupational Therapy Process: Psychosocial Dysfunction and Geriatric Conditions	4
SCO205 Occupational Therapy Process: Physical and Developmental Disabilities	4
SCO214 Occupational Therapy Skills and Functional Activities I	3
SCO215 Occupational Therapy Skills and Functional Activities II	3
SCO230 Functional Pathology	3
SCO284 Occupational Therapy Clerkship for Psychosocial/ Dysfunction and Geriatric Conditions	1.5
SCO285 Occupational Therapy Clerkship for Physical/ Developmental Disabilities	1.5
SCO294 Occupational Therapy Fieldwork in Psychosocial Dysfunction and Geriatric Conditions	2
SCO295 Occupational Therapy Fieldwork in Physical and Developmental Disabilities	2

*\*Key courses for candidacy*

**TOTAL CREDITS:**

**63**

# PARALEGAL STUDIES

[www.laguardia.edu/ParalegalStudies](http://www.laguardia.edu/ParalegalStudies)

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.



KRISTIAN LARROTA / LAGUARDIA COMMUNITY COLLEGE

## Paralegal Studies: AAS Degree

### PATHWAYS COMMON CORE: 21 CREDITS

*This program has a waiver to list specific courses to complete Common Core requirements.*

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following:</i>	3
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

##### Life and Physical Science: 3 credits

<i>Select one of the following:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 9 credits

*Select three courses from the flexible core categories below.  
Note: Only one course may be selected from a category and select courses from three different disciplines.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select an Urban Study course to fulfill a college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

### PROGRAM CORE: 39 CREDITS

#### Business and Technology: 5 credits

BTF101 First Year Seminar for Business	2
BTM110 Business Law	3

#### Paralegal Studies: 21 credits

BTP101 Introduction to Paralegal Studies	3
BTP203 Family Law	3
BTP204 Legal Research and Writing	3
BTP205 Civil Litigation	3
BTP 206 Paralegal Internship	3
BTP209 Criminal Law and Procedure	3
BTP211 Computer Applications for Paralegals	3
BTP212 Immigration Law	3

*Select three of the following:* 9

BTP201 Administrative Law	
BTP202 Wills, Trusts and Estates	
BTP207 Real Estate Law for Paralegals	
BTP208 The Law of Business Enterprise for Paralegals	
BTP213 Bankruptcy Law	

**Unrestricted elective: 1 credit** 1

**TOTAL CREDITS: 60**

### Paralegal Studies Certificate

#### Paralegal Students: 18 credits

BTP101 Introduction to Paralegal Studies	3
BTP204 Legal Research and Writing	3
BTP205 Civil Litigation	3
BTP211 Computer Applications for Paralegals	3

*Select two of the following courses:*

BTP202 Wills, Trusts and Estates	3
BTP203 Family Law	3
BTP207 Real Estate Law for Paralegals	3
BTP208 The Law of Business Enterprises for Paralegals	3
BTP209 Criminal Law and Procedure	3
BTP212 Immigration Law	3
BTP213 Bankruptcy Law	3

**TOTAL CREDITS: 18**

This program is not eligible for Financial Aid.

## PARAMEDIC

Not accepting new students at this time.

# PHILOSOPHY

[www.laguardia.edu/Philosophy](http://www.laguardia.edu/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 that 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. 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 oppor-

tunities 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 ensure that all philosophy courses are fully transferable.



GIANNI SANCHEZ / LAGUARDIA COMMUNITY COLLEGE



# Philosophy: AA Degree

## PATHWAYS COMMON CORE: 30 CREDITS

### A. REQUIRED CORE: 12 credits

#### English: 6 credits

ENG101 English Composition I 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

#### Mathematical and Quantitative Reasoning: 3 credits

*Select one course from the following:* 3  
MAT107 Mathematics and the Modern World  
MAT115 College Algebra and Trigonometry  
(MAT117 Algebra and Trigonometry depending on placement scores)  
MAT120 Elementary Statistics  
MAT119 Statistics with Elementary Algebra depending on placement scores)

#### Life and Physical Sciences: 3 credits

*Select one of the following courses:* 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCC102 Chemistry of Photography  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

### B. FLEXIBLE CORE: 18 credits 18

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

## PROGRAM CORE: 30 CREDITS

### Liberal Arts: 3 credits

LIF101 First Year Seminar for Liberal Arts 3

### Humanities: 3 credits

*Select one of the following courses:* 3  
HUN190 Ethics and Society  
HUN192 Art and Society  
HUN195 Art in New York

### Social Science: 3 credits

*Select one of the following courses:* 3  
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

### Philosophy: 21 credits

HUP101 Introduction to Philosophy 3  
HUP275 Landmarks in Philosophy 3

*Select five of the following courses:* 15  
HUP102 Critical Thinking  
HUP104 Ethics and Moral Issues  
HUP105 Philosophy of Religion  
HUP106 Social & Political Philosophy  
HUP107 Philosophy of Art  
HUP108 Environmental Ethics  
HUP109 Philosophy of Law  
HUP112 Logic and Philosophy  
HUP114 Medical Ethics  
HUP116 Latin American Philosophy  
HUP117 Medieval and Renaissance Philosophy  
HUP118 African Philosophy  
HUP121 Eastern Philosophical Traditions  
HUP122 Philosophy of Gender and Sex  
HUP125 Introduction to Philosophy of Science  
HUP215 Philosophy of Love  
HUP221 Philosophy of Mind

## TOTAL CREDITS:

60

# PHYSICAL SCIENCES

[www.laguardia.edu/majors](http://www.laguardia.edu/majors)

The Physical Sciences Program, offered through the Natural Sciences Department, leads to an Associate of Science Degree (AS) through either the Chemistry or Physics Tracks. The Chemistry and Physics Tracks in the Physical Sciences program articulate with the Chemistry and Physics Bachelor's degree programs respectively at York College, CUNY. The course requirements for both tracks in the Physical Sciences major will satisfy most of the lower division requirements of most Chemistry and Physics Bachelor's degree, making the program transferable to four-year colleges both within and outside of CUNY.

The program gives students the solid scientific and mathematical foundation required for advanced coursework in the physical sciences. Both tracks require a year of calculus and one semester of both general chemistry and general physics. The Chemistry Track requires an additional semester of general chemistry and two semesters of organic chemistry. The Physics Track requires students to take an additional year of physics and semester of calculus. The laboratories in the physical science courses familiarize students with techniques and equipment commonly found in both chemistry and physics research laboratories such as titration, acid-base extraction, digital and analog sensor calibration, thin layer chromatography, aspirin synthesis, circuit design and use of multimeters and oscilloscopes. The capstone course integrates the skills learned throughout the introductory course work and requires students to work on independent research projects with more advanced equipment such as light and mass spectrometers, scanning electron microscopes, lasers, and digital oscilloscopes. The capstone course prepares students to participate in guided research with a LaGuardia faculty member, a faculty member at the student's transfer college or to participate in an internal or external undergraduate summer research program.

The Physical Sciences program prepares students for transfer to numerous other academic programs besides those in chemistry and physics, including but not limited to physical oceanography, geology, forensic sciences, pharmacology, pharmacy, and many medical and engineering fields. The program's emphasis on student research and rigorous course work will enable students to transfer seamlessly to these four-year programs.

*This program has a waiver to require STEM courses in the Common Core.*

## Physical Sciences: AS Degree

### PATHWAYS COMMON CORE: 33 CREDITS

#### A. REQUIRED CORE: 13 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

MAT115 College Algebra and Trigonometry	3
MAT117 Algebra and Trigonometry	3

##### Life & Physical Sciences: 4 credits

SCC201 General Chemistry I	4
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#### B. FLEXIBLE CORE: 20 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category. Note: Students can select only two courses from any one discipline.*

World Cultures and Global Issues	Creative Expression
US Experience in its Diversity	Individual and Society

##### Scientific World –

MAT200 PreCalculus I	4
SCP231 General Physics I	4

*Students are advised to select one Urban Study course to complete college requirement.*

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed in the program handbook.*

### PROGRAM CORE: 27 CREDITS

#### First Year Seminar in Natural Sciences: 2 credits

NSF101 First Year Seminar	2
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#### CHEMISTRY TRACK

##### Math/Science: 22 credits

MAT201 Calculus I	4
MAT202 Calculus II	4
SCC202 General Chemistry II	4
SCC251 Organic Chemistry I	5
SCC252 Organic Chemistry II	5

#### PHYSICS TRACK

##### Math/Science: 23 credits

MAT201 Calculus I	4
MAT202 Calculus II	4
MAT203 Calculus III	4
SCP232 General Physics II	4
SCP233 Modern Physics	4
Unrestricted electives: 2 credits	

#### Capstone Course: 3 credits

SCP 211 Research Methods in Physical Sciences	3
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**TOTAL CREDITS: 60**

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# PHYSICAL THERAPIST ASSISTANT

[www.laguardia.edu/pta](http://www.laguardia.edu/pta)

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](http://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, musculoskeletal, 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 E300 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.

## Physical Therapist Assistant: AAS Degree

### PATHWAYS COMMON CORE: 26 CREDITS

*This program has a waiver to list specific courses to complete Common Core requirements.*

#### A. REQUIRED CORE: 13 credits

##### English: 6 credits

ENG101 English Composition I*	3
(ENA101 or ENC101 depending on placement scores)	
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one course from the following:</i>	3
MAT 115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry*	
(depending on placement scores)	
MAT120 Elementary Statistics	
MAT119 Statistics with Elementary Algebra*	
(depending on placement scores)	

##### Life and Physical Sciences: 4 credits

SCB203 Human Anatomy and Physiology I (STEM)*	4
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#### B. FLEXIBLE CORE: 13 credits\*\*

*To complete the degree requirements from the Flexible Core, students are advised to select the following:*

SCB204 Human Anatomy and Physiology II	4
SSY101 General Psychology*	3
SSY240 Developmental Psychology	3

<i>Select one of the following courses:</i>	3
HUP102 Critical Thinking	
HUC106 Public Speaking	

*\*\* Additional Common Core courses will be required when transferring to a CUNY College.*

# PRACTICAL NURSING CERTIFICATE

[www.laguardia.edu/Academics/Majors/Practical-Nursing-Program/](http://www.laguardia.edu/Academics/Majors/Practical-Nursing-Program/)

## PROGRAM CORE: 42 CREDITS

### Health Science: 5 credits

HSF090 First Year Seminar for Health Sciences	0
SCN195 Community Health	2
SCO230 Functional Pathology	3

### PTA Core: 37 credits

SCT101 Introduction to Physical Therapy	2
SCT102 Ethical and Legal Concepts for PT	2
SCT203 Clinical Kinesiology	4
SCT211 Therapeutic Procedures I	4
SCT212 Therapeutic Procedures II	3
SCT220 Mobility Skills in Physical Therapy	3
SCT221 Functional Gait Training Skills	3
SCT230 Orthopedic Therapeutic Exercise	4
SCT231 Neuromuscular Rehabilitation	4
SCT290 PTA Clinical Education and Seminar I	2
SCT291 PTA Clinical Education and Seminar II	3
SCT292 PTA Clinical Education and Seminar III	3

\* Key courses for candidacy

**TOTAL CREDITS: 68**

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](http://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 10 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. Teaching-learning strategies employed to help ensure students' learning include ePortfolio, 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 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.

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.

*continued on next page*



GIANNI SANCHEZ / LAGUARDIA COMMUNITY COLLEGE

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 one 6-week semester. The clinical experiences in area institutions which supplement classroom theory are provided in a variety of practice settings, including hospitals, nursing homes and community health care facilities.

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**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.

**Notes:**

- > Beginning in 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. Students in the clinical phase may also be required to undergo a Criminal Background Check as part of placement at hospitals or other off campus clinical training sites. For full details on this requirement, see page 208.
- > 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 Natural Sciences 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.

## Practical Nursing Certificate Curriculum

### Pre-Clinical Courses

ENG101 English Composition I*	3
SSY101 General Psychology*	3
MAT106 Mathematics of Medical Dosages*	2
SCB203 Human Anatomy & Physiology I	4
SCB204 Human Anatomy & Physiology II	4

### Clinical Courses

SCL101 Fundamentals of Practical Nursing	5
SCL102 The Science & Art of Nursing I: Introduction to Practical Nursing	3
SCL103 Concepts in Pharmacology & Nutrition	3
SCL105 Mental Health Nursing-PN	3
SCL114 Parent-Child Nursing-PN	6
SCL118 The Science & Art of Nursing II: Transition Student to PN	2
SCL119 Medical-Surgical Nursing-PN	7
SSY240 Developmental Psychology I	3

**TOTAL CREDITS: 48**

\* Pre-clinical Key Courses

# PSYCHOLOGY

[www.laguardia.edu/psychology](http://www.laguardia.edu/psychology)

The Social Science Department administers the Psychology Program, which leads to an Associate in Arts (AA) degree. Students selecting this degree will be prepared to transfer into psychology programs at four-year institutions with a solid foundation in the discipline. In particular, York College will accept all the credits of our AA degree towards their Bachelor of Arts (BA) degree program in psychology. Students who receive their AA in psychology will be exposed to an extraordinarily diverse field. The Program has full time faculty members specializing in many diverse fields, among them, clinical, developmental, social and experimental psychology; they teach, advise and mentor the students majoring in psychology.

Psychology is a science that is deeply rooted in both basic and applied research; it also has many clinical and educational applications. From delivering mental health care to individuals, to providing consultation to various communities and organizations, psychology as a discipline revolves around understanding mechanisms that shape behavior and mental processes. This understanding can be used towards improving human relations. Psychology students develop valuable skills ranging from collecting, analyzing, and interpreting data, to working with statistics and experimental designs. Psychology offers rigorous training in the scientific method, exposure to thorough, objective research, the analysis of data, and the reporting of findings with clarity that prepares psychology majors for future careers. These skills can be used in a wide variety of work settings, from human services to business, criminal justice, health and recreation. The study of psychology, with its emphasis on evidence-based critical thinking, helps one become a better student of other subjects. The additional insight gained from psychology courses and a required internship helps students in general, whether they are functioning as parents at home, managers on the job, or professionals in other fields, to understand their own motivation and behavior in a more comprehensive way.

Studying psychology will help develop people skills (communicating with and relating to individuals from diverse backgrounds), analytical skills (for example, figuring out why a certain problem occurs and how to minimize or eliminate it), writing skills (for example, writing a logically developed report), and research skills (for example, using statistics, tables, and graphs to analyze problems and communicate relevant findings). Many of these skills are aspects of LaGuardia Community College's core competencies and studying psychology will enhance students' proficiencies in these areas.

# Psychology: AA Degree

## PATHWAYS COMMON CORE: 30 CREDITS

### A. REQUIRED CORE: 12 credits

#### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

#### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

### B. FLEXIBLE CORE: 18 credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

## PROGRAM CORE: 30 CREDITS

### Psychology: 21 credits

SYF 101 First-Year Seminar for Psychology	3
SSY101 General Psychology	3
SSY240 Developmental Psychology I	3
SSY230 Abnormal Psychology	3
SSY250 Social Psychology	3

<i>Select one course from the following:</i>	3
SSY200 Personality	
SSY205 Psychology of Gender	
SSY241 Developmental Psychology II	

<i>Select one course from the following:</i>	3
SSN184 Environmental Psychology	
SSN280 Urban Black Psychology	

### Social Science: 6 credits

<i>Select one course from the following:</i>	3
SSA101 Cultural Anthropology	
SSS100 Introduction to Sociology	

<i>Select one course from the following:</i>	3
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	

### Unrestricted electives: 3 credits:

## TOTAL CREDITS:

60

# PUBLIC AND COMMUNITY HEALTH

[www.laguardia.edu/Public-Community-Health/](http://www.laguardia.edu/Public-Community-Health/)

The Public & Community Health (PCH) program offered through the Health Sciences Department leads to an Associate of Science Degree. This program was developed with the vision of providing a degree program for students who have in an interest in a career in Public or Community Health settings. The PCH program is designed for seamless progression into the upper division baccalaureate programs at CUNY and elsewhere in Community Health Education, Health Administration, Health Science or Public Health.

## Public and Community Health: AS Degree

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT115 College Algebra and Trigonometry (MAT117 Algebra and Trigonometry depending on placement scores)	
MAT120 Elementary Statistics (MAT119 Statistics with Elementary Algebra depending on placement scores)	

##### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 credits

18

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

*Students are advised to select SSY101 Psychology from the Scientific World Core. This course is a pre-requisite for SCH215 Social Determinants.*

### PROGRAM CORE: 30 CREDITS

#### Health Sciences

HSF 090 Health Sciences First Year Seminar	
<i>Select one of the following courses:</i>	3
SCH150 Drugs, Society & Human Behavior	
SCH210 Human Sexuality	
SCD200 Introductory Nutrition	

#### Community Health: 12 credits

SCH160 Health & Wellness	3
SCN194 HIV/AIDS, Science & Society	3
SCN195 Community Health	2
SCN196 Community Health Research	1
SCH285 Health & Diversity	3

#### Public Health: 12 credits

SCH205 History/Principles of Public Health	3
SCH215 Social Determinants	3
SCH225 Health Behavior Change	3
SCH235 Epidemiology	3

<b>Unrestricted electives: 3 credits:</b>	3
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<b>TOTAL CREDITS:</b>	<b>60</b>
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# RADIOLOGIC TECHNOLOGY

[www.laguardia.edu/rt](http://www.laguardia.edu/rt)

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, outpatient 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 please view advisement video on website [Lagcc.cuny.edu/RT/](http://Lagcc.cuny.edu/RT/) or come to room C252.

\*\*\* The Prerequisite for SSN187 is waived for students in the Radiologic Technology program.

## Radiology Technology: AAS Degree

### PATHWAYS COMMON CORE: 20 CREDITS

#### A. REQUIRED CORE: 13 credits

##### English: 6 credits

ENG101 English Composition I*	3
(ENA101 or ENC101 depending on placement scores)	
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

MAT115 College Algebra and Trigonometry	3
MAT117 Algebra and Trigonometry (depending on placement scores)	

##### Life and Physical Sciences: 4 credits

SCB203 Human Anatomy and Physiology I	4
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#### B. FLEXIBLE CORE: 7 credits\*\*

*To complete the degree requirements, students are advised to select the following:*

##### Scientific World

SCB204 Human Anatomy and Physiology II	4
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##### U.S. Experience in its Diversity

SSN187 Urban Sociology***	3
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*\*\* Additional Common Core courses will be required when transferring to a CUNY College.*

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

### PROGRAM CORE: 47 CREDITS

#### Health Science

HSF090 First Year Seminar for Health Sciences	0
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#### Radiologic Technology

SCX101 Radiologic Technology I	3
SCX102 Radiologic Technology II	3
SCX105 Radiologic Procedures I /w Lab	4
SCX106 Radiologic Procedures II /w Lab	4
SCX109 Clinical I	2
SCX110 Principles of Radiologic Exposure I	3
SCX111 Principles of Radiologic Exposure II	3
SCX119 Clinical II	2
SCX129 Clinical III	2
SCX201 Radiologic Technology III	3
SCX205 Radiologic Technology Procedures III with Lab	4
SCX209 Clinical IV	2
SCX219 Clinical V	2
SCX229 Clinical VI	2
SCX240 Cross Sectional Anatomy	1
SCX245 Pathology and Fracture Radiography	2
SCX250 Imaging Modalities I	3
SCX260 Film Evaluation and Critique	2

*\*Pre-clinical course*

**TOTAL CREDITS:**

**67**

# SPANISH-ENGLISH TRANSLATION

[www.laguardia.edu/Academics/Majors/Spanish-English-Translation](http://www.laguardia.edu/Academics/Majors/Spanish-English-Translation)

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 entering the Spanish-English Translation Program will not receive credit for prior knowledge of Spanish.

## Spanish-English Translation: AA Degree

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 Credits

##### English: 6 credits

ENG101 English Composition I 3  
(ENA101 or ENC101 depending on placement scores)  
ENG102 Writing through Literature 3

##### Mathematical and Quantitative Reasoning: 3 credits

*Select one of the following courses:* 3  
MAT107 Mathematics and the Modern World  
MAT115 College Algebra and Trigonometry  
(MAT117 Algebra and Trigonometry depending on placement scores)  
MAT120 Elementary Statistics  
(MAT119 Statistics with Elementary Algebra depending on placement scores)

##### Life & Physical Sciences: 3 credits

*Select one of the following courses:* 3  
SCB101 Topics in Biological Sciences  
SCB206 Introduction to Neuroscience  
SCC101 Topics in Chemistry  
SCC102 Chemistry of Photography  
SCP101 Topics in Physics  
SCP105 Life in the Universe  
SCP140 Topics in Astronomy

#### B. FLEXIBLE CORE: 18 credits

18

*Select one course from each of the five flexible core categories and one additional course from any flexible core category.*

*To complete the degree requirements for the Flexible Core, students are advised to select courses from the recommended course selections listed in the program handbook.*

World Cultures and Global Issues  
U.S. Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

### PROGRAM CORE: 30 CREDITS

LIF101 First Year Seminar for Liberal Arts:  
Social Science and Humanities 3

#### Humanities: 3 credits

HUC106 Public Speaking 3

#### Social Science: 3 credits

*Select one of the following courses:* 3  
SSA101 Cultural Anthropology  
SSA120 People & Cultures of the Caribbean  
SSP101 US Policies & Power

#### Education & Language Acquisition: 21 credits

ELS200 Latin American Literature I 3  
ELS209 Spanish Grammar and Usage 3  
ELS204 Latin American Civilizations 3  
ELS210 Advanced Spanish Composition 3  
ELL101 Introduction to Language 3  
ENG/ELL110 English Grammar and Syntax 3

*Select one of the following courses:* 3  
ELN101 Introduction to Bilingualism  
ELN194 The Puerto Rican Community Minority Group Experience

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**TOTAL CREDITS: 60**

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# THEATRE PROGRAM

[www.laguardia.edu/theater](http://www.laguardia.edu/theater)

The Theatre Program, offered through the Humanities Department, leads to an Associate of Science (AS) degree and provides students with skills and knowledge necessary to pursue a wide spectrum of careers in the theatre and entertainment industry.

Students develop performance-based skills through a combination of classroom training and theatre experience. Participation in productions — classic and modern plays, musicals, developmental readings, and student productions — will be a part of every students' program.

Students also gain a foundation in academic theatre. Studies include the ability to analyze, critically assess and write about theater through rigorous courses in theatre history, dramatic analysis and the contemporary New York theatre scene.

This balanced approach to the AS in Theatre degree provides students with a strong foundation in which to pursue a career in performance or production (acting, directing, design, stage managing, producing) or a scholarly career (critic, dramaturge, historian, teacher, playwright). Students transferring to a senior college will have the option of pursuing a Bachelor of Arts, Bachelor of Science, or a Bachelor of Fine Arts degree.

Through internships with New York City based theatre organizations, students gain vital knowledge and hands-on experience in the production and creation of theatre. Additionally, through a partnership with the LaGuardia Performing Arts Center (LPAC), students have the opportunity to observe and work with top theatre and entertainment professionals in the creation of new works.

## Theatre Program: AS Degree

### PATHWAYS COMMON CORE: 30 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

#### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 18 credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to complete college requirement. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

### PROGRAM CORE: 30 CREDITS

#### Theatre

HUT101 Art of Theatre	3
HUT110 Acting I	3
HUT111 Acting II	3
HUT115 Script Analysis	3
HUT122 Introduction to Design for the Theatre	3
HUT195 Theatre Production Workshop	3
HUT210 Theatre: Pre-history to Renaissance	3
HUT250 Voice and Movement for the Stage	3
HUT299 Experiential Learning in Theatre	3

<i>Select one of the following courses</i>	3
HUM201 American Musical Theatre Experience	
HUM202 American Musical Theatre Experience II	
HUT175 Directing for the Stage	
HUT220 Contemporary Latina/o Theatre	
HUT230 Acting III	

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<b>TOTAL CREDITS:</b>	<b>60</b>
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# THERAPEUTIC RECREATION

[www.laguardia.edu/therapeutic-recreation](http://www.laguardia.edu/therapeutic-recreation)

The Therapeutic Recreation Program, coordinated by the Health Sciences Department, offers a course of study that leads to an Associate of Science (AS) degree. The Therapeutic Recreation program will also allow students to continue their studies in the program at Lehman College where they will complete a Bachelor in Science degree in Therapeutic Recreation or Recreation Education.

Therapeutic Recreation, also known as Recreation Therapy, is an occupation that utilizes recreation and other activity-based interventions (techniques/programs) to address the assessed needs of individuals with illnesses and/or disabling conditions, as a means to psychological and physical health, recovery and well-being.

LaGuardia's Therapeutic Recreation Program curricula is designed to equip students with the necessary skills and competencies required to function efficiently as Recreation Therapists, Recreation Leaders/Assistants in the field of Therapeutic Recreation. The TR program is a non-candidacy program that may attract students who wish to pursue a career in the Allied Health field without the candidacy requirements of other Health Sciences programs. Students must have a minimum GPA of a 2.5 and have earned a grade of at least a C (75) in all required program courses AND all College-Level Course Pre-requisites at LaGuardia Community College in order to be considered for transfer.

Therapeutic Recreation (TR) is one of the fastest growing health-related professions. According to the U.S. Bureau of Labor Statistics, employment in recreation therapy positions is projected to grow faster than the average, with a more focused increase in the care needs of the aging population.

An increase in opportunities is also expected with school-aged children with disabilities.

*\* After graduation, students would be able to obtain employment in titles such as Recreation Assistants or Recreation Leaders*

The TR program includes successful completion of a 60 hour supervised clinical internship that prepares students for careers working with individuals with developmental, mental, and physical disabilities in various healthcare settings, such as hospitals, nursing homes, correctional facilities, wilderness programs, community centers, schools, assisted living facilities and senior centers.

## Therapeutic Recreation AS Degree

### PATHWAYS COMMON CORE: 32 CREDITS

#### A. REQUIRED CORE: 13 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

##### Life & Physical Sciences: 4 credits

SCB203 Human Anatomy & Physiology	4
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#### B. FLEXIBLE CORE: 19 Credits

19

*Select one course from each of the five flexible core categories  
AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society- *Students are encouraged to take  
SSY240 Developmental Psychology I*  
Scientific World - *Students are encouraged to take SCB204  
Human Anatomy & Physiology II*

*Note: Student can select only two courses from any one  
discipline.*

### PROGRAM CORE: 28 CREDITS

#### Health Sciences

HSF090 First Year Seminar for Health Sciences	
SCN195 Community Health	2

#### Humanities

HUP102 Critical Thinking	3
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#### Social Science

SSY101 General Psychology	3
SSY230 Abnormal Psychology	3
SSY241 Developmental Psychology II	3

#### Therapeutic Recreation

HTR100 Introduction to Recreation & Leisure	3
HTR101 Introduction to Therapeutic Recreation	3
HTR102 Professional Issues in Therapeutic Recreation	3
HTR200 Therapeutic Recreation and Long Term Care	3
HTR201 Therapeutic Recreation Fieldwork	2

### TOTAL CREDITS:

60

# TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

[www.laguardia.edu/hospitality](http://www.laguardia.edu/hospitality)

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 business 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.

## Travel, Tourism & Hospitality Management: AAS Degree

### PATHWAYS COMMON CORE: 21 CREDITS

#### A. REQUIRED CORE: 12 credits

##### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

##### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

#### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

#### B. FLEXIBLE CORE: 9 Credits

*Select three courses from the flexible core categories below.  
Note: Only one course may be selected from a category and select courses from three different disciplines.*

World Cultures and Global Issues	Individual and Society
US Experience in its Diversity	Scientific World
Creative Expression	

*Additional Common Core courses will be required when transferring to a CUNY College. To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website.*

### PROGRAM CORE: 39 CREDITS

#### Business and Technology: 16 credits

BTF101 Freshman Seminar for Business	2
BTA111 Principles of Accounting I	3
BTC200 Introduction to Information Systems	3
BTM101 Introduction to Business	3
BTI121 People, Work and Organizations	3
BTI201 Business Internship	2

#### Travel, Tourism & Hospitality Management Core: 15 credits

BTT101 Introduction to Travel, Tourism and Hospitality Management	3
BTT202 World Travel and Tourism Destinations	3
BTT203 Travel, Tourism and Hospitality Technology Systems	3
BTT212 Customer Service and Sales	3
BTN211 Travel, Tourism and Hospitality Marketing	3

#### Unrestricted electives: 2 credits

#### TRAVEL AND TOURISM CONCENTRATION

<i>Select two of the following courses:</i>	6 credits
BTT221 Travel Agency Operations and Management	
BTT222 Special Interest Tourism	
BTT223 Meeting and Event Planning	
BTT224 Destination Tourism Management	

#### HOSPITALITY CONCENTRATION

<i>Select two of the following courses:</i>	6 credits
BTT223 Meeting and Event Planning	
BTT231 Hotel and Lodging Operations and Management	
BTT232 Front Office Management	
SCD114 Culinary Arts I	
SCD250 Menu Planning and Production	

### TOTAL CREDITS:

60

# VETERINARY TECHNOLOGY

[www.laguardia.edu/VeterinaryTech](http://www.laguardia.edu/VeterinaryTech)

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.

Please check with the Vet Tech Office for the latest information on specific health requirements for admission to the clinical phase of the program.

## Veterinary Technology: AAS Degree

### PATHWAYS COMMON CORE: 19 CREDITS

#### A. REQUIRED CORE: 10 credits

##### English: 6 credits

ENG101 English Composition I*	3
(ENA101 or ENC101 depending on placement scores)	
ENG102 Writing through Literature	3

##### Life and Physical Sciences: 4 credits

SCC110 Foundations of Chemistry (STEM)*	4
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#### B. FLEXIBLE CORE: 9 credits\*\*

*To complete the degree requirements, students are advised to select the following:*

##### Scientific World: 3 credits

Students are required to take SCB208 as it is the prerequisite for SCB209.

Students are advised to select 6 additional credits from the following categories. 1 course must fulfill the urban studies requirement.

World Cultures and Global Issues  
US Experience in it's Diversity  
Creative Expression  
Individual and Society

*\*\* Additional Common Core courses will be required when transferring to a CUNY College.*

### PROGRAM CORE: 46 CREDITS

#### Health Sciences

HSF090 First Year Seminar for Health Sciences	0
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#### Mathematics, Engineering and Computer Science

MAT106 Medical Math Dosages*	2
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#### Natural Science

SCB209 Vertebrate Anatomy and Physiology II	3
SCB260 General Microbiology	4

#### Veterinary Technology

SCV101 Introduction to Veterinary Technology	3
SCV151 Shelter Medicine and Management	2
SCV201 Research Animal Technology	4
SCV210 Veterinary Nursing I	4
SCV211 Veterinary Nursing II	4
SCV212 Veterinary Radiography	3
SCV213 Veterinary Laboratory Techniques	3
SCV214 Farm Animal Nursing	3
SCV220 Principles of Exotic Animal Medical Care	2
SCV231 Vet Tech Internship I	2
SCV234 Vet Tech Internship II	2
SCV247 Veterinary Pathophysiology	2
SCV262 Pharmacology & Toxicology	3

*\*Key courses for candidacy*

### TOTAL CREDITS:

**65**

# WRITING AND LITERATURE

[www.laguardia.edu/WritingLiterature](http://www.laguardia.edu/WritingLiterature)

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 College. Liberal Arts courses offered at LaGuardia will fulfill Queens College 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.

*See next page for curriculum.*



WIGNER DUARTE / LAGUARDIA COMMUNITY COLLEGE

# Writing and Literature: AA Degree

## PATHWAYS COMMON CORE: 30 CREDITS

### A. REQUIRED CORE: 12 Credits

#### English: 6 credits

ENG101 English Composition I (ENA101 or ENC101 depending on placement scores)	3
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry (depending on placement scores)	
MAT119 Statistics with Elementary Algebra (depending on placement scores)	
MAT120 Elementary Statistics	

#### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

### B. FLEXIBLE CORE: 18 Credits

*Select one course from each of the five flexible core categories  
AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*Students are advised to select one Urban Study course to  
complete college requirement. To complete the degree  
requirements from the Flexible Core, students are advised to  
select courses from the recommended course selections listed  
on the program website. Note: Student can select only two  
courses from any one discipline.*

## PROGRAM CORE: 30 CREDITS

### Counseling

New Student Seminar	0
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### Humanities

HUA167 Introduction to African Art	3
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### Social Science

SSY101 General Psychology	3
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### Unrestricted electives: 3 credits

### English

ENG270 Introduction to Poetry	3
ENG289 Introduction to Literary Study*	3
ENG295 World Literatures Written in English	3

*Select two of the following courses:* 6

ENG290 British Literature Survey I	
ENG291 British Literature Survey II	
ENG292 American Literature Survey I	
ENG293 American Literature Survey II	
ENG294 Classical Literature**	

*Select two of the following courses:* 6

ENG204 Asian American Literature	
ENG205 The Bible as Literature	
ENG/ELL110 English Grammar and Syntax	
ENG211 Journalism	
ENG220 Seminar in Teaching Writing	
ENG225 Afro-American Literature	
ENG235 Cultural Identity in American Literature	
ENG245 Images of Women in Literature	
ENG247 The Woman Writer	
ENG248 Latino/Latina Writing in the U.S.	
ENG252 Sexuality in Literature	
ENG256 Humor in Literature	
ENG260 The Novel	
ENG261 Literature of Difference	
ENG265 The Drama	
ENG266 Shakespeare	
ENG268 The Immigrant Experience in American Literature	
ENG269 Contemporary Black American Fiction	
ENG271 Poetry Workshop	
ENG/HUC272 Literature and Film	
ENG274 Creative Non-Fiction Workshop	
ENG275 The Great Writer	
ENG276 Fiction Workshop	
ENG280 Children's Literature	
ENG288 Internship	

## TOTAL CREDITS:

60

\*Requirement for transfer to John Jay College; not articulated for Queens College.

\*\*Articulated only for John Jay College



# Creative Writing Track: AA Degree

## PATHWAYS COMMON CORE: 30 CREDITS

### A. REQUIRED CORE: 12 Credits

#### English: 6 credits

ENG101 English Composition I	3
(ENA101 or ENC101 depending on placement scores)	
ENG102 Writing through Literature	3

#### Mathematical and Quantitative Reasoning: 3 credits

<i>Select one of the following courses:</i>	3
MAT107 Mathematics and the Modern World	
MAT115 College Algebra and Trigonometry	
MAT117 Algebra and Trigonometry	
(depending on placement scores)	
MAT119 Statistics with Elementary Algebra	
(depending on placement scores)	
MAT120 Elementary Statistics	

#### Life & Physical Sciences: 3 credits

<i>Select one of the following courses:</i>	3
SCB101 Topics in Biological Sciences	
SCB206 Introduction to Neuroscience	
SCC101 Topics in Chemistry	
SCC102 Chemistry of Photography	
SCP101 Topics in Physics	
SCP105 Life in the Universe	
SCP140 Topics in Astronomy	

### B. FLEXIBLE CORE 18 Credits

*Select one course from each of the five flexible core categories AND one additional course from any flexible core category.*

World Cultures and Global Issues  
US Experience in its Diversity  
Creative Expression  
Individual and Society  
Scientific World

*To complete the degree requirements from the Flexible Core, students are advised to select courses from the recommended course selections listed on the program website. Note: Student can select only two courses from any one discipline.*

## PROGRAM CORE: 30 CREDITS

### Counseling

New Student Seminar	0
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### Humanities

HUA101 Introduction to Art	3
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### Unrestricted electives: 3 credits

*\*A second Creative Writing or Genre course may be substituted for an elective course in the major*

### English

#### Required Courses

ENN198 Introduction to Creative Writing	3
ENG289 Introduction to Literary Studies	3
ENG295 World Literatures in English	3

#### Creative Writing

<i>Select one course from the following:</i>	3
ENG271 Poetry Workshop	
ENG274 Creative Non-Fiction Workshop	
ENG276 Fiction Workshop	
ENG277 Creative Writing New Media Workshop	

#### Genre

<i>Select one course from the following:</i>	3
ENG260 The Novel	
ENG265 The Drama	
ENG270 Introduction to Poetry	

#### Literature Survey

<i>Select two courses from the following:</i>	6
ENG290 British Literature I	
ENG291 British Literature II	
ENG292 American Literature I	
ENG293 American Literature II	

#### Elective

<i>Select one course from the following: *</i>	3
ENG/ELL110 English Grammar and Syntax	
ENG220 Seminar in Teaching Writing	
ENG225 Afro-American Literature	
ENG235 Cultural Identity in American Literature	
ENG247 The Woman Writer	
ENG248 Latino/Latina Writing in the United States	
ENG261 Literature of Difference	
ENG266 Shakespeare	
ENG269 Contemporary Black American Fiction	
ENG288 Internship	
ENN191 Art, Politics and Protest	
ENN240 Literature of the City	

**TOTAL CREDITS:**

**60**

# 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.*

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\* Note: for Urban Study courses see also individual department offerings.

# Articulation Agreements and Memorandums of Understanding

Articulation agreements are formal agreements between colleges and/or universities, typically detailing specific course transfer equivalencies, and other transfer policies, on a program or degree basis. Memorandums of Understanding (MOUs) are also formal agreements between colleges and/or universities dealing with transfer policy or agreements, but are more general in nature and may not include specific course equivalencies or be specific to individual programs or degrees.

## 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 six additional credits in a discipline required by a senior college's baccalaureate distribution requirement, known as the college option.
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 require-

ments. There are two 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 and take time to visit the Transfer Services web page. For example, students can gain information on the transfer process by viewing the Transfer Services web page as well as receiving strategic and focused information from Transfer Advisors. They can advise each student whether there is an articulation agreement between LaGuardia and another college that helps students preserve their credits during transfer.

## 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, or the Admissions Office of the College they wish to attend for specific requirements, and/or view the Transfer Services web page and/or make an appointment with a Transfer Services Advisor to get specific and more personalized information about their transfer needs.

## ARTICULATION AGREEMENTS

For our current agreements please visit <https://www.laguardia.edu/Admissions/Articulation-Agreements/>

## 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 an academic advisor and/or faculty advisor. Students should contact LaGuardia's Office for Transfer Services, 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

## Business and Technology Department

**Room B327 (718) 482-5600**  
**Department Faculty**

**Michael Napolitano**, Chairperson; Ahmed Abdelhalim, Avis Anderson, John Appiah, Jennifer Arroyo, Rosalia Barnett, Rajendra Bhika, David Blumberg, Lee Boyar, Hector Fernandez, Eve Fischthal, Kathleen Forestieri, Andrea Francis, James Giordano, Andrea Gombor, Edward Goodman, Marie Hanlon, Deborah Harrell, Milton Hollar-Gregory, Linda Iannuzzo, Sada-Hye Jaman, Janice Karlen, Magalie Lopez, Namy Lytle, Nicole Lytle, Nicole Maguire, Paula Murphy, Stacy Perry, Michael Philogene, Yves Richards, Deborah Robinson, Susan Sanchirico, Leslie Scamacca, Javier Serna, Barry Silverman, Ted Theodorou, Santo Trapani, Angela Wu

## First Year Seminar

### **BTF101 First Year Seminar for Business**

*2 credits; 2 hours*

The First Year Seminar is required of all new students in programs within the Business and Technology Department. It aims to help students transition to campus culture, develop an understanding of the learning process, and acquire skills and dispositions essential to an informed study of the discipline. Taught by Business faculty and supported by a cohort of peers, advisors and co-curricular professionals, this course addresses issues of contemporary college life and stresses the discourse and practice of Business.

## Accounting

### **BTA111 Principles of Accounting I**

*3 credits; 4 hours (2 lecture, 2 lab)*

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 or MAT099*

### **BTA112 Principles of Accounting II**

*3 credits; 4 hours (2 lecture, 2 lab)*

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/ENG099, ESA099, ENA/ENC101, BTA110 or BTA111*

### **BTA201 Intermediate Accounting I**

*3 credits; 4 hours (2 lecture, 2 lab)*

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: BTA112, MAT096*

### **BTA202 Intermediate Accounting II**

*3 credits; 4 hours (2 lecture, 2 lab)*

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*

**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:* ENA/ENC/ENG101, HUC101

*Pre- or Corequisite:* BTO116

**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 Introduction to Business***3 credits; 3 hours*

This is an introductory course designed to acquaint students with the role of business in our economy and the various business functions and career paths such as management, human resources, international business, marketing and finance. Particular focus is placed on students employing a framework of business ethics for evaluating and analyzing different situations and for making ethical decisions, as well as on building their communication and quantitative skills, including the use of spreadsheets.

*Prerequisite for BTM101:* CSE095, ENA/ENG099, ESA099, ENA/ENC101

**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 or MAT099, BTM101 or BTB101

**BTM103 Principles of Management***3 credits; 3 hours*

This course is an analysis of the role of the manager and 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.

*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

**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/ENG099, ESA099, ENA/ENC101

**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/ENG099, ESA099, ENA/ENC101*

**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 oneself, the preparation needed, the methods of launching the business, and management functions involved in operating the business.

*Prerequisite: MAT095 or MAT099, BTM101 or BTB101*

*Prerequisite for Music Recording Technology majors: CSE099, ENA/ENG099, ESA099, ENA/ENC101*

**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*

**BTM254 Entrepreneur Institute***2 credits; 2 hours*

Students will learn through hands-on practical experience how to launch and scale a new business through entrepreneurial action and execution. They will attend focused workshops, participate in off-site visits to corporate campuses, network with local entrepreneurs and receive advice on how to build a small business from an external startup mentor. Students will also engage in experiential learning through individual and/or team projects solving real business problems for an existing business entity.

*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*

**BTM265 Consumer Finance***3 credits; 3 hours*

This course examines concepts and methods of financial planning as applied to individuals and households, with attention to organizing and analyzing financial information, budgeting, acquiring financial assets, managing credit, planning for taxes, investments, risk management, retirement and estate planning. Techniques and tools for identifying and maintaining information needed for personal financial decision making will be utilized.

*Prerequisite: ENA/ENC/ENG101, SSE103, SSE104*

**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 or MAT099, BTM101 or BTB101*

*This is a Writing Intensive course.*

**Healthcare Management****BT0125 Medical Terminology***3 credits; 3 hours*

This course provides an introduction to medical terminology through classroom instruction. The focus of this course is on understanding complex medical terms. Students learn word construction, prefixes, suffixes, roots, abbreviations, pronunciation and the rules of use. Terminology will relate to major body structures, functions, pathologies, related diagnoses and treatments.

*Prerequisites: CSE099; ENG/ENA/ESA 099*

**BT0170 Electronic Health Records***3 credits; 4 hours (3 lecture, 1 lab)*

This course introduces the techniques and concepts that underlie the current global transitioning from paper-based to electronic health records management systems. The course also introduces the use of computerized electronic health records for administrative and clinical use. This course will be enhanced by the use of medical software to practice electronic health record procedures in a simulated electronic health records environment.

*Prerequisites: MAT 096; ENA/ENC/ENG 101*

**BT0270 Health Insurance: Billing and Reimbursement***3 credits; 4 hours (2 lecture, 2 lab)*

This course introduces the health insurance system in the U.S., the various types of private policies, government-sponsored programs such as Medicare, Medicaid, Worker's compensation and related programs. The course focuses on skills related to health insurance, billing and reimbursement. Topics include insurance claims processes and forms, the proper methods of completing a CMS 1500 and UB 04 form and understanding ICD-9-CM, ICD-10-CM CPT and HCPCS coding.

*Prerequisites: MAT 096; BTO125*

**BT0280 U.S. Healthcare Administration and Delivery***3 credits; 3 hours*

The purpose of this course is to provide students with a basic overview of the U.S. healthcare, development and history of the healthcare systems, various types of health services professionals and providers, the role of health policy and ethics, insurance and reimbursement, populations with special needs, managing care, integrated services, inter-professional teams, technology in healthcare teams, quality of care, and accessibility to care.

*Pre/Co-Requisite SCN195*



## INTERNSHIPS

### BTE160: Topics in Business and Technology

3 credits; 3 hours

This course is designed to explore current topics in any of the fields of study that are housed in the Business and Technology department: business management/administration; international business; finance; entrepreneurship; technology; accounting; paralegal studies; and travel, tourism and hospitality management. Specific topics will be announced in advance of registration. Students will complete assignments, case studies, and engage in research and problem-solving regarding real-world scenarios.

*Prerequisite:* MAT096

### BTI121 People, Work and Organizations

3 credits; 4 hours (3 lecture, 1 lab)

The course focuses on careers in organizations and the progression of positions that a person will hold during their lifetime. Concentration is on individual and organizational factors in career development. Topics include career planning, work socialization, teamwork, career mobility and stages, mentoring, workforce diversity, and work/life balance. Students complete career and interest assessments, research careers, and develop a professional portfolio demonstrating workplace and academic skills.

*Prerequisite:* BTM101

*Pre- or Corequisite:* BTA111 or BTP101 or BTT101

### BTI151 Business Exploration Internship

1 credit; 11 hours (1 lecture, 10 lab)

This internship and seminar are designed for students seeking to gain career awareness, experience, and knowledge in a particular field of interest. It provides exposure to a business/industry, allowing students to develop additional skills that will enhance academic learning as well as develop new skills that will be transferable to future employers. The seminar integrates the students' experiences with their classroom training. Minimum completion: 100 hours or employer requirements per cycle.

*Prerequisite:* BTI121;

*Pre-corequisite:* Students must have completed 18 credits and a minimum of 6 credits in the major.

### BTI201 Business Internship

3 credits; 19 hours (1 lecture, 18 lab)

The internship provides students an opportunity to gain experience in business, enhance skills and integrate knowledge in the major field of study to complement their courses in a work setting. The internship provides opportunities to explore career options, test career choices, and develop skills within a chosen field. Through the seminar, a framework is provided for analyzing and evaluating students' internship experiences. Minimum completion: 168 hours or employer requirements per cycle.

*Prerequisite:* BTI121

*Student must have completed 30 credits and a minimum of 9 credits in the major.*

### BTI202 Business Internship II

3 credits; 19 hours (1 lecture, 18 lab)

The elective internship and seminar is a continuation of the learning process begun in BTI 201. Students build on prior experience that enables them to explore career options, define a career path, and develop an educational plan to achieve academic and career goals. The seminar provides a framework to reflect on the experience and to explore, demonstrate, and evaluate specific knowledge, skills and values related to the field. Minimum completion: 180 hours or employer requirements per cycle.

*Prerequisite:* BTI201

*Pre-corequisite:* Students must have completed 30 credits and a minimum of 9 credits in the major.

### BTI203 Internships in Emerging Technology

3 credits; 25 hours

This seminar is designed to meet the specialized needs of students interning in Silicon Alley, an area with a concentration of Internet and new media companies. Students will engage in a common reading to understand the New York tech community and its culture as well as participate in demo days, workshops, seminars, meet-ups and events. The seminar will help students succeed by offering ongoing support and mentoring to maximize students' learning experiences.

*Prerequisite:* ENA/ENG099, ESA099, ENA/ENC101,

ESL098/99, MAT096. *Departmental Permission Required*

## 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:* ENA/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 or MAT099, 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*

**BTP206 Paralegal Internship***3 credits; 19 hours*

The Paralegal Internship provides students an opportunity to gain experience in a paralegal setting, enhance skills, and integrate knowledge in Paralegal Studies to complement their courses in a work setting. The internship provides opportunities to explore career options, test career choices, and develop skills as a paralegal. Through the seminar, a framework is provided for analyzing and evaluating students' internship experiences. Minimum completion: 180 hours or employer requirements per cycle.

*Prerequisites: BTP205; BTP211 Corequisites: BTP 204*

**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 or MAT099, 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 or MAT099, 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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099*

### **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, ENA/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 prerequisite is waived for Foodservice Management students**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.

*Pre- or Corequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101. Corequisite: MAT096***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, MAC109 or MAC265; MAT200 or MAT241*

### **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*

## **Counseling Department**

### **Room B100 (718) 482-5250**

The Counseling Department offers programs designed to assist students with personal, academic, and career concerns. In addition, the department offers two courses described below.

#### **Department Faculty**

Lynne Alston-Jackson, Jean Buckley-Lockhart, Louise A. Butironi, Ana M. Mora, Kyoko M. Toyama

### **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.

## **Education and Language Acquisition Department**

### **Room B234 (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**

**Arthur Lau**, Chairperson; Caterina Almandral, Paul Arcario, Rashida Aziz, Habiba Boumlik, Ruhma Choudhury, John Collins, Angela Cornelius, Michelle De Goeas-Malone, Monika Ekiert, Jose Fabara, Wenjuan Fan, Xiwu Feng, Linda Forrester, Jie Gao, Leigh Garrison-Fletcher, Laurie Gluck, Lilik Gondopriono, Ana Maria Hernandez, Rosa Herrera-Rodriguez, Givanni Ildefonso-Sanchez, Maria Jerskey, Rebekah Johnson, Florence Kabba, Karen Kearns, Hyun Joo Kim, William Kurzyna, Bede McCormack, Ernesto Menendez-Conde, Tomonori Nagano, Ernest B. Nieratka, Adhiambo Okomba, Agnieszka Rakowicz, Max Rodriguez, Maria Savva, Jane Selden, Walter Sistrunk, Kenneth Yin

## **Communication Skills**

### **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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099***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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101***CSE111 Literacy and Propaganda Accelerated***3 credit; 7 hours (6 lecture, 1 lab)*

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.

*Prerequisites: This course is for students whose reading ACCUPLACER score is between 45 and 54.***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***CSZ099 Academic Reading Strategies***0 credits; 4 hours*

This course is designed to prepare students for cross disciplinary college level critical reading and test-taking. Students will read extensively to acquire background knowledge, discipline-specific lexica, and exam-taking strategies. Course readings will cover the Social Sciences, Humanities, and Natural Sciences. Students will learn and analyze information patterns in different fields, review test-taking strategies, and analyze answers, with special emphases on the critical reading of comparative essays.

*Prerequisite: CSE099*

## Education

### **EDF101 First Year Seminar in Education**

*3 credits; 4 hours (3 classroom, 1 lab)*

The Education First Year Seminar is required of all new students majoring in Education. Its goals are to introduce students to the liberal arts, campus culture, and the education field, and to develop a better understanding of the learning process and acquire essential academic skills. Taught by ELA faculty and supported by Peers Advisors, and co-curricular professionals, this course addresses issues related to contemporary college life and the field of education (birth through 12th Grade).

### **ELE110 Arts in Education**

*3 credits; 3 hours*

Students are introduced to media, lesson planning, and ways of integrating the arts into planning academic and multicultural curricula for K-12 classrooms. The importance and role of the arts in school curricula is stressed through demonstrations, lectures, visuals and discussions. Creative and critical thinking skills are enhanced through hands-on projects, technology based activities, and reflective writing. This course requires 15 hours of classroom observation in a NYC public school for education students or 4 classroom video-based observation reports for non-education major students.

Prerequisite: ENA/ENC/ENG101, MAT096

### **ELE203 Language and Literacy in Childhood Education**

*3 credits; 4 hours (3 classroom, 1 lab)*

This Writing Intensive course provides a comprehensive overview of the development, learning and teaching of literacy from grades one through six. Topics include the relationship between written and spoken language, language and literacy development in children from culturally, academically, and linguistically diverse backgrounds, literacy instruction and assessment. Students will develop a teacher education ePortfolio. 15 hours of classroom observation in a NYC public school is required.

Prerequisite: ELL101, ELN120 or ELN123, ENG102, MAT096/099/117/119, SSY105

### **ELE204 Language and Literacy in Secondary Education**

*3 credits; 4 hours (3 classroom, 1 lab)*

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, dialect variation, classroom discourses, strategies for teaching content-area to a diverse student body and will develop a teacher education ePortfolio. 25 hours of classroom observation in a NYC public school are required.

Prerequisite: ELL101, ELN122, ENG102, MAT096, SSY105

### **ELE205 Language and Literacy in Early Childhood Education**

*3 credits; 3 hours*

This writing intensive course introduces students to language and literacy development of children from birth to 8 years of age. Coursework includes Language and pre-literacy development; the foundational role of early literacy learning; the importance of print-rich environments and intentional instructional practices; family literacy practices; and early learning standards; and the development of a teacher education ePortfolio. Students must complete 30 hours of fieldwork.

Prerequisite: ELL101, ELL121, SSY105

### **ELN120 Foundations of American Education: Grades 1-6**

*3 credits; 4 hours (3 classroom, 1 lab)*

This Writing Course is a comprehensive overview of the foundations of education in the U.S. for elementary teachers. The course emphasizes philosophical, sociological, political, legal and cultural themes. It enables students to inquire, debate, and write about contemporary and historical issues, prepares reflective educators to make informed decisions, and to develop a teacher education e-Portfolio. 15 hours of classroom observation in a NYC public school are required.

Prerequisite: SSH101 or SSH102 or SSH106, MAT096

Pre-or Corequisite: ENG102

*This is a Writing Intensive course*

### **ELN121 Foundations of Early Childhood Education**

*3 credits; 3 hours*

This Writing Intensive course introduces students to the social, cultural, economic, and historical forces influencing early childhood education (ECE) in NYC and other urban settings; definitions of ECE's function and curriculum; ECE as a profession; the role of federal, state and city agencies; early learning assessment; quality and equity; issues of social inclusion and respect for diversity. Students will also develop a teacher education ePortfolio. Students must complete 30 hours of fieldwork.

Prerequisite: ENA/ENC/ENG101, MAT096

Pre-or Corequisite: ENG102

*This is a Writing Intensive course*

### **ELN122 Foundations of American Education: Grades 7-12**

*3 Credits; 4 hours (3 classroom, 1 lab)*

This writing intensive course is a comprehensive overview of the foundations of education in the U.S. for secondary teachers. The course emphasizes philosophical, sociological, political, legal and cultural themes. It enables students to inquire, debate, and write about contemporary and historical issues, prepares reflective educators to make informed decisions, and to develop a teacher education e-Portfolio. 25 hours of classroom observation in a NYC public school are required.

Prerequisite: SSH101 or SSH102, MAT096 AND SSH101 or SSH102

Pre- or Corequisite: ENG 102

*This is a Writing Intensive course*

**ELN123 Foundations of Bilingual Education***3 credits; 3 hours*

This writing intensive course is a comprehensive overview of bilingual childhood education. It covers cultural, psychological, socioeconomic, linguistic, cognitive and curricular factors affecting the academic achievement of emergent bilingual students. Topics include the philosophical, legal, and sociological aspects of bilingual education. In this course students also develop a teacher education ePortfolio. 15 hours of classroom observation in a NYC public school is required.

*Prerequisite: MAT096/099/117/119**Pre-or corequisite: ENG102, SSH106**This is a Writing Intensive course***ELN206 Family, School and Community in Early Education***3 credits; 3 hours*

This writing intensive course introduces students to current research, practices, and developmental experiences of young children (prenatal to age 8), in the context of family, school and community. Application of knowledge on cultural, racial, ethnic, income and linguistic diversity and the significance of family diversity, socio-cultural contexts and urban poverty for early learning are addressed. Parent communication, involvement and collaboration are explored. Students must complete 30 hours of fieldwork.

*Prerequisite: ELN121**This is a Writing Intensive course***English as a Second Language****ESA099 Basic Writing I for Non-Native Speakers of English***0 credits; 6 hours (4 lecture, 2 lab)**(Equivalent to ENG099)*

This course aims at developing college-level writing proficiency, emphasizing the writing process, summary writing, paraphrasing, and English language skills. The course also introduces students to the conventions of academic writing and rhetorical conventions, and prepares them for timed essays, such as the CUNY Assessment Test in Writing (CATW). Students learn to write reader response essays and to rectify lexical, grammatical, and rhetorical errors.

*Pre- or Corequisite: ESL/ESR099 or waiver***ESC099 Accelerated Composition for Select Readers***0 credits; 10 hours (8 lecture, 2 lab)*

This is an accelerated writing-intensive composition course that merges Basic Writing I for Non-Native Speakers of English with English for Select Readers to develop college level writing skills emphasizing writing process, fluency, grammatical accuracy, text-based writing and critical reading strategies to effectively use various academic written modes. This course is not open to repeaters of any levels of ESR/ESL or CSE.

*Prerequisite: Pass COMPASS, ESR098; ESR099**Placement/Passing Grade in ESR098 plus Exemption from Reading or Passing Score on COMPASS Reading Exam.**No repetition of any level of ESL/ESR or CSE courses.***ESE099 Intensive Basic Writing for NNS of English***0 credits; 45 hours*

This is a one-week intensive version of ESA099. This course aims at developing college-level writing proficiency. Emphasizing the writing process, rhetorical conventions, summary writing, paraphrasing and analytical language skills, the course will prepare students for timed, high-stakes essays, such as the CATW. In addition, students will learn to identify and correct grammatical errors in their own compositions and learn to employ argumentative and other rhetorical modes in a short essay.

*Prerequisite: ESL/R099 or waiver, 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 is designed for students who have some knowledge of English and need to develop competency in their academic reading, writing, speaking and listening skills. The emphasis will be on writing, critical reading strategies, and interpreting college-level materials. Knowledge of grammar and application of grammar are an integral part of the course.

*Prerequisite: Reading and writing placement**Pre- or Corequisite: BTF101 or CJF101 or HSF090 or LIF101 or NSF101 or SYF101***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**Pre- or Corequisite: BTF101 or CJF101 or HSF090 or LIF101 or NSF101 or SYF101***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 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**Pre- or Corequisite: BTF101 or CJF101 or HSF090 or LIF101 or NSF101 or SYF101*



**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 ESL098 level and who either place into CSE099 or have a passing score on the Compass Reading test.*

*Pre- or Corequisite: BTF101 or CJF101 or HSF090 or LIF101 or NSF101 or SYF101*

**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*

## Language Study

**EIS215 Language Issues in a Global World***3 credits; 3 hours*

This course will familiarize students with the pivotal ways in which language influences and underlies important and often controversial policy issues in societies around the world.

It zeroes in on the issues of languages and dialects in cross-cultural perspective; multilingualism, literacy, and education; and language choice and globalization. The course will explore and analyze questions of language diversity, language power, and language policy in a global world.

*Prerequisite: ENA/ENC/ENG101*

**EIS216 International Schooling in Global Contexts***3 credits; 3 hours*

This course examines trends in international schooling by exploring the rapid growth of English-medium schools abroad, along with the increased employment opportunities that have emerged for those interested in teaching or working abroad. The psycho-social adjustment of highly mobile populations (such as those of international teachers and students) is also surveyed with a focus on issues of adaptation, hybrid identities and developing a sense of belonging.

*Prerequisites: ENA/ENC/ENG101*

**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 looks at what it means to "know" a language. Areas covered include phonology, word structure, sentence structure, how languages are acquired, how languages change through time, and how language is used in society.

*Prerequisite: CSE099, ENA/ENG/ESA099*

**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*

**ELL114/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/ENG099, ESA099, ENA/ENC101*

**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*

## Modern Languages and Literature

### American Sign Language

#### ELM101 American Sign Language I

*3 credits, 4 hours (3 lecture, 1 lab)*

This course introduces the fundamentals of American Sign Language (ASL) as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural notes. International Sign Languages will also be explored. The course focuses on the development of language and communication competencies.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101, ESL/R099, MAT096*

#### ELM102 American Sign Language II

*3 credits, 4 hours (3 lecture, 1 lab)*

This course builds on the foundations of American Sign Language 1 (ELM 101). The course focuses on American Sign Language as used by the Deaf community and includes instruction in vocabulary, syntax, grammar, semantics, language in use and Deaf cultural behavior. The course focuses on the development of language and communication competencies.

*Prerequisite: ELM101 or Placement Exam*

#### ELM103 American Sign Language III

*3 credits, 4 hours (3 lecture, 1 lab)*

This course builds on students' ASL competences and their use of ASL in a variety of discourse and narrative settings. Skills to be developed are: spatial organization, semantic awareness, complex use of ASL grammar and syntax, the use of classifiers, cultural perspectives of content and Deaf people's views of both Deaf and hearing worlds.

*Prerequisite: ELM102 or Placement Exam*

#### ELM104 American Sign Language IV

*3 credits, 4 hours (3 lecture, 1 lab)*

This course focuses on the advanced development of students' ASL competences and their use of ASL in a variety of discourse and narrative settings. Skills to be developed are: spatial organization, spatial visualization and mapping work; analysis of semantics, complex use of ASL grammar and syntax, the use of classifiers, and cultural perspectives of contents and Deaf culture and bilingual perspectives.

*Prerequisite: ELM103 or Placement Exam*

#### ELM210 Sign Language Linguistics

*3 credits; 3 hours*

This course compares the fundamental linguistic structures of American Sign Language, English and other signed languages. The phonology, morphology, syntax, semantics and pragmatics of each language will be examined. Students will use a descriptive framework to identify and analyze the linguistic features across both spoken and signed languages. The course will utilize theoretical and methodological approaches to the study of sign languages. Fluency in American Sign Language is not required.

*Prerequisite: ELL101, ELM102*

## Arabic

#### ELA101 Elementary Arabic 1

*3 credits, 4 hours (3 lecture, 1 lab)*

This course is designed for beginners of Arabic and aims to develop students' listening, speaking, reading and writing skills in Arabic. An understanding of Arabic culture is nourished through the examination of cultural practices and perspectives. Students will learn Arabic pronunciation, grammar and vocabulary in the context of important aspects of the culture essential for effective communication.

*Prerequisite: ESL097*

#### ELA102 Elementary Arabic 2

*3 credits, 4 hours (3 lecture, 1 lab)*

ELA102 is designed to further develop students' language ability in Arabic. The course continues to introduce students to the four language skills (i.e., speaking, writing, reading, and listening), fundamental grammar, as well as cultural facts of the Arab world.

*Prerequisite: ELA101, ESL097, or Exemption Exam*

#### ELA103 Intermediate Arabic I

*3 credits, 4 hours (3 lecture, 1 lab)*

This course is designed to help students who completed ELA102 to enhance their four basic skills in Arabic. The course especially focuses on improving students' Arabic grammar, usage, and their critical reading and writing strategies in Arabic through project-based assignments. This course is mostly taught in Arabic.

*Prerequisite: ELA102, ESL097*

#### ELA104 Intermediate Arabic II

*3 credits, 4 hours (3 lecture, 1 lab)*

This course is designed to help students who completed ELA103 enhance their four basic skills in Arabic. The course especially focuses on improving students' Arabic grammar, usage, and their critical reading and writing strategies in Arabic through project-based assignments. This course is mostly taught in Arabic.

*Prerequisite: ELA103 or Exemption Exam*

*Pre-or Corequisite: ESL097*

#### ELA105 Arabic for Heritage Speakers

*3 credits, 4 hours (3 lecture, 1 lab)*

This course is designed to help heritage speakers of Arabic to enhance their reading and writing competence of the target language in the formal and high-level register. The course especially focuses on improving students' Arabic grammar, usage, and their critical reading and writing strategies in Arabic through project-based assignments. This course is taught in Arabic.

*Prerequisite: ESL097 or Exemption Exam*

#### ELA201 Modern Arabic Literature

*3 credits; 3 hours*

The course examines an array of Arab literary writings from the late 19th century to the present. Literary genres include fiction, memoirs and polemical pieces, short stories, essays, poetry, plays and novels. A careful attention is devoted to the historical,

cultural, social, political and economic context in which each text was created. Class discussions focus on Arab intellectuals and the West, Arab literature, identity, nation/nationalism, colonialism, sexuality and religion. This course is taught in Arabic.

*Prerequisite: Exemption Exam*

### **ELA250 Arabic Literature in Translation**

*3 credits; 3 hours*

This course provides students with an opportunity to study Modern Arabic literature and to become familiar with the culture of the Middle East and North Africa. In addition to major literary works illuminating changes in the Arab culture and society, screening of film adaptations of some master pieces of Arabic literary works will offer new perspectives about the lives and experiences of Arab writers. Class discussions will encompass Arab intellectuals and the modernization ideology in the 19th century; writing and diglossia, nation and nationalism; Arabic literature and colonialism; literature and war; patriarchy, sexuality, and religion.

*Prerequisite: ENA/ENC/ENG101*

### **ELA260 Arab Cinema: Cultural Insights through Film**

*3 credits; 3 hours*

The course introduces students to the history and to the contemporary diversity of Arab cinema as an artistic and social form, and as a political instrument. It examines an array of Arab films from the early 20th century to the present. Readings and screenings investigate these major areas: the construction of identity, socio-political and cultural change, Islam, history and modernity, the quest for freedom, women and sexuality. The class is taught in English and prior knowledge of Arabic is not necessary.

*Prerequisite: ENA/ENC/ENG101*

## **Bengali**

### **ELV101 Elementary Bengali 1**

*3 credits, 4 hours (3 lecture, 1 lab)*

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/ENG099, ESA099, ENA/ENC101*

### **ELV102 Elementary Bengali 2**

*3 credits; 4 hours (3 lecture, 1 lab)*

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 or Exemption Exam*

### **ELV103 Intermediate Bengali**

*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 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; 4 hours (3 lecture, 1 lab)*

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.

*Prerequisite: Exemption Exam*

## **Chinese**

### **ELC101 Elementary Modern Chinese 1**

*3 credits; 4 hours (3 lecture, 1 lab)*

This course is for beginners of Modern Chinese (Mandarin) and aims to develop listening, speaking, reading and writing skills in Chinese. An understanding of Chinese culture is also nourished through the examination of cultural practices and perspectives. Students will learn Chinese pronunciation, grammar and vocabulary in the context of important aspects of the culture essential for effective communication.

*Prerequisite: ESL097*

### **ELC102 Elementary Modern Chinese 2**

*3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELC101 and is designed to further develop students' language fluency and proficiency, and communication skills of the target language within a cultural and linguistic context. The basic Chinese writing system and characters will be introduced.

*Prerequisite: ELC101, ESL097, or Exemption Exam*

**ELC103 Intermediate Modern Chinese I***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELC102, Elementary Chinese 2. The purpose of the course is to help students build functional language proficiency and increase their ability to communicate in Chinese with confidence and ease. This course is taught mostly in Chinese.

*Prerequisite: ESL097, ELC102, or Exemption Exam*

**ELC104 Intermediate Chinese II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELC103, Intermediate Chinese 1. The purpose of the course is to help students build language proficiency at an intermediate level and increase their ability to communicate in Chinese in varying sociocultural settings. This course is taught mostly in Chinese.

*Prerequisite: ELC103 or Exemption Exam*

*Pre-or Corequisite: ESL097*

**ELC105 Modern Chinese for Heritage Students***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed to help heritage speakers of Chinese to enhance their reading and writing competence of the target language in the formal and high-level register. The course especially focuses on improving students' Chinese grammar, usage, and their critical reading and writing strategies in Chinese through project-based assignments. This course is mostly taught in Chinese.

*Prerequisite: ESL097, Exemption Exam*

**ELC106 Chinese for Heritage Speakers 2***3 credits, 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELC105, Chinese for Heritage Speakers 1. This course is designed to help heritage speakers of Chinese to enhance their reading and writing competence of the target language in the formal and high-level register. The course especially focuses on improving students' Chinese grammar, usage, and their critical reading and writing strategies in Chinese through project-based assignments. This course is taught in Chinese.

*Prerequisite: ESL097, Exemption Exam*

**ELC115 Chinese for Community Wellness***3 credits; 4 hours (3 classroom, 1 lab)*

This course will teach the basic Chinese language (Mandarin) in the context of a diverse community setting using the communicative approach. It will focus primarily on fundamental language structures, cultural issues, and language related to health and wellness that will allow for effective interaction between community workers and Chinese-speaking residents. This is an introductory course that requires no previous experience with the Chinese language and is closed to proficient speakers of Chinese.

*Pre-or Corequisite: ESL097*

**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*

**ELC250: Chinese Literature in English Translation***3 credits; 3 hours*

This course is an introduction to Chinese literature in English translation. Students will read and discuss selected philosophical and historical writings, poetry, prose fiction, and drama from the Zhou Dynasty to the modern period, including Tang poems, Yuan plays, and the modern novel. Thematic and stylistic variety of the various genres will be explored. Knowledge of the Chinese language is not required.

*Prerequisite: ENA/ENG099, ESA099, ENA/ENC101*

## French

**ELF101 Elementary French I***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed for beginners of French and aims to develop students' listening, speaking, reading and writing skills in French. An understanding of Francophone culture is nourished through the examination of cultural practices and perspectives. Students will learn French pronunciation, grammar and vocabulary in the context of important aspects of the culture essential for effective communication.

*Prerequisite: ESL097*

**ELF102 Elementary French II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELF101 Elementary French 1. The course is designed to further develop listening, speaking, reading, and writing within a cultural context.

*Prerequisite: ESL097, ELF101, or Exemption Exam*

**ELF103 Intermediate French I***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELF102 Elementary French 2. The purpose of the course is to help students build functional language proficiency and increase their ability to communicate in French with confidence and ease. This course is taught mostly in French.

*Prerequisite: ESL097, ELF102, or Exemption Exam*

**ELF104 Intermediate French 2***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELF103 and focuses on developing students' reading and writing in French and the proper use of French in cultural contexts. It aims to improve students' motivation, language fluency and cultural competence by introducing them to French and francophone society and culture through films. Each chapter, through film excerpts, provides and reinforces vocabulary, grammar structures and a rich cultural content. The course is taught in French.

*Prerequisite: ELF103 or Exemption Exam*

*Pre-or Corequisite: ESL097*

**ELF105 French for Heritage Speakers***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed to help heritage speakers of French to enhance their reading and writing competence of the target language in the formal and high-level register. The course especially focuses on improving students' French grammar, usage, and their critical reading and writing strategies in French through project-based assignments. This course is mostly taught in French.

*Prerequisite: ESL097, Exemption Exam*

**ELF201 French Literature from a Global Perspective***3 credits; 3 hours*

This course provides an exploration of key literary French and Francophone texts and investigates it as serious, rational, psychological, free and artistic literature. By readings and discussions our course will present a global vision on the French literature through history

*Prerequisite: Placement Exam*

**ELF250 Modern French Literature in Translation***3 credits; 3 hours*

This course is an introduction to modern French literature in English translation. Readings are chosen from important literary movements: Enlightenment, Romanticism, Dadaism, Surrealism, Existentialism, and the New Novel. Attention is paid not only to the texts themselves, but also to the literary movements and forms they represent

*Prerequisite: ENA/ENC/ENG101*

**Hebrew****ELH250 Contemporary Hebrew Literature in Translation***3 credits; 3 hours*

This course is an introduction to Hebrew literature in English translation and the culture of Israel. The goal of the course is to familiarize students with an author, a genre or a theme and to explore the socio-cultural milieu in which it developed. Thematic and stylistic variety of various genres will be explored. Knowledge of the Hebrew language is not required.

*Prerequisite: ENA/ENG099, ESA099, ENA/ENC101*

**Italian****ELI101 Elementary Italian I***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed for beginners of Italian and aims to develop students' listening, speaking, reading and writing skills in Italian. An understanding of Italian culture is nourished through the examination of cultural practices and perspectives. Students will learn Italian pronunciation, grammar and vocabulary in the context of important aspects of the culture essential for effective communication.

*Prerequisite: ESL097*

**ELI102 Elementary Italian II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELI101, Elementary Italian 1 and is designed to further develop listening, speaking, reading, and writing within a cultural context. Students will learn more about Italian pronunciation, grammar and vocabulary in selected cultural contexts.

*Prerequisite: ESL097, ELI101, or Exemption Exam*

**ELI103 Intermediate Italian I***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 sociocultural 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 mostly in Italian.

*Prerequisite: ESL097, Exemption Exam*

**ELI104 Intermediate Italian II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is continuation of ELI103. The course is designed to further develop functional language proficiency and increase the ability to communicate accurately and appropriately in Italian in various sociocultural settings. The four communicative skills of listening, speaking, reading and writing are emphasized with particular attention to the paragraph structure, grammatical features, and literacy skills. This course is taught mostly in Italian.

*Prerequisite: ELI103 or Exemption Exam*

*Pre-or Corequisite ESL097*

**ELI250 Italian Literature in Translation***3 credits; 3 hours*

This introduction to Italian literature begins with a discussion of Dante's *Hell* as a medieval outcry against political corruption. The course concludes with Italo Calvino's twentieth-century portrait of a man who takes to the trees as a form of social commentary. The class will explore literary themes in social and political context through diverse media. The course will be conducted in English, and students will read the literary works in English translation.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101, ESL098*

## Japanese

**ELJ101 Elementary Japanese 1***3 credits; 4 hours (3 lecture, 1 lab)*

This course aims to develop listening, speaking, reading and writing skills in Japanese. Knowledge of Japanese culture is also nourished through the examination of social practices, cultural products, and perspectives in Japan. Writing and reading of Hiragana and Katakana skills will be introduced as well.

Note: Students proficient in Japanese must take higher-level courses appropriate for their proficiency levels.

*Prerequisite: ESL097, CSE095*

**ELJ102 Elementary Japanese 2***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELJ101 Elementary Japanese 1. The course is designed to further develop listening, speaking, reading, and writing within appropriate cultural context. While the main emphasis is placed on the spoken language, reading and writing of the Japanese scripts, including approximately 50-60 Kanji (Chinese characters), are gradually introduced. Note: Students proficient in Japanese must take higher-level courses appropriate for their proficiency levels.

*Prerequisite: ELJ101 or Exemption Exam*

**ELJ103 Intermediate Japanese 1***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELJ102 Elementary Japanese 2. The course is designed to further develop functional language proficiency and increase students' ability to communicate accurately in Japanese within an appropriate socio-cultural context. The four communicative skills of listening, speaking, reading, and writing are emphasized in various cultural contexts. Particular attention is paid to sentence and paragraph structure, grammatical features, and oral and written fluency. The knowledge of the Kanji (Chinese characters) writing system will also be reinforced.

*Prerequisite: ELJ102 or Exemption Exam*

**ELJ104 Intermediate Japanese 2***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELJ103 and is designed to further develop functional language proficiency and increase students' ability to communicate accurately in Japanese within an appropriate socio-cultural context. In addition to the four communicative skills of listening, speaking, reading, and writing, students will develop their ability to speak and write Japanese in different registers, particularly in the formal register. Knowledge of Kanji (Chinese characters) will be reinforced.

*Prerequisite: ELJ103 or Exemption Exam*

**ELJ105 Japanese for Heritage Speakers***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed to help heritage speakers of Japanese enhance their reading and writing competence of Japanese in the formal and high-level register. The class especially focuses on Japanese grammar, pragmatics, usage, and students' critical reading and writing strategies in Japanese through project-based assignments. The class is taught mostly in Japanese.

*Prerequisite: Exemption Exam*

**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: ENA/ENC/ENG101*

## Korean

**ELK101 Elementary Korean I***3 credits; 4 hours (3 lecture, 1 lab)*

This course is for beginners of Korean and aims to develop listening, speaking, reading and writing skills in Korean. An understanding of Korean culture is also nourished through the examination of cultural practices and perspectives. Students will learn Korean pronunciation, grammar and vocabulary. The Korean script Hangeul will be introduced from the beginning of the course.

*Prerequisite: ESL097*

**ELK102 Elementary Korean II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELK101 Elementary Korean 1 and is designed to further develop students' language fluency and proficiency, and communication skills of the target language within a cultural and linguistic context.

*Prerequisite: ELK101, ESL097, or Exemption Exam*

**ELK103 Intermediate Korean I***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELK102. The purpose of the course is to help students build functional language proficiency and increase their ability to communicate in Korean with confidence and ease. This course is taught mostly in Korean.

*Prerequisite: ELK102, ESL097, or Exemption Exam*

**ELK104 Intermediate Korean II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELK103 and focuses on developing students' literacy skills in Korean and socially appropriate use of Korean in various sociocultural contexts. Students also read Korean texts in a variety of discourse styles and narrative settings. This course is taught mostly in Korean.

*Prerequisite: ELK103 or Exemption Exam*

*Pre-or Corequisite: ESL097*

**ELK105 Korean for Heritage Students***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed to help heritage speakers of Korean to enhance their reading and writing competence of the target language in the formal and high-level register. The course especially focuses on improving students' Korean grammar, usage, and their critical reading and writing strategies in Korean through project-based assignments. This course is mostly taught in Korean.

*Prerequisite: ESL097, Exemption Exam*

**ELK201 Modern Korean Literature***3 credits; 3 hours*

This course will familiarize students with modern Korean literature through selected readings of representative authors from 1910 to present in English translation. The class explores, analyzes and interprets literary works reflecting major sociopolitical and historical movements, including conflicts between tradition and modernity, colonialism, construction of national identity, the Korean War and national division, and industrialization. This course is taught in Korean.

*Prerequisite: Exemption Exam*

**ELK250 Modern Korean Literature in Translation***3 credits; 3 hours*

This course will familiarize students with modern Korean literature through selected readings of representative authors from 1910 to present in English translation. The class explores, analyzes and interprets literary works reflecting major sociopolitical and historical movements, including conflicts between tradition and modernity, colonialism, construction of national identity, the Korean War and national division, and industrialization.

*Prerequisite: ELK105 or Exemption Exam*

**Polish****ELP101 Elementary Polish I***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed for beginners of Polish and aims to develop students' listening, speaking, reading and writing skills in Polish. An understanding of Polish culture is nourished through the examination of cultural practices and perspectives. Students will learn Polish pronunciation, grammar and vocabulary in the context of important aspects of the culture for effective communication.

*Prerequisite: ESL097*

**ELP102 Elementary Polish II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELP101 Elementary Polish 1. The course is designed to further develop listening, speaking, reading, and writing within a cultural context.

*Prerequisite: ELP101, ESL097, or Exemption Exam*

**ELP103 Intermediate Polish I***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELP102 Elementary Polish 2. The purpose of the course is to help students build functional language proficiency and increase their ability to communicate in Polish with confidence and ease. This course is taught mostly in Polish.

*Prerequisite: ELP102, ESL097, or Exemption Exam*

**ELP105 Polish for Heritage Students***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed to help heritage speakers of Polish to enhance their reading and writing competence of the target language in the academic and formal register. Students will acquire skills that range from learning grammar and spelling, and developing vocabulary, to interpretation and analysis of different literary genres. Students will explore a broad variety of cultural themes. Topics will include: Polish literature – classic and modern, social life, contemporary affairs and films.

*Prerequisite: CSE095, ESL097, Exemption Exam*

**ELP201 Modern Polish Literature***3 credits; 3 hours*

This course will serve as an introduction to the works of 19th, 20th and 21st century Polish writers through an examination of artistic, literary, and intellectual movements against the background of European political events from the period of the partitions, through independent statehood, German occupation and the communist experiment. The course will examine key literary and philosophical works and explore main themes of national memory and patterns of social and cultural transformation. The course will be conducted in Polish.

*Prerequisite: ENG098, ESL097, Placement Exam*

## Portuguese

### ELZ101 Elementary Portuguese I

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed for beginners of Portuguese and aims to develop students' listening, speaking, reading and writing skills in Portuguese. An understanding of Portuguese language is nourished through the examination of cultural practices and perspectives. Students will learn Portuguese pronunciation, grammar and vocabulary in the context of important aspects of the culture essential for effective communication.

*Prerequisite: ESL097*

### ELZ102 Elementary Portuguese II

3 credits; 4 hours (3 lecture, 1 lab)

This course is a continuation of ELZ101 Elementary Portuguese 1. The course is designed to further develop listening, speaking, reading, and writing within a cultural context.

*Prerequisite: ELZ101, ESL097, or Exemption Exam*

## Russian

### ELR101 Elementary Russian I

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed for beginners of Russian and aims to develop students' listening, speaking, reading and writing skills in Russian. An understanding of Russian culture is nourished through the examination of cultural practices and perspectives. Students will learn Russian pronunciation, grammar and vocabulary in the context of important aspects of the culture essential for effective communication.

*Prerequisite: ESL097*

### ELR102 Elementary Russian II

3 credits; 4 hours (3 lecture, 1 lab)

This course is a continuation of ELR101 Elementary Russian 1. The course is designed to further develop listening, speaking, reading, and writing within a cultural context.

*Prerequisite: ELR101, ESL097, or Exemption Exam*

### ELR103 Intermediate Russian

3 credits; 4 hours (3 lecture, 1 lab)

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*

### ELR250: 20th Century Russian Literature in Translation

3 credits; 3 hours

This course is an introduction to Russian literature of the twentieth century in English translation. Selected texts covering the major genres and movements will be read, discussed, and explored. Texts are analyzed in terms of their ethical implications in the context of local and national ideologies of Russia in the 20th century. Works will be interpreted as reflecting norms and values of social and individual facts of the time. Knowledge of Russian is not required.

*Prerequisite: ENA/ENC/ENG101*

## Spanish

### ELS101 Elementary Spanish I

3 credits; 4 hours (3 lecture, 1 lab)

This course aims to develop listening, speaking, reading and writing skills in Spanish. Knowledge and understanding of Spanish culture is also nourished through the examination of cultural practices, products, and perspectives. Note: This class is not for native or heritage speakers of Spanish.

*Prerequisite: CSE099, ESL098*

### ELS102 Elementary Spanish II

3 credits; 4 hours (3 lecture, 1 lab)

This course is a continuation of ELS101 Elementary Spanish 1. It is designed to further develop listening, speaking, reading, and writing within a cultural context. This class is not for native or heritage speakers of Spanish. Students proficient in Spanish and heritage speakers must take higher-level courses appropriate to their proficiency levels.

*Prerequisite: ELS101 or Exemption Exam*

### ELS103 Intermediate Spanish I

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 Spanish within a socio-cultural context. The four communicative skills of listening, speaking, reading and writing are emphasized with particular attention to sentence and paragraph structure, grammatical features, and oral and written fluency. This course is taught mostly in Spanish.

*Prerequisite: ELS102, ESL097, or Exemption Exam*

### ELS105 Spanish for Heritage Speakers I

3 credits; 4 hours (3 lecture, 1 lab)

This course is designed to help heritage speakers of Spanish to enhance their reading and writing competence of the target language in their formal and high-level register. The course especially focuses on Spanish grammar, usage, and students' critical reading and writing strategies in Spanish through project-based assignments. This course is taught in Spanish.

*Prerequisite: ESL097, Exemption Exam*



**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 test***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 test***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 test***ELS209 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 dialectal variations, differences in register and linguistic calques. Taught in Spanish.

*Prerequisite: Placement test**Pre-or Corequisite: ESL097***ELS210 Advanced Spanish Composition***3 credits; 3 hours*

This course, conducted entirely in Spanish, is designed to integrate critical, analytical and writing skills as well as universal literary themes students have explored in courses about Latin American and other cultures. Students will explore various critical perspectives of literary analysis through research and the incorporation of secondary sources. The course is structured around three thematic units: the indigenous legacy, the African experience and the quest for identity.

*Prerequisite: ELS105 or Placement test***ELS220 Spanish for Global Business***3 credits; 3 hours*

The course is designed to enable the student to become familiar with the culture of the business world in Spanish-speaking countries and with basic concepts of business, economics and finance. Emphasis is placed on both oral and written communications that are standard in Latin American and Spanish business settings. Students will build language skills around pertinent terminology and develop a cross-cultural understanding of different styles of conducting business.

*Prerequisite: Placement Exam and ELS105***ELS250 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: ENA/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 and ELS105***Tibetan****ELT101 Elementary Tibetan I***3 credits; 4 hours (3 lecture, 1 lab)*

This is a course for those with little or no understanding of Tibetan. The course will focus on development of aural comprehension, and speaking and reading skills. Students will be expected to correctly produce the Tibetan sound system, master and reproduce basic sentence patterns, and achieve the ability to engage in basic Tibetan conversation.

*Prerequisite: ESL097***ELT102 Elementary Tibetan II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of Elementary Tibetan I. The course will focus on development of aural comprehension, speaking and reading skills. Students will be expected to correctly produce the Tibetan sound system, master and reproduce basic sentence patterns, and achieve the ability to engage in basic Tibetan conversation at an advanced basic to low intermediate level.

*Prerequisite: ELT101, ESL097, or Exemption Exam*

**ELT105 Tibetan for Heritage Speakers***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed for heritage speakers of Tibetan. Communicative approach is used to develop conversational skills and provide the student with a foundation in grammar, pronunciation and vocabulary. The main goal is that students improve their knowledge of the Tibetan language and culture through reading selected literary and sacred texts. This class is taught in Tibetan.

*Prerequisite: ESL097, Exemption Exam***Uzbek****ELU101 Elementary Uzbek 1***3 credits; 4 hours (3 lecture, 1 lab)*

This course is for beginners without any previous instruction in Uzbek. The course is designed to develop listening, speaking, reading and writing skills. Knowledge and understanding of Uzbek culture is also discussed through the examination of cultural practices, products, and perspectives. Writing and reading of the Uzbek orthography (both Cyrillic and Latin scripts) will be introduced.

*Prerequisite: ESL097***ELU102 Elementary Uzbek II***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of ELU101 and is designed to further develop students' language fluency and proficiency, and communication skills of the target language within cultural and linguistic context. While the main emphasis is on the spoken language, reading and writing of the Uzbek scripts will be gradually reinforced.

*Prerequisite: ELU101 or Exemption Exam**Pre-or Corequisite: ESL097***ELU105 Uzbek for Heritage Speakers***3 credits; 4 hours (3 lecture, 1 lab)*

This is course designed to help heritage speakers of Uzbek enhance their reading and writing competence in the target language in the formal and high-level register. The course especially focuses on improving students' Uzbek grammar, usage, and their critical reading and writing strategies in Uzbek thought project-based assignments. This course is mostly taught in Uzbek.

*Prerequisite: Exemption exam***Haitian Creole****ELY101: Elementary Haitian Creole 1***3 credits; 4 hours (3 lecture, 1 lab)*

This course introduces students to the language of Haitian Creole and is intended for students with little to no prior knowledge of the language. Employing new cultural perspectives, students will be guided through the four core modalities of language skills, develop conversational skills, and identify issues relates to the politics and sociolinguistic implications of Haitian Creole as an independent language.

*Prerequisite: CSE095, ESL097***ELY102: Elementary Haitian Creole 2***3 credits; 4 hours (3 lecture, 1 lab)*

This course is a continuation of Elementary Haitian Creole 1 (ELY101) and is designed to further develop students' language proficiency and communication skills of the target language within a cultural and linguistic context. Students will continue to develop the four different modalities in Haitian Creole. The course will help students comfortably navigate basic conversation in Haitian Creole and engage them in the written form of the language, at an introductory level. Course and textbook materials will be supplemented by work with film, radio, music, and relevant cultural experiential learning opportunities.

*Prerequisite: ELY101 or Placement Exam***ELY105: Haitian Creole for Heritage Speakers***3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed for heritage speakers of Haitian Creole who have received little to no prior formal training in the Haitian Creole language. Students will be guided to master the core language skills through the Haitian cultural lens. Focus will be placed on dispelling myths about the Creole language and establishing a formal foundation in the standard Haitian Creole. The Communicative Approach will be employed to develop conversational skills and to explore issues of identity as they relate to the politics and sociolinguistic implications of the Haitian Creole language.

*Prerequisite: Placement Exam*

## Modern Languages

### ELX101: Elementary Modern Language/Culture Equivalent 1

3 credits; 3 hours

This course is designed for students who wish to participate in a study-abroad program and receive Modern Language (ML) credits for a language that the College does not offer. If any existing course fits the destination of the study abroad program (e.g., Spanish for Madrid), student should use it for study-abroad equivalency rather than this course. Credits from this course will satisfy only Liberal Arts Elective or Unrestricted Elective. This course may also satisfy ML Requirement.

*Pre/Co-Requisite Pre/Co:* CSE095 or ESL097; ESL097.

*Approval from the Study-Abroad Coordinator at LaGuardia and the Chairperson of Education and Modern Language Acquisition Department of its designee.*

### ELX102: Elementary Modern Language/Culture Equivalent 2

3 credits; 3 hours

This course is designed for students who wish to participate in a study-abroad program and receive Modern Language (ML) credits for a language that the College does not offer. If any existing course fits the destination of the study abroad program (e.g., Spanish for Madrid), student should use it for study-abroad equivalency rather than this course. Credits from this course will satisfy only Liberal Arts Elective or Unrestricted Elective. This course may also satisfy ML Requirement.

*Requisite Pre/Co:* CSE095 or ESL097; ESL097. *Approval from the Study-Abroad Coordinator at LaGuardia and the Chairperson of Education and Modern Language Acquisition Department of its designee.*

### ELX103: Intermediate Modern Language/Culture Equivalent 1

3 credits; 3 hours

This course is designed for students who wish to participate in a study-abroad program and receive Modern Language (ML) credits for a language that the College does not offer. If any existing course fits the destination of the study abroad program (e.g., Spanish for Madrid), student should use it for study-abroad equivalency rather than this course. Credits from this course will satisfy only Liberal Arts Elective or Unrestricted Elective. This course may also satisfy ML Requirement.

*Pre/Co-Requisite Pre/Co:* CSE095 or ESL097; ESL097.

*Approval from the Study-Abroad Coordinator at LaGuardia and the Chairperson of Education and Modern Language Acquisition Department of its designee.*

### ELX104: Intermediate Modern Language

3 credits; 3 hours

This course is designed for students who wish to participate in a study-abroad program and receive Modern Language (ML) credits for a language that the College does not offer. If any existing course fits the destination of the study abroad program (e.g., Spanish for Madrid), student should use it for study-abroad equivalency rather than this course. Credits from this course will satisfy only Liberal Arts Elective or Unrestricted Elective. This course may also satisfy ML Requirement.

*Pre-or Corequisite:* CSE095 or ESL097. *Approval from the Study-Abroad Coordinator at LaGuardia and the Chairperson of Education and Modern Language Acquisition Department of its designee.*

## Urban Study Courses

### ELN101 Introduction to Bilingualism

3 credits; 3 hours

The course provides a general introduction to bilingualism.

It covers the rationale, principles and applications of a bilingual philosophy of learning. It considers cognitive, psycholinguistic, social and political aspects of bilingualism. It examines language acquisition theories and issues of language maintenance. It also introduces models of bilingual education and bilingual instruction, including past and present legislation. Experiential learning constitutes a major part of the course.

*Prerequisite:* ENA/ENC/ENG101

### 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/ENG099, ESA099, ENA/ENC101, ESL/R099.

*Pre-or Corequisite:* MAT095 or MAT099

*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 Commonwealth of Puerto Rico, the Puerto Rican Traveling Theatre, and other organizations.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

*This is a Writing Intensive course.*

## English Department

### Room E103 (718) 482-5656

The English Department houses degree programs in Writing and Literature, Creative Writing, and Journalism, and it offers courses in composition, literature, creative writing, journalism, and urban studies. Our curriculum allows students to read and write about diverse traditions, both new and established, and to think critically about how gender, race, economic background, ethnic origin, sexual orientation, and religion, among other factors, are explored in a writer's text. The English Department's courses prepare students to write as a means of reflecting on and contributing to a complex and constantly changing world.

### Department Faculty

**Linda Chandler**, Chairperson; Allia Abdullah-Matta, Olga Aksakalova, Christopher Alexander, Ece Aykol, Anita Baksh, Nancy Berke, Cristina Bruns, Evelyn Burg, Tuli Chatterji, J. Elizabeth Clark, Terry Cole, Tara Coleman, Carrie A. Conners, Catherine D. Costa, Sorin Cucu, Richard Dragan, Berton R. Eisenstadt, Thomas Fink, Meghan C. Fox, Kristen Gallagher, Ximena Gallardo, Belkis Gonzalez, Stafford Gregoire, Natalie Havlin, Jason Hendrickson, Carlos Hiraldo, Bethany Holmstrom, Rochell Isaac, Heidi Johnsen, Jacqueline M. Jones, Jayashree Kamble, Demetrios V. Kapetanakos, Lara Kattekola, Marisa A. Klages-Bombich, Karlyn Koh, Irwin Leopando, Christine Marks, Lucy McNair, Neil Meyer, Lauren Navarro, Michelle Pacht, LaRose T. Parris, Kimberly Ramirez, Leah Richards, Sonia Alejandra Rodriguez, Justin Rogers-Cooper, Victor Rosa, Joy Sanchez-Taylor, Noam Scheindlin, Christopher Schmidt, Jesse Schwartz, Charity Scribner, Sigmund Shen, John O. Silva, Naomi Stubbs, David Styler, Laura Tanenbaum, Gordon Tapper, Lilla Toke, Ting Man Tsao, Phyllis van Slyck, Lykourgos Vasileiou, James Wilson, Xiaoping Yen, Susan Young, Yu Zhang, Dominique Zino.

## Composition/Writing

### ENA099 Basic Writing I

*0 credit; 7 hours (6 lecture, 1 lab)*

In this course students write coherent essays in varied academic formats, responding to culturally diverse materials and using appropriate technology. Students focus on critical and analytical skills and study aspects of argumentation including formulating theses; researching, evaluating, and documenting sources; and communicating persuasively. Three additional hours a week support students with lower placement scores. Admission is based on college placement test scores. Course meets seven classroom hours weekly.

*Prerequisite: First semester students only who have not passed the CATW, based on placement.*

*Pre- or Corequisite: BTF101 or CJF101 or HSF090 or LIF101 or NSF101 or SYF101.*

### ENA101 Composition I Accelerated

*3 credits; 7 hours*

In this course students write coherent essays in varied academic formats, responding to culturally diverse materials and using appropriate technology. Students focus on critical and analytical skills and study aspects of argumentation including formulating theses; researching, evaluating, and documenting sources; and communicating persuasively. Three additional hours a week support students with lower placement scores. Admission is based on college placement test scores. Course meets seven classroom hours weekly.

*Prerequisite: Students who passed ACCUPLACER Reading (reading score of 55+) or placed into CSE 099 (reading score of 45-54). Students with placement of 36-55 on the CATW.*

### ENC101 Composition I: An Introduction to Expository Writing

*3 credits; 5 hours*

In this course students write coherent essays in varied academic formats, responding to culturally diverse materials and using appropriate technology. Students focus on critical and analytical skills through reading and listening and study aspects of argumentation including formulating theses; researching, evaluating, and documenting sources; and communicating persuasively. One additional hour each week support students with lower placement scores in achieving college-level writing with an emphasis on the recursive writing process and intensive practice in college-level writing. Admission is based on college placement test scores and is reserved for first semester students only. Course meets five classroom hours weekly.

*Prerequisite: First semester students only with a score of 48-55 on the CATW. Students also must have passed the ACCUPLACER reading test with a passing score of 75-120.*

### ENG099 Basic Writing I

*0 credit; 5 hours (4 lectures, 1 lab)*

*(Equivalent to Quick Start USW099)*

Basic Writing I is designed to introduce and develop college level writing proficiency through careful attention to the writing process. Students will learn process-based writing of structured essays in multiple genres to clearly express ideas in edited U.S. English. Assignments and coursework will prepare students with the skills necessary to succeed in Composition I. Admission is based on college placement scores.

*Prerequisite: ESL/ESR099*

**ENG101 Composition I: An Introduction to Composition and Research***3 credits; 4 hours*

In this course students write coherent essays in varied academic formats, both in and out of class, responding to culturally diverse materials and using appropriate technology. Students focus on critical and analytical skills through reading and listening and study aspects of argumentation including formulating theses; researching and identifying sources; evaluating and documenting sources; and communicating persuasively across contexts, purposes, and media. Admission is based on college placement test scores. The course meets in four scheduled classroom hours per week.

*Prerequisite:* CSE095/099, ENA/ENG099, ESA099, ENA/ENC101

**ENG102 Composition II: Writing Through Literature***3 credits; 3 hours*

This course extends and intensifies the work of Composition I, requiring students to write critically and analytically about culturally-diverse works of literature. Students are introduced to poetry, drama, and fiction, employing close-reading techniques and other methods of literary criticism. Writing assignments follow a variety of academic formats, including the critical research essay, using research methods and documentation procedures. Admission to the course requires completion of Composition I.

*Prerequisite:* ENA/ENC/ENG101 and CSE099

**ENG103 The Research Paper***3 credits; 3 hours*

In this course, students engage in the process of developing an independent academic research project. The course emphasizes strategies for selecting an appropriate academic research topic; formulating research questions; conducting, integrating and citing research; and developing an argument. Students deepen their sense of audience awareness, as they engage in the recursive writing process and consider different genre conventions and rhetorical appeals.

*Prerequisite:* CSE099, ENA/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:* ENA/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:* ENA/ENC/ENG101

**ENG259 Composition II: Technical Writing***3 credits; 3 hours*

This course will focus on the role of writing in engineering, mathematics and computer science. Topics will include practical formats within technical writing, expository and periodical writing on scientific and technological subjects, and other compositional and rhetorical strategies that develop and improve students' abilities in effective written communication. Students will write essays based upon readings in their textbooks and professional essays and articles.

*Prerequisites:* ENC/G101, MAT096

*Pre-corequisite:* CSE099

**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:* ENA/ENC/ENG101

*This is a Writing Intensive course.*

**ENZO99 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 Assessment Test in Writing (CATW). 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 ENG101: Composition I.

*Prerequisite: ENA/ENG099, ESA099, ENA/ENC101*

## Journalism

**ENG208 Introduction to Digital Journalism***3 credits; 3 hours*

The purpose of Introduction to Digital Journalism is to provide students with a basic working knowledge of online journalism today, including the technical skills using blogs and social media, producing video, audio and still digital photographs to enhance written stories. Students will look at existing examples of professional digital journalism and create their own content combining writing, photos, videos and / or audio on their own blogs or custom websites.

*Prerequisite: ENG102*

**ENG209 Advanced Digital Journalism***3 credits; 3 hours*

The purpose of the Advanced Digital Journalism course is to allow New Media Digital Journalism Track majors to deepen their knowledge of the tools and techniques used in digital journalism today, and to develop a substantial semester-length project and portfolio mentored by their instructor. Projects may include a variety of digital artifacts including custom written and web content, including a website or blog incorporating a combination of digital audio, photography, video, interactivity and / or data visualizations.

*Prerequisite: ENG208*

**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: ENA/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: ENA/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: ENA/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: ENA/ENC/ENG101*

**ENG220 Seminar in Writing Education and Peer Tutoring***4 credits; 4 hours*

The Seminar in Writing Education and peer Tutoring combines discussion of writing theory with actual tutoring and mentoring experiences. Students will learn about methodologies of composition instruction and practice tutoring strategies designed especially for community college students. They will observe Writing Center tutorials as preparation for tutoring in a basic writing or composition class. Students taking this class should be interested in writing, education and peer mentorship.

*Prerequisite: ENA/ENC/ENG101*

**ENG277 Creative Writing: New Media Workshop***3 credits; 3 hours*

This course introduces students to the use of new media technologies as tools, sources and platforms for creative writing. Students will read and discuss literary models and criticism to develop an understanding of relevant concepts and techniques; including works for print, web, social media, and mobile devices. Students will create their own works, present for critique, and revise. The course is scaled to accommodate students with a variety of technical skills from the internet user to the programmer/designer.

*Prerequisite: ENA/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: ENA/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: ENA/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-1960s 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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/ENC/ENG101*

**ENG270 Introduction to Poetry***3 credits; 3 hours*

This course introduces students to basic elements, formal conventions, and social contexts of poetry from different countries and historical periods. Varying critical perspectives will be employed. Students will analyze works by such poets as Tu Fu, William Shakespeare, Emily Dickinson, W.B. Yeats, Langston Hughes, Pablo Neruda, Louise Bennett, Rosario Castellanos, Wislawa Szymborska, A.K. Ramanujan, Audre Lorde, and Leslie Marmon Silko.

*Prerequisite: ENA/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: ENA/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: ENA/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: ENA/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: ENA/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: ENA/ENC/ENG101***ENG288 Writing and Literature Major Internship***3 credits; 18 hours (3 lecture, 15 lab)*

The purpose of the Writing and Literature Major Internship course is to provide majors with internships with a faculty member in order to design and complete, or complete a significant portion of, a major scholarly, research, creative, or social project with the intent to publish, present, or otherwise make available the outcomes of the project. This project may take the form of a group internship course to produce an in-house publication, such as the student newspaper or literary journal.

*Prerequisite: MAT096, ENG102***ENG289 Introduction to Literary Studies***3 credits; 3 hours*

Students read, discuss, and write analytic essays about significant concepts and texts in literary critical theory. They also learn to engage with critical approaches, which stem from multiple disciplines, and relate them to literary texts. Concepts covered may derive from such theorists as Aristotle, Longinus, Kant, Mikhail Bakhtin, Walter Benjamin, Jacques Lacan, Jacques Derrida, Michel Foucault, Helene Cixous, Edward Said, Henry Louis Gates, Gloria Anzaldua, and Judith Butler.

*Prerequisite: ENG102 or waiver***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*

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**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 Post-modernism. 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: ENA/ENC/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, must have completed 40 credits***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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101, and one Social Science elective from the list on page 192.**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/ENG099, ESA099, ENA/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 Devereaux Smith, Chang-Rae Lee, John A. Williams, 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/ENG099, ESA099, ENA/ENC101**This is a Writing Intensive course.*

## Health Sciences Department

Room E300 (718) 482-5774

### Department Faculty

**Philip Gimber**, Chairperson, Faith Armstrong, Tameka Battle, David Bimbi, Justin Brown, Clarence Chan, Catherine Colangelo, Marianne Cu, Patricia Dillon, Maureen Doyle, David Emig, Debra Engel, Natalya Fazylova, Ann Feibel, Nicolle Fernandes, Les Gallo-Silver, Unn Hidle, Luisa Hindle, Kumral Hudu, Margarita Israilova, Kathleen Karsten, Juline Koken, Regina Lehman, Karren Liebert, Theresa Licari, Jennifer Louis, Lorena Maldonado, Deborah McMillian-Coddington, Michele Mills, Ralph Mitchell, Kyaw Naing, Margaret Norris, Lisa O'Donnell, Jenny Palios, Bindu Pillai, Sherrell Powell, Roxanne Reid, Suzanne Rosenberg, Herbert Samuels, Tara Scales, Arlene Spinner, May Tom, Marina Yuabova

## First Year Seminar

### HSF090 First Year Seminar for Health Sciences

0 credits; 1 hour

This First Year Seminar is required of all new students majoring in a program within the Health Sciences Department. This course addresses issues related to contemporary college life and provides students with the skills to transition to campus culture, develop a clear understanding of the learning process, and acquire the skills and dispositions essential to the study and practice of the health sciences in a professional capacity.

## Nutrition and Culinary Management

### 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 foodservice equipment. Emphasis will be placed on the identification of qualitative aspects of foods and elementary food preparation techniques.

*Prerequisite:* ENA/ENC/ENG101, MAT096

*Co-requisite for DT only:* SCD000, SCD206

### SCD107 Careers in Food and Nutrition

1 credit; 1 hour

This course introduces students to the available careers in the food and nutrition industry. Topics include the role and function of the food and nutrition professional, professional ethics and conduct, professional organizations, and the skills necessary to complete fieldwork/ internship. Students will explore personal and career goals as they develop a professional ePortfolio.

*Prerequisite:* ENA/ENC/ENG101, MAT096, SCD100

### SCD114 Culinary Arts I

2 credits; 5 hours (2 lecture, 3 lab)

This course introduces students to terms, concepts, and methods used in the culinary arts through classroom instruction and laboratory application. Fundamental techniques, skills, and principles governing the preparation of food are addressed to include the kitchen brigade, cooking techniques, heat transfer, knife skills, the sensory evaluation of food, culinary math, and equipment usage.

*Prerequisites:* MAT096/099,

*Pre-Corequisites:* ENA/ENC/ENG101

### SCD200 Introductory Nutrition

3 credits; 3 hours

This course integrates nutrition science with the physical and life sciences: chemistry, biology, anatomy, and physiology. Evidenced based research directs the study of digestion, absorption and metabolism of nutrients; the physical and chemical properties of nutrients; their metabolic functions; and food sources. Socio-economic and behavioral factors that influence food selection and accessibility are addressed.

*Prerequisite:* MAT096

*Pre-corequisite:* ENC/G101

### SCD202 Clinical Nutrition

3 credits; 5 hours (2 lecture, 3 lab)

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, diseases of the liver, pancreas, gallbladder, kidney, surgery and cancer. Students will learn methods of calculating enteral and parenteral diets.

*Prerequisite:* SCD201

### SCD203 Life Cycle Nutrition

3 credits; 4 hours

This course is the study of the nutrient needs of individuals throughout the life cycle. Emphasis will be placed on nutrition and food related behaviors, and the assessment of the physiological, socioeconomic and cultural factors affecting nutritional status. Nutrition and food related services of the government and non-profit agencies will be discussed.

*Prerequisite:* SCD200

*Co-requisites for DT only:* SCD222, SCD253

### SCD204 Nutrition and Disease

3 credits; 5 hours (2 lecture, 3 lab)

This course is a study of the relationship between diet and disease. Students will apply medical nutrition therapy to various disease conditions such as diabetes, weight management, cardiovascular disease and hypertension, gastrointestinal disorders/disease, disease of the liver, pancreas, gallbladder and kidney, stress, HIV and cancer. Students will also learn about diet progressions and alternate feeding methods/routes; enteral and parenteral nutrition.

*Prerequisite:* SCD200

**SCD205 Introduction to Culinary Arts***2 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 knife skills, recipe development, menu planning and cost control. Professional cooking techniques are utilized and students are introduced to the organization of the classical kitchen.

*Prerequisite: SCD100, SCD251*

**SCD206 Nutrition Counseling***3 credits; 5 hours (2 lecture, 3 lab)*

This course introduces students to the concepts, techniques, and skills needed to assess a client's nutritional needs, and to promote wellness through nutritional planning, counseling and education. Topics to be included are communication skills, education principles, interviewing and counseling techniques, and behavior modification, as well as the development, implementation, and documentation of a client nutrition care plan.

*Prerequisite: SCD000, SCD200*

*SCD100 is a corequisite for Dietetic Technician majors only*

**SCD214 Culinary Arts II***3 credits; 5 hours (2 lecture, 3 lab)*

This course builds on the culinary skills and techniques introduced in Culinary Arts I. The role of the kitchen brigade in culinary productions is emphasized. Laboratory applications address current trends in haute, nouvelle, ethnic, and fusion cuisine as well as food pairing, garniture, and presentation

*Prerequisites: SCD114*

**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: SCD201, SCD260*

*Corequisite: SCD202*

**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*

**SCD250 Menu Planning and Production***3 credits; 5 hours (2 lecture, 3 lab)*

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, recipe standardization, conversion and costing. Term projects are required.

*Prerequisite: SCD114; SCD251*

**SCD251 Principles of Sanitation***2 credits; 2 hours*

This course addresses the sanitation and safety principles that guide the flow of food through a culinary operation. Topics covered include the proper handling of food from procurement to service, facilities layout and design, cleaning and sanitizing procedures, and integrated pest management.

*Prerequisite: SCD114*

**SCD252 Principles of Purchasing***3 credits; 3 hours*

This course provides an overview of the distribution channel in which food and goods are purchased in the culinary industry. Primary focus is on market analysis, supplier selection, forecasting and planning, cost controls receiving procedures, inventory controls, and ethical behavior. Global Sustainability practices in the culinary industry are addressed.

*Prerequisite: SCD250*

**SCD253 Culinary Management***3 credits; 4 hours (3 hours lecture, 1 hour lab)*

This course addresses the principles and practices of human resources management and supervision in the culinary industry. Topics include leadership, motivation, communication, planning, recruitment, hiring, training, performance evaluations, discipline, staffing, organization, conflict resolution, and ethics. Legal aspects governing the workplace are also addressed.

*Prerequisite: SCD250*

**SCD266 Nutrition and Culinary Management Internship***3 credits; 31 hours (1 lecture, 30 internship)*

This internship provides students with the opportunity to apply and integrate the knowledge, the principles learned in their coursework to the workplace. Students will participate in the daily operation of a nutrition and culinary management establishment with an emphasis on managerial and supervisory responsibilities. Students are required to attend a weekly seminar.

*Pre-corequisite: SCD253*

**SCD270 Dietetic Seminar***1 credit; 1 hour*

This course provides students with professional preparedness for a career in food and nutrition. Topics include health care policy, professional ethics, life long learning, professional credentialing and the dietetic technician registration exam.

*Co-requisite: SCD253 for Dietetic Technician majors only*

**SCN240 Food and Culture***3 credits; 3 hours*

This course explores the foodways of population groups in the United States as an expression of identity and transmission of culture. The geographic, economic, religious and political factors that influence the development of regional food patterns in the United States are examined. The implications and impact of food production, preparation procedures, dining customs and their effect on American society, both past and present will be examined.

*Prerequisites: MAT096**Pre or Co-requisite: ENA/ENC/ENG101**This is a Writing Intensive course*

## Public and Community Health

**SCH150 Drugs and Behavior***3 credits; 3 hours*

This course provides an overview of legal and illegal substances and their effects on society as well as individuals. Drug regulation and criminalization are examined in their historical contexts as well as the roles that psycho-active substances have played in various cultures throughout human history. A variety of methods are 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 treatment.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101, MAT096***SCH160 Health and Wellness***3 credits; 3 hours*

Personal health behavior is examined in the areas of cardiovascular health, stress, sex and sexuality, substance abuse, nutrition, and physical activity. Chronic and communicable diseases will also be examined. Students will analyze the role of health risk behaviors in the development of disease, injury and chronic illness.

*Prerequisites: CSE099, MAT095 or MAT099**Pre-corequisite: ENC/G101***SCH205 History and Principles of Public Health***3 credits; 3 hours*

This course is designed to introduce the history and enterprise of public health and strategies used in public health promotion and disease prevention initiatives. The course will provide students with an opportunity to learn about past, present and future key public health topics of importance, and to apply public health strategies to prevent or minimize these problems among culturally diverse populations across the lifespan.

*Prerequisites: ENG102, SCN195, SCN196;**Pre/corequisite: SCH160***SCH210 Human Sexuality***3 credits; 3 hours*

This course will provide students with an insight into historical, societal, and cultural influences on sexuality and individual behavior. The physical (sexual-reproductive anatomy/development, behavior), psychosocial (gender, sexual orientation, attitudes), and emotional (attraction, functioning) aspects of human sexuality are reviewed as well as ethical and legal issues. The positive functional aspects of sexuality are emphasized rather than the dysfunction.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101, MAT096***SCH215 The Social and Behavioral Determinants of Health***3 credits; 3 hours*

This course introduces students to the various biological, psychological, socio-cultural, economic, environmental, institutional, organizational and political factors influencing health behavior and relevant disparities in health outcomes. Students are exposed to core theories and models used in the analysis of health behavior and outcomes from a systems perspective. Emphasis is placed on applying theories/models at various levels of influence to current health problems as a basis for intervention design.

*Prerequisites: SSY101, SCN195, SCN196;**Prelco-requisite: SCH160, SCH205***SCH225 Health Behavior Change***3 credits; 3 hours*

This course introduces students to techniques used to initiate and maintain change for health behaviors (e.g., healthy eating, physical activity, smoking cessation, stress reduction, substance abuse prevention and chronic disease maintenance). Stages of change theory, relapse prevention and motivational interviewing from a public health perspective will be explored in depth. Students will examine the application of theory to behavioral health within a specific population in a research paper.

*Prerequisites: SCH215***SCH235 Epidemiology***3 credits; 3 hours*

This course introduces the background, basic principles and methods of public health epidemiology. Particular emphasis is on applying epidemiologic methods to public health problems such as measures of disease frequency, study designs and bias, effect modification, outbreak investigations, screening, causality and ethical issues. Required assignments are focused on the interpretation and evaluation of health information from published epidemiologic studies.

*Prerequisites: MAT115/117 or MAT119/120, SCH215*

**SCH285 Health and Diversity***3 credits; 3 hours*

This capstone course explores from a systems perspective traditionally underserved racial, ethnic, immigrant, and emerging groups with disparities based upon age, gender, sexual orientation, disability, physical and mental health, geography and environment. Cultural competency as a tool to reduce these health disparities will be examined. A required ePortfolio project focuses on health issues within a specific population and available culturally competent community programs and services.

*Prerequisite: SCH215; Pre-corequisites: SCH225, SCH235*

**SCN194 HIV/AIDS, Science and Society***3 credits; 3 hours*

Through interdisciplinary perspectives this course will examine in historical contexts the political and social responses within nations and cultures to the global HIV/AIDS pandemic including comparison of local HIV prevention efforts and support for people with HIV/AIDS. The history of the epidemic in New York City focused on local HIV/AIDS activism and socio-political issues will be reviewed as will the impact on local socio-cultural communities (e.g., gay men, people of color, injection drug users). The course will also review the biological basis of HIV transmission, AIDS etiology and the interdisciplinary scientific basis of HIV prevention and treatment strategies (e.g, medical, psycho-social).

*Prerequisite: ESA/ENC/G101, MAT096*

*This is a Writing Intensive course.*

**SCN195 Community Health***2 credits; 2 hours*

This course will examine the historical, philosophical, and theoretical principles and foundations of community health. Global perspectives on the role of health education in keeping people and communities healthy, as well as future trends in health promotion will be analyzed. NYC Department of Health initiatives and data, as well as NYC historical events in health are used to illustrate course concepts. This writing intensive course includes assignments based on required reading and activities in and outside of the classroom.

*Prerequisites: MAT96, ENG101, SSY101*

**SCN196 Community Health Research***1 credit; 1 hour*

This course provides an overview of open sources of health data on New York City residents available for public use. Students will be introduced to the process of preparing and presenting research through development of an ePortfolio project focused on a specific health issue within their local community.

*Corequisite: SCN195*

*This is a Writing Intensive course*

**Human Services****HSS101 Introduction to Human Services***3 credits; 3 hours*

This course provides students with a broad view of human services. A historical perspective of how human services developed in the US and internationally; the involvement of faith based groups; development of secular services; and crisis intervention services in response to natural disasters, war and poverty and hunger will be addressed.

*Prerequisite: ENA/ENC/ENG101*

*Pre-or Corequisite: MAT096*

**HSS102 Social Welfare & Social Policy***3 credits; 3 hours*

This course introduces the foundations of applied social welfare policy analysis and intervention. The development of social welfare policy and programs in the United States will be examined within historical context utilizing multiple analytical frameworks (e.g., ideologies, theories, values, belief systems). The impact of social welfare policy on poverty, health care, child welfare, and changing population demographics will be reviewed for effectiveness.

*Pre-or Corequisite: HSS101*

**HSS208 Human Services and Disabilities***3 credits; 3 hours*

Students will be introduced to the Human Services role with people with disabilities focusing on emotional growth, independence and a sense of mastery. Cognitive, developmental, mobility and other physical disabilities in addition to various rehabilitative counseling approaches will be explored using role play techniques.

*Prerequisite: HSS101, HSS102. Both prerequisites must have been passed with a grade of C or higher.*

**HSS214 Social Gerontology***3 credits; 3 hours*

This course examines older adults as a diverse population group within American society through interdisciplinary perspective social gerontology (e.g., anthropology, biology, health, political science, psychology and sociology. Older adults as a socio-political group in the United States and the individual, familial, cultural and social aspects of aging and the aging process will be explored through the required readings and written assignments.

*Prerequisite: HSS101, HSS102. Both prerequisites must have been passed with a grade of C or higher.*

**HSS216 Interviewing and Counseling***3 credits; 4 hours (2 classroom, 2 lab)*

This course will provide students with an in-depth look at approaches to individual counseling with an emphasis on practical knowledge and techniques for effective counseling practice in a multicultural society. Laboratory activities will focus on practice techniques of Motivational Interviewing.

*Prerequisite: SCN195, SSY101. Both prerequisites must have been passed with a grade of C or higher.*

**HSS218 Group Interviewing & Counseling***3 credits; 4 hours (2 classroom, 2 lab)*

This course will provide students with an in-depth look at multicultural group counseling with an emphasis on practical knowledge and techniques for effective group leadership. Students will explore theories of group dynamics and learn and practice skills for leading groups in a wide range of settings such as social work, mental health, substance abuse, and others. Lab activities focus on building skills for leading groups using Motivational Interviewing.

*Prerequisite: HSS216, SSS100. Both prerequisites must have been passed with a grade of C or higher*

**HSS290 Health and Human Services Seminar and Internship***3 credits; 8 hours (2 classroom, 6 field hours per week)*

Through experiential fieldwork and seminar, this course introduces students to the duties and responsibilities of professionals working within a health and human services setting. Students will be required to complete 72 hours of fieldwork. The seminar will focus on development of essential professional skills and ethical practices (e.g., communication, cultural competency), through classroom discussion and written activities in ePortfolio

*Prerequisite: HSS216, SCN195*

**HSS295 Community Organizing and Development***3 credits; 3 hours*

This course introduces community organization theory and practice in human services. The history and development of community organizing for social and human services are emphasized. Planning techniques of organizations in the profit, not-for-profit and governmental sectors and the processes affecting change in human service organizations are reviewed. This capstone course includes a studio hour focused on the development of an ePortfolio based on a community project.

*Prerequisite: ENG102, HSS101, HSS102, HSS214, SSP101*

**Nursing****LICENSED PRACTICAL NURSING (LPN)****SCL101 Fundamentals of Practical Nursing***5 credits; 9 hours lab (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: ENA/ENC/ENG101, MAT106, SCB204, SSY101*

*Pre- or Corequisite: SSY240, SCL102, SCL103*

**SCL102 The Science & Art of Nursing I: Introduction to Practical Nursing***3 credits; 5 hours (2 lecture, 3 lab)*

A revision of the course to a hybrid format will enable greater flexibility in course scheduling, increased technical skills and would allow for students to be given the option for flexibility in classroom time, setting, and to offer an innovative health care education that is reflective with the use of technology.

*Prerequisite: ENA/ENC/ENG101, MAT106, SCB204, SCL101, SCL103, SSY240*

**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: ENA/ENC/ENG101, MAT106, SCB204, SSY101*

*Corequisite: SCL101, SCL102 - PN program*

*Corequisite: SCR210 - RN program*

**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*

*Corequisite: SCL119*



KRISTIAN LARROTA / LAGUARDIA COMMUNITY COLLEGE

**SCL114 Parent-Child Nursing-PN***6 credits; 26 hours (8 lecture, 18 lab)*

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***SCL118 Science and Art of Nursing II - Transition Student to PN***2 credits; 4 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: SCL105, SCL119***SCL119 Medical-Surgical Nursing-PN***7 credits; 20 hours (4 lecture, 16 lab)*

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***REGISTERED NURSING****SCR100 LPN to RN Bridge Course***3 credits; 5 hours (2 classroom, 3 lab)*

This course provides a "bridge" for LPNs pursuing an RN license. Course content will include medical surgical and pharmacological 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, SCB260, SCC110, SSY240**Pre-or Corequisite: ENG102. CPR Certification: American Heart Association-BCLS-Healthcare Provider***SCR110 Fundamentals of Nursing***6 credits; 12 hours (3 lecture, 3 lab, 6 clinical)*

This course is an introduction to the five 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 experiences in health facilities involve care of clients with health problems. A uniform, liability insurance, and physical examination are required.

*Prerequisite: CSE099, ENC/G101, ESL099, MAT096, SCB204, SCC110, SSY101**Pre-corequisite: MAT120**Corequisite: SCR150***SCR200 Psychiatric Mental Health Nursing***4 credits; 8 hours (2 classroom, 6 lab)*

This course focuses on the psychosocial needs of clients through-out 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.

*Prerequisites: SCB260, SCR210**Pre-corequisite: ENG102**Corequisite: SCR270, CPR Certification: American Heart Association-BCLS-Healthcare Provider***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: MAT119, SCB204, SCR110, SCR150, SSY240**Pre-Corequisite: SCB260**Corequisite: SCL103***SCR270 Parent-Child Health Nursing***4 credits; 8 hours (2 classroom, 6 lab)*

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 concept maps. 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: SCB260, SCR210**Pre- or Corequisite: ENG102, CPR Certification: American Heart Association-BCLS-Healthcare Provider*  
*Corequisite: SCR200***SCR280 Leadership and Delegation***2 credits; 2 hours*

This course assists the new graduate transition to the role of professional nurse, focusing on the necessary knowledge and skills needed by the graduate to be an integral member of the interprofessional healthcare team and manager of patient care. Issues related to setting priorities, delegation, quality



improvement, legal parameters of nursing practice and ethical issues will be discussed.

*Prerequisite:* SCR200, SCR270

*Corequisite:* SCR290, CPR Certification: American Heart Association-BCLS-Healthcare Provider Certification

### **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:* SCR200, SCR270

## **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:* ENA/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 base of 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, SCO204, SCO214, 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, SCO114, SCO204, 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 include 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, SCO110, SCB204, SSY230

*Pre-or Corequisite:* SCO214;

*Corequisite:* SCO114, SCO284

### **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, ENA/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 body systems. Consideration will be given to selected disorders, with a survey of etiology, pathology, symptomatology, management and prognosis related to therapeutic principles, applications, and interventions. Knowledge of proper terminology and techniques of literature review will also be emphasized.

*Prerequisite: SCB204**Corequisite: SCO101 for OTA. SCT101 for PTA.***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**Corequisite: 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: SCO205, SCO215***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/Obstetrics/ 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/ENG099, ESA099, ENA/ENC101, MAT096***SCE110 Fundamentals of Paramedic I***6 credits, 18 hours*

This course introduces the most recent NYS paramedic curriculum and reflects the National Paramedic Standards. Topics include Orientation, Clinical Rotation Overview, Roles and Responsibilities, Public Health, Basic Math Review, Medication Administration, Vascular Access, Medical-Legal and Ethical Issues in EMS, Well Being of the Paramedic, Pharmacology,

Airway, Communication with Patients, and History Taking and Documentation. This class includes laboratory and clinical components.

*Prerequisite:* ENG102, HUP102, MAT115, SCB204, SCN194, SSY101 *Corequisite:* SCE111

### **SCE111 Fundamentals of Paramedic II**

*6 credits, 18 hours*

This course introduces the most recent NYS paramedic curriculum and reflects the changes recommended in the National Paramedic Standards. Topics include Patient Assessment, Life Span Development, Critical Thinking and Clinical Decision Making, Techniques of Physical Exam, Assessment Based Management, Pediatrics, Respiratory Emergencies, Cardiovascular Emergencies, Electrophysiology, Pathophysiology and Management of Coronary Artery Disease (CAD) and Angina, and Sinus Based Electrocardiogram Rhythm Interpretation.

*Corequisite:* SCE110

### **SCE203 Intermediate Paramedic I**

*5 credits, 16 hours*

This course introduces the most recent NYS paramedic curriculum and reflects the changes recommended in the National Paramedic Standards. Topics include ECG Review, Junctional Rhythms, Heart Blocks, Ventricular Rhythms, Management of Symptomatic Bradycardia and Tachycardias, Troubleshooting Pacemakers, Pulmonary and Cardiac Assessment and Management Scenarios, Defibrillation, 12-Lead ECG, Advanced Cardiac Life Support, and Cardiac and Neurologic Emergencies.

*Prerequisite:* SCE111

### **SCE204 Intermediate Paramedic II**

*6 credits, 18 hours*

This course introduces the most recent NYS paramedic curriculum and reflects the changes recommended in the National Paramedic Standards. Topics include Diseases of the Eyes, Ears, Nose and Throat, Endocrine Emergencies, Immunologic Emergencies, Psychiatric Emergencies, Soft Tissue Trauma, Burns, Face and Neck Trauma, Head and Spine Trauma, Orthopedic Trauma, and Management and Resuscitation of the Critical Patient.

*Prerequisite:* SCE203

### **SCE205 Advanced Paramedic I**

*6 credits, 18 hours*

This course introduces the most recent NYS paramedic curriculum and reflects the changes recommended in the National Paramedic Standards. Topics include Chest Trauma, Abdominal and Genitourinary Trauma, Environmental Trauma, Special Considerations in Trauma, Gynecology, Genitourinary and Renal Emergencies, Abdominal and Gastrointestinal Emergencies, Infectious Diseases, Toxicology, Obstetric Emergencies, and Neonatal Care.

*Prerequisite:* SCE204

### **SCE206 Advanced Paramedic II**

*5 hours, 16 hours*

This course introduces the most recent NYS paramedic curriculum and reflects the changes recommended in the National Paramedic Standards. Topics include Pediatrics,

Hematology, Patients with Special Challenges, Advanced Cardiac Life Support and Pediatric Advanced Life Support, Pharmacology, Geriatrics, Ambulance Operations, Vehicle Extrication and Special Rescue, Phases of Rescue Operations, Incident Management and Multiple-Casualty Incidents, NYS Exam Preparation, NYC Protocol Exam Preparation.

*Prerequisite:* SCE205

## **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 conduct, professional responsibilities, core values of a physical therapist and physical therapist assistant, medical terminology, communication skills for patients and clients, and physical therapy documentation. In addition, cultural diversity and health disparities within the health care profession are discussed.

*Prerequisite:* SCB204, ENG102, SSY240, HUP102, MAT120/119 or 115/117. *Corequisite:* SCT102, SCO230

### **SCT102 Ethical and Legal Concepts for PT**

*2 credits; 2 hours*

This course introduces the topics of medical ethics and legal issues as applied to physical therapy practice. Students will have the opportunity to apply legal and ethical theories and concepts to analyze and discuss issues faced by healthcare practitioners. Ethical and legal standards set forth by the legal system in United States, the Standard of Practice of New York State, and the American Physical Therapy Association core ethics documents will be explored. Students will also become familiar with the various aspects of administrative, financial, quality improvement, and personnel management information as related to health care practice in the United States.

*Prerequisite:* SCB204, ENG102, SSY240, HUP102, MAT120/119 or 115/117. *Corequisite:* SCT101, SCO230

### **SCT203 Clinical Kinesiology**

*4 credits; 6 hours (2 lecture, 4 lab)*

This course introduces students to the study of musculoskeletal system as the basis for movement and exercise. Topics include: principles of movement, body mechanics, muscle actions, nerve innervations, and types of joints and movements. Students will become familiar with measurement of joint range of motion and assessment of strength through manual muscle testing. Movement impairments as a result of orthopedic and neurological conditions in pediatric, adult, and geriatric populations will be introduced.

*Prerequisite:* SCT101, SCT102, SCO230

*Corequisite:* SCT220, SCT211

**SCT211 Therapeutic Procedures I***4 credits; 6 hours (3 lecture, 3 lab)*

This course is designed to introduce and prepare physical therapist assistant students to provide physical therapy management in a variety of clinical settings and patient/client conditions. Students will learn to perform duties in a manner consistent with the American Physical Therapy Association's core documents including: Values Based Behaviors for the Physical Therapist Assistant; the Guide for Conduct of the Physical Therapist Assistant; Standards of Ethical Conduct for the Physical Therapist Assistant; and Minimal Required Skills of Physical Therapist Assistant Graduates at Entry-Level. Topics include general review of systems, recognition of precautions and warning signs associated with common pathologies, human tissue response to injury and repair, and the physiology of pain. Patient/client management in integumentary and cardiopulmonary care will be introduced.

*Prerequisite: SCT101, SCT102, SCO230**Corequisite: SCT203, SCT220***SCT212 Therapeutic Procedures II***3 credits; 5 hours (2 lecture, 3 lab)*

This course focuses on the principles and uses of biophysical agents utilizing thermal, mechanical, electrical, and electromagnetic energy as they relate to physical therapy. A review of human tissue response to injury and repair will be discussed. Course content will include: proper preparation and management of patients/clients treatment areas and equipment, application of radiant therapy agents, therapeutic ultrasound, shortwave diathermy, mechanical traction and compression, laser, ultraviolet, electrical stimulation and biofeedback.

*Prerequisites: SCT203, SCT211, SCT220**Corequisite: SCT221***SCT220 Mobility Skills in Physical Therapy***3 credits; 5 hours (2 lecture, 3 lab)*

Functional training such as bed and mat mobility skills, including body mechanics, wheelchair prescription and management, transfer skills will be introduced. Student will explore issues related to safety in negotiating architectural barriers as they affect the patient/client across the lifespan in the home, community, and work environment. Principles of therapeutic massage and various techniques for specific clinical applications are introduced.

*Prerequisite: SCT101, SCT102**Corequisite: SCT203, SCT211***SCT221 Functional Gait Training Skills***3 credits; 5 hours (2 lecture, 3 lab)*

This course reviews the principles of gait, locomotion, and balance 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 measurement and training with the use of assistive devices and instruction on level and elevated surfaces, will be addressed. Basic concepts of orthotic and prosthetic descriptions, usage, and residual limb care will be introduced.

*Prerequisite: SCT203, SCT211, SCT220**Corequisite: SCT212***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. A review of anatomy and the musculoskeletal system will be included. Students will become familiar with the theory and clinical concepts of exercise training as it relates to strength, power, and endurance. Specific protocols will include an orthopedic approach to exercise techniques and exercise planning for a variety of diagnoses. In addition, selected manual therapeutic techniques will be introduced. Students will perform evidence-based research to identify therapeutic protocols and apply appropriate exercise techniques.

*Prerequisite: SCT212, SCT221**Corequisite: SCT231, SCT290***SCT231 Neuromuscular Rehabilitation***4 credits; 6 hours (3 lecture, 3 lab)*

This Capstone course will integrate the student's prior learning and focus on holistically treating patients and clients with neuromuscular conditions. The course provides the rationale for assessment and intervention in accordance with the Physical Therapist's plan of care as it relates to neuromuscular rehabilitation. Students will also be introduced to the field of pediatric physical therapy including therapeutic play. An integrated, written evidence based practice project will be submitted at the end of the term. A studio hour enables students to complete their capstone Physical Therapist Assistant Student Professional ePortfolio.

*Prerequisite: SCT212, SCT221**Corequisite: SCT230, SCT290***SCT290 PTA Clinical Education & Seminar I***2 credits; 1 lecture, 8 lab*

This clinical learning experience provides students with an experience-based learning opportunity to: apply classroom learning to real work situations and practice, and strengthen interpersonal and technical skills. Students attend 80 hours at an off campus clinic and attend a concurrent bi-weekly seminar on campus that provides a framework for analyzing and evaluating students' clinical learning experiences. Topics will include Americans with Disabilities Act (ADA) guidelines, Health Insurance Portability and Accountability Act of 1996 (HIPAA) documentation and payment guidelines, and radiology and pharmacology implications on physical therapy practice. Legal and ethical standards for health care providers are reviewed and reinforced.

*Prerequisite: SCT221, SCT212**Corequisite: SCT230, SCT231***SCT291 PTA Clinical Education and Seminar II***3 credits; 1 lecture, 28 lab*

This clinical education experience course provides the student the opportunity to apply, integrate, and perform learned clinical skills in an off campus physical therapy clinical setting. Students will have the opportunity to apply critical thinking and problem solving skills under the supervision of a licensed physical therapist. In conjunction with this clinical education experience there are scheduled seminars where the student will continue to improve communication skills, critical thinking skills, gain an understanding of the professional role of the physical therapist

assistant in the healthcare system, and develop methods of enhancing and continuing their learning process.

*Prerequisite:* SCT230, SCT231, SCT290

### **SCT292 PTA Clinical Education and Seminar III**

*3 credits; 1 lecture, 28 lab*

This course provides students with the continued opportunity to apply and integrate the theory and knowledge of a physical therapist assistant under the supervision of a physical therapist. The student is expected to assume increased responsibility for clinical and administrative tasks and is expected to be clinically at entry level at the completion of the course. The seminar portion is designed to prepare the student to take the National Physical Therapy Exam (NPTE).

*Prerequisite:* SCT291

## **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; 6 hours (3 lecture, 3 lab)*

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 Positioning and Procedures II**

*4 credits; 6 hours (3 classroom, 3 lab)*

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 model 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**

*2 credit; 29 hours (1 lecture, 28 lab)*

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 required medical imaging skills, with an emphasis on the chest, abdomen and upper and lower extremity competencies.

*Prerequisite:* 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**

*2 credits; 15 hours (1 lecture, 14 lab)*

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.

*Prerequisite:* SCX109

**SCX129 Clinical Practicum III***2 credits; 35 lab 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 blackboard. This is a hybrid course.

*Prerequisite: SCX119***SCX201 Radiologic Technology III***3 credits; 3 hours*

This course provides students with an 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.

*Corequisite: ENG102, SCX229, 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***2 credits; 15 hours (1 lecture, 14 lab)*

Continuation of the clinical practicum 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.

*Prerequisite: SCX129**Corequisite: SCX205, SCX245, SCX260, permission of the Program Director***SCX219 Clinical Practicum V***2 credits; 29 hours (1 lecture, 28 lab)*

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 to be completed during the final clinical rotation.

*Prerequisite: SCX205, SCX209, SCX245, SCX260**Corequisite: Permission of the Radiologic Technology Program Director***SCX229 Clinical Practicum VI***2 credits; 15 hours (1 lecture, 14 lab)*

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 terminal competency evaluations in ten required categories. Competencies are to be completed on patients when possible. Simulated competencies will be done as a last resort.

*Prerequisite: SCX219**Corequisite: ENG102, SCX210, SCX240, SCX250,**Permission of the Radiologic Technology Program Director***SCX240 Cross Sectional Anatomy***1 credits; 1 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.

*Corequisite: ENG102, SCX201, SCX205, SCX229, SCX250***SCX245 Pathology and Fracture 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: SCB204**Corequisite: SCX205, SCX209, SCX260***SCX250 Imaging Modalities***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 of quality control. Exposure to a variety of more advanced and complex diagnostic procedures and modalities are incorporated. Various recording media and techniques are discussed.

*Prerequisite: SCX219**Corequisite: ENG102, SCX201, SCX229, SCX240*

**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: SCX219**Corequisite: SCX205, SCX209, SCX245***Therapeutic Recreation****HTR100 Introduction to Recreation and Leisure***3 credits; 3 hours*

This course examines the definitions of leisure, recreation and play. It provides an overview of the historical and theoretical development of leisure, recreation and play from ancient civilization to modern/contemporary society. The course will explore sociocultural implications of recreation and leisure, the current trends and the relationship between the leisure service field, programs, agencies, organizations, career and professional opportunities.

*Prerequisite: ENA/ENC/ENG101, MAT096***HTR101 Introduction to Therapeutic Recreation***3 credits; 3 hours*

This course is a general orientation to Therapeutic Recreation (TR) and its role in serving the needs of individuals with disabilities. Physical, social and psychological barriers to access, inclusion and normalization will be discussed. The course provides an overview of the TR process, techniques and treatments used to address the physical, mental, social and emotional well being of clients. Students will learn how to adapt recreation programs based on the needs, abilities and interests of clients.

*Prerequisite: HTR100**Pre-or Corequisite: SCB203, SCN195***HTR102 Professional Issues in Therapeutic Recreation***3 credits; 3 hours*

This course will provide an overview of the history of the Therapeutic Recreation (TR) profession, the development of the standards of practice, legal, ethical, professional duties and requirements of the TR professional. Accreditation standards, certification and licensure for the TR profession will be discussed. TR values and principles that establish the ideals and beliefs of the profession are identified. TR models that offer theoretical bases for practice will be explored.

*Prerequisite: HTR101**Pre-or Corequisite: SCB204, SSY230***HTR200 Therapeutic Recreation in Long Term Care***3 credits; 3 hours*

This capstone course will provide an overview of the principles and practices of therapeutic recreation services in long term care settings to the elderly, with emphasis on the role of the therapeutic recreation professional in client assessments. The design of appropriate interventions to address the social, emotional, physical and healthcare needs of the elderly and improve quality of life will be explored. Application of recreation interventions will be performed through role-playing assignments.

*Prerequisite: ENG102, HTR102**Pre-or Corequisite: SSY241**This is a Writing Intensive class***HTR201 Therapeutic Recreation Fieldwork***2 credits; 7 hours (1 lecture, 6 fieldwork hours)*

This course introduces students to the duties and responsibilities of a Therapeutic Recreation Assistant within a Long Term Care/Rehab facility under the onsite supervision of the facility's Therapeutic Recreation Director and the fieldwork instructor. Students, through observation and no direct patient care, will learn to observe a variety of ways to engage patients in activities. The therapeutic value of interventions and the assessment of activity preferences, interests and abilities will be explored.

*Prerequisite: ENG102, HTR102**Pre-or Corequisite: HTR200, SSY241*

ALVARO CORZO / LAGUARDIA COMMUNITY COLLEGE

## Veterinary Technology

### SCV101 Introduction to Veterinary Technology

3 credits; 3 hours

This course offers a comprehensive introduction to veterinary medical terminology and the field of veterinary technology. Subjects covered within the course include breed identification, animal husbandry and care, basic anatomy, nutrition and feeding, genetics, and behavior of domestic animals.

*Prerequisite:* CSE 099, ENA/ENG 099, MAT 096

### 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 euthanized.

*Prerequisite:* ENA/ENC/ENG101, MAT106, SCV101

### SCV151 Shelter Medicine and Management

2 credits; 2 lectures

This course is designed to prepare students to work as veterinary technicians in municipal animal shelters along with associated government agencies. The philosophy and history of such programs, as well as the federal, state and local regulations that govern their operation will be discussed. Students will investigate facets of shelter operation and management including shelter design, sanitation and field services. Animal behavior, animal husbandry, vaccination, infectious and zoonotic disease, spay-neuter and euthanasia protocols will also be highlighted.

*Prerequisites:* SCV101, ENG/ENA/ENC101

### 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:* ENA/ENC/ENG101, MAT106, SCC110, 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 modules to be covered in lecture sessions are small animal anesthesiology, veterinary nursing and surgical nursing. In the laboratory students will learn basic companion animal handling techniques, perform physical exams, perform diagnostic blood collection and practice canine and feline anesthesia. Students will also prepare patients for aseptic surgery, perform surgical assisting, and learn the principles of cardiopulmonary resuscitation. The course focuses on canine and feline species.

*Prerequisite:* SCV201, SCV231

### SCV211 Veterinary Nursing II

4 credits; 6 hours (3 lecture, 3 lab)

This course reinforces principles of small animal handling, restraint, husbandry, anesthesia and surgical nursing learned in Veterinary Nursing I (SCV 210). Students will use this foundation to practice more advanced skills including advanced anesthetic monitoring, jugular venipuncture and catheterization, urinary catheterization, fluid calculation and administration, veterinary dentistry and bandaging techniques. Students learn theory related to these topics during lecture sessions and demonstrate these skills during laboratory sessions.

*Prerequisite:* SCV 210

### 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 pre-cautions and radiograph evaluation and storage as they relate to veterinary medicine.

*Prerequisite:* ENA/ENC/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:* ENA/ENC/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 off-campus.

*Students must pay their own travel and room & 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:* ENA/ENC/ENG101, MAT106, SCC110, SCV201



**SCV231 Part-Time Research Internship***2 credits; 1 classroom hour, 22 clinical 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: SCV211, SCV212, SCV213***SCV234 Full-Time Clinical Internship***2 credits (1 lecture, 21 fieldwork hours)*

This veterinary technology internship (250h) provides students with an experience-based learning opportunity in a small animal veterinary practice setting. The internship aims to apply classroom learning to real-work situations and strengthen professional and technical skills. This internship is accompanied by a concurrent seminar that provides a framework for evaluating and analyzing the student's internship experience and the profession.

*Prerequisite: SCV 211***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: ENA/ENC/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 discusses general concepts of pharmacodynamics and pharmacokinetics expanding into the major categories of veterinary drugs and common toxins in domestic species. The specifics of commonly used veterinary therapeutics will be reviewed in detail.

*Prerequisite: SCV 210*

## Humanities Department

**Room C745 (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**

**Payal Doctor**, Chairperson; Leslie Aarons, Vera Albrecht, Alberta Arnold, Nancy Bandiera, Jessica Boehman, Mark Brooks, Richard Brown, Robert Bruno, John Cantwell, Cheri Carr, John Chaffee, Andy Kai-Chun Chuang, Jeremy Couillard, Dennis D'Amelio, Thomas Dempsey, Lisa DeSpain, Sandra Dickinson, Maureen Drennan, Dahlia Elsayed, Helmut Eppich, Arianne Fernandez, Hugo Fernandez, William Fulton, Rondee Gaines, Susan Gizzi, Thierry Gourjon, Erika Heppner, Sumanth Inukonda, Rachel Kerr, Doreen Kolomechuk, Javier Larenas, Robin Levenson, Louis Lucca, Fern Luskin, Gustavo Moretto, Andrew McFarland, Emmanuel Nartey, Garret Neergaard, Arthur O'Keefe, Sean Palmer, Anthony Palomba, Shannon Proctor, Sarada Rauch, Joyce Rheuban, Jaime Riccio, James Richardson, Ari Richter, Michael Rodriguez, Joan Schwartz, Stefania Sertich, Thomas Seymour, Arthur Simms, Poppy Marie Slocum, Patricia Sokolski, Scott Sternbach, Dana Trusso, Liena Vayzman, Gary Vollo, Shaunee Wallace, Francine White

## Communication Studies

**HUC101 Fundamentals of Communication***3 credits; 5 hours (4 classroom, 1 lab)*

This is a survey course that covers a broad understanding of the field of Communication Studies. Students will learn basic principles of communication: listening, verbal/nonverbal and group dynamics in interpersonal, group, public, and intercultural contexts. The First Year Seminar component of this course will help students transition to campus culture, develop a better understanding of learning processes and acquire the skills essential to the study and practice in a professional capacity.

*Prerequisite: CSE099, ENA/ENG/ESA099***HUC102 Principles of Communication, Non-Native Speakers***3 credits; 4 hours*

This course introduces non-native speakers to the basic principles of communication, such as concepts of interpersonal communication, small group communication, and public speaking, in a variety of cultural contexts. In addition, students will learn the principles of articulation, phonetics, and introductory sociolinguistics.

*Prerequisite: CSE099; ESL099*

**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/ENG099, ESA099, ENA/ENC101

**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 rhetorical theory, students learn and practice skills in topic selection, research, organization, delivery, and criticism of speeches.

*Prerequisite:* CSE099, ENA/ENG/ESA099

**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/ENG099, ESA099, ENA/ENC101

**HUC109 Argumentation 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 argumentation and debate. Students 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. The role of argumentation and debate in a democratic society will also be explored.

*Prerequisite:* ENA/ENC/ENG101, HUC101, HUC106

**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:* HUC101, 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:* HUC101, HUC106

**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:* HUC101, HUC106

**HUC114/ELL114 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/ENG099, ESA099, ENA/ENC101

**HUC117 Communication and Technology***3 credits; 3 hours*

This course is an introduction to the various social, political, cultural, and economic impacts of new communication technologies on human communication. The course explores how communication technologies allow us to build, maintain, or terminate communities and relationships in our everyday lives. Students will use communication technologies to participate in class discussions and to present original research about the impact of communication technology on human communication.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

**HUC118 Gender and Communication***3 credits; 3 hours*

This class focuses on how ideas about sex and gender and our identities as men, women, and sexual beings are influenced by and contested in communication, from interpersonal relationships to mass media, from political campaigns to social movements; how the concepts of sex, gender, and sexuality affect and are affected by human communication; and how these concepts have been defined and applied with respect to various social issues, both domestically and internationally.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

**HUC119 Non-Verbal Communication***3 credits; 3 hours*

This course introduces students to basic concepts and theories of non-verbal communication. Topics include haptics, proxemics and chronemics with an introduction to quantitative/qualitative research methods. Students learn to identify and analyze communication patterns and their effects on the verbal content of interaction. Students develop skills and awareness of how non-verbal communication impacts their lives and are exposed to research in the field while engaging in an undergraduate research project.

*Prerequisite:* CSE099, ENA/ENG099, ESA099

**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/ENG099, ESA099, ENA/ENC101

**HUC127 Sports Communication***3 credits; 3 hours*

This course offers a survey of the basics of sports media and reporting from a broadcaster's perspective. Students will do theoretical overview of the fundamentals of broadcast media. Students will get hands-on experience in production with podcasts. Topics to be covered include fundamentals of interviewing, writing, play by play, and anchoring, as well as the role of women and minorities in sports media.

*Prerequisite:* CSE099, ENG/ENA/ESA099

**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/ENG099, ESA099, ENA/ENC101; HUC120 recommended but not required.

**HUC136 Persuasion***3 credits; 3 hours*

This course examines how beliefs, values, attitudes and behavior are deliberately influenced through communication, using both scientific and rhetorical theories to explore what persuasion is and how it works. The course also explores what role we play in constructing and deciphering persuasive messages. Through reading, writing, analyses, and practical application, students will engage the process of persuasion in areas such as media, interpersonal interactions, political public address, and social movements.

*Prerequisite:* ENA/ENC/ENG101, HUC101, HUC106

**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/ENG099, ESA099, ENA/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:* HUC101, HUC106

**HUC142 Public Relations Writing***3 credits; 3 hours*

This course examines public relations and teaches skills necessary to design, implement and manage public relations campaigns from a written-communications perspective. There is an emphasis on decision-making procedures and the application of clearly written and appropriately targeted communications to PR-related business and civic issues. The primary objective is to generate a holistic understanding of what public relations writing is and how the field can evolve or change into different modalities.

*Prerequisite:* HUC141

### **HUC143 Public Relations Campaign**

*3 credits; 3 hours*

This course examines public relations and teaches skills necessary to create, implement and manage public relations campaigns. There is an emphasis on research, strategy, writing and analysis of public relations campaigns. The main objective is to generate a comprehensive understanding of how to design a professional public relations campaign from its inception to the analysis of the completed campaign.

*Prerequisite: HUC141*

### **HUC151 Organizational Communication**

*3 credits; 4 hours*

This course offers an overview of organizational communication. It provides a survey of communication-based perspectives on organizational topics such as structure, rationality, management, culture, identity, networks, systems, power, leadership, branding, and globalization. Organizational communication is a discipline embracing a wide range of perspectives, and this course offers an important window of understanding communication perspectives in the dominant forms of contemporary social life – the organization.

*Prerequisite: HUC101, HUC106*

### **HUC192 Health Communication**

*3 credits; 3 hours*

This course provides an overview of health communication. Topics include how health communication is used at the individual, group and community levels to promote consumption of goods and services. The impact of communication on health outcomes will be reviewed in addition to include theory and research on the role of communication in health literacy and behavior, and communication among diverse populations.

*Prerequisite: MAT096*

*Pre-or Corequisite: ENA/ENC/ENG101*

### **HUC204 Race and Communication**

*3 credits; 3 hours*

This course examines the role of communication in several settings (interpersonal, intercultural, professional and non-verbal) and the media in the construction of race in society. It also analyzes race, gender and socioeconomic issues related to media representations, media ownership and media workforce.

*Prerequisite: CSE099, ENA/ENG099, ESA099*

### **HUC220 Experiential Learning in Communication Studies**

*3 credits; 3 hours*

This course will provide students with an experience-based learning opportunity. In collaboration with and under the direction of a Communication Studies faculty member, students will use their content-based knowledge and skills from the program to design and complete a major scholarly project with the intent to present, exhibit, publish, or otherwise make the outcome available.

*Prerequisite: ENA/ENC/ENG101, HUC111*

### **HUC230 Communication Theory**

*3 credits; 3 hours*

This course is an advanced level course in the history, practical application, and critique of various theories that explain the nature and dynamics of communication phenomena. Theories from interpersonal, group/organizational, rhetorical, mass and cultural communication will be explored. Students will gain an understanding of key theories, experience in reading research journals and practical application of theory to communication phenomena.

*Prerequisite: ENA/ENC/ENG101, HUC101, HUC106*

## **Music Recording Technology**

### **MRF101 First Year Seminar for Music Recording Technology**

*2 credits; 3 hours (2 lecture, 1 lab)*

This seminar is required of all new students in the Music Recording Technology program. It aims to help students transition to campus culture, develop an understanding of the learning process, and acquire skills and dispositions essential to an informed study of the discipline. Taught by Humanities faculty and supported by a cohort of peers, advisors and co-curricular professionals, this course addresses issues of contemporary college life.

### **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.

### **HUX102 Basics of Digital Audio**

*3 credits; 3 hours*

This course will enhance students' knowledge of digital audio. Algorithms for multiple files such as .WAV, .MP3, .AIFF, and .OMF will be examined to understand the differences between them, both in quality and function. The behavior of audio in the digital world is the main focus, with students being taught the benefits and limitations of using a digital system. Metadata and file storage will also be addressed.

*Prerequisites: MAT096/MAT099/MAT117/MAT119; HUM146*

### **HUX103 Ear Training and Acoustics**

*3 credits; 3 hours*

Students learn about sound generation, human hearing and perception, the physical principles of musical instruments, acoustics, and acoustical phenomena. Sound envelope parts are defined. Fundamentals are applied to room acoustics typical of a project studio environment. Studio construction methods and practices are discussed. This class emphasizes critical listening skills, a fundamental tool of the audio engineer and music

producer. Topics include the physiology of the ear, studio design, and psychoacoustics.

*Prerequisite: HUM146*

### **HUX104 The Business of Music**

*3 credits; 3 hours*

This course is intended to give the student a core understanding of the music business, including music ownership, licensing, marketing, performance, and artist management. The student will gain a basic understanding of business practices and language, and how they apply to the new digital-era music business models. In-depth marketing plan, artist management and music label contracts will prepare students to realize their creative goals.

*Prerequisite: HUM146*

### **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**

*3 credits; 3 hours*

This course details the creation of electronic music through Musical Instruments Digital Interface. Students will create their own arrangements, entirely using MIDI data and virtual instruments. This course trains students in the computer-based composition and production techniques that are prevalent throughout the music and audio industry today. This technology is used for song writing, track production, sound for motion pictures, internet audio and club remixing. Students will learn the necessary tools and techniques to create contemporary electronic music.

*Prerequisite: HUM146*

### **HUX107 Analog Equipment and Microphones**

*3 credits; 3 hours*

Students will learn about the inner workings and circuitry of analog processors and consoles, including tubes and transistors, signal routing and flow, as well as the use of patch bays and busses. Students will be exposed to various types of microphones found in real world recording studios.

*Prerequisite: HUM146*

### **HUX108 Mixing Music I**

*3 credits; 3 hours*

The objective of the course is to further expand the mixing skills of students who already have basic mixing skills. Using lectures and hands-on training, this course establishes a solid foundation by teaching the scientific principles and concepts of mixing

audio. Students will master the operation of signal processors such as reverbs, harmonizers, compressors, limiters, equalizers and gates. Student's critical listening will also be developed.

*Prerequisites: MAT096/MAT099/MAT117/MAT119; HUM146*

### **HUX110 Recording Workshop**

*3 credits; 3 hours*

Students will learn how to effectively record audio in a professional studio environment. Proper techniques such as microphone placement, microphone positioning, gain staging, sound isolation, signal-processing, and more will be observed and learned. This program establishes a solid foundation by teaching the scientific principles and concepts associated with sound and audio recording, and then applying these principles with hands-on activities in our state-of-the-art recording studio.

*Pre or corequisite MAT096/MAT099/MAT117/MAT119; HUM146*

### **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; 3 hours*

This course aims to provide students with a thorough understanding of working on sound for film and television. Aspects such as dialogue replacement, Foley techniques, sound design, mixing in surround and other relevant topics will be covered. Students will also have the opportunity to use a sound library to create a movie clip.

*Prerequisites: MAT096/MAT099/MAT117/ MAT119; HUM146*

### **HUX114 Audio Career Applications**

*3 credits; 3 hours*

This course introduces students to the many possibilities of employment within the field of audio engineering and the numerous careers available to them after graduation. Topics such as film and television post-production, corporate meetings, music production, sound design, motion picture and television will be addressed. Resume and cover letter construction are discussed. Topics include marketing, range of employment opportunities, and regulations are covered.

*Prerequisite: HUM146, ENG102*

## 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: ENA/ENC/ENG101, HUW161 or HUW166*

### HUW112 Introduction to New 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: CSE098/099, ENA/ENG099*

### HUW161 Principles of Multimedia and Web Design

*3 credits; 4 hours (2 lecture, 2 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: HUW112*

### HUW162 Web Animation and Interactivity

*3 credits; 4 hours (2 lecture, 2 lab)*

Students will learn to design effective web sites using multimedia elements such as audio, video, and animation. Each student is required to develop and publish web content in order to prepare for a career in New Media. Students will further explore web animation and interactivity via database connectivity, graphics, and scripting to develop rich media applications and sites. The lab portion will require the completion of a final project that demonstrates mastery of the material covered.

*Prerequisite: HUW112*

### HUW163 Internet Video

*3 credits; 4 hours (2 lecture, 2 lab)*

Students develop their skills in multimedia and streaming video focusing on special effects and motion graphics. They will also use tools that include: video capture, video editing, and video compression for streaming media. Students will be introduced to digital video software to create video that can be embedded into Web pages or social media platforms. Students will be required to complete a final project that demonstrates mastery of the material covered.

*Prerequisite: HUW112*

### 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: HUW112*

### HUW167 Dynamic Web Design

*3 credits; 4 hours (2 lecture, 2 lab)*

This course continues the principles of web development and introduces students to creating dynamic database driven web sites with HTML and web programming languages such as PHP and MySQL. In addition, Javascript and CSS programming will be reinforced before advancing to the server side language.

*Pre- or Corequisite: HUW166*

### HUW168 Advanced Dynamic Web Design

*3 credits; 4 hours (3 lecture, 1 lab)*

This course continues on the web programming foundation introduced in HUW167, Dynamic Web Design. Students will continue developing dynamic database driven web sites with XHTML and web programming languages like PHP, MySQL, Coldfusion and ASP. Special attention will be given to the integration of newer technologies like JQuery, Spry, AJAX, into effective web page design. As well as the use of Content Management Systems (CMS) like Wordpress, Joomla and Drupal in the rapid development of web sites.

*Prerequisite: HUW167*

### HUW169 Game Design

*3 credits; 4 hours (2 lecture, 2 lab)*

This course deals with the technology, science, and art involved in the creation of computer games. The focus of the course will be on hands-on development of computer games. Students will study a variety of software technologies relevant to online game design, including programming languages, scripting languages, file systems, simulation engines, and multimedia design systems.

*Prerequisite: HUW112*

### HUW260 Experiential Learning in New Media Technology

*3 credits; 16 hours (1 lecture, 15 lab)*

This course will provide students with experiential learning to meet the specific needs of new media technology internships. The seminar will meet once a week to help students succeed by offering ongoing support and mentoring to maximize students' learning experiences during their internship. This course will provide students with an understanding of the development and growth of this sector of the economy, as well as with specialized readings to meet the demand for knowledge and information. Students will also become actively involved in this community through participation in professional and technical meetings and events.

*Student must have completed 30 credits and a minimum of 9 credits in the major. All internships must be approved by program director or designee.*

*Prerequisite: HUW112*

**HUW269 New Media Project Lab***3 credits; 4 hours (2 lecture, 2 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:* ENA/ENC/ENG101, HUW166

*Student must have completed 45 credits and a minimum of 9 credits in the major. Capstone course. Writing intensive.*

**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/ENG099, ESA099, ENA/ENC101

**HUP102 Critical Thinking***3 credits; 3 hours*

The goal of this course is to help students become thoughtful and effective critical thinkers, applying the intellectual abilities and specialized reasoning skills to themselves and their society. Students will also learn to identify, evaluate, and solve problems on an individual and societal scale. They will gain self-awareness and a deeper knowledge of the ways in which they interact, change, and are changed by society in order to analyze their role as responsible citizens in a globalized world.

*Corequisite:* CSE095 or CSE099, ENA/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099; *This course is closed to students who have taken HUR100.*

**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

**UP105 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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101

**HUP107 Philosophy of Art***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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101, MAT096

**HUP114 Medical Ethics***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/ENG099, ESA099, ENA/ENC101

**HUP115 Philosophy of Love***3 credits; 3 hours*

This course will examine the difference between competing definitions of love as eros, philia and agape with the aid of classical and contemporary philosophical texts, love letters, poetry, psychology, and film. Exercising critical thinking to explore the nature, aim, and activity of love opens an avenue for understanding the self and others while providing diverse perspectives on why the object(s) of love can shape identity as much as the way in which one loves.

*Prerequisites:* CSE099; ENG/ENA/ESA099

**HUP116 Latin American Philosophy***3 credits; 3 hours*

This class discusses philosophy from and about Latin America and the topics, styles, and voices that have been born there. Latin America is an invented region, regulated and formulated by external forces. It is only logical that such a place would have adopted some philosophical modes, and yet it also makes sense that philosophy would find here a style that challenges traditional formulations and problems.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

**HUP117 Medieval and Renaissance Philosophy***3 credits; 3 hours*

This course introduces students to a critical examination of issues of central concern to Medieval and Renaissance philosophers. We will explore the new directions in which they took philosophy and evaluate the resources in their works that are relevant to numerous significant contemporary debates. Topics include knowledge, the problem of universals, the nature of time, infinity and possibility, being and essence, substance,

individuation, God's existence, necessity, contingency and causation, free will and responsibility, body, soul and intellect, truth and predication, anti-essentialism, ethics and human nature.  
*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

**HUP118 African Philosophy***3 credits; 3 hours*

A critical examination of the fundamental questions of human existence as reflected in African traditional conceptions of God, nature, person, identity, free will, morality and the search for a viable political system. This course will analyze the differences and similarities with other systems of thought including the philosophical ideas in the writings of modern thinkers of African descent.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

**HUP121 Eastern Philosophy and Religion***3 credits; 3 hours*

This course will introduce the student to Eastern philosophies through an historical and cultural perspective. Hinduism, Buddhism, Taoism, Confucianism, Jainism, Sikhism, Shintoism and Sufism will be among the topics covered in this course. Students will work through several texts and selected readings from primary sources for each philosophy in order to gain an understanding of the doctrines, values, metaphysics and epistemology of various Eastern philosophies.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

**HUP122 Philosophy of Gender and Sex***3 credits; 3 hours*

This course investigates the philosophical foundations of our most basic assumptions surrounding gender and sex, inviting students to critically reflect on the role these play in defining our identity and values. Topics are oriented around the gendered ways in which persons become authentic, knowledge is created, morality is practiced, and resistance is possible. Representative issues include self-empowerment, embodiment and objectivity, the place of emotion in ethics, and global gender justice.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

**HUP125 Introduction to Philosophy of Science***3 credits; 3 hours*

An introduction to the historical and philosophical foundations on which scientific inquiry rests. Topics to be discussed might include how science explains, how scientific theories reflect the nature of the world, causation and induction, laws of nature, frequency, subjective and Bayesian probabilities. Also, the class may discuss the epistemology of how certain historical discoveries caused major scientific shifts.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

**HUP215 Philosophy of Love***3 credits; 3 hours*

This course will examine the difference between competing definitions of love as eros, philia and agape with the aid of classical and contemporary philosophical texts, love letters, poetry, psychology, and film. Exercising critical thinking to explore the nature, aim, and activity of love opens an avenue



for understanding the self and others while providing diverse perspectives on why the object(s) of love can shape identity as much as the way in which one loves.

*Prerequisites: CSE099; ENG/ENA/ESA099*

### **HUP275 Landmarks in Philosophy**

*3 credits; 3 hours*

This capstone course engages students in the study of key philosophical works by such major philosophers as Plato, Aristotle, Augustine, Aquinas, Descartes, Hume, Kant, Marx, Russell, Wittgenstein, and Sartre chosen from the following periods: ancient, medieval, modern, contemporary. Building on their previous familiarity with these thinkers, students will develop a coherent framework for understanding philosophy, and explore and synthesize the central themes of philosophical study.

*Prerequisites: HUP101, two other Philosophy courses*

## **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*

## **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.

*Pre/corequisite: CSE099, ENG/ENA/ESA 099*

### **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 a survey of the music of Latin America, from Brazilian samba to Dominican bachata and more. Latin American musical developments from the past and present will be studied to show the individual characteristics as well as the common elements within various styles, while considering the global impact of Latin Music genres. This course will expand students' understanding of world cultures and global issues through an interdisciplinary lens.

*Prerequisite: CSE099, ENA/ENG/ESA099*

### **HUM110 Introduction to Jazz**

*3 credits; 3 hours*

This course is an introduction to jazz music, its history, and its various styles. Students will learn the rich tradition of jazz that includes New Orleans brass band culture, dixieland, blues, ragtime, boogie woogie, bop, cool, avant garde, fusion, and orchestral jazz. By understanding the critical role jazz has played in the development of US musical culture, and the expressive power of jazz performance, students will gain new insight into music, cultural meaning, and creativity.

*Prerequisite: CSE099, ENA/ENG/ESA099*

**HUM109 World Music***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/ENG099, ESA099, ENA/ENC101

**HUM140 Music Theory I***3 credits; 3 hours (2 classroom, 1 lab)*

Music Theory I is a comprehensive study of the key components in the performance, creation, transcription and analysis of music. Students will acquire and build upon the fundamentals of notation and musical literacy to begin to understand how music functions. Topics covered include major and minor scales and keys, diatonic intervals, chromatic intervals, transposition and composition. Students will transcribe, analyze, compose and perform music in this course.

*Pre/corequisite:* CSE099, ENA/ENG/ESA099, MAT095

**HUM144 Musicianship I***2 credits; 3 hours*

Musicianship I develops basic skills required to train the musician's ear to identify, interpret, process and utilize aural information presented in music. Students will discover how to aurally identify diatonic and chromatic intervals, interpret and document rhythms, sight sing melodies, identify fundamental harmonic sonorities, and transcribe melodies.

*Prerequisite:* HUM140

**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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099

**HUM147 Music Audio Recording 2***3 credits; 3 hours*

This course more extensively examines theories and technologies, used in audio productions for music and provides the student with a vocabulary covering the area of audio production. Students learn the techniques and technology used in modern multi-track studios and participates in intensive hands-on work in a multi-track recording studio using Pro Tools hardware and software and plug-in signal processors. Emphasis is on stereo and multi-track editing and use of plug-ins, mixing and post productions.

*Prerequisite:* HUM146

**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 repertoire 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

**HUM152 Contemporary Vocal Ensemble I***1 credit; 3 hours*

Contemporary Vocal Ensemble I is designed for all vocalists to improve their musical performance skills in a choral setting. Students gain skills in part-singing, blending vowels, proper diction, breath control, expanding range, and stylistic interpretation through the study and performance of various contemporary musical genres. This course culminates with one or more public performances and a recording that documents the repertoire covered throughout the semester.

*Pre/corequisite:* CSE099, ENG/ENA/ESA099

**HUM155 Voice Class I***3 credits; 3 hours*

This course introduces students to the techniques of vocal production through a group setting. Students explore topics of breath control, support, diction, phonetics, vowel placement, diatonic harmony, and 2-3 part-singing. Students discover the difference between head tone/falsetto versus chest voice.

Students learn how to apply these techniques to a range of musical styles; pop, doo-wop, musical theatre, and classical literature. The course culminates in a public performance.

*Prerequisite:* CSE095, ESL098

**HUM156 Voice Class II***3 credits; 3 hours*

This course reinforces and builds upon the vocal techniques and choral skills studied in HUM 155 Voice Class 1. Students study advanced vocal exercises to further their mastery of breath control, diction, vowels, and transversing chest and head voice. Students study choral literature with advanced harmonic language, rhythm, counterpoint, and 4-6 part-singing. Students are introduced to the beginning concepts of belt technique.

The course culminates in a public performance.

*Prerequisite:* HUM155 with a C or better

**HUM160 Applied Music I***2 credits; 3 hours (1 classroom, 2 lab)*

Applied Music I is the first level of a three-semester sequence in performance skills. Students will be assigned technical exercises and works to be performed. Music theory, aural skills, sight-reading, and musicianship appropriate to the level of practical ability will also be covered. Juries and recitals of solo performances are required. All applied studies for music majors include a weekly one-hour individual lesson and two-hour studio lab.

*Pre/corequisites:* CSE099, ENG/ENA/ESA099

**HUM161 Applied Music II***2 credits; 3 hours (1 classroom, 2 lab)*

Applied Music II is the second level of a three-semester sequence in performance skills. Students are assigned technical exercises and works to be performed. Music theory, aural skills, sight-reading and musicianship appropriate to the level of practical ability will also be covered. Juries and recitals of solo performances are required. All applied studies for music majors include a weekly one-hour individual lesson and two-hour studio lab.

*Prel/corequisites: HUM160***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 or MAT099***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***HUM174 Ensemble I***2 credits, 3 hours (3 lab hours)*

Ensemble I is designed to improve instrumental students' musical performance in an ensemble. This course is designed to enable students to perform cohesive ensemble music with attention to skills such as reading, improvisation, performing in a variety of genres, rhythm section techniques, stage presence, communication in performance, and overall presentation. Class sessions consist of small group rehearsals that culminate with one or more public performances and a recording that documents the semester.

*Prel/corequisite: CSE099, ENG/ENA/ESA099***HUM180 Piano I***1 credit; 2 hours (1 classroom, 1 lab)*

This course introduces students to piano/keyboard skills. Students develop skills in basic piano technique, reading music, and music theory. Students apply their skills and knowledge through the mastery and performance of basic piano literature and pop/jazz chord charts.

*Prerequisite: CSE099, ESL098, ENA/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099***HUM181 Piano II***1 credit; 2 hours (1 classroom, 1 lab)*

This course builds on piano/keyboard skills mastered in Piano I, HUM 180. Students develop more advanced skills in piano technique, reading music notation, and music theory. Students apply their skills and knowledge through the mastery and performance of piano literature and contemporary pop/jazz songs.

*Prerequisite: HUM180***HUM182 Piano III***1 credit; 2 hours (1 classroom, 1 lab)*

This course builds upon the students' piano skills acquired in Piano 1 and 2 to further their functional piano competency. Students further develop more advanced skills in piano technique, sight-reading, transposition, accompanying, scales, chord progressions, harmonization, score reading, improvisation and keyboard ensemble. The emphasis in this course is on developing functional keyboard skills to be used in a variety of musical settings.

*Prerequisite: HUM181***HUM183 Piano IV***1 credit; 2 hours (1 classroom, 1 lab)*

This course advances the piano skills acquired in Piano 1, 2, and 3 to deepen students' functional piano proficiency. Students will focus on the development of their skills in sight-reading, piano technique, accompanying, scales, harmonization, score reading, and improvisation. The course will expose students to a wide variety of musical genres in conjunction with furthering their piano practice.

*Prel/CoRequisite: HUM182***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 different 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/ENG099, ESA099, ENA/ENC101*

### **HUM240 Harmony and Counterpoint**

*4 credits; 4 hours*

This course is an in-depth study of diatonic and chromatic harmony. This course will reinforce the fundamental concepts covered in Music Theory I as well as taking an overview of species counterpoint. Students will study the harmonic conventions of the 17th and 18th centuries including chorale composition, part writing and the figured bass. Parallel concepts related to harmony will be explored related to contemporary music.

*Prerequisite: HUM244*

### **HUM244 Musicianship II**

*2 credits; 3 hours (1 classroom, 2 lab)*

Musicianship II builds on the skills acquired in Musicianship I to improve the musician's ear. Students learn to identify, interpret, process and utilize aural information presented in music. Students will further develop their ability to aurally identify diatonic and chromatic intervals beyond the octave, interpret and document complex rhythms, sight sing melodies in multiple clefs, identify and interpret harmonic progressions, and transcribe diatonic and chromatic melodies in single and two-part contexts.

*Prerequisite: HUM144*

### **HUM252 Contemporary Vocal Ensemble II**

*2 credits; 3 hours (2 classroom, 1 lab)*

Contemporary Vocal Ensemble II is designed for all vocalists to build upon the skills developed in Contemporary Vocal Ensemble I. Students will continue to improve their musicianship in a choral setting through the study of advanced literature and vocal techniques, including improvisation, beat-boxing, singing one voice per part, and a capella. Class sessions consist of both large and small group ensemble rehearsals that culminate with one or more public performances and a recording that documents the semester.

*Prerequisite: HUM152*

### **HUM253 Contemporary Vocal Ensemble III**

*3 credits; 3 hours*

Contemporary Vocal Ensemble III is designed for all vocalists to

build upon the skills developed in Contemporary Vocal Ensemble I and II. Students will continue to further their vocal performance skills in a choral setting through the study of advanced literature in a wide variety of genres. The ensemble focuses on the advancement of individual vocal techniques, including improvisation, harmonization, and acapella singing. Class sessions consist of both large and small group ensemble rehearsals that culminate with one or more public performances and a recording that documents the semester.

*Prerequisite: HUM161*

### **HUM255 Voice Class III**

*3 credits; 3 hours*

In this course students reinforce and build upon previously studied vocal techniques through small ensemble and solo work. Students refine skills in breath control, support, diction, phonetics, placement, part-singing, and navigation between chest and head/falsetto voice. Students expand their knowledge in the application of vocal techniques to advanced vocal literature in jazz, musical theatre, a cappella and opera/art song. The course culminates in a public performance.

*Prerequisite: HUM155, HUM156*

### **HUM261 Applied Music III**

*3 credits; 3 hours*

Applied Music III is the third level of a three-semester sequence in performance skills. Students are assigned technical exercises and works to be performed. Music theory, aural skills, sight-reading and musicianship appropriate to the level of practical ability are also covered. Juries and recitals of solo performances are required. All applied studies for music majors include a weekly one-hour individual lesson and two-hour studio lab.

*Prerequisite: HUM161*

### **HUM274 Ensemble II**

*2 credits; 3 hours (3 lab hours)*

Ensemble II is designed to build upon instrumental students' skills developed in Ensemble I. Students will continue to improve their musicianship in an ensemble setting through the development of sight reading, improvisation, and comprehensive performance skills in a variety of genres. Students will also compose original music for the ensemble. Class sessions consist of small group rehearsals that culminate with one or more public performances and a recording that documents the semester.

*Prerequisite: HUM174*

### **HUM275 Ensemble III**

*2 credits; 3 hours (3 lab hours)*

Ensemble III builds upon instrumental students' skills developed in Ensemble I and Ensemble II. Students continue to improve their performance skills and musicianship in an ensemble setting through the development of sight reading, improvisation, and comprehensive performance skills in a variety of genres. Students compose original music for the ensemble. Class sessions consist of small group rehearsals that culminate with one or more public performances and a recording that documents the semester.

*Prerequisite: HUM274*

## Theatre

### HUT101 The Art of Theatre

3 credits; 3 hours

This course is an introduction to the study of theatre, including playwriting, directing, acting, design and technical theatre. No experience in dramatic production is required. Lecture discussions, performances, demonstrations, films, tapes and guest appearances by theatre professionals will be included. This course is intended as the gateway course into the theatre major. *Pre- or Corequisite: ENA/ENC/ENG101*

### HUT110 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.

*Pre- or Corequisite: ENA/ENC/ENG101*

### HUT111 Acting II

3 credits; 3 hours

This course offers exploration of the theory and practice of acting as an art form through the study of scene preparation and character analysis. Study scenes will be taken from comedy, farce, contemporary and classical drama, offering practice in a variety of acting styles. The spatial characteristics of the stage, rehearsal techniques and the use of props/costumes/make-up will be examined. In addition to texts and plays, students will be required to buy a basic stage make-up kit.

*Prerequisite: HUT110*

### HUT115 Script Analysis

3 credits; 3 hours

This course provides students with critical tools to research and comprehend plays as theatre practitioners. Students will learn how fundamental principles of dramatic structure apply to selected plays for the actor, director, designer, technician, producer respectively, and for related fields.

*Prerequisite: ENA/ENC/ENG101*

### HUT122 Introduction to Design for the Theatre

3 credits; 3 hours

This course gives the student an overview of the role of design in theatre. Topics to be studied include: the history of theatre architecture and stage technology; the various stage configurations and specialized equipment; the design process for theatre production; and an overview of design for scenery, properties, lighting, costumes, makeup, sound and projection.

### HUT175 Directing for the Stage

3 credits; 3 hours

This course explores the functions and responsibilities of the theatre director: script analysis, transfer or 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/ENG099, ESA099, ENA/ENC101*

### HUT195 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/ENG099, ESA099, ENA/ENC101*

### HUM201 American Musical Theatre Workshop 1

3 credits; 4 hours

The students 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 a singing chorus; techniques of memorization; and overall production and publicity responsibilities. Additional rehearsal hours are part of the course requirement.

*Prerequisite: ENG101, Music-Theory or Beginning Piano, Voice II with a grade of B or better; or waiver*

### HUM202 American Musical Theatre Workshop 2

3 credits; 4 hours

This course provides the student with an overview of literature and performance techniques for the musical theatre stage. The vocal techniques of belt, legit, and mix are examined along with their appropriate application historically, in solo performance, ensemble singing, and in comedic/dramatic literature. Students learn dramatic analysis of a lyric and its application in acting the song. The final project is a staged showcase with each student performing in both a lead and supporting role.

*Prerequisite: HUM201*

### HUT210 Theatre: Pre-history to the Renaissance

3 credits; 3 hours

This course will examine the development of theatre from the earliest ritual origins to the Renaissance. Topics include: theatre and drama in Ancient Greece; Roman and Byzantine theatre; European theatre and drama of the Middle Ages; Italian, English, Spanish, and French theatre of the Renaissance; and the origins of theatre in Africa and Asia.

**HUT211 Theatre: Renaissance to Modern Times***3 credits; 3 hours*

This course will examine the development of theatre from the Renaissance to today. Topics include: post-Renaissance European theatre through the 19th century; early and late 19th century European theatre; American theatre prior to 20th century; the beginnings of modern world theatre; and post-World War II theatre.

**HUT220 Contemporary Latina/o Theatre in the United States***3 credits; 3 hours*

This course examines Latina/o theatre and performance in the United States from the turbulent 1970s to the present. Students will read plays from the emerging Latina/o canon while integrating supplementary texts including reviews, critical analyses, essays, and theoretical studies examining the Latina/o theatre. Plays will be studied using various modes of inquiry including geographic, linguistic, gender studies, exile, immigration status and borderlands theory.

*Prerequisite: CSE099**Pre-corequisite: ENA/ENC/ENG101***HUT230 Auditioning***3 credits; 3 hours*

This course introduces students to the process of selecting, preparing, and executing successful audition material for both professional engagements and entrance auditions for transfers to four-year acting conservatories. Students study some of the business aspects of acting including building resumes, getting headshots, working with agents/managers, and joining the unions. At the completion of the course, students will have technique and a body of material that will prepare them for the professional audition.

*Prerequisite: HUT111***HUT250 Voice and Movement for the Stage***3 credits; 3 hours*

This course is the study of vocal and movement work, practiced in a combined method to ensure engagement with the physical body on stage. Projection, correct pronunciation, consonant and vowel production, paired with physical theatre techniques will develop students' performance skills. Proper breathing and physical techniques will be used.

*Prerequisite: HUT101, HUT110***HUT299 Experiential Learning in Theatre***3 credits; 3 hours*

The purpose of the Experiential Learning in Theatre course is to provide students with an experience based learning opportunity with a Theatre Program faculty member in order to design and complete, or complete a significant portion of a major creative, scholarly, research, social project with the intent to present, exhibit, publish, or otherwise make available the outcomes of the project.

**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/ENG099, ESA099, ENA/ENC101***HUA196 Latin American Art***3 credits; 3 hours*

This course introduces students to the visual art traditions of Latin America through lecture, readings, and discussion. Topics include: pre-Hispanic art and architecture, Latina/o art, Spanish/Portuguese colonial-era art, Mexican modernism, and post-colonial art. Students analyze the meaning and techniques of selected artworks in Latin American art history through written assignments and oral presentations.

*Pre/corequisites: CSE099, ENA/ENG/ESA099***HUA294 Experiential Learning in the Fine Arts***3 credits; 3 hours*

Experiential Learning in the Fine Arts provides students with an experience-based learning opportunity with a Fine Arts faculty member. Students, with faculty guidance, design and develop a major creative project for exhibition or for other ways of sharing project outcomes

*Prerequisite: MAT096**Pre-or Corequisite: HUA203, HUA210, HUA230*

KRISTIAN LARROTA / LAGUARDIA COMMUNITY COLLEGE

## 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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101

### HUA191 The Art of Eastern Asia

3 credits; 3 hours

A comparative study of the artistic traditions of India, China, and Japan, from their Stone Age beginnings to recent trends. The class will focus on the visual relationship of works of art to Confucianism, Buddhism, Kami-no-michi, and Taoism.

*Prerequisite:* MAT095 or MAT099

*Pre-corequisite:* ENC/G101

### HUA196 Latin American Art

3 credits; 3 hours

This course introduces students to the visual art traditions of Latin America through lecture, readings, and discussion. Topics include: pre-Hispanic art and architecture, Latina/o art, Spanish/Portuguese colonial-era art, Mexican modernism, and post-colonial art. Students analyze the meaning and techniques of selected artworks in Latin American art history through written assignments and oral presentations.

*Pre- or Corequisites:* CSE099, ENA/ENG/ESA099

### 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/ENG099, ESA099, ENA/ENC101

### HUA214 History of Illustration

3 credits; 3 hours

This course will examine the history of illustration from illuminated manuscripts to modern sequential narratives by considering the artwork within its socio-cultural context. With the aid of primary source readings, illustrated books, and comics, students will learn to understand the unique power illustration has had in the history of art to convey ideas, to editorialize events, and to enhance literature. Emphasis is placed on illustration's relationship to fine art and on the education of the illustrator.

*Prerequisite:* ENG/ENA/ESA/USW099 or ENG/ENC101 and CSE/USR099 or Exemptions on reading and writing tests.

### 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:* ENA/ENC/ENG101

### HUA285 Graphic Narrative

3 credits; 3 hours

This course develops the students' visual storytelling and design skills, and introduces them to the interaction of visual imagery and verbal themes. Students develop individualized full-term projects in a chosen format, e.g., picture book illustration, comic illustration, or graphic novel illustration. Class lectures and related reading focus on the highlights of classic to contemporary illustration and graphic narratives, and on the elements of a story told in pictures.

*Prerequisite:* ENG/ENA/ENC101, HUA103

**HUA289 Art and Design Seminar***3 credits; 3 hours*

In this course, students engage in research in the form of written and creative projects specific to their discipline and become familiar with material issues and conceptual themes of art. Students develop visual, oral and written presentations, participate in class critiques and develop digital portfolios of studio work and writing. As the capstone course in art, this workshop is both writing and reading intensive. This course also has a one hour lab component in addition to studio time.

*Prerequisites:* ENG/ENA/ENC101, HUA103, HUA104

*Pre- or Corequisites:* HUA203, HUA210, HUA220 or HUA 285

**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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099

**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. ePortfolio 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, AfterEffects, 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

**HUA109 Solid Works Essentials***3 credits; 3 hours*

The goal of this course is to teach the student how to use the Solid Works mechanical design automation, software to build parametric models of parts and assemblies, and how to make drawings of those parts and assemblies. The course is designed around a process or task-based approach to training rather than focusing on individual features and functions. The process-based training course emphasizes the process and procedures you follow to complete a particular task.

*Pre-requisites:* CSE099, ENA/ENG/ESA099, MAT096, HUA106, HUA107

*Pre-Co-requisites:* MAT115

**HUA116 Introduction to Woodworking***3 credits; 3 hours*

This course covers the safe and proper use of power and hand woodworking tools. Procedures for sharpening, maintenance, and adjustment of tools are stressed. Rough wood stock is milled and basic practice on making proper wood joints is provided. Several projects will be required to be fabricated to show the student's understanding of measurement, joint utilization, aesthetics and safety procedures.

*Prerequisites:* CSE099, ENA099/ENG099/ESA099, MAT096

**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 Television****HUC150 The Art of Film***3 credits; 4 hours*

This course introduces students to film theory, criticism, and aesthetics. Screenings represent major movements in world cinema, considered in relation to their diverse cultural contexts. Students analyze differences between film styles, such as expressionism, montage, realism, and modernism. Topics include the notion of "truth" in cinema, the digital revolution, and globalization. Students are introduced to critical models that are used to discriminate between "good" films and "bad" films.  
*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/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: ENA/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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099*

**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*

**HUC242 Postproduction: Effects, Color, Audio***3 credits; 4 hours*

This course builds on the foundation of DV production and non-linear editing offered in Video Production I, and focuses on special effects, color correction, and digital audio editing. Students utilize more advanced tools and techniques of post-production, such as Adobe After Effects (compositing with green screen, 2D & 3D graphics animation), SpeedGrade (color correction), and Audition (noise reduction). A final short-form video expressively integrates content creation and digital technology.  
*Prerequisite: HUC240, MAT096*

**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.  
*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/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*

## Photography

### HUA121 21st Century Photography

3 credits; 3 hours

This course is a consideration of photography in the digital age. Student will study photography as a force in art, identity, commerce and technological literacy. Readings, lectures and discussions will include: societal fascination with images past and present, ethics of image editing and manipulation, propaganda and truth, the production of self, image makers verses image consumers, and authorship/sharing online. Students must have a digital camera or camera-phone for basic exercises in photography.

*Prerequisite:* ENA/ENC/ENG101

### HUA130 Beginning Photography

3 credits; 4 hours (1 lecture, 3 labs)

This course is an introduction to photography covering the 35 mm camera, lighting, exposure, processing, printing, film scanning and basic Photoshop techniques. The creative use of photographic techniques as they relate to individual expression will be considered. Special projects and a final portfolio are required. Students must have a manually operated 35mm camera and should expect to pay for additional materials for this course. Beginning Photography is a hybrid of analog and digital techniques.

*Pre- or Corequisite:* MAT095 or MAT099, 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.

### 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, 1 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/ENG099, ESA099, ENA/ENC101, HUA130

### 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/ENG099, ESA099, ENA/ENC101

### 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/ENG099, ESA099, ENA/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 color film and digital capture as they apply to color photography. 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, the use of filters and white balance. The student will learn how to operate the Dichroic color enlarger to create and color correct prints. 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:* ENA/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:* ENA/ENC/ENG101, HUA145, HUA230

### **HUA291 Experiential Learning in Photography**

*3 credits; 16 hours (1 lecture, 15 lab)*

This course provides students with a field based learning opportunity with a Photography faculty member. Under faculty guidance, students design, develop and complete a major creative project for exhibition or for other ways of sharing the project outcome.

*Prerequisites:* HUA 145

*Students must have completed a minimum of 12 credits in the Commercial Photography program core, and must obtain permission from a Photography faculty advisor.*

## **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 and mark making, texture, tone, value, space and form. Problems in descriptive drawing and ideas of abstraction are explored. Critique and group discussions are an important aspect of this course.

*Prerequisite:* ENA/ENG/ESA099, CSE099

*Pre- or Corequisite:* ESL099/ESR099

### **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. In this course, students develop designs in two-dimensional form. The design principles are discussed and illustrated as they relate to a number of visual arts forms.

*Prerequisite:* ENA/ENG/ESA099

### **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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099

### **HUA110 Beginning Painting**

*3 credits; 3 hours*

This course is an introduction to painting techniques related to landscape, still life and abstract composition. Emphasis is placed on color expression and color mixing. Individual and group critiques are required.

*Prerequisite: ENA/ENG/ESA099*

### **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 are demonstrated in relation to the interaction of colors. Students develop two-dimensional designs through techniques in color mixing and collage.

*Pre- or Corequisite: HUA104*

### **HUA120 Beginning Sculpture**

*3 credits; 3 hours*

This course is an introduction to sculpture. Problems in three-dimensional form are examined through various projects. Students gain experience with traditional and nontraditional processes of making sculpture. Critiques and group discussions are an important aspect of this course.

*Prerequisite: ENA/ENG/ESA099*

### **HUA150 Beginning Printmaking**

*3 credits; 3 hours*

This course is an introduction to printmaking. Students work to produce original designs in relief and collagraph printing techniques. Operation of the printing press, registration, inking and other printing techniques in black and white and color are demonstrated. Edition printing and a final portfolio are required.

*Prerequisite: HUA103*

### **HUA180 Life Drawing**

*3 credits; 3 hours*

In this course, students develop techniques of descriptive and interpretive drawing, with special emphasis placed on drawing the human figure from the live model. Textbook readings, studies in human anatomy, and sketchbooks are required.

*Prerequisite: HUA103*

### **HUA185 Illustration**

*3 credits; 3 hours*

This course examines the interrelation of visual imagery and verbal themes as they relate to the professional field of illustration. Students develop a cohesive illustration portfolio as they solve problems relating to different aspects of the field, such as book, logo, or commercial illustration. Students create an artist's website on ePortfolio and learn the business aspects of illustration, such as copyrighting, pricing, and contracts, from demonstration and lecture.

*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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099*

### **HUA203 Intermediate Drawing**

*3 credits; 3 hours*

This course explores and expands upon the drawing techniques and concepts established in Beginning Drawing. Students concentrate on drawing objects and spaces from life and from their imagination. Individual drawing assignments and the development of a final art portfolio is emphasized. Fields trips are required. Critique and group discussions are an important aspect of this course.

*Prerequisite: HUA103*

### **HUA210 Intermediate Painting**

*3 credits; 3 hours*

This is an intensive studio course that focuses on the advancement of painting skills and techniques as they relate to perceptual and aesthetic questions of painting and visual communication. Emphasis will be placed on the function of surface, color, style and process. We will familiarize ourselves with historic and contemporary painting. Preparatory sketches and plans are required for each assignment. Sessions include discussion, analytical critiques, readings and exhibition visits.

*Prerequisite: HUA110*

### **HUA220 Intermediate Sculpture**

*3 credits; 3 hours*

This course explores and expands upon the sculpture techniques and concepts established in Beginning Sculpture. Personal expression, spatial thinking and tactile problem solving are investigated. Critiques and group discussions are an important aspect of this course.

*Prerequisite: HUA120*

## Urban Study Courses

### HUN110 Hip Hop; Music, Culture, and Politics

3 credits; 3 hours

This writing intensive course provides an introduction to the development of hip hop culture from a local trend on New York City streets to an international phenomenon. Students examine the social and political contexts and activism that shaped rap music through an engagement with NYC cultural sites.

*Prerequisite:* ENA/ENC/ENG101, MAT096/099

*This is a Writing Intensive course.*

### HUN180 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:* ENA/ENC/ENG101, HUC101, and one Social Science elective from the list on page 192.

*This is a Writing Intensive course.*

### HUN189 The Mediated City

3 credits; 3 hours

This course analyzes the various cultural, historical, ethnic, class and artistic dimensions of the urban environment through the lens of new media technologies such as digital maps, GPS, surveillance, and organization movements. Particular attention is given to creating maps of these new phenomena, from gentrification and tracking, to on-line reviews. The students then analyze these maps to think critically whether certain contemporary technological projects have turned out as designers planned.

*Prerequisites:* MAT 096 or MAT 117 or MAT 119, HUW112, ENG101

### HUN190 Ethics and Society

3 credits; 3 hours

This course studies the ethical dimension of problems in the urban environment as these intersect philosophical concepts of freedom, identity, justice, and the good life. Students will explore, evaluate, and apply ethical theories to public policy debates of relevance to racial, class, and gender inequalities. Students will evaluate proposed solutions to these inequalities in terms of how well they contribute to flourishing relationships between people and sustainable relationships with the world at large.

*Prerequisite:* ENA/ENC/ENG101

### 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.

*Prerequisite:* ENA/ENC/ENG101

### 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:* ENA/ENC/ENG101

### 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.*

### HUN212 Photography in New York

3 credits; 3 hours

This course will provide participants with a rich visual understanding of the art photography world in New York City as well as a deepened understanding of photography in contemporary art. Utilizing the cultural photographic resources of New York City, this class aims to enrich, engage, and critically examine the multidimensional world of photography and how it relates to U.S. experience in its diversity. We will view photographic exhibits and examine how they reflect issues in the U.S including but not limited to immigration, race, gender, class, sexual orientation, and ethnicity. We will examine the historical context of various photography exhibits and make connections between past and contemporary use with the intention of understanding the impact that this medium has had on visual culture and on the world. Visual literacy will be emphasized throughout the course. We will also visit contemporary photographic artist studios and get the opportunity to meet and ask questions of the artists.

*Prerequisite:* ENG 101

### **HUN245 The New York Theatre Experience**

*3 credits; 3 hours*

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. The class culminates around a solo-play that the students write individually that will coincide with a 10-page written research paper about how this play might be produced in New York City. There will be an option at the end to either act the play in class or do an oral presentation about the play's inspiration, genesis and ideal New York City production.

*Prerequisite: ENC/ENG 101. 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 narrative tool. The use of text as a complement to the images will be explored. The primary focus of investigation will be the multi-cultural urban center of New York City. Shooting assignments, field trips, a research paper, additional writing assignments required. 35mm camera or digital camera, additional materials required.

*Prerequisite: HUA130*

*Pre- or Corequisite: ENA/ENC/ENG101*

*This is a Writing Intensive course.*

## **Liberal Arts Departments**

Education and Language Acquisition; English; Humanities; Mathematics, Engineering and Computer Science; Natural Sciences; and Social Science Departments

## **Liberal Arts Seminars**

### **LIF101 First Year Seminar for Liberal Arts: Social Science and Humanities**

*3 credits; 4 hours (3 classroom, 1 lab)*

The First Year Seminar is required of all new students majoring in Liberal Arts: Social Science and Humanities. Its goals are to introduce students to the liberal arts, help students transition to campus culture, develop a better understanding of the learning process, and acquire essential academic skills. Taught by liberal arts faculty and supported by peers, advisors, co-curricular professionals, this course addresses issues related to contemporary college life and majors within liberal arts.

### **LMF101 First Year Seminar for Liberal Arts: Math & Science**

*3 credits; 4 hours (3 classroom, 1 lab)*

The First Year Seminar is required of all new students majoring in Liberal Arts: Math and Science. Its goals are to introduce students to the disciplines of Mathematics and Science, and to help students transition to campus culture, develop a better understanding of the learning process, and acquire essential academic skills. Taught by math and science faculty and supported by peers, advisors, and co-curricular professionals, this course addresses issues related to contemporary college life and the major.

### **LIB200 Humanism, Science and Technology**

*3 credits; 3 hours*

The Liberal Arts Seminar explores the relationship between humanism, science, and technology. Students apply knowledge and critical strategies acquired in previous courses and make connections between texts from various disciplines to examine how developments in science, technology, and the humanities contribute to changes in civilizations. Students also reflect on the responsibilities of citizenship in a diverse society. This seminar is designated writing intensive.

*Prerequisite: ENG102, ENG103*

*Pre-or Corequisite: MAT107 or MAT115/MAT117 or MAT119/MAT120 and 40 minimum completed credits.*

## Women and Gender Studies

### LIB101 Introduction to Women, Gender and Sexuality Studies

3 credits; 3 hours

This introductory course offers a general overview of some of the basic concepts and theoretical perspectives from the field of Women, Gender, and Sexuality Studies (WGS). This course adopts a global, transnational, and post-structural feminist orientation. Students will critically engage with multiple frameworks which may include: conservatism, essentialism, liberal humanism, structuralism, constructivism, poststructuralism, intersectionality, and transnationalism.

*Prerequisites:* MAT096/099 ; ENG101

*This is a Writing Intensive course.*

### LIB201 Transnational Feminisms

3 credits; 3 hours

Transnational Feminisms offers an introduction to the frameworks of transnational women's studies and gendered activism(s). This course surveys the field of transnational feminist research and praxis; locating structures of power, practices of resistance, and the geographies of development at work in a range of theories and social movements.

*Prerequisites:* CSE099; MAT096/099; ENG102; LIB101

*Prelcorequisites:* ENG103

## 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

**Scott White**, Chief Librarian; Thomas Cleary, Dianne Gordon Conyers, Francine Egger-Sider, Louise Fluk, Silvia Lin Hanick, Elizabeth Jardine, Charles Keyes, Galina Letnikova, Clementine Lewis, Ann Matsuuchi, Ian McDermott, Chris McHale, Eric Moy, M. Anne O'Reilly, Steven Ovadia, Alexandra Rojas, Derek Stadler

### LRC102 Information Strategies

3 credits; 3 hours

This course is an introduction to the nature and use of information and information sources 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 material found; and address ethical, legal, and socio-economic issues of the information age.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

*Pre- or Corequisite:* MAT096

### LRC103 Internet Research Strategies

1 credit; 1 hour

This course is an introduction to the fundamentals of information studies. This course will teach the analytical thinking, problem-solving, and information literacy skills necessary for academic research and digital citizenship. Areas covered include an overview of the development of the internet, structure and function of information resources, and ethical, legal, political, and social-economic issues of the information age.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

### LRC104, Information in a Globalizing World

2 credits; 2 hours

The growing interconnectedness of the world and the pervasiveness of the Internet have created an ease of access to all types of global information sources. In an international context of often contradictory opinions and ideas, retrieval and evaluation of information have become more complex. This course will teach students how to access and to evaluate information critically in order to engage with diverse perspectives of 21st century global issues.

*Prerequisite:* ENA/ENC/ENG101

### LBN105 InfoCity: Informed Citizens in the Information Age

3 credits; 3 hours

The course explores how information is produced, organized, and distributed in the United States. Students learn research methods through the examination of New York City and federal data. Students learn to find, evaluate, and document text and multimedia for problem solving, inquiry and analysis. The class studies the socioeconomic, political, ethical and legal issues of information production, distribution, and usage in the United States, supported by field trips to government facilities.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101

*Pre-co requisite:* MAT096

*This is a Writing Intensive course*



KRISTIAN LARROTA / LAGUARDIA COMMUNITY COLLEGE

# 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

**Abderrazak Belkharraz**, Chairperson; Emaan Abdul-Majid, Mercedes Acosta, Andrew Berry, Prabha Betne, Nana Osei Bonsu, Dmitriy Chebanov, Tao Chen, Steve Cosares, Gordon Crandall, Milena Cuellar, Marina Dedlovskaya, Walter DeLaTorre, Hendrick Delcham, Abdou Drame, Hassan El Houari, Abdellah Ait Elmouden, Reginald Eze, Jeanne Funk, Arnold Glick, Anthony Giangrasso, Luis Gonzalez, Nader Goubran, Kamal Hajallie, Yasser Hassebo, Omar Ait Hellal, Glenn Henshaw, Jerry Ianni, Alejandro Ibanez, Reem Jaafar, Abdelhamid Kadik, Praveen Khethavath, Alioune Khoule, Mangala Kothari, Bo Li, Mahdi Majidi-Zolbanin, Malgorzata Marciniak, Rudy Meangru, Gerald Meyer, Natalia Mosina, Lawrence Muller, Yves Ngabonziza, Muath Obaidat, Doyel Pal, David Peled, Jorge Perez, Yvonne Powell, Zahidur Rahman, Luis Rizo, Sandra Sze, Andi Toce, Yvens Valere, Lakshmi Iswara Chandra Vidyasagar, Frank Wang, Paul West, Dong Wook Won, Gene Yao, Yun Ye, Shenglan Yuan, Svetoslav Zahariev

### ECF090 First Year Seminar for Engineering and Computer Science

*0 credits; 1 hour*

This First Year Seminar is for all new students intending to major in engineering and computer science. Students in these programs are required to take this course in order to learn the skills needed to acclimate to campus culture, develop a clear understanding of the learning process, and acquire the skills and habits of mind essential to an informed study of the discipline.

## Computer Courses

### CSF101 First Year Seminar for Computer Science

*2 credits; 3 hours (2 lecture, 1 lab)*

First Year Seminar for Computer Science is intended for freshman students who plan to major in computer programs, enabling them to make a smooth transition to LaGuardia and giving them insight into computer science majors. Students taking this course will acquire the skills necessary to acclimate to campus culture, develop a clear understanding of learning processes and develop the habits of mind essential to an in-depth study of the discipline.

### MAC100 Computing Fundamentals

*3 credits; 3 hours*

This course introduces students from non-computer science majors to the fundamental concepts of computing, digital innovations, and social issues that are at the heart of computer-based technologies. Students will learn about the myriad uses of the Internet, cloud services, social media and other computer applications designed to connect physical and digital worlds.  
*Pre- or Corequisites: CSE099, ENA/ENG/ESA099/ENC101, MAT096/Placement*

### MAC101 Introduction to Computer Science

*3 credits; 4 hours (2 lecture, 2 lab)*

In this first course in the computer science program, emphasis will be placed on algorithmic design. Basic concepts such as selection statements, loops, character strings, arrays, pointers and file processing will be taught. Students will be required to write several programs in an appropriate language.

*Prerequisite: CSE099, MAT200*

*Pre- or Corequisite: ENG099*

### MAC102 C++ for Engineers

*3 credits; 5 hours*

This course introduces students to the structure and operation of a computer, concepts and properties of an algorithm and a programming language, and the principles and practice of programming in the C/C++ programming language. The topics of study include data types, control structures, functions, recursion, arrays, parameter passing, pointers, strings, structures, classes, overloading, and file processing.

*Prerequisite: MAT200*

### MAC105 Objective C Programming

*3 credits; 3 hours*

This course familiarizes students with important features of Objective-C, an object-oriented language based on the C programming language that is used to develop applications for Mac, iPhone, and iPad platforms. Topics include data types, expressions, and control of flow; classes, objects and methods; inheritance and polymorphism; C language features, such as arrays and functions; foundation framework, including number, strings, and collections; memory management; and Cocoa framework.

*Prerequisite: MAC101 or MAC102*

### MAC108 Introduction to Programming with Python

*3 credits; 4 hours (2 lecture, 2 lab)*

This course is an introduction to programming using the Python language. An emphasis will be placed on algorithmic design; basic concepts such as variables, assignments and flow control (conditionals, loops, iterators and functions) will be introduced. More advanced topics such as strings, tuples, lists, dictionaries, files and classes will also be covered. Students will be required to write multiple programs in Python, and give an oral presentation of a research paper.

*Pre/Co-Requisite Prerequisites: CSE099; MAT120 or MAT115; or MAT117 or MAT119 Pre/corequisites: ENG/ESA099/ENC101, ENA099*



### **MAC109 Introduction to Visual C# Programming**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course introduces programming concepts that include object-oriented design and GUI development. Software creation using a visual IDE and an object-oriented language such as Visual C# is featured. Various programming constructs such as loops, conditional statements, arithmetic and logic operations, objects, and features appropriate for use in modern application development are explored.

*Prerequisite: MAC101 or MAC108*

### **MAC110 Systems Analysis and Design**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course provides an introduction to Systems Analysis and Design. Topics include analyzing business cases, requirements modeling, data and process modeling, and developmental strategies with a focus on object-oriented modeling and project management. Students also explore user interface (UI) design, data design, systems architecture and implementation, and systems operation, support, maintenance and security.

*Prerequisite: ENA/ENC/ENG101, MAC 101 or MAC109*

### **MAC120 Introduction to Mobile Application Development**

*3 credits; 3 hours*

This course will provide students with an understanding of the theory and skills required to design and develop applications for mobile devices. Topics include an overview of the mobile application development life-cycle, related issues and considerations, specific issues pertaining to public and enterprise distribution, mobile interfaces design, and building basic applications using both iOS SDK and Android SDK.

*Prerequisite: MAC101*

### **MAC125 Advanced C/C++ Programming**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course presents object-oriented algorithmic problem solving using C++. Topics include pointers and pointer arithmetic, linked lists, memory management, recursion, operator overloading, inheritance and polymorphism, stream and file I/O, exceptions and exception handling, templates and STL, applications of simple data structures and testing and debugging techniques.

*Prerequisite: MAC101*

### **MAC172 Web Development I**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course introduces students to concepts and tools for creating front end web pages using HTML, CSS, JavaScript and JavaScript libraries. Students will be introduced to common industry approaches and practices; they will work in teams to create websites using version control tools. They will visit websites such as online newspapers, academic journals and cultural exhibitions; allowing them to explore perspectives, share insights and communicate ideas on a global scale.

*Pre/corequisites: MAC101*

### **MAC190 Object-Oriented Programming**

*3 credits; 4 hours (2 lecture, 2 lab)*

This is an advanced programming course in the Computer Science option with focus on object oriented programming. Topics include classes, constructors, inheritance, superclasses, subclasses, interface, strings, graphics, graphical user interface, applets, dynamic data structures, threads and exceptions. Students will write programs to implement userdefined classes.

*Prerequisite: MAC101 or MAC108*

### **MAC220 Application Development for Android Devices**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course will provide students with an understanding of the theory and skills needed to design and develop applications for Android devices using an Android development platform. Topics include Android development environment, application fundamentals, user interface designing including activity and intent class, view navigation, mapping/Geo positioning, camera applications, styles and database applications using SQLite.

*Prerequisite: MAC190*

### **MAC221 Application Development for iPhone/iPad**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course will provide students with skills needed to design and develop advanced applications for iOS devices. Topics include user interfaces; view navigation; page-based applications; iCloud; web views, map views, and storyboarding; camera applications; and database applications using SQLite.

*Prerequisite: MAC120*

### **MAC227 Introduction to Cryptography and Applications**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course is an introduction to cryptography and its history, introducing students to classical as well as modern concepts of cryptography. Topics covered include substitution, transposition, shared key cryptosystems (DES, 3DES, and AES), public key cryptosystems (RSA), key exchange, digital signatures, digital certificates, PGP, e-mail security, Secure Socket Layer and IPsec.

*Prerequisites: MAT115/MAT117*

*Pre- or Corequisites: MAC108 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, ENA/ENC/ENG101, or MAC101*

### **MAC232 UNIX Network Operating Systems**

*3 credits; 4 hours (2 lecture, 2 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 workstations through the use of LAN management and administrative functions. Upon completion of this course, students may choose to take the SCO ACE certification exam.

*Corequisite: MAC101 or MAC108*

*Prerequisite: CSE099, ENA/ENG099/ENC101*

### **MAC233 Windows NT Network Operating System**

*3 credits; 4 hours (2 lecture, 2 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).

*Corequisite: MAC101 or MAC108*

*Prerequisite: CSE099, ENA/ENG099/ENC101*

### **MAC237 Computer Security**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course introduces students to different aspects of computer security. Topics include security fundamentals, user authentication mechanisms, access control, attacks, intrusion-detection, malicious software, malicious code and countermeasures, software security, operating system security, human resources security, application security, browser attacks and security principles, database security, SQL injection, security risk assessment and cloud security.

*Prerequisites: MAC227*

*Pre- or Corequisites: MAC250*

### **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/ENG099, ESA099, ENA/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 Data Communication and Network Security**

*3 credits; 4 hours (2 class, 2 lab)*

This course provides an introduction to data communications and networking technologies. Topics covered include fundamentals of networks, OSI model, networking protocols, signaling, cables, connectors and networking devices. It will also cover multiplexing, circuit and packet switching, IP configuration, network design, switching, routing, firewalls, network security and port configuration. This course prepares students to pass the CompTIA Network+ exam.

*Pre- or Corequisite: MAC108 or MAC101*

### **MAC246 Advanced Network Security**

*3 credits; 4 hours (2 class, 2 lab)*

This course covers a wide variety of security topics such as threats, vulnerabilities, data and host security, access control, identity management, cryptography, attacks and defense mechanisms. Security policies and procedures will also be covered. Additional topics include firewalls, VPNs, NAC, switch and router security, intrusion detection and prevention, malware, file security and data defenses. The course will prepare students for the CompTIA Security + Exam.

*Prerequisites: MAC245, MAC232 or MAC233*

### **MAC247 Advanced Systems Security**

*3 credits; 4 hours (2 class, 2 lab)*

This course presents advanced topics in systems security. Topics covered include, access controls, asset management, security controls, change management, patch management, risk management, security assessment activities, monitoring systems, network monitoring and control, secure device management, network-based security devices, endpoint device security, big data access control and application vulnerabilities, software-defined networks, and clustering.

*Prerequisites: MAC237*

### **MAC250 Database Concepts and Programming**

*3 credits; 4 hours (2 lecture, 2 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: MAC101 or MAC108*

### **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

*Beginning with the 2016-17 Academic Year, this course will be offered in the Fall II Session only.*

### **MAC254 Advanced Windows & UNIX System Administration**

*4 credits; 5 hours (3 class, 2 lab)*

This course provides students with the practical skills needed to serve as Windows and UNIX system administrators. Topics include installation and maintenance of Windows and UNIX servers, user administration and security, file system and folder permissions, DNS, LDAP deployment, Samba, NFS, login scripts, profiles and policy editor, directory services, DHCP, IIS, Apache, e-mail, printers, PowerShell, shell scripting, server and workstation troubleshooting, and network monitoring.

*Prerequisites:* MAC232, MAC233

### **MAC257 Digital Forensics**

*3 credits; 4 hours (2 class, 2 lab)*

This course introduces the methods and technologies relevant to conducting a computer forensic investigation. Topics include collecting, analyzing, recovering, preserving and reporting forensic evidence. Students will learn how to retrieve data from a computer, and recover deleted, encrypted or damaged files; legal considerations and ethics will be covered as well. Various operating systems will be considered including Windows, Macintosh and Linux.

*Prerequisites:* MAC246, MAC237

*Pre- or Corequisites:* MAC254

### **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; and the configuration of data communication systems including a description of the codes, modems, terminals, software, and methods of line organization.

*Prerequisite:* MAC101 or MAC109

### **MAC265 Hardware and Software Interfacing**

*3 credits; 4 hours (3 lecture, 1 lab)*

The course will introduce the design of computer systems that sense and interact in the physical world. Topics include microprocessors and their architectures, assembly language programming concepts such as integer arithmetic, conditional processing, procedures and strings. The relationship between software and hardware and how to program to interact with keyboard, mouse, disks memory, display and video processing will also be explored.

*Prerequisites:* MAC101 or 102 or 109 or MAC241

### **MAC270 Advanced Topics in Computer Science**

*3 credits; 3 hours*

This course explores a current topic in computer science and technology. Topics will be selected from such areas as computer security, programming languages, web/mobile apps, AI, modeling, simulation, gaming, and high-performance computing. Students will explore the selected topic through lectures, readings, research, class discussions, and laboratory projects. Topics will be announced in advance.

*Prerequisites:* CSE099, ENA/ENG099, ESA099, ENA/ENC101, MAT096, MAC101 or 102 or 109 or 241

### **MAC272 Web Development II**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course introduces students to advanced client side and server side web development. Special emphasis will be placed on adopting industry standard frameworks and content management systems for web development. Students will be introduced to PHP programming and Node.js for server side web development, and they will develop web programs to communicate with databases.

*Prerequisites:* MAC172, MAC250

### **MAC280 Game Programming**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course explores game development and programming. Students will study programming design of game engines, the application of a physics engine, collision detection, screen graphics, debugging, and publishing. Topics include utilization of game assets, camera lighting, terrain textures, character controls, security, artificial intelligence (e.g., path finding) and the application of a modern gaming engine. Student projects are a significant course component.

*Prerequisite:* MAC109

### **MAC281 Discrete Structures**

*3 credits; 3 hours*

This course covers the mathematical concepts essential for continued study in computer science and related fields. The topics include algorithms, complexity of algorithms, introduction to number theory and its applications, mathematical induction and recursion, relations and functions, graphs and trees, and applications.

*Prerequisites:* MAC101, MAC231

### **MAC283 Computer Organization and Assembly Language**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course is intended for students interested in developing a background in hardware concepts. Topics covered include number systems, data representation, binary arithmetic, boolean algebra, combinational and sequential circuits, and an introduction to assembly language programming.

*Prerequisites: MAC101 or MAC109*

### **MAC286 Data Structures**

*3 credits; 4 hours (2 lecture, 2 lab)*

This course presents fundamental abstract data types along with efficient implementations for each. Topics include linked lists, stacks, queues, priority queues, binary trees, binary search trees, heaps, AVL trees, n-ary trees, graphs, hash tables, sorting and searching, recursion and worst-case analysis.

*Prerequisite: MAC125 or MAC190*

*Pre- or Corequisite: MAT281*

### **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 provides students with the knowledge needed to diagnose and repair stand-alone and networked personal computers. The course covers hardware, including disk drives,

mainboards, video boards, NICs, memory and modems; and set-up, diagnosis and repair of network connections, servers and workstations. Students will work with testing equipment such as oscilloscopes, patch boxes, LAN testers, wiring tools and software diagnostic tools. They should expect to pay for additional materials.

*Prerequisite: MAC232 or 233*

### **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: MAC232 or MAC233 or MAC265*

## **Engineering Science**

### **MAE100 Computer-Aided Design**

*3 credits; 4 hours (2 lecture, 2 lab)*

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.

*Prerequisites: ENA/ENG099, ENA/ENC101, MAT096 or MAT099*

### **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 program a robot to perform a specific task and to carry out basic structural analysis. Additionally, they work in groups on design projects and are expected to use computers for documentation, data analysis, and maneuvering robots.

*Prerequisite: MAT200 Corequisite: ENG259*

### **MAE102 Electrical Drafting and Blue Print Reading**

*2 credits, 3 hours (1 classroom, 2 lab)*

The objective of this course is to provide knowledge of blueprint reading as it relates to the architectural or building construction industry. The course covers the theory of orthographic projections, floor plans and elevation drawings, symbols and notations, scaling and dimensioning practices, reading blueprints for structural information and electrical/mechanical function drawings.

*Prerequisite: MAE109*

### **MAE106 Earth System Science and Engineering**

*4 credits, 6 hours (3 lecture, 3 lab)*

This course is designed to provide students with an understanding of the earth on a global scale by studying its component parts or reservoirs (atmosphere, hydrosphere, geosphere, and biosphere), the interactions, linkages and dynamic equilibrium among these reservoirs in various time scales, and the effect of external forces on the earth as a system.

*Prerequisite: ENA99/ENG99, MAT 200, SCC 201*

### **MAE107 Manufacturing Processes**

*3 credits; 2 Classroom hours/ 3 Lab Hours*

The goal of this course is to introduce students to general concepts in manufacturing. Different materials, tools and fabrication processes will be presented, with emphasis on the lathe and drilling, milling and grinding machines. Welding materials, techniques and symbols are introduced. Programming of Computerized Numerical Control (CNC) machines is also included, complemented with robotic programming for flexible manufacturing of components.

*Prerequisite: HUA104*

*Pre- or Corequisite: ENA/ENC/ENG101, MAE100*

### **MAE109 Introduction to Engineering**

*2 credits, 3 hours (1 classroom, 2 lab)*

This is an introductory engineering course. Students are introduced to engineering design through hands-on laboratory work using computer applications. They are introduced to programming a robot to perform a specific task and to designing a digital clock. Additionally, they work in groups on design projects and are expected to use computers for documentation, data analysis, and for maneuvering robots.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101, MAT096*

### **MAE110 Circuit Analysis I**

*3 credits, 4 hours (2 classroom, 2 lab)*

This course introduces students to DC circuits. Topics include series, parallel, and series -parallel circuits, equivalent circuits, capacitive and inductive circuits, timing circuits, network theorems and measuring instruments. Laboratory experiments include bread boarding, measurement techniques and troubleshooting. The writing of laboratory reports is taught—and required.

*Prerequisite: ENG259, MAE109, MAT115*

### **MAE111 Circuit Analysis II**

*3 credits, 4 hours (2 classroom, 2 lab)*

This course introduces students to analysis of AC circuits with sine-wave sources and R L C circuit components, covering phase shift, frequency response, power, and resonance in series and parallel circuits. Three-phase wye and delta circuits are also covered. Hands-on laboratory experiments are included.

*Prerequisite: MAE110*

*Pre-corequisite: MAT200*

### **MAE121 Instrumentation**

*2 credits, 3 hours (1 classroom, 2 lab)*

The course introduces students to the techniques, equipment, and measurement procedures used by mechanical engineering technologists; they will acquire hands-on experience with electronics and measurement equipment such as oscilloscopes, breadboards, function generators, digital data acquisition systems, integrated circuits, strain gages, displacement meters, thermocouples, tachometers, dynamometers, filters, volume flow meters, velocity meters, pressure probes, and pressure transducers.

*Prerequisite: MAE109, MAT201*

### **MAE122 Electrical Measurements and Instrumentation**

*3 credits, 4 hours (2 classroom, 2 lab)*

This course provides students with a basic understanding of electrical measurement systems, introducing them to the many varieties of meters, scopes and transducers available, their operating principles, strengths and weaknesses. Applications are provided, enabling students to select optimal meters, transducers, amplifiers, along with recording and readout devices in order to assemble a system for routine measurements of electrical phenomena.

*Prerequisite: ENG259, MAE111*

### **MAE190 Material Science**

*3 credits, 4 hours (2 classroom, 2 lab)*

This course provides a broad introduction to the basic characteristics of engineering materials. The course will focus on the selection of metals, plastics, ceramics, and composites for mechanical design purposes, highlighting the relationships of structure, material properties, and material selection in the design/ manufacturing process. Student will perform laboratory experiments with mechanical testing equipment.

*Prerequisite: ENG259, MAE109, MAT200, SCP101*

### **MAE191 Statics and Strength of Materials**

*3 credits, 4 hours (2 lecture, 2 lab)*

This course presents a theoretical, analytical, and practical approach to the concept of engineering statics and strength of materials—the foundations of machine and structural design. Students will develop basic knowledge and skills in critical thinking and engineering problem solving. Topics include: force and moment analysis, conditions for static equilibrium, properties of materials, stress-strain relationships, thermal stresses, geometric shapes and moments of inertia, and beam analysis.

*Prerequisite: ENG259, MAE109, MAT201*

### **MAE201 HVAC-Heating/Ventilating /Air Conditioning System**

*3 credits, 4 hours (2 lecture, 2 lab)*

This course will train students to read and represent graphical concepts in the heating, ventilating and air conditioning field. They will learn to letter, draw line-work, use drafting instruments and standard HVAC representations, draw orthographic and isometric projections of HVAC equipment, and work with architectural, structural and lighting plans to lay out HVAC systems.

*Prerequisite: ENG259, MAE109, MAT200*

### **MAE207 Introduction to Thermodynamics for Technicians**

*3 credits, 4 hours (2 lecture, 2 lab)*

This course provides an introduction to the concept of energy and the laws governing transfer and transformation of energy. Emphasis is placed on thermodynamic properties and the first and second law analysis of systems; integration of these concepts into the analysis of basic power cycles is also considered.

*Prerequisite: ENG259, MAE109, MAT201*

### **MAE208 Electromechanical Devices**

*3 credits, 4 hours (2 lecture, 2 lab)*

The goal of this course is to provide upper-level engineering students with the methods of analysis of electrical machines and transformers; this will be achieved by developing equivalent circuits for machines and transformers such as DC generators and motors, alternators, transformers, polyphase induction motors, single-phase motors and synchronous motors.

*Prerequisite: ENG259, MAE111*

### **MAE209 Structural and Site Plans**

*3 credits, 4 hours (2 lecture, 2 lab)*

This course provides graphical methods for conveying ideas and information related to civil engineering projects. Topics include manual and computer assisted drafting, functional planning, structural plans and details in steel and concrete and topographical mapping.

*Prerequisite: MAC102*

### **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: MAT203, SCP231, MAE101*

### **MAE213 Electrical Circuits I**

*3 credits; 3 hours*

Students are introduced to the analysis of basic DC and AC circuits containing resistors, 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. Thevenin's and Norton's theorems are used to determine equivalent sub-circuits. Differential equation techniques are presented to simplify the analysis of AC circuits.

*Prerequisite: SCP232, MAE101, MAT203*

*Prelcorequisite: MAT204*

### **MAE217 Systems Analysis of the Earth**

*4 credits, 5 hours (3 lecture, 2 lab)*

This course covers analysis and modeling of the Earth's cycles and systems including plate tectonics and climate change, incorporating underlying physical, chemical and biological principles. The Earth's physical and chemical properties will

be examined by means of extensive data analysis using software such as Excel and PowerPoint.

*Prerequisite: MAE106, MAT201*

*Pre-or Corequisite: SCP231*

### **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 of Thermodynamics. Topics include properties of pure substances, basic principles governing transformations of energy, heat and work, behavior of mixtures of gases and vapors, and air conditioning. An introduction to cycles (Carnot, reversibility, power and refrigeration) is also presented.

*Prerequisite: MAE101, ENG101, SCP232, MAT203, SCC201*

*Prelcorequisite: MAT204*

### **MAE230 Senior Design Project**

*2 credits; 2 hours*

This course will apply the knowledge acquired over the course of the entire engineering technician curriculum in order to solve an engineering problem. Stages include problem identification, engineering design parameters, exploration of solution requirements including development of specific metrics necessary to achieve customer satisfaction, concept generation and refinement and application of engineering knowledge to derive potential solutions to the problem.

*Prerequisite: MAE208*

## **Mathematics Courses**

### **MAT095 Introduction to Algebra**

*0 credit; 6 hours (5 lecture, 1 lab)*

*(Equivalent to First Year Institute USM095)*

The 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, finding equations of lines, using rules of exponents), basics of geometry (area and 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.*

*Pre- or Corequisite: BTF101 or CJF101 or HSF090 or LIF101 or NSF101 or SYF101*

### **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 equations, ending with quadratic

equations, and emphasizing the interplay between graphic and algebraic representations. Topics include graphing of lines, systems of linear equations, introduction to functions, rules of exponents, polynomial algebra, factoring, radical expressions, and the quadratic formula.

*Prerequisite:* MAT095 or MAT099 or Placement Score

*Pre- or Corequisite:* BTF101 or HSF090 or LIF101 or NSF101

### **MAT099 Fundamentals of Algebra**

*0 credit, 7 hours (4 lecture, 2 lab, 1 tutoring)*

This course fulfills the CUNY Proficiency in Basic Skills Mathematics. It includes the following topics: operations on whole numbers, fractions and decimals, solving linear equations, operations on polynomials, graphing linear equations, finding slopes and equations of lines, solving systems of linear equations, factoring, simplifying radical expressions and solving quadratic equations.

*Prerequisite:* Placement

### **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 Math in the Modern World**

*3 credits; 3 hours*

This course introduces selected topics and techniques in mathematics that help solve quantitative problems arising in applications addressed in other fields of study. For each topic studied, emphasis will be placed first on the mathematical model and then on some significant applications. Inquiry into the applications will motivate problem-solving exercises requiring

constructs from areas such as algebra, geometry, probability and statistics, computer science, set theory and logic.

*Prerequisite:* MAT096 or placement

### **MAT108 Quantitative Literacy**

*3 credits; 3 hours*

Students develop confidence with numerical information by performing measurements, manipulating data, completing writing exercises and making presentations. Current events are used in activities that help identify quantitative factors in situations, address uncertainty, and evaluate statements. Spreadsheets will be used for the creation, storage, manipulation, and conversion of data to information and to perform calculations. Students are expected to share their experiences using the Web and discussion forums.

*Prerequisites:* CSE099, ENA/ENG099, ESA099, ENA/ENC101, MAT096

### **MAT115 College Algebra and Trigonometry**

*3 credits; 4 hours (3 lecture, 1 lab)*

This course begins with a review of basic algebra skills such as factoring, solving linear equations and inequalities and proceeds to study 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.

A scientific calculator is required.

*Prerequisites:* MAT099/MAT096/Placement

### **MAT117 Algebra and Trigonometry**

*3 credits; 7 hours (6 lecture, 1 lab)*

This course gives a thorough treatment of college algebra and trigonometry topics-linear, quadratic, rational, exponential, and logarithmic expressions/functions as well as basic right-triangle trigonometry and graphical properties of sine and cosine functions. Supporting topics from elementary algebra such as linear modeling, factoring, solving linear systems and quadratic equations, and operations with radical expressions are included. Instructional methods include lecture, group work and computer activities.

*Prerequisite:* MAT095 or placement exam

### **MAT119 Statistics with Elementary Algebra**

*3 credits, 7 hours (5 lecture, 2 lab)*

This is a statistics course with algebra support using the Statway curriculum. The focus is on statistics (data collection, numerical and graphical representation of data, linear correlation and regression, discrete and continuous probability distributions, estimation, and hypothesis testing); relevant algebra topics such as fractions/ percents, linear equations in one and two variables and functional relationships are integrated, resulting in a collaborative, problem-based class.

*Prerequisite:* MAT095 or placement exam

### **MAT120 Elementary Statistics I**

*3 credits; 4 hours (3 lecture, 1 lab)*

This course presents the fundamental concepts and computational techniques of elementary statistics. Topics studied include statistical graphs, measures of central tendency, standard deviation, percentiles, probability, binomial and normal distributions, confidence intervals, hypothesis testing, and linear correlation/regression. Students will use a statistical software package to obtain basic sample statistics and graphs for data analysis; a calculator may be used for routine computations

*Prerequisite: CSE099, MAT096/MAT099/Placement*

### **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 presents the important theoretical developments in mathematics from antiquity to the end of the 16th century with particular emphasis on ancient Greek mathematics. Topics include origins of measurement and geometry, numeral systems, introduction to basic logic and mathematical proofs, the method of exhaustion and its applications, and elementary number theory.

*Prerequisite: ENA/ENG099, ESA099, ENA/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 are analyzed theoretically within a framework that emphasizes their roles in applied settings. Particular attention is paid to polynomial, exponential, logarithmic, and trigonometric models. Use of graphing utilities (computer algebra systems, scientific/non-graphing calculators, etc.) as analytical tools is emphasized; the online learning platform MyMathLab will be used.

*Prerequisite: MAT115 or MAT117 or placement*

### **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 and MAT202 and provide a more rigorous conceptual grounding for the entire sequence. Topics include 3-dimensional analytic geometry and vector analysis, calculus of functions of several variables including limits and continuity; partial derivatives; maxima and minima; Lagrange multipliers; double, triple, line and surface integrals; Curl and Divergence; and Green's, Stokes' and Divergence Theorems.

*Prerequisite: CSE099, 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 students to the theory and applications of algebraic structures by focusing on the solutions of systems of linear equations. The algebraic properties of these solutions will be analyzed and generalized in the theory of vector spaces. Matrices will be treated both as computational aids and as objects possessing algebraic structure in their own right. Major applications will be developed, including project(s) on various topics using linear algebra techniques and computer software.

*Prerequisite: MAT201 or MAT242*

### **MAT212 Linear Algebra and Vector Analysis for Engineers**

*3 credits; 3 hours*

This course serves as an extension of the traditional calculus sequence and contains additional topics relevant to students majoring in engineering. Topics include matrix algebra, systems of linear equations and Gaussian elimination method, determinant of a matrix, eigenvalues and eigenvectors, parametric curves and surfaces, arc length, line and surface integrals, fundamental theorem for line integrals, curl and divergence, Green's theorem, Stokes' theorem and divergence theorem.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101*

*Pre-corequisite: MAT203 or equivalent*



### **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/ENG099, ESA099, ENA/ENC101, MAT096; Pre- or Corequisite: MAT201*

### **MAT231 Introduction to Discrete Mathematics**

*3 credits; 3 hours*

This course introduces students to the foundations of discrete mathematics. The topics of study include propositional logic, methods of proof, set theory, relations and functions, mathematical induction and recursion, and elementary combinatorics.

*Prerequisites: CSE099, ENA/ENG099, ESA099, ENA/ENC101  
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 Sciences Department**

**Room M204 (718) 482-5940**

### **Department Faculty**

**Maria Entezari**, Chairperson; Zenia Afroz; Amit Aggarwal; Ian Alberts; Sherouk Alzeory; Jacqueline Brashears; Olga Calderon; Alfredo Cifuentes; Claudette Davis; Sarah Durand; Maria Entezari; James Frost; Ana Lucia Fuentes; Xin Gao; Daniel Gertner; Janet Gonzalez; Sana Gul; Richa Gupta; Tonya Hendrix; Joby Jacob; Sultan Jenkins; Albert Jimenez; Alex Jones; Charles Keller; Amish Khalfan; Lily Leon; Kevin Mark; Kenya McCalmont; Philippe Mercier; Dionne A. Miller, Howard Motoike; Jaime Nieman; Sidney Noelle; Thomas Onorato; Holly Porter-Morgan; Preethi Radhakrishnan; Nelson Roman; Roman Senkov; Allyson Sheffield; Cristina Sicchio; Sunaina Singh; Joshua Tan; Benjamin Taylor; Trevor Taylor; John Toland; I-Hsien (Midas) Tsai; Ingrid Veras; D. Priyantha Wijesinghe; Na Xu; Boris Zakharov

## **First Year Seminar**

### **NSF101 First Year Seminar for Natural Sciences**

*2 credits; 3 hours (2 lecture, 1 lab)*

This First Year Seminar is required of all new students in any of the majors offered by the Natural Sciences Department. Its goals are to help students transition to campus culture, develop a clear understanding of the learning process, and acquire the skills and dispositions essential to the study and practice of science. Taught by NS faculty and supported by peers, advisors, and co-curricular professionals, this course addresses issues related to contemporary college life and majors within the natural sciences.

## **Internship**

### **SCI204 Research in Natural Sciences**

*3 credits; 11 hours (1 lecture, 10 lab)*

Research in Natural Sciences provides students with the opportunity to apply knowledge and skills gained in science courses by undertaking laboratory and/or field based research projects. Directed by a faculty mentor, students will engage in a research project in an area relevant to the interests and goals of the Natural Sciences Department. Students will be required to dedicate 10 hours per week to their projects as well as 1 hour per week for in-class instruction with the faculty mentor.

*Prerequisites: SCB201 or SCC201 or SCP201, ENG102, MAT115, 36 credits completed, departmental permission*

## Biology

### SCB101 Topics in Biological Sciences

*3 credits; 3 hours (2 lecture, 1 lab)*

This course serves as an introduction to biology for the non-science majors. It will cover topics such as basic chemistry, cell structure and function, genetics, biotechnology, anatomy and physiology, evolution, and ecology. The scientific method and application of quantitative techniques, data analysis, interpretation and presentation will also be covered.

*Prerequisites: CSE099, ESA099, MAT096*

### SCB102 Biological Drawing

*3 credits; 3 hours (1 lecture, 2 lab)*

This course introduces students to biological diversity and form, primarily through the medium of drawing. The course deals mainly with small organisms that require microscopic examination and therefore students will learn the basics of microscopy and techniques for drawing objects using a microscope. Scientific drawing must be accurate as well as aesthetically pleasing. On completing the course students will be able to produce publication-quality scientific illustrations of a wide range of biological specimens.

*Prerequisites: CSE099, ENA/ENG/ESA099, MAT096*

### SCB103 Human Biology in Health and Disease

*3 credits; 3 hours (2 lecture, 1 lab)*

This one-semester course provides students with an overview of the structure and function of the human body. The anatomy and physiology of the following organ systems will be discussed: cardiovascular, respiratory, nervous, gastrointestinal, immune and reproductive. Each of these systems will be considered under normal conditions as well as under disease conditions. Contemporary health issues will also be discussed. The laboratory component of the course will involve simulations in a computer lab.

*Prerequisites: CSE099, ENA/ENG/ESA099, MAT096*

### SCB115 Principles of Biology

*4 credits; 6 hours (3 lecture, 3 lab)*

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.

*Prerequisites: CSE099, ENG099, MAT096*

### SCB165 Vertebrate Evolution

*3 credits; 3 hours*

This is a one semester lecture course that surveys the anatomy, systematic, evolution, life histories, behavior and ecology of the Vertebrata or back-boned animals. Topics include the diversity, classification and evolution of vertebrates, radiation of the Chondrichthyes, the major radiation of fishes, synapsids and sauropods, the lepidosaurs, Mesozoic diapsids, avian specializations, the Synapsida and the evolution of mammals, mammalian specializations, and Primate evolution and the emergence of humans.

*Prerequisites: CSE099, ENG099, MAT096*

### SCB201 General Biology I

*4 credits; 6 hours each (3 lecture, 3 lab)*

This course is part one of a two-semester sequence covering concepts of general biology. Beginning with an introduction to the scientific study of life, the course covers the chemistry of life, cell structure and function, cellular respiration, photosynthesis, cell cycle and cell division, classical and molecular genetics and gene expression, DNA replication, genetic engineering, development, evolution, speciation and phylogeny. The laboratory component of the course complements the lectures.

*Prerequisites: CSE099, ENA/ENG/ESA/099/ENC101, MAT099*

### SCB202 General Biology II

*4 credits; 6 hours each (3 lecture, 3 lab)*

This course is part two of a two-semester sequence covering concepts of general biology. It begins with a survey of organismic diversity, from prokaryotes and viruses to the major eukaryotic groups, including protists, land plants, fungi and animals. Structure and function in animals is examined, including homeostasis, osmoregulation, excretion, nutrition, gas exchange, circulation, electrical and chemical signals and reproduction. The course also covers ecology. The laboratory portion complements the lectures.

*Prerequisite: SCB201*

### SCB203 Human Anatomy and Physiology I

*4 credits; 6 hours (3 lecture, 3 lab)*

Part one of a two semester introduction to human anatomy and physiology that examines the relationships between structure and function of organs and organ systems in the maintenance of normal function in the whole organism. The lab includes experimental activities, microscopy and gross anatomy. Dissections and clay modeling will be used to study select organ systems. Lecture topics include the integumentary, skeletal, muscular, cardiovascular, respiratory, lymphatic and immune systems.

*Prerequisites: CSE099, ENG099, MAT096*

**SCB204 Human Anatomy and Physiology II***4 credits; 6 hours (3 lecture, 3 lab)*

Part two of a two semester introduction to human anatomy and physiology that examines relationships between structure and function of organs and organ systems in the maintenance of normal function in the whole organism. The laboratory includes experimental activities, microscopy and gross anatomy. Rat dissections will be used to study select organ systems. The major organ systems covered include the nervous, endocrine, digestive, urinary and reproductive systems.

*Prerequisite: SCB203*

**SCB206 Introduction to Neuroscience***3 credits; 3 hours (2 lecture, 1 lab)*

This course is devised as an introduction to neuroscience and is intended for students interested in exploring the biological basis of human behavior. Students taking this course will learn about the structure and physiology of the nervous system from the function of cells to the function of the brain. The course will provide an overview of normal sensory, motor, memory, learning and emotional processes, pharmacological influences, and will incorporate discussions of various cognitive and behavioral dysfunctions.

*Prerequisites: CSE099, ESA/ENA/ENG099, MAT096*

**SCB208 Vertebrate Anatomy and Physiology I***3 credits; 4 hours (2 lecture, 2 lab)*

This course, the first part of a two-course sequence, introduces students to the anatomy and physiology of vertebrates, with an emphasis on domestic animals. Topics include the chemistry of life, histology, body organization and the structure and function of the following organ systems: integumentary, skeletal, muscular and endocrine. In the laboratory student have the opportunity to dissect representative vertebrate animals.

*Prerequisite: SCV101 or SCB202, Pre/Corequisite: SCC110*

**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*

**SCB252 Fundamentals of Biotechniques***3 credits; 3 hours (2 lecture, 1 lab)*

Students will participate in authentic undergraduate research experiences to learn techniques commonly performed in a biological laboratory, such as micropipetting, isolation and quantification of nucleic acids and proteins, Polymerase Chain Reaction (PCR), immunodetection and gel electrophoresis. Students will also learn about data analysis, responsible conduct of research, communicating science and reflect on the impact of biotechniques on society.

*Prerequisites: ENG101, MAT112 or MAT115, SCB201, SCC201*

**SCB255 Cell Biology***4 credits; 6 hours (3 lecture, 3 lab)*

This is a 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, how cells read the genome, signal transduction, cancer, apoptosis, and stem cells. Students will conduct authentic undergraduate research projects involving cell culture.

*Prerequisites: ENG102, SCB202, SCB252, SCC202*

**SCB260 General Microbiology***4 credits; 6 hours (3 lecture, 3 lab)*

This course introduces students to microorganisms found in nature, industry and disease. Topics covered include 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 non-pathogenic organisms utilizing techniques of staining, culturing, fermentation reactions and microscopic inspection. The lab sessions will reinforce and emphasize lecture material.

*Prerequisite: SCB202 or SCB204 or SCB209*

## Chemistry

**SCC101 Topics in Chemistry***3 credits; 3 hours (2 lecture, 1 lab)*

This course serves as an introduction to chemistry. The complex connections between chemistry and society are explored through applying chemical principles to real world issues, such as air quality, energy and water use through interactive classroom lectures, discussions and laboratory exercises. Topics include measurements, atoms, the Periodic Table, ionic and molecular compounds, stoichiometry, energy, acids and bases in the context of social issues.

*Prerequisites: CSE099, ENA/ENG/ESA099, MAT096*

**SCC102 Chemistry of Photography***3 credits; 4 hours (2 lecture, 2 lab)*

This course serves as an introduction to chemistry through an exploration of the underlying chemical principles of black and white photography. The course material will be delivered through interactive classroom lectures, discussions, and laboratory exercises. Topics include the definition and classification of matter, atomic theory, bonding, structure and properties of silver halide crystals used in photographic film, and the role of oxidation-reduction and acid-base reactions in photographic development.

*Prerequisites: CSE099, ENA/ENG/ESA099, MAT096*

**SCC110 Foundations of Chemistry***4 credits; 6 hours (3 lecture, 3 lab)*

This one-semester chemistry course addresses the needs primarily of allied health students. Topics include measurement and significant figures, atomic structure, elements and compounds, chemical reactions, stoichiometry, solutions, acids and bases, classification of simple organic compounds according to functional groups, and biomolecules such as carbohydrates, lipids and proteins. The laboratory component is designed to illustrate the fundamental laws and techniques of general chemistry.

*Prerequisite:* CSE099, ENA/ENG/ESA099, MAT096

**SCC201 General Chemistry I***4 credits; 6 hours (3 lecture, 3 lab)*

This course is the first part of a two-semester sequence covering concepts of general chemistry. It is intended for students planning to major in science or engineering who require one year of chemistry. Among the topics studied are atomic structure, chemical bonding and reactivity, quantitative relationships in chemical reactions, thermochemistry, and gases.

*Prerequisite:* CSE099, ENA/ENG/ESA099, MAT115 or MAT117

**SCC202 General Chemistry II***4 credits; 6 hours (3 lecture, 3 lab)*

This course is the second part of a two-semester sequence covering concepts of general chemistry. It is intended for students planning to major in science or engineering who require one year of chemistry. Among the topics studied are: liquids, solids, solutions, acid-base theory, chemical kinetics, chemical equilibrium, chemical thermodynamics, electrochemistry and nuclear chemistry.

*Prerequisite:* SCC201

**SCC251 Organic Chemistry I***5 credits; 7 hours each (3 lecture, 4 lab)*

This is the first part of a two-semester sequence in organic chemistry, covering the synthesis, structure, reactivity and mechanisms of reactions of organic compounds. The course will include a systematic study of alkanes, alkenes, alkynes, alkyl halides, alcohols, thiols, stereochemistry, substitution reactions and elimination reactions. The laboratory stresses the synthesis, purification, separation and identification of organic compounds.

*Prerequisite:* SCC202

**SCC252 Organic Chemistry II***5 credits; 7 hours each (3 lecture, 4 lab)*

This is the second part of a two-semester sequence in organic chemistry, dealing with the synthesis, structure, reactivity and mechanisms of reaction of organic compounds. The course will include a systematic study of alcohols, ethers, aldehydes, ketones, carboxylic acids, amines, heterocycles and biomolecules. The laboratory stresses the synthesis, purification, separation and identification of organic compounds.

*Prerequisite:* SCC251

**Environmental Science****SCG120 Introduction to Oceanography***3 credits; 3 hours*

This course serves as an introduction to oceanography. It will explore the basic physical, chemical, biological and geological processes of the world's oceans. Topics will include the formation and evolution of oceans, coastal interactions, waves, tides and marine biology, with a consideration of human impact on marine environments.

*Prerequisites:* CSE099, ENA/ENG/ESA099/ENC101, MAT096

**SCG150 Introduction to Geographic Information Systems***4 credits; 6 hours (3 lecture, 3 lab)*

This course covers the entire Geographic Information Systems production process from data acquisition and modeling to editing, analysis and cartographic output. Lectures will introduce the theory of GIS science and laboratory classes will familiarize students with GIS software needed to accomplish the course objectives. The course will use data collected by students participating in the Newtown Creek analysis project, among other data sources, for a final mapping exercise.

*Prerequisites:* ENG101, MAT096

**SCG250 Environmental Science***4 credits; 6 hours (3 lecture, 3 lab)*

Environmental Science is the capstone course of the Environmental Science Program. The course integrates biological, chemical and physical concepts with experiential service-learning. Understanding the earth as a dynamic system and addressing local environmental issues will be emphasized. Lab and field analysis of locally-collected water, soil or air samples will be conducted as part of an authentic research project.

*Prerequisites:* ENG/ENA/ENC101, SCG150

*Corequisites:* SCB260, SCC202

**SCB265 Fundamentals of Ecology***4 credits; 6 hours (3 lecture, 3 lab)*

This course is a comprehensive introduction to ecology. Students will be introduced to the kinds of questions asked by ecologists, the principal concepts and theories that guide ecological inquiry and the methods that are used to answer ecological questions. Particular emphasis will be paid to population, community and ecosystem level processes and both terrestrial and aquatic systems will be considered. The practical component of the course will include laboratory exercises and field work.

*Prerequisite:* SCB202, SCC202

**SCN140 Wild New York***3 credits; 4 hours (2 lecture, 2 hours lab)*

The goal of this course is to introduce students to the habitats and ecological communities in New York City's urban environment and the processes that have produced them. While emphasizing observational natural history, the course will encourage students to ask questions that can be addressed in a scientific manner. Through lectures, field trips and lab exercises, students will develop an appreciation of the value of the city's biodiver-

sity and the ecological impact of human activity in the urban environment.

*Prerequisites:* ENA/ENC/ENG101, MAT096 or MAT119  
*This is a Writing Intensive course.*

## Physical Sciences

### SCP101 Topics in Physics

*3 credits; 3 hours*

This survey course, for nonscience majors, covers foremost concepts in physics. Subjects included are Newtonian mechanics; conservation of energy; atomic theory, electrostatics and electricity; wave motion; light; and modern physics. Although mathematical formulas are used when necessary, the emphasis is on understanding the concepts. The principles studied are applied to analyze and understand topics ranging from energy conservation and global warming, to photocells and optical fibers.

*Prerequisites:* CSE099, ESA/ENG/099, MAT096

### SCP105 Life in the Universe

*3 credits; 3 hours*

This class explores the possibility that life exists elsewhere in the Universe. To investigate this topic, it is necessary to define what we mean by life and then discuss its origins and evolution. Topics covered in the course include identifying potential worlds where life could thrive, the properties of stars that could host habitable worlds, interstellar travel, and the search for extraterrestrial intelligence.

*Prerequisites:* CSE099, ENA/ENG/099, ESA099, ENC101, MAT096

### SCP140 Topics in Astronomy

*3 credits; 3 hours (2 lecture, 1 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.

*Prerequisites:* CSE099, ENA/ENG/ESA099, MAT096

### SCP160 Foundations for the Physical Sciences

*3 credits; 3 hours*

This course focuses on the principles of physics and chemistry that form the foundation for college-level, one-year courses in these disciplines, as well as in biology, that are typically gateway offerings for many careers. Subjects covered include measurements and uncertainties, vectors, mechanics, energy, atomic theory, stoichiometry and chemical thermodynamics. The course is intended for students who have not taken chemistry and physics in high school or those who require a review of the covered subjects.

*Prerequisites:* CSE099, ENA/ENG/ESA099, MAT096

### SCP201, SCP202 Fundamentals of Physics I and II

*4 credits; 6 hours each (3 lecture, 3 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.)

*Prerequisites for SCP201:* CSE099, ENA/ENG/ESA099, MAT096

*Prerequisite for SCP202:* SCP201

### SCP210 Science Research Skills Seminar

*2 credits; 3 hours (1 lecture, 2 lab)*

This course provides students interested in scientific research the quantitative and analytical skills necessary to apply for research opportunities in material science. Students will attend talks by researchers in material science and carry out independent experimental projects to prepare them for work in a typical research setting. At the end of the course students will prepare a resume in consultation with faculty and visiting speakers in order to apply to summer programs in materials research.

*Prerequisites:* ENG102, MAT200 *Pre- or Corequisites:* SCB201 or SCC201 or SCP201 or SCP231, 36 credits completed, departmental permission

### SCP211 Research Methods in Physical Science

*3 credits; 3 hours*

This course will serve as the capstone course for the physical science major for both the physics and chemistry tracks. The course will focus on developing the skills necessary to work in a physics or chemistry research lab. Students will attend talks by researchers in a physical science field such as chemistry or physics and carry out independent experimental projects to prepare them for work in a typical research setting. Students will work on guided and independent lab projects throughout the semester.

*Prerequisites:* ENG102

*Pre- or Corequisites:* SCC202 or SCP231

### 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, ENG099, ESL098, 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)

*Prerequisites:* MAT202, SCP231

### SCP233 Introduction to Modern Physics

4 credits; 6 hours (3 lecture, 3 lab)

This course is a continuation of the General Physics sequence. Students will be introduced to the two main paradigms of 20th century (modern) physics, Einstein's theory of relativity and quantum physics. The course will explore the limitations of classical physics within the framework of the scientific method and trace the development of modern physics. In the laboratory part of the course students will perform simulations that demonstrate the properties of modern physics.

*Prerequisite:* SCP232 with C or better grade,

*Pre- or Corequisite:* MAT203

## Social Science Department

### Room C459 (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

**Bojana Blagojevic**, Chairperson; Lakshmi Bandlamudi, Darren Barany, Hara Bastas, Lara Beaty, Nathan Bernstein, Vanessa Bing, John Chaney, Lorraine Cohen, Rebio Diaz Cardona, Timothy Coogan, Colleen Eren, Corey Feldman, Camila Gelpi, Nurper Gokhan, Tomoaki Imamichi, Andreas Karras, Vincent Andre Keeton, Jill Kehoe, Robin Kietlinski, Solomon Kone, Choon-Shan Lai, Steven Lang, Richard K. Lieberman, Arianna Martinez, Janet Michello, Karen Miller, Sreca Perunovic, Joanne Pierre-Louis, Dusana Podlucka, Joanne Reitano, Shara Sand, John Shean, Nichole Shippen, Lily Shohat, Lisa Silverman, Filip Stabrowski, Rebecca Tally, Eduardo Vianna, Henry Alexander Welcome, 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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101

**SSA103 Introduction to Archaeology***3 credits; 3 hours*

This course provides an overview of the rapidly expanding field of Archaeology. Modern archaeological theories, the various disciplines of Archaeology, field techniques and the future of Archaeology will be covered. Emphasis will be placed on the history of the field, how modern archaeology varies from its earlier processes, and how archaeology relates to the various fields of social and natural sciences. Instruction will include both guided and assigned field trips.

*Prerequisites:* CSE099, ENA/ENG099, ESA099, ENA/ENC101, MAT096

**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/ENG099, ESA099, ENA/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:* ENA/ENC/ENG101

**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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099, and one Social Science elective from the list on page 192. This is a Writing Intensive course.

**Criminal Justice****CJF101 First Year Seminar for Criminal Justice***3 credits, 4 hours (3 lecture, 1 lab)*

The First Year Seminar is required of all new students majoring in Criminal Justice and transfer students with less than 15 credits. Special topics in Criminology and Criminal Justice are taught in conjunction with college transition skills. Themes may include any subject in Criminology and Criminal Justice, e.g. wrongful convictions, mass incarceration or the death penalty, along with critical thinking skills, active learning and eportfolio.

**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 challenges in the American criminal justice system.

*Pre- or Corequisite:* CJF101

**SSJ201 Criminology***3 credits; 3 hours*

This course explores the nature, causes and treatment of behavior defined as criminal 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:* SSJ101

*Pre- or Corequisites:* ENA/ENC/ENG101

**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 sentencing ideology are discussed, as well as the functions of agencies that provide correctional supervision: probation, jails, prisons and parole. In addition, major trends and controversies in contemporary correctional practice are explored.

*Prerequisite:* SSJ101

*Pre- or Corequisites:* ENG/ENA/ENC101

**SSJ203 Policing***3 credits; 3 hours*

This course examines the historical development, present organization and multiple functions of policing. Readings will examine key areas in policing including: recruitment and training; stress and hazards of policing; police subcultures; methods of policing; the role of discretion; criminal investigation; legal concerns; police accountability; ethics and corruption; community policing and police-minority relations.

*Prerequisite:* 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 have continued through modern history. 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 with an experiential component.

*Prerequisite:* SSJ101, SSJ202, SSJ203, ENG102

*Pre- or Corequisite:* ENG103

**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/ENG099, ESA099, ENA/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. Institutional arrangements of monetary and fiscal policy to address unemployment and inflation will also be covered.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099

**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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099, and one Social Science elective from the list on page 192. 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/ENG099, ESA099, ENA/ENC101

**SSH102 Themes in American History Since 1865***3 credits; 3 hours*

This course examines the social, political, economic and cultural history of the United States from the end of the Civil War (1865) to the present. Students will consider the changing nature of the American state, and of politics. They will also examine changes in ideas about race, class, immigration, gender, sexuality, cities, media, culture, rights, nationality, radicalism, and conservatism, among other topics. Students will be asked to analyze and interpret historical phenomena.

*Pre- or Corequisite:* ENA/ENC/ENG101

**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.

*Pre- or Corequisite:* ENA/ENC/ENG101

**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 since the Renaissance to present. 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 peace are examined.

*Pre- or Corequisite:* ENA/ENC/ENG101



**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 1500 CE. Students will use primary and secondary sources to develop a comprehensive understanding of the political, social, religious, cultural, and economic history of humanity. Emphasis will be placed on the comparative development of complex societies and on the interactions among different peoples in the ancient world.

*Pre- or Corequisite: ENA/ENC/ENG101*

**SSH106 World History from 1500 to the Present***3 credits; 3 hours*

This course is an introduction to world history from approximately 1500 CE 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, democratic, socialist, and nationalist revolutions, the position of women in society, population growth, and changes in the human environment.

*Pre- or Corequisite: ENA/ENC/ENG101*

**SSH110 East Asian Civilization and Societies***3 credits; 3 hours*

This course uses primary and secondary sources to examine the historical development of East Asian societies from the origins of civilization to the present day. Using thematic and chronological approaches, the course considers the cultural, religious, philosophical, and political phenomena that have shaped China, Korea, and Japan. Throughout the course, students will gain an appreciation for the growing political and economic influence of this region in the world today.

*Pre/Corequisite: ENA/ENC/ENG101*

**SSH113 Modern Chinese History***3 credits; 3 hours*

This course examines Chinese history from the beginning of the Qing Dynasty (1644) to the present. Students will become familiar with modern Chinese history, learning in the process the context of current news and views on China. We will consider the effects of Western and Japanese imperialism, including key events that led to China becoming the world's largest communist nation. The reemergence of China on the global economic stage after over a century of economic and humanitarian disasters will be examined.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101*

**SSH114 Modern Japanese History***3 credits; 3 hours*

This course will cover the history of Japan from the beginning of the Tokugawa era (1600) to the present, with the goal of providing a comprehensive understanding of the political, economic, and sociocultural changes that occurred during this period. Throughout the course we will consider such themes as isolationism, fascism, imperialism, democracy, minorities, capitalism and gender in the context of modern Japan.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101*

**SSH121 Ancient Greek Civilization***3 credits; 3 hours*

This course is a survey of Greek civilization from prehistoric times through the Roman era. Discussion will focus on cultural developments and literature, art and architecture, mythology and religious beliefs, social and political organization and the family, gender roles and the idea of the individual, and political events. Emphasis will also be placed on the interaction of Greeks with neighboring cultures and the lingering influence of Hellenic civilization on our own time.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101*

**SSH122 History of the Roman State and People***3 credits; 3 hours*

This course is a survey of the history of the Roman state from its origins as an Italian city-state to the demise of the western empire in the fifth century CE with an emphasis on the evolution of Roman law and political institutions, warfare and military organization, social and demographic change, economy, daily life, family life and the role of women, religion and the rise of Christianity, sports and leisure, literary and cultural achievements, and the continuing influence of Roman civilization on our own time.

*Prerequisite: CSE099, ENA/ENG/ESA099/ENC101*

**SSH131 Latin American History 1***3 credits; 3 hours*

This course is an introduction to the history of Latin America from the initial encounters of peoples from Africa, Iberia and the Americas, through the movements for independence in the early 19th century. Course topics include the economic and social organization of the colonies, intellectual currents and colonial science, native accommodation and resistance to colonial rule, trade networks and imperial expansion, labor regimes and forms of economic production, and migration and movement.

*Pre/Co-Requisite Prerequisites: CSE099; ENG099; ENA/ENC101*

**SSH132 Latin American History 2***3 credits; 3 hours*

This course surveys Latin American history from the late eighteenth century to the 1990s. Topics include wars of independence, challenges of nation-state formation, economic development, industrialization, labor, race, art, populism, dictatorship, and revolutionary movements. The course also focuses on the role of the United States in regional affairs, including neo-colonialism in Panama and the Caribbean, coups in Guatemala and Chile, and violence in Central America.

*Prerequisites: CSE099; ENG099; ENA/ENC101*

**SSH151 Women and Gender in U.S. History***3 credits; 3 hours*

This course is a survey of women's history in the United States. It also examines the changing meanings of gender in American history. In other words, the course will explore women's experiences at the same time that it will examine how ideas about femininity, masculinity, families, sexuality, sex, and other pertinent categories of identification have changed over time.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101*

**SSH153 History of the United States and World Affairs***3 credits; 3 hours*

This course examines US foreign policy and international relations from the country's founding to the present. It will trace the United States' growth from a small Atlantic republic to a vast empire spanning the continent and the world. It will analyze economic, intellectual and political contests over and consequences of US foreign policy; examine the methods used to extend the nation's borders, commerce and influence; and explore the effects of global engagements on the nation's values and institutions.

*Prerequisite: CSE099, ENA/ENG099, ESA099, ENA/ENC101*

**SSH171 The World Since 1900***3 credits; 3 hours*

This course is a survey of World History from 1900 to the present day. Among the issues to be explored will be the two world wars, revolution, capitalism, globalization, imperialism, national liberation, modernization, Marxism, fascism, and the struggle for universal human rights and social justice.

*Pre/Co-Requisite: CSE099; ENG099/ENA/ENC101*

**SSH231 African American History***3 credits; 3 hours*

An introduction to the African American struggle against slavery and the racist oppression of the United States. Special attention is given to the ways African Americans have claimed agency over their lives and reshaped American society through the following: activism and political organizing; family and kinship formations; and cultural practices and institution building. Lessons will include the ways gender, class, sexuality, and other identities further shape the African American experience.

*Pre/Corequisite: ENA/ENC/ENG101*

**SSH232 Survey of Latin America and Caribbean History***3 credits; 3 hours*

This course is a general introduction to Latin American and Caribbean history, from the initial encounters of people from Africa and Iberia with the "New World," through the independence movements of the 19th century, the development of nation states, and the rise of mass politics in the twentieth century. Through lectures, discussions, and assigned readings, the course examines the social, political, economic, and cultural aspects of Latin America and the Caribbean over five hundred years.

*Pre- or Corequisite: ENA/ENC/ENG101*

**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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099, and one Social Science elective from the list on page 192. This is a Writing Intensive course.*

**SSN240 History of New York City***3 credits; 3 hours*

This class examines New York City as a complex, multiracial, multi-class, social, political, and cultural space. It considers histories of the city from first contact between European settlers and Native Americans in the sixteenth century to the present. It is an urban studies course and is writing intensive. It will also include at least two field trips.

*Prerequisite: One Social Science elective*

*Pre- or Corequisite: ENA/ENC/ENG101*

**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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099

### **SSP240 The Politics of Crime and Punishment in the U.S.**

*3 credits; 3 hours*

This course will examine the political context of crime and punishment in the United States. As such, it will investigate the relationship of crime, punishment, society, and politics. The course will present a systemic and critical analysis of the political economy of law, criminal justice, mass incarceration, militarization of police, the wars on crime, drugs, and terrorism and their impact upon civil liberties and human rights.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101, and one Social Science elective from the list on page 192.

*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/ENG099, ESA099, ENA/ENC101, and one Social Science elective from the list on page 192.

*This is a Writing Intensive course.*

### **SSN210 The Politics of Sexuality**

*3 credits; 3 hours*

This course explores how urbanization and socioeconomic 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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099, and one Social Science elective from the list on page 192. *This is a Writing Intensive course.*

## **Psychology**

### **SYF101 First Year Seminar for Psychology**

*3 credits, 4 hours (3 classroom, 1 lab)*

The First Year Seminar is required for new students majoring in Psychology. Its goals are to introduce students to psychology and develop critical thinking that allows them to compare and contrast theoretical approaches in relation to research relevant to student success, such as learning, identity, and motivation. Taught by psychology faculty and supported by peers, advisors, co-curricular professionals, this course addresses issues related to navigating personal development and academic achievement in 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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099

**SSY105 Learning and Education: Childhood to Adolescence***3 credits; 3 hours*

This course examines the principles in 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 its importance for how children learn. Students will be taught research and child observation methods and how to apply these tools in diverse educational and community settings. 25 hours of classroom observation required.

*Prerequisite: ENA/ENC/ENG101***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***SSY203 Experiential Learning in Psychology***3 credits; 3 hours*

Experiential learning provides a framework for the application, synthesis, and concretization of theories and concepts taught in psychology. Directed by a faculty mentor in the discipline, students will engage in research or a project, directly related to the goals of the psychology program. Students will be required to dedicate 10 hours per week to their projects, as well as 1 hour per week, for in-class instruction with a faculty mentor.

*Prerequisites: ENG102, ENG103, MAT112, 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***SSY230 Abnormal Psychology***3 credits; 3 hours*

This course introduces the major categories of psychological disorders and the diagnostic systems, DSM-V and the ICD-10. Disorders covered are psychotic, mood, anxiety, personality disorders and child and adolescent disorders. Theoretical and treatment perspectives will be examined focusing on inquiry and problem solving so to enhance scientific inquiry and critical thinking skills.

*Prerequisite: 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 capstone course examines how the individual's personality is affected by the influences of other people and the physical and social environment. Understanding how people develop and form attitudes, conform to expected group behaviors, and make various decisions will guide the focus of this course. Students will explore tools of psychological research and inquiry and will be exposed to key topic areas including social perception, conformity and persuasion.

*Prerequisite: ENG102, SSN280 or SSN184, SSY230***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 group interaction, 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/ENG099, ESA099, ENA/ENC101, and one Social Science elective from the list on page 192.*

*This is a Writing Intensive course.*

**SSN280 Urban Black Psychology***3 credits; 3 hours*

This course introduces students to the psychology of Black people in America. Through an analysis of African American life in America, this course examines the psychological, social, economic, and historical experiences of Black people in urban environments. Topics include the impact of slavery on the individual and family, issues in urban education, the effects of prejudice and racism on health, social movements, policing and community violence, and wellness concerns in the Black community.

*Prerequisite:* MAT 096 or MAT 099 or MAT 117 or MAT 119, Any Social Science course, ENA/ENC/ENG101

**Sociology****SSS100 Introduction to Sociology: Contemporary Society***3 credits; 3 hours*

This course provides an introduction to sociology: the study of groups, relationships between groups, and how belonging to a group impacts behavior and social status. It examines class, race, ethnicity, gender, and sexuality; and how group memberships intersect. This course analyzes social institutions such as culture, religion, education, governments, and the family. In addition, this course covers the history of sociology, sociological theories, and sociological methods.

*Prerequisite:* CSE099, ENA/ENG/ESA099

**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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/ENC101, and one Social Science elective.

*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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099, and one Social Science elective from the list on page 192. *This is a Writing Intensive course.*

**SSN187 Urban Sociology***3 credits; 3 hours*

This course provides an introduction to urban sociology, the study of how group life impacts and is impacted by cities. It covers the origin and growth of cities around the world and the social factors that lead to changes in cities, such as immigration and job opportunities. This course examines how city life affects class, race, ethnicity, gender, culture, neighborhoods and communities. It also employs field trips to analyze urban issues such as crime, education, housing, and politics.

*Prerequisite:* ENA/ENC/ENG 101

**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/ENG099, ESA099, ENA/ENC101, and one Social Science elective from the list on page 192. *This is a Writing Intensive course.*

**SSN194 Religion and Social Change***3 credits; 3 hours*

This course will trace the evolution of traditional and non-traditional 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/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099, and one Social Science elective.

*This is a Writing Intensive course.*

**SSN202 Environmental Sociology***3 credits; 3 hours*

This course examines sociological perspectives on the environment. It will explore how humans interact with and help to shape the environment. Special emphasis will be placed on the role that economics, politics, culture, science and technology play in urban environmental affairs. It will also apply basic sociological concepts such as social class, gender, race and ethnicity, inequality and conflict to environmental issues within urban settings.

*Prerequisite:* CSE099, ENA/ENG099, ESA099, ENA/ENC101, MAT095 or MAT099

*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/ENG099, ESA099, ENA/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/ENG099, ESA099, ENA/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:* ENA/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/ENG099, ESA099, ENA/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

# 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	AS	5002
Biology	AS	5604
Business Administration	AS	5004
Civil Engineering	AS	5609
Commercial Photography	AAS	5007
Commercial Photography	CERT	5007
Communication Studies	AA	5606
Computer Science	AS	5103
Computer Technology	AAS	5105
Criminal Justice	AS	5505
New Media Technology	AAS	5199
New Media Technology Digital Media Arts	CERT	0605
Childhood Education	AA	5649
Secondary Education	AA	5649
Early Childhood Education	AA	5649
Education Associate: The Bilingual Child	AA	5503
Electrical Engineering	AS	5609
Energy Technician	AAS	5311
Environmental Science	AS	5499
Fine Arts	AS	5610
Human Services	AA	5216
Industrial Design	AAS	5303
Liberal Arts: Social Sciences & Humanities	AA	5622
Liberal Arts: Mathematics and Science	AS	5649
Mechanical Engineering	AS	5609
Music Performance	AS	5610
Music Recording Technology	AAS	5399
Network Administration and Information Security	AAS	5105
Nursing	AAS	5208.10
Nutrition and Culinary Management	AAS	5404
Occupational Therapy Assistant	AAS	5210
Paralegal Studies	AAS	5099
Paralegal Studies Certificate	CERT	5009
Paramedic	AAS	5299
Philosophy	AA	5620
Physical Sciences	AS	5619
Physical Therapist Assistant	AAS	5219
Practical Nursing	CERT	5209.20
Programming and Software Development	AAS	5103
Public and Community Health	AS	5201
Radiologic Technology	AAS	5207
Spanish-English Translation	AA	5599
Therapeutic Recreation	AS	5599
Travel, Tourism and Hospitality Management	AAS	5011.10
Veterinary Technology	AAS	5206
Writing and Literature	AA	5615

# LAGUARDIA COMMUNITY COLLEGE ADMINISTRATION

## Office of the President

Dr. Paul Arcario, *Interim President*

Robert Jaffe, *Executive Advisor*

Maria Cook, *Executive Counsel to the President and Labor Designee*

Christopher Todd Carozza, Esq., *Chief Diversity Officer/Title IX Coordinator*

## Office of the Provost and Senior Vice President for Academic Affairs

Dr. Nireata Seals, *Interim Provost and Senior Vice President*

Dr. Nava Lerer, *Dean for Institutional Effectiveness*

Dr. Dionne Miller, *Interim Associate Dean for Academic Affairs*

Eric Hofmann, *Assistant Dean for the Center for Teaching and Learning*

Steven Hitt, *Director, LaGuardia Performing Arts Center*

Dr. Karlyn Koh, *Director, Honors Program*

Dr. Richard K. Lieberman, *Director, LaGuardia and Wagner Archives*

Burhan Siddiqui, *Registrar*

## Faculty Chairpersons

Dr. Abdel Belkharraz, *Mathematics, Engineering, and Computer Science Department*

Dr. Bojana Blagojevic, *Social Science Department*

Dr. Linda Chandler, *English Department*

Dr. Payal Doctor, *Humanities Department*

Dr. Maria Entezari, *Natural Sciences Department*

Philip Gimber, *Health Sciences Department*

Dr. Arthur Lau, *Education and Language Acquisition Department*

Michael Napolitano, *Business and Technology Department*

Scott G. White, *Chief Librarian*

Jaclyn Valane, *Principal, The International High School*

Hope Barter, *Principal, Energy Tech High School*

Socrates Ortiz, *Principal, Middle College High School*

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Kenneth Campanelli, *Executive Director, Facilities Management and Planning*

Oswald Fraser, *Executive Director, Human Resources*

Thomas Hladek, *Executive Director, Finance and Business*

Diane Colon, *Director, Administrative and Support Services*

Jin Lee, *Interim Director, Building Operations*

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John J. Hunt, *Interim Assistant Dean, Pre-College Academic Programs*

Kimberly Kendall, *Interim Assistant Dean, Workforce Development & Business Services*

Marian Blaber, *Senior Director, Language Acquisition Programs, Director, CUNY Language Immersion Program and College Prep*

Vacant, *Senior Director, Adult Community Learning*

Vacant, *Senior Director, Career Programs & Contract Training*

Linda Mellon, *Senior Director, Business Services*

Maritza Pritsos, *Senior Director ABS/Bridge to College and Careers*

Karen V. Saca, *Senior Director, Finance & Budget*

Hannah Weinstock, *Senior Director, Workforce Development*

Christine Alvarez, *Director, Pre-Hospital Care Programs*

Laura Bartovics, *Director, Grants Development Office*

Tristan Bel, *Director, NYDesigns*

Claudia Baldonado, *Director, Youth Workforce Development Initiatives*

Paula DaSilva-Michelin, *Manager, Center for Immigrant Education and Training*

Rodlens Dauphin, *Educational Services Director, 10,000 Small Businesses*

David Daza, *Director, Veterans Workforce Initiatives*

Paisley Demby, *Business Services Director, 10,000 Small Businesses*

Rosa Figueroa, *Director, Small Business Development Center*

Liesl Fores-Iza, *Communications Manager*

John Garcia, *Director, Community Health Worker Training Programs*

Adjoa Gzifa, *Director, Workforce Education Center*

Edgard Hernandez, *Director, Procurement Technical Assistance Center*

Assuanta Howard, *Executive Director, 10,000 Small Businesses*

Elizabeth Iannotti, *Director, The English Language Center*

John Lagamjis, *Director, ACE Information Technology*

Beth Lord, *Director, Career Development Center/ACE Employment Services/CUNY Fatherhood Academy*

Chandana Mahadeswaraswamy, *Associate Director, Career and Professional Programs*

Olivia Mayer, *Manager, Pre-College Academic Programming*

Emad Nassar, *Director, Student Central Intake*

Elizabeth Perdomo, *Director, Small Business Transportation Resource Center*

Lakshmi Ponappa, *Manager, Program for Deaf Adults*

Julianne Salazar, *Manager, CUNY Start/Math Start Program*

Seema Shah, *Director, Strategic Innovation and Engagement, LIC<sup>2</sup>*

George Schreiner, *Director, ACE Enrollment Management Services*

Michele Valdez, *Director, Technology Training Initiatives*

Vacant, *Director, ASL-English Interpretation Program*



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Vacant, *Associate Dean for Progress and Completion*  
Vacant, *Associate Dean for Access and Achievement*  
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LaVora Desvigne, *Director, Admission Services*  
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Vacant, *Director, Athletics and Recreation*  
Vacant, *Director, College Discovery*

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William Kelly, *Editorial Managing Director, Marketing and Communications*  
Georgina Taraskewich, *Interim Director, Marketing and Communications*  
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KRISTIAN LARROTA / LAGUARDIA COMMUNITY COLLEGE



# 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](http://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 faculty member or academic advisor to arrange an appropriate sequence of courses.

### APPLICATION OF CATALOG YEAR

Students will be held to the program and degree requirements of the year that they enter the College, unless the student changes their major in a different academic year. In that case, the student will be held to the current year requirements as listed in the catalog. If a student stops out and is reinstated within two semesters of leaving, they will be held to the requirements of the catalog year that they were being held to previously. If a student stops out and is readmitted more than two semesters after leaving, they will be placed in the current year Liberal Arts: Social Science and Humanities program by default. Should they wish to change their major, including to a program they had previously been in, they will be held to the current year's program and degree requirements, and not any prior year.

### GENERAL EDUCATION REQUIREMENTS

#### CUNY PATHWAYS

In Fall 2013, CUNY implemented the Pathways initiative across its undergraduate colleges. Pathways has established a new system of general education requirements and new transfer guidelines across the University—and by doing so has reinforced CUNY's educational excellence while easing student transfer between CUNY colleges. The centerpiece of this initiative is a 30-credit

general education Common Core. Importantly, once fulfilled at one CUNY college, these general education credits will carry over seamlessly if a student transfers to another CUNY college. Learn more about how credits transfer in the Pathways curriculum structure for CUNY and non-CUNY Associate and Bachelor degree holders on CUNY's Pathways website.

#### CUNY GENERAL EDUCATION REQUIREMENTS CONSIST OF:

- Common Core (all students)
- College Option (students in bachelor's degree programs)

#### COMMON CORE

Required Common Core (12 credits / 4 courses) \*\*

- English Composition (2 courses)
- Mathematical and Quantitative Reasoning (1 course)
- Life and Physical Sciences (1 course)

Flexible Common Core (18 credits / 6 courses) \*\*

- World Cultures and Global Issues (1 course)
- U.S. Experience in Its Diversity (1 course)
- Creative Expression (1 course)
- Individual and Society (1 course)
- Scientific World (1 course)
- One additional course will be taken from one of the above areas.\*\*\*

\*\*For students in AA, AS and bachelor's degree programs.

\*\*\*In many cases, individual colleges will specify how the sixth course must be chosen. In addition, in most cases, students can complete for Common Core credit no more than two courses in any single discipline (e.g., history) or interdisciplinary field (e.g. women's studies). Again, it is essential to consult college guidelines.

## LAGUARDIA COMMUNITY COLLEGE REQUIREMENTS

### 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: [www.laguardia.edu/assessment](http://www.laguardia.edu/assessment).

### DEFINITIONS OF LAGUARDIA COMMUNITY COLLEGE CORE COMPETENCIES

**Inquiry & Problem Solving** -- refers to the ability to design, evaluate, and implement a strategy or strategies to answer an open-ended question or achieve a desired goal.

**Global Learning** -- is a critical analysis of and an engagement with complex, interdependent global systems and legacies (such as natural, physical, social, cultural, economic, and political) and their implications for people's lives and the earth's sustainability.

**Integrative Learning** -- is an understanding & a disposition that a student builds across the curriculum & co-curriculum, from making simple connections among ideas & experiences to synthesizing & transferring learning to new, complex situations within & beyond the campus.

**Our new Core Competencies are communicated via three abilities:**

**Written** -- is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images.

**Oral** -- serves to negotiate meaning with others, impart knowledge clearly, foster understanding, and/or influence opinion.

**Digital** -- is the ability to create, evaluate, present, and communicate using a range of digital technologies. It requires one to manipulate and adapt digital media in order to effectively express ideas to others. For our purposes, digital communication emphasizes multi-media forms of expression, such as text, image, and/or video, as well as various platforms for digital interaction, including discussion threads, instant messaging, and social media.

### FIRST YEAR SEMINAR

The First Year Seminar (FYS) is a discipline-specific course designed to support freshmen and transfer students in their transition to LaGuardia. Taught by faculty in Natural Science, Business and Technology, Liberal Arts: Social Science & Humanities, Health Sciences, Liberal Arts: Math & Science, Engineering & Computer Science, Psychology, and Criminal Justice, students are introduced to key concepts in their major, learn skills essential to academic success, receive advising support, and learn how to tap into the College's many resources and co-curricular opportunities. FYS students receive additional support

in an attached studio hour, where they learn about the digital tools that LaGuardia offers to facilitate educational and career planning. Students at LaGuardia must successfully complete the First Year Seminar to graduate. Transfer credit will not be awarded for another school's first-year seminar course.

### 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 ePortfolio 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:**

SCN194	HIV/AIDS, Science & Society
SCN195	Community Health
SCN240	Food and Culture

**Humanities**

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

**Library Media Resources Center**

LBN105	InfoCity: Informed Citizens in the Information Age
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**Natural Science**

SCN140	Wild New York
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**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
SSN202	Environmental Sociology
SSN204	Crime and Justice in Urban Society
SSN210	The Politics of Sexuality
SSN240	History of New York City
SSN280	Urban Black Psychology

**CAPSTONE COURSE**

A capstone course is a requirement within the major that offers students nearing graduation the opportunity to summarize, evaluate, and integrate some or all of their college experience. It is a class where a student demonstrates all that has been learned in previous coursework. The course will be evaluated through a capstone project that may take a wide variety of forms, but most are investigative projects that culminate in a final product, presentation, or performance.

**WRITING INTENSIVE COURSES**

All Urban Study and Capstone courses are writing intensive. 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 to 25 students. For WI guidelines, please see the WID website, [www.lagcc.cuny.edu/wac](http://www.lagcc.cuny.edu/wac).

**EXPERIENTIAL LEARNING**

As part of the requirements for some LaGuardia degrees, students are required to complete successfully internships or experiential learning courses. In addition, all students in the following specialized curricular areas are also required to complete fieldwork courses or their equivalent: Human Services, Occupational Therapy Assistant, Veterinary Technology, Education Associate: The Bilingual Child, Physical Therapist Assistant, Nursing, LPN, Radiology Tech, Secondary Education, Childhood Education, Early Childhood, Nutrition and Culinary Management. Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their requirements.



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# Enrollment and Registration

## 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 CUNYfirst at [www.cuny.edu](http://www.cuny.edu). Registration information is available on the college's website: [www.laguardia.edu](http://www.laguardia.edu). Only individuals who are actively registered for a course may attend scheduled classes.

### Late Registration

Students will not be permitted to register for a course after the announced late registration deadline published in the Academic Calendar.

## TYPES OF COURSES

A minimum of sixty (60) credits must be awarded to earn your degree. (Some programs require more than 60 credits for degree award – see specific program information for further details.) Credits are earned through successful completion of college courses designated in the curriculum of each program. See the Course Description and Academic Department Information section of the catalog for a complete description of all LaGuardia courses.

### Regular Courses

Courses that consist entirely of instruction at the college level. All hours associated with regular courses are college level, and all credits are applicable towards the degree.

### Remedial Courses

Remedial courses consist entirely of below college-level instruction, and are designed for students who do not meet CUNY's basic skill proficiency standards. All contact hours associated with remedial courses are non-credit instruction below college level and are designed to serve the needs of students who have not demonstrated skill proficiency as defined by the CUNY assessment policy. Degree credits on remedial courses are zero; however, you will earn equated credits. Equated credits/academic progress units on remedial courses are set equal to the number of contact hours, on a one-to-one basis. Equated credits/academic progress units count towards your minimum course load and full-time status and are used to determine tuition and financial aid enrollment status.

*For example, a remedial course that meets for 3 hours per week over a 15-week semester generates 0-degree credits, 3 contact hours and 3 equated credits/academic progress units.*

### Developmental Courses

Like remedial courses, developmental courses are designed for students who have not demonstrated skill proficiency, and are not open to students who have achieved proficiency as defined by the University. Unlike remedial courses, they carry some degree credit.

Academic credit shall be given only for the college-level instruction in the course. Developmental courses carry excess contact hours of a remedial nature, which may be counted as equated credits/academic progress units in addition to the degree credits. Equated credits/academic progress units are used to determine tuition and financial aid enrollment status.

*For example, a developmental course that meets for 6 hours per week for a 15-week semester, of which 3 hours per week are below college level, generates 3-degree credits, 6 contact hours and 6 equated credits/academic progress units.*

## Remedial and Developmental Courses at LaGuardia

To be successful at LaGuardia, all students must be able to use reading, writing and mathematical skills. The college offers a comprehensive developmental, remedial and ESL program to help students achieve success in their college careers. Since remedial, developmental and ESL 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 year at the College. Students who need to take several remedial, developmental and ESL courses should expect to take extra time to complete all of their LaGuardia degree requirements.

## REMEDIAL COURSES

**English as a Second Language (ESL):** 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 based on their writing scores on a placement test. Students who do not qualify for ESL college courses may be referred to the CLIP Program (CUNY Language Immersion Program) housed in the Adult and Continuing Education Division. ESL courses offer intensive instruction in academic reading and writing. The sequence ranges from a beginning-level course 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 ESA 099 (the equivalent of ENG 099). For detailed descriptions of the courses, please refer to the Course Description section of the catalog.

**English Composition:** Students who have a score of 55 or lower on the Writing (CATW) exam and an Accuplacer reading score of less than 55 will be placed into one of the following Basic Writing I courses: ENA099 (new students only, 6.5 equated credits) or ENG099 (4.5 equated credits).

**Mathematics:** Depending on your score on the Accuplacer tests, you will be placed in one of the following courses: Score of 20-39: MAT095 Introduction to Algebra (5.5 equated credits); Score of 40-56: MAT096 Elementary Algebra (5.5 equated credits). Alternately, you may be placed in MAT099 Fundamentals of Algebra (7 equated credits), which combines MAT095 and MAT096.

## DEVELOPMENTAL COURSES

**English Composition:** This accelerated learning model enrolls Basic Writing students in a traditional first year composition course with non-Basic Writers. The Basic Writing cohort of the class meets for additional hours with the instructor to practice and deepen learning introduced in the first year composition course. At LaGuardia, ENA101 is a 7-hour course (3 credits, 7 equated credits). For 4 hours each week, the faculty member meets with 22 students: 12 students enrolled in a traditional ENG 101 course and 10 Basic Writing students enrolled in the ENA 101 course. It is the same course and meets for the same 4 hours each week, but the codes differentiate the ENG and ENA student cohorts. The ENA 101 students meet for an additional 3 hours each week with the instructor. This time is devoted to intensive practice and work on information, skills, and assignments introduced during the 4-hour ENG 101 course. ENA 101 offers Basic Writing students the opportunity to jump start their education by completing Basic Writing and English 101 at the same time, instead of taking them as two separate courses during two different semesters.

**ENC 101** is a different version of acceleration. ENC 101 is a 5-hour course (3 credits, 5 equated credits) for new students. All of the students in ENC 101 are Basic Writers. The additional hour, like in ENA 101, allows students to complete both Basic Writing and English 101 at the same time.

**Mathematics:** LaGuardia Community College currently offers three mathematics developmental (also called co-requisite) courses. These courses allow students placed in Elementary Algebra to satisfy their remedial mathematics requirements and earn college mathematics credits in a single semester. They are also designed to achieve the same learning objectives as their stand-alone college-level counterparts. Our model uses a single course structure with extended instructional time, allowing for integrated just-in-time support for basic skills material. The co-requisite courses we offer are:

**MAT117** Algebra and Trigonometry (3 credits, 7 equated credits), which is equivalent to the traditional elementary algebra and college-level algebra sequence. This course is primarily for all students in STEM majors or majors that require the College Algebra course. MAT117 is a 7-hour course - 6 lecture hours and 1 computer lab hour.

**MAT119** Statistics with Elementary Algebra (3 credits, 7 equated credits), which is equivalent to the traditional elementary algebra and college-level elementary statistics sequence. This course is primarily for students in Liberal Arts majors commonly referred to as non-STEM majors. MAT119 is a 7-hour course - 5 lecture hours and 2 computer lab hours.

**MAT123** Quantitative Reasoning co-requisite course (3 credits, 7 equated credits), which is equivalent to the traditional elementary algebra and quantitative reasoning course. This course is intended primarily for students in Humanities and Fine Arts majors. MAT123 is a 6-hour course - 5 lecture hours and 1 computer lab hour.

## 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). Students are encouraged to enroll in at least 15 credits across Sessions to save time, spend less money and graduate faster. Many financial aid awards require students to maintain full-time status. For further information consult with C107.

### 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 Internship and additional courses for a total of 12.0 eq. cr.
3. Be taking a part-time 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 or academic advisor to receive his or her recommendation.
2. Students must obtain written permission from the Provost or designee. To obtain approval, students must have completed all basic skills and have a GPA of 3.0.

## COURSE FORMATS REQUIRING PERMISSION

### INDEPENDENT AND INDIVIDUALIZED STUDY COURSES

The college offers students, on a limited basis, the opportunity to pursue independent study and individualized study courses. This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work.

#### Independent Study

Allows a student to pursue an area of study not covered in the college's course offerings.

#### Individualized Study

Allows a student to pursue a course offered by the college on an individualized basis.

To pursue independent/individualized study, the student must:

1. Have successfully completed 36 credits.
2. Meet any additional requirements set by the specific department.
3. Secure agreement from a fulltime faculty member to act as his/her supervisor.
4. Obtain permission from the chairperson of the appropriate academic department. The permission form, available in C107, must be completed by the faculty supervisor and the appropriate chairperson. The completed permission form must indicate the number of credits to be earned.
5. Develop a formal learning contract with the faculty supervisor, who then submits this along with the permission form to the Office of Academic Affairs, M400 for final approval:

For an Independent Study: a full description of the project and its specific goals, as well as a preliminary bibliography, and an account of the means of evaluation (papers, exams, etc.).

For an Individualized Course: the course syllabus, including the means of evaluation.

6. Determine, with the instructor, the 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.
7. Meet with the instructor as agreed upon, complete all requirements as stated in the contract and fulfill all course requirements in order to receive a passing grade.

The signed contract and the signed permission form from Academic Affairs, must be submitted to C107 by the instructor by the last day to add a class in each session.

A student may take a combined maximum of 6 credits of independent study and/or individualized study and may not take more than 3 credits of independent or individualized study per session.

*Note:* A request for waiver may be made to the Office of Academic Affairs, M400.

Independent study credits will appear on the student's transcript as IND198 - Liberal Arts Independent Study or IND199 - Non-Liberal Arts Independent Study. Independent Study credits may transfer as elective credits, depending on the receiving institution.

Individualized courses are recorded and appear on the transcript as the course that they are fulfilling, and are not exemptions for courses, as defined on page 11.

## 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 CUNYFirst.

### 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.
- 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.
- 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.

## HYBRID AND ONLINE CLASSES

A hybrid course is a combination of an online course and a traditional face-to-face course. Students, instead of meeting in a classroom for every class will instead perform a portion of the course learning activities online. The other portion of the class meets on specified dates with the instructor.

In order to take an online or hybrid course, a student must have completed at least one semester at LaGuardia and achieved a cumulative grade-point average (GPA) of 2.0 or better on all college-level work, or the student is required to have departmental permission. Some departments may have additional requirements.



## CHANGES TO YOUR REGISTRATION

### SWAP COURSES

Swapping courses is the exchanging of registered courses in CUNYfirst in a single transaction. At any time, a student may swap sections of the same course (i.e., ENG101 at 10am for ENG101 at noon) with no financial aid liability, although a program change charge may apply. If a student swaps courses, however (ENG101 for BIO101) after the close of the add/drop period of Session I, even if that swap is for Session II, the system recognizes this as a dropped course and an added course, not as a swap, and there may be financial aid ramifications. Please be sure to check your financial aid status, if applicable, and see Student Financial Services in C107 for any issues that arise.

### 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 registration system, CUNYfirst 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 the Change of Program period has ended you must also access the registration system using CUNYfirst and use the option DROP. If you withdraw during the official withdrawal period, you will receive a "W" as a grade and will be responsible for all tuition charges. If you need assistance with either DROP or WITHDRAW, please go to C107.

The following students may not withdraw online: College Discovery students, or high school students. They must file an official withdrawal form, which can be obtained in C107. College Discovery students must obtain a counselor's signature in order to withdraw from a class and return the signed form to C107 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 C107 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.

### CHANGE OF MAJOR

Students may request to change their major by submitting a Change of Major Form available in C107. Due to New York State financial regulations, Change of Major Forms submitted after the last day to Change Major in Session-I (12 week) published in the LaGuardia academic calendar will NOT go into effect until the following semester.

## ACADEMIC POLICIES

Academic policies are generally monitored through the Registrar's Office in C107. The office serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Registrars Office 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.

## GRADING POLICIES

### 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.

### Grade Point Average (GPA)

The GPA is a numerical computation of a student's academic record and is used to determine graduation eligibility, 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:

The following grading symbols are included in the calculation of Grade Point Average (GPA):

<b>A-, A</b>	=	90-100
<b>B-, B, B+</b>	=	80-89
<b>C-, C, C+</b>	=	70-79
<b>D-, D, D+</b>	=	Lowest passing grade (see Repeat Grade policy, p. 207)
<b>F</b>	=	Failure (see F grade policy, p. 207)
<b>FIN</b>	=	Failure from incomplete (see note, p. 206)
<b>WN</b>	=	Unofficial Withdrawal (see below)
<b>WU</b>	=	Unofficial Withdrawal (see below)

## How to Compute Your Grade Point Average

Grade Earned	Numerical Value	
<b>A</b>	<b>EXCELLENT 96-100</b>	<b>4.00</b>
<b>A-</b>	<b>90-95</b>	<b>3.70</b>
<b>B+</b>	<b>87-89</b>	<b>3.30</b>
<b>B</b>	<b>GOOD 84-86</b>	<b>3.00</b>
<b>B-</b>	<b>80-83</b>	<b>2.70</b>
<b>C+</b>	<b>77-79</b>	<b>2.30</b>
<b>C</b>	<b>SATISFACTORY 74-76</b>	<b>2.00</b>
<b>C-</b>	<b>70-73</b>	<b>1.70</b>
<b>D+</b>	<b>67-69</b>	<b>1.30</b>
<b>D</b>	<b>PASSING 64-66</b>	<b>1.00</b>
<b>D-</b>	<b>60-63</b>	<b>0.70</b>
<b>F</b>	<b>FAILURE 0-59</b>	<b>0.00</b>

The grades of WU and FIN are computed as an F in the GPA and carry a numerical value of 0.00 (see grade of F, above).

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.

### Academic Standing & Retention Policy

All students must achieve a minimum cumulative Grade Point Average (GPA) to remain in good academic standing.

CREDITS ATTEMPTED GOOD ACADEMIC STANDING	MINIMUM CUMULATIVE GPA FOR
0.0-12.0	1.50
12.5-24.0	1.75
24.5-or more	2.00

## 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.

## GRADE CODES, DEFINITIONS AND POLICIES

The following symbols are used in CUNYFirst and on the official transcript:

**AUD** – A course audited for no credit (see below for complete definition and policy).

**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 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)

**INC** A placeholder indicating an incomplete course, that either a grade or an FIN will replace (see below for complete definition and policy).

**NC** No credit. Currently used only for high school students enrolled in college-level courses (used for all students prior to March 1977; calculated as an F in the GPA if earned between September 1976 and March 1977; not calculated for any other period).

**P** Passing (used prior to Fall 1975; not calculated in GPA).

**R** The Repeat grade is awarded only in Developmental Education courses.

**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 prior to or during the first semester of

attendance at LaGuardia. Students may receive a maximum of 50% of the required credits for a certificate in transfer towards that certificate, and 30 transfer credits towards 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.

**WD** Withdrew Drop is assigned when a student, who has attended at least one class session, drops a class after the Financial Aid Certification date during the program adjustment period.

**WA** Administrative Withdrawal. 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.

*Note:* During the Fall 2008 — Spring 2009 academic year, the WN grade had a numerical value of 0.0.

**WU** is assigned to a student who has attended at least one class, completely stopped attending at any time before final exam week, and did not officially withdraw.

**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 @.

### **Audit (AUD) Grade Policy**

Students may audit (attend without credit) courses in which they have an interest to increase their knowledge and proficiency. A student may audit a course only with official approval of the department chairperson, and based on seat availability through the Add/Drop period. A student seeking to take the course for credit will supersede an audit request, regardless of order of registration. “Unofficial” auditing is not permitted. Students must request to audit a course at the time of registration or prior to the start of the Withdrawal Period as indicated on the Academic Calendar for the session of the course, by completing an Audit Request Form, available in the Registrar's Office. Students must register for an audit class in the same manner prescribed for regular classes, and must meet course prerequisites.

Students must also pay the required tuition & fees as if registering for credit in the course. Audited courses cannot be used to qualify for full-time or part-time status, financial aid or veteran's benefits. Once registration is completed as an auditor, no credit for that course can be granted retroactively, and the decision cannot be reversed. The grade of “AUD”, which carries no credit, cannot be changed to any other grade. The tuition refund policy for audited courses is the same as for credit courses, except in cases of an audit student being de-enrolled to make room for a credit student; in that case, there will be 100% refund, regardless of timing. Official transcripts will record the grades of “AUD” for courses enrolled on an audit basis. Auditors are required to observe attendance regulations of the College and must participate in class to the extent deemed reasonable, desirable and necessary by the instructor.

### **F Grade Policy**

A grade of “F” is a failure grade given to a student who completed the course and failed. A student who completed a course unsuccessfully should be granted the grade of “F” with the culminating academic experience of the course, i.e. final exam, final paper, etc. The grade can also be assigned if the student has completed a majority of the course and documentation of failing course work is available.

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 Sept. 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.

### **Incomplete (INC) 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.

### **NC Grade Policy for Early College Students**

At Middle College, International H.S., and Energy Tech H.S. (Early College) any student who earns an academic grade of F, or an administrative failing grade (WU or FIN) will be eligible for a non-punitive "NC" grade computed into the Grade Point Average subject to the following provisions:

1. No more than 4 classes or 12 credits earned
2. Up to their first 18 attempted credits

### **R Grade Policy**

The Repeat (R) 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 at any time before the final exam week, and did not officially withdraw will receive a grade of WU;
2. Complete all assigned work; and
3. Make substantial progress in appropriate skills improvement.

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.

### **Repeat Course 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.

### **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.

### **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.

### **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. The College reserves the right to limit the number of equated credits a student may carry during a probationary semester. Exceptions to the limitation may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson.

### **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 Student Advising Services (B102) or in C107. 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 decision of the committee is final.

### **Reinstatement**

Students on academic suspension may apply in writing for reinstatement during their period of suspension. Applications must be obtained in C107, 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 \$20 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.

## **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 Student Advising Services (B102) 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 Individual Course Grades: Early College Students**

In order to appeal a final course grade, Early College student(s) 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 an advisor, room B102, 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.

\*\*\*speak with your Early College Liaison to determine eligibility for academic appeals

### **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 an advisor 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:* A grade of **W** cannot be altered by instructors or chairpersons. It can only be changed by appealing to the Academic Standing Committee. A grade of **WU** or **WN** can be changed by the instructors with the chairperson's approval. The change must accompany a reasonable explanation. A **WU** or **WN** grade can also 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**.

## **MEDICAL LEAVE OF ABSENCE**

Students may be permitted to take a Medical Withdrawal or Leave of Absence. Students may initiate this process by completing the Medical Leave Request form and submitting medical documentation through the Office of the Registrar. The form and documentation may be submitted by a party authorized by the student if the student is unable to submit in person. Medical Leave Requests and documentation may be submitted at any time. In most cases, a Withdrawal grade will appear on the student's transcript; in limited cases, at the discretion of the College's Chief Student Affairs Officer, an incomplete notation may be used. The withdrawal date of record ordinarily is the date on which the student initiates the formal Medical Withdrawal process.

The College may also initiate a medical withdrawal/leave of absence, per CUNY Policy and the Student Handbook. In these

cases, the College's Chief Student Affairs Officer is responsible for informing the Office of the Registrar. In these cases, the same grade recording is used as in the student-initiated cases. The withdrawal date of record is either the date that the student signs a voluntary withdrawal agreement, or the date that a Health review Panel orders involuntary medical withdrawal, whichever is applicable.

For both types of medical withdrawals, appropriate College officials may consider if any refund of tuition is warranted and if a retroactive date for withdrawal is appropriate; these requests will not be granted routinely and are subject to further College review.

### **Federal Regulations**

A Medical Withdrawal/Leave of Absence affects students' financial aid. When the MLA is approved by the Office of the Registrar, a last day of attendance is determined, and the student's financial aid awards are recalculated in accordance with state and federal regulations. In accordance with state and federal regulations, all attempted credits (including W grades) are counted towards Satisfactory Academic Progress eligibility for both state and federal programs.

Federal regulations stipulate that the Medical Withdrawal/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**

As noted, in most cases, any refund is determined by the effective date of Withdrawal. 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 may be held liable for all tuition and fees.

### **Conditions Regarding Academic Liability**

Once a Medical Leave of Absence form is fully approved, you will likely receive a grade of "W" for all of your courses, regardless of the effective date of the Medical Leave. Exceptions for incomplete indicators are at the discretion of the College's Chief Student Affairs Officer.

## **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 C107, 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 \$20 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.

## **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 GPA is below 2.0 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 gives students 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.

## **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

## Graduation Requirements

At LaGuardia, a 2.00 GPA (C average) is required for graduation, as well as passing the required basic skills tests and major requirements. 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 transcript and the commencement booklet. 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 transcript and the commencement booklet. Students can review their progress towards graduation anytime at [www.laguardia.edu/DegreeWorks](http://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. 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.

## RESIDENCY REQUIREMENT

Students must successfully complete 50% of their degree, or 30 credits for an associate degree, at the College before being awarded a degree. This includes courses taken on permit. Up to 10 exemption credits may be used towards the residency requirement for associate degree programs, and up to 6 towards the residency requirement for certificate programs.

## 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." Information on how to apply to the college can be found in the Admissions Office or by visiting the website at [www.lagcc.cuny.edu/Admissions/home/](http://www.lagcc.cuny.edu/Admissions/home/). Courses completed for the first credential may also be used to meet the requirements of the second credential. Students must reregister 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, C102 for information on how to apply for a second degree. 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 completion of Internship requirements in their respective curriculum.

# ADDENDUM

## Special COVID-19 Flexible Grading Policy for the Spring 2020

As part of The City University of New York's response to the COVID-19 pandemic, during the Spring 2020 semester, all students shall have the option to convert any or all of the (A-F) letter grades they earn in their classes, to Credit/No Credit (CR/NC) grading.

1. During the Spring 2020 semester, all students shall have the option to convert any or all of the (A-F) letter grades, including plus or minus variations, they earn in their classes, to Credit/No Credit grading.
2. Students shall be able to make this decision up to 20 business days after the University's final grade submission deadline. Once selected, the Credit/No Credit option cannot be reversed.
3. If a student chooses to exercise this option, a passing letter grade (A, B, C, or D including +/-) will convert to 'CR' with credit for the class being awarded, while a failing grade (F) will convert to 'NC', with no credit awarded. Credit/No Credit grades will not impact the student's GPA.
4. Courses taken for a letter grade will continue to be included in the semester and general GPA, while courses taken for a Credit/Non-credit grade will be excluded, just as is the case with such courses taken at a student's home institution.
5. If a student exercises the option of Credit/No Credit, the Credit (CR) grade will not negatively impact the student's satisfactory progress toward degree completion.
6. Students with Credit/No Credit grades will be able to transfer those courses across colleges within CUNY, per current CUNY policy.
7. The Special COVID-19 Flexible Grading Policy shall apply to coursework completed on Permit and will not affect Board of Trustees Policy 1.14 – Policy on Coursework Completed on Permit.
8. Students placed on academic probation by their institution at the start of the Spring 2020 semester shall not be penalized with academic dismissal based upon their grades earned this semester.
9. The Special COVID-19 Flexible Grading Policy shall not affect the University standards of student retention and progress in accordance with Board of Trustees Policy 1.26.
10. Before choosing this grading option for one or more of their classes, students shall consult with their academic and financial aid advisors regarding potential impact to their financial aid, licensure requirements, and graduate school admissions.
11. The Special COVID-19 Flexible Grading Policy shall supersede and override all undergraduate and graduate program-level grading policies currently in effect at CUNY colleges and schools, including those related to required and elective courses within the major, minor, general education (Pathways), pre-requisite courses, honors courses, courses taken on permit and maximum number of credits that a student can earn with Credit/No Credit grades.
12. The grade glossary, attached to each transcript, will be updated to include a notation denoting that all Spring 2020 grades, including CR or NC, were earned during a major disruption to instruction as a result of the COVID-19 pandemic.
13. The Special COVID-19 Flexible Grading Policy shall apply to all CUNY colleges and schools, except the School of Law and the School of Medicine, which may develop their own Pass/Fail policies, subject to approval of the Board of Trustees, to conform to norms in legal and medical education.
14. The Special COVID-19 Flexible Grading Policy, which shall be effective April 1, 2020, applies to the Spring 2020 semester only and that the Chancellor, may, in his discretion, to meet public health emergency policies and practices, extend this policy to future semesters, if necessary and report such extension to the Board of Trustees immediately.
15. The Special COVID-19 Flexible Grading Policy shall be codified in the Manual of General Policy as Policy 1.4. and cannot be overwritten by any individual units of the University, including presidents, provosts, or college councils.
16. The policy will remain in effect for the Spring 2020 semester and will be reviewed by the Chancellor and extended as necessary to meet public health emergency policies and practices.



# STUDENT PROGRAMS AND SERVICES

## Academic Advising

All students at LaGuardia Community College benefit from a comprehensive college-wide system of developmental academic advising. Through academic advising, students connect their educational and career goals. While the ultimate responsibility for decision-making rests with the students, academic advising is a valuable part of the College's support network dedicated to helping students achieve their educational and career goals. Students are advised within their major by a cross-campus team that includes professional advisors, faculty and peer advisors who support them from admissions to graduation. There are seven teams; Business, Education and Language Acquisition, Health Sciences, Humanities, Liberal Arts & English, Social Science, and STEM. Students work with advisors to discuss their current academic progress, review their degree requirements, and develop their Graduation Plan.

Students in special programs – ASAP and College Discovery are encouraged to meet with an advisor prior to the beginning of the registration period.

## ADVISEMENT TOOLS

Students can prepare for advisement with a variety of tools available on the Student Portal, "My LaGuardia." A review of the Student Advisement DegreeWorks can help students understand degree requirements they have completed and those remaining. CUNYfirst will indicate when students are eligible to register. This catalog, academic major website, and the College website offer additional information about major curricula, Pathways requirements, and academic policies.

## STUDENT ADVISING SERVICES

**Hours: Monday and Thursday 9:00 a.m. to 7:00 p.m.**  
**Tuesday & Wednesday 9:00 a.m. to 5:00 p.m.**  
**Friday 9:00 a.m. to 2:00 p.m.**

Located in B102, Student Advising Services offers academic advising designed to enhance students' personal and academic development by professional advisors who are members of the major-based advisement teams. Students can make an appointment by visiting their MYLGA page. Walk in hours are offered on Fridays.

## Student Services

### The Wellness Center

As a part of LaGuardia Community College's Health and Wellness Services, the Wellness Center is available for students in need of mental health and/or crisis services. We provide personal guidance and counseling services to help students achieve educational and career goals, learn the process of complex problem solving, and enhance their capacity to develop satisfying interpersonal relationships. Specifically, we provide short-term individual counseling, group counseling, crisis intervention, and workshops on many topics that impact students' lives (i.e., depression, stress management, anxiety, etc.). Through this work, the Wellness Center assists students in their journey towards overall wellness. The Wellness Center is open from 9:00 a.m. to 7:00 p.m. - Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday. Please stop by C249 or call (718) 482-5471 for an appointment. For counseling-related emergencies, please contact ext: 4444.

### *Academic and Student Social Integration for Success Team (ASSIST):*

The ASSIST program is staffed with a team of peer mentors/coaches and a graduate intern(s). The program is supervised by a trained and licensed counselor. Peer mentors/coaches assist students who experience severe social anxiety, often feel isolated, or have been diagnosed with Autism and/or Asperger's. The peer mentors/coaches offer an open mind, a listening ear, goal development, and a plan to help each student reach his/her goals. Peer mentors/coaches also help students work on their coping skills with anxiety producing situations by planning events to meet other students coping with these difficulties. The graduate intern(s) provides counseling support to students when needed.

### **Early Alert Program**

The Early Alert Program is designed to identify, help and 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 of 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: MB09**

The Early Childhood Learning Center Programs Inc. (ECLC) is accredited by the National Association for the Education of Young Children. ECLC programs provide child care for children ages 12 months to 12 years, preparing them for the next level of development. ECLC programs are located on campus. The ECLC is a licensed child care facility. We provide a variety of quality educational programs to meet the needs of both the child and student parent. We offer infant toddler care, preschool, free Pre-K, extended day & Saturday, school age population, summer camp, holiday camp for the children of LaGuardia students. ECLC is also a training site for intern teachers to develop hands on knowledge of working in a childcare setting. Our team of professional educators provides a warm and nurturing environment that supports the academic, social, emotional needs of children, families, and teachers.

For more specific information, contact the Early Childhood Learning Center Programs, in room MB09, or call (718) 482-5295.

### **Center for Career & Professional Development: B114**

The Center for Career & Professional Development (CCPD) offers a variety of career-related and job readiness services designed to prepare students and alumni to set career goals and become competitive and successful job seekers. The office helps students and alumni with employment opportunities in the field in which they have studied.

CCPD offers a variety of professional development services such as assistance with resumes, interviewing techniques, and professional branding. In addition, students can use resources to secure part-time and full-time employment such as the CCPD online job board. CCPD also sponsors on-campus recruitment efforts and targeted job fairs.

To schedule an appointment with a CCPD professional, search and apply for jobs, RSVP for events and explore career options, students can log in to LAGCC Career Connect by:

Log in to your "My LaGuardia" Page

*Username:* FirstName.LastName

*Password:* Eight digits of your CUNY ID and two digits for your birth year

Click on the Career Connect icon under E-Tools

Complete your Academic Profile

Students can access the College's career and professional development online tools at [www.laguardia.edu/careerservices](http://www.laguardia.edu/careerservices).

### **REGISTRAR AND STUDENT FINANCIAL SERVICES: C107**

The dedicated, skilled staff of the Registrar and Student Financial Services answer questions and give students the information they need from the time they are admitted to the college until the day they graduate to ensure their stay at LaGuardia is a successful one. Inside C107, students will find Student Financial Services and the Office of the Registrar. Generalists who have been trained in each of these areas are available at the Generalists Desk to assist students in the following areas:

#### **Student Financial Services**

The mission of Student Financial Services is to provide financial aid information, and to advise students of the requirements and resources available to finance their education at LaGuardia Community College. Student Financial Services is committed to removing financial barriers by ensuring that all students receive aid in a timely manner, in accordance with Federal, State, and CUNY policies and regulations.

#### **Single Stop USA**

Single Stop USA provide students, alumni and their families with access and application assistance to public benefits such as SNAP, Cash Assistance, Housing Subsidies, Transportation, Child Care, Scholarships, HEAP, Food Pantry and much more. In addition

Single Stop provides FREE services to include: Legal, Tax Preparation, and Financial Consultation. A free benefit screening is conducted to determine all eligibilities. Please visit us Monday - Friday. Walk-ins are welcome. For more information call (718) 482-5135/29 or visit our website [www.laguardia.edu/singlestop/](http://www.laguardia.edu/singlestop/). Single Stop is located in C107.

### **The Office of the Registrar**

Support is given to students as they navigate through the following processes: class registration and change of program, pre-requisite adjustments, degree and attendance verification, readmission, reinstatement (dismissal) review, degree (graduation) audit, academic appeals, change of grade, medical leave of absence, independent study request, city and state residency updates and transcript requests.

The Process and Pick Up Station assist students with a variety of services including the following: self-help terminal assistance, transcript requests, student data changes, enrollment verification letters, readmission/reinstatement to the college, diploma pick up and residency applications

### **Student Financial Services Resource Center: C109**

Student Financial Services Resource Center was established to engage students on all available resources to pay for college. Students are also empowered to file their FAFSA electronically and help them access other financial aid information. Staff is available to answer their questions. Filing a FAFSA online is immediate and prevents careless errors. Students may walk in and log on at [www.fafsa.ed.gov](http://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 Federal Student Aid (FSA) ID at ([www.fsaid.ed.gov](http://www.fsaid.ed.gov)). With their FSA ID, 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: MB40, (718) 482-5280**

**Hours: Monday - Friday 9:00 a.m. - 8:00 p.m.**

As a part of LaGuardia Community College's Health and Wellness Services, the Health Services Center assists students in matters pertaining to health prevention and the early recognition of illnesses and diseases. The Center also provides emergency care for accidents and makes appropriate referrals, when necessary, for follow-up care.

The Health Services Center is staffed by a Center Director, Nurse, two Emergency Medical Technicians, a Health Care Assistant and a part time College Assistant. In addition, college and graduate 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 Health Services Center also facilitates medical leaves of absence for students, provides over-the-counter medication, 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 vaccinations free of charge at the Department of Health Clinic. 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 Influenza vaccines.

The Health Services Center coordinates health education outreach initiatives/events throughout the academic year to promote and educate the college community on issues pertaining to health and wellness including, but not limited to, the Wellness Festival and the commemoration of World AIDS Day. We also collaborate with health insurance navigators 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.

### **Laboratory Facilities**

The **Business and Technology Resource Center** serves as an accounting tutorial lab, and also a center for the completion of the computerized components of accounting and managerial courses.

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: Music Center, Speech Center, Photography, Art, Painting and Drawing, Sculpture and Design.

**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 **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: E101, (718) 482-5426**

In this increasingly complex world, every LaGuardia student requires access to dynamic, up-to-date information and data. LaGuardia's Library provides quick, easy, and efficient access to print books, electronic books, traditional media, streaming media, and periodical articles, available both in person and via the Library's website at [library.laguardia.edu](http://library.laguardia.edu). The Library's subscription database offerings include all formats of academic and popular information: encyclopedias, magazines, newspapers, peer-reviewed journals, primary source materials, videos, and books. All electronic resources can be accessed from off campus with either the student's My LaGuardia credential, or faculty/staff email ID. A team of faculty librarians and several key support staff members collaborate to connect users to the Library's vast resources for research and educational development.

The entire collection supports LaGuardia's curricular needs. The Library offers a book collection of almost 100,000 volumes and provides access to over a half-million ebooks. Holdings include textbooks, assigned course readings, career information, and study aids. The Library also subscribes to over 500 current print periodicals, including magazines and newspapers. Electronically, the Library has access to over 100,000 periodical titles. The physical media collection includes over 6,000 titles and, thanks to streaming technology, the Library can provide access to over 200,000 video titles. Viewing and listening stations are available in the Media Lab. Special workstations are available for students with disabilities. 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.

The Library also loans laptops, iPads, and calculators to students. The second floor of the Library features eleven group study rooms which students can reserve online. The rooms allow students to collaborate, and to use in-room technology such as large monitors, if their work requires it.

The LaGuardia community has access to the Interlibrary Loan (ILL) service, which allows patrons to borrow items not held in the LaGuardia collection from institutions outside of CUNY. Faculty and staff can use ILL to borrow books and articles, while students can use it to borrow articles. The LaGuardia community can also have books from other CUNY campuses sent to LaGuardia via the CUNY Libraries Inter-Campus Service (CLICS).

Library faculty provide one-on-one instruction at the Reference Desk and teach information-gathering skills through the Library's instruction program. Library instruction is embedded in ENG101,

each section of which has a one-hour Library class. Library instruction is also embedded in the First Year Seminars, all of which have a Library instruction component. The Library also offers credit classes: Internet Research Strategies (LRC 103) is a one-credit course offered both face-to-face and fully online, and addresses web searching and the critical evaluation of web resources. InfoCity: Informed Citizens in the Information Age (LBN 105) is a three-credit Liberal Arts and Urban Studies course that is part of the Pathways Individual and Society Flexible Common Core. Information Strategies: Managing the Revolution (LRC 102), another three-credit course, is an in-depth exploration of research methods and the critical evaluation of contemporary information sources.

All members of the LaGuardia community are encouraged to use the Library. A 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. Library hours are posted each month at the entrance door and on the Library's website. For additional information, please call the circulation desk at (718) 482-5426 or visit the Library's website: [library.laguardia.edu](http://library.laguardia.edu).

### **Office for Students with Disabilities: M102**

The Office for Students with Disabilities 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. 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. We encourage all students with disabilities to self-identify 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. The Office is open Mondays - Thursdays until 8:00 p.m. and Fridays until 5:00 p.m.

### **Office of International Student Services: B117**

The Office of International Student Services provides cross-cultural and Immigration counseling to students in F-1 Status attending LaGuardia Community College. The office is required by federal law to keep extensive records of students in F-1 status and to adhere to federally mandated regulations in assisting and advising students.

All students in F-1 status, at LaGuardia Community College, 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 orientation to life in U.S., F-1 status advisement, full time student status verifications, housing and health insurance information. Please call (718) 482-5145 or visit room B 117 for more information.

### **Transfer Services: B215**

Transfer Services engages, educates and empowers students to make informed decisions about the transfer process and the opportunities available when transferring to 4-Year colleges, including the City University of New York (CUNY), the State University of New York (SUNY), and any other public, private and/or Ivy League institution.

Transfer Services' staff provide resources, tools, and support to guide the successful transfer, transition, persistence, and graduation of transfer students. The Transfer Services team empowers students by facilitating the college research processes, connecting students with 4-Year college representatives, providing students with access to on-site credit evaluations, helping students to understand the 4 Year college application and admission requirements, assisting with Admission appeals as well as the availability of potential scholarships.

Transfer Services' Credit Evaluators review and evaluate courses for Transfer in credits from accredited higher education institutions, College Now courses, performs Military, Advanced Placement, and CLEP (College Level Examination Program) credit Evaluations.

Transfer Services engages students and the college community by hosting and collaborating with partners on traditional semester events, and co-curricular activities. Students are encouraged to visit our website. "<http://www.laguardia.edu/transferservices>" [www.laguardia.edu/transferservices](http://www.laguardia.edu/transferservices), email [transfer@lagcc.cuny.edu](mailto:transfer@lagcc.cuny.edu) or go to My LaGuardia to schedule an appointment.

### **Veterans Resource Center: C371**

The Veterans Resource Center provides a full range of counseling services for the veteran population. The Veterans Director 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): C203**

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 note-taking. Please contact the Program for Deaf Adults, C203, or call (718) 482-5325 (TTY) or (718) 482-5324 (voice).

### **Student Advocate/Ombuds Officer: M103C**

LaGuardia Community College's Student Advocate/Ombuds Officer offers a confidential, neutral resource for students to receive assistance, voice concerns and complaints. The Student Advocate/Ombuds Officer serves as a mediator who strives to address issues and facilitates communication and resolution in a fair and equitable manner.

The College Ombuds Officer provides information about LaGuardia Community College's policies, procedures, services, rights and responsibilities. Also, visit the Student Complaint Resolution webpage: [www.laguardia.edu/Admissions/Student-Complaint-Resolution/](http://www.laguardia.edu/Admissions/Student-Complaint-Resolution/).

The Ombudsperson receives and suggests modifications to the institution based on students' concerns. When trends are observed, or an incident occurs more than three times in a semester, the Ombudsperson makes recommendations for improvement to the appropriate Chair, Dean or Director and the VP of Student Affairs is copied. The Ombudsperson shares trend data about student complaints monthly with the Student Affairs Leadership Team and makes presentations to departments and offices, as needed. With regard to trends in academic complaints, the Ombudsperson will advise the VP of Student Affairs and his/ her designee will contact Academic Affairs directly regarding the issues observed.

**The Student Advocate/Ombuds Officer will assist in resolving issues and concerns.**

- Serve as an impartial advocate for fair and equitable resolution to problems
- Analyze, conduct impartial investigations and resolve problems
- Offer information about the College's policies and procedures
- Present a range of options for resolving problems
- Facilitate communication, use shuttle diplomacy, and mediate disputes.
- Foster equity, fairness, pluralism and institutional values.
- Assess student needs and refer to appropriate services
- Maintain confidentiality and follow-up to ensure students' success
- Adhere to professionalism, ethics and responsibility
- Make recommendations for institutional improvement

**Any student seeking advice can use the services of the Student Advocate/Ombuds Officer.**

LaGuardia's Student Advocate/Ombuds Officer is Dr. Robert Walton, located in M-103C.

He can be reached via E-mail at [rwalton@lagcc.cuny.edu](mailto:rwalton@lagcc.cuny.edu) or by phone at (718) 482-5414. Office Hours: Monday through Friday: 9:00 a.m. to 5:00 p.m. Additional evening hours available by appointment.



## Office of Campus Life

### **M115, (718) 482-5190**

*From orientation to the commencement ceremony, Campus Life is your partner throughout your college experience.*

The Office of Campus 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 Campus Life Office. From Orientation to LaGuardia, to Honors Night and the Commencement ceremony, Campus Life is your partner throughout your college experience. From entertaining social activities to engaging intellectual, social, and emotional development, Campus 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 Campus Life Office, Monday-Friday in M115. Here are a just a few of the programs and services offered:

### **Multicultural and Social Events**

*Campus Life celebrates this vision of rich international diversity through various social gatherings, programs and seminars.*

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. Campus 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 35 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.

For more information on how to become involved in any of the organizations, contact the Office of Campus Life, (718) 482-5190. Email [campuslife@lagcc.cuny.edu](mailto:campuslife@lagcc.cuny.edu)

### **Leadership Programs**

Open to all students, leadership programs and trainings shape our future leaders through community service, organizational leadership sessions and skill development workshops.

### **Student Government Association: M160**

The SGA consists of elected student members (governors) selected through a democratic voting process open to the entire student body, which is coordinated by the Office of Campus Life.

### **SGA Study Hall: M165**

The SGA Study Hall at LaGuardia Community College is committed to assisting students achieve academic excellence by offering multidisciplinary academic support. Our philosophy is based on the principle that each student has a unique style of learning. Students can receive tutoring in multiple subject areas via appointment, walk-in requests and group tutoring sessions during the day and evening hours. The SGA study hall provides a supportive space for students to not only excel but enjoy learning.

### **Phi Theta Kappa International Honor Society Room C740**

**Tel: (718) 482-5220**

E-mail: [ptk@lagcc.cuny.edu](mailto:ptk@lagcc.cuny.edu)

Website: [www.lagcc.cuny.edu/ptk/](http://www.lagcc.cuny.edu/ptk/) or [www.ptk.org](http://www.ptk.org)

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. Qualified students are automatically invited at the end of each semester. There is a one-time membership fee of \$70. To request more information, please e-mail [ptk@lagcc.cuny.edu](mailto:ptk@lagcc.cuny.edu).

**The Women's Center: MB10  
(718) 482-5188**

The Women's Center enhances and encourages the intellectual, social, and emotional development of women and embraces all of the holistic personal wellness attributes of the physical, social/environmental, emotional, spiritual, intellectual and academic aspects of the student's life.

Webpage: [www.laguardia.edu/Student-Services/Women-s-Center/](http://www.laguardia.edu/Student-Services/Women-s-Center/)  
Email: [womenscenter@lagcc.cuny.edu](mailto:womenscenter@lagcc.cuny.edu)

**LGBTQIA Safe Zone Hub: MB10**

The LGBTQIA Safe Zone Hub at LaGuardia is an open, inclusive, and safe space dedicated to improving the educational environment for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, Questioning, and Ally students, faculty, staff, administrators, and alumnae at LaGuardia Community College. The LGBTQIA Safe Zone Hub at LaGuardia embraces the diversity of the LaGuardia community and provides resources and programs for campus members. Email: [safezone@lagcc.cuny.edu](mailto:safezone@lagcc.cuny.edu) and phone number (718) 482-5188.

**The Black Male Empowerment Cooperative Program (BMEC): M114**

The BMEC program assists 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, as well as group and one-on-one mentoring. It is a comprehensive retention program with a strong emphasis on academic success and student engagement.

**CREAR Futuros Program: M112**

The CREAR Futuros program offers participants academic resources, peer mentoring, community support and leadership development. Through its affiliation with the Hispanic Federation, students participate in sponsored activities with prominent professionals from both public and private sectors.

## Student Communication Resources

**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, text message, Student News and personally at our Welcome Center in Shenker Hall/M-Building Lobby. We offer critical information and assistance 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.

Questions? Email: [callcenter@lagcc.cuny.edu](mailto:callcenter@lagcc.cuny.edu).

**Student Email, Microsoft Office 365**

All students are given a LaGuardia email account upon their first registration. Since it will function as the main method of communication between students and the College, students need to check their student email account regularly. All off-campus official College related business will solely be handled through the student email account. Student email also serves as the primary source of College-related news and information about advisement, registration, academic calendar, payment options and weekly updates about campus events.

Questions? Email: [LaGuardiaNews@lagcc.cuny.edu](mailto:LaGuardiaNews@lagcc.cuny.edu)

**My LaGuardia**

My LaGuardia is the "one-stop shop" online tool for students. It is a secured site that enables access to LaGuardia applications, e.g. student email, Blackboard, Student Advisement DegreeWorks, and ePortfolio. It also offers a variety of customized information and resources to help students track their academic progress and get the most out of their college experience at LaGuardia. My LaGuardia can be accessed from the College website or by visiting <http://my.laguardia.edu>.

The College regularly sends announcements and reminders that are essential to success at LaGuardia, including:

- Academic status
- Financial aid updates
- Scholarship info
- Registration deadlines
- Class scheduling changes
- Tuition info

## RECREATION DEPARTMENT: AQUATICS, SPORTS & FITNESS

**Room: MB42 Tel: (718) 482-5044**

**Website: [www.laguardia.edu/recreation](http://www.laguardia.edu/recreation)**

As a part of LaGuardia Community College's Division of Student Affairs, the Recreation Department offers a wide variety of sports and fitness activities for the entire College population, throughout the day, evening, and on weekends. The facility includes a multi-purpose Sports Gymnasium, Fitness Center, a six-lane, regulation-size swimming pool and a Movement Studio. We are health and fitness educators, promoting the benefits of physical activity, with a focus on the average athlete/participant.

### **Intramurals & Open Gym Sports**

We provide a competitive intramural sports experience in such sports as basketball, volleyball and indoor soccer. We utilize a "Captain" System for our team sports, where individual students can develop their leadership skills.

In addition to organized intramural events, students can request equipment to play handball, basketball, and table tennis at any time during operating hours, while designated hours are set aside for open volleyball and soccer play each semester.



### **Leagues**

5-on-5 Basketball, Indoor Soccer, Volleyball

### **Fitness Center**

The Fitness Center is equipped with Cybex, Flex, and Universal machines, Free Weights, treadmills, stair climbers, stationary bikes, and elliptical cross-trainers.

### **Zumba**

Zumba is a fitness class that involves dance and aerobic movements performed to up-tempo music. The choreography incorporates hip-hop, Latin and Caribbean dance movements.

### **Swimming Pool**

Enjoy our 25-yard, six-lane indoor swimming pool seven days a week, year round. Staffed by certified aquatic specialists and qualified instructors, we offer swimming classes for all levels of ability, from beginner to advanced.

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 relaxed and refreshed.

### **Community Age Group Swim Team**

Our age group swim team (5-16 years), the Twisters, is a metropolitan area swimming powerhouse. The team practices 6-days per week and many of our swim program graduates go on to compete in area competitions. We regularly send swimmers to junior Olympic swim meets and have even sent one swimmer to the Olympic trials. With over 140 swim team members, children and teenagers build friendships as well as a physical and mental discipline that serves them for their entire lives.

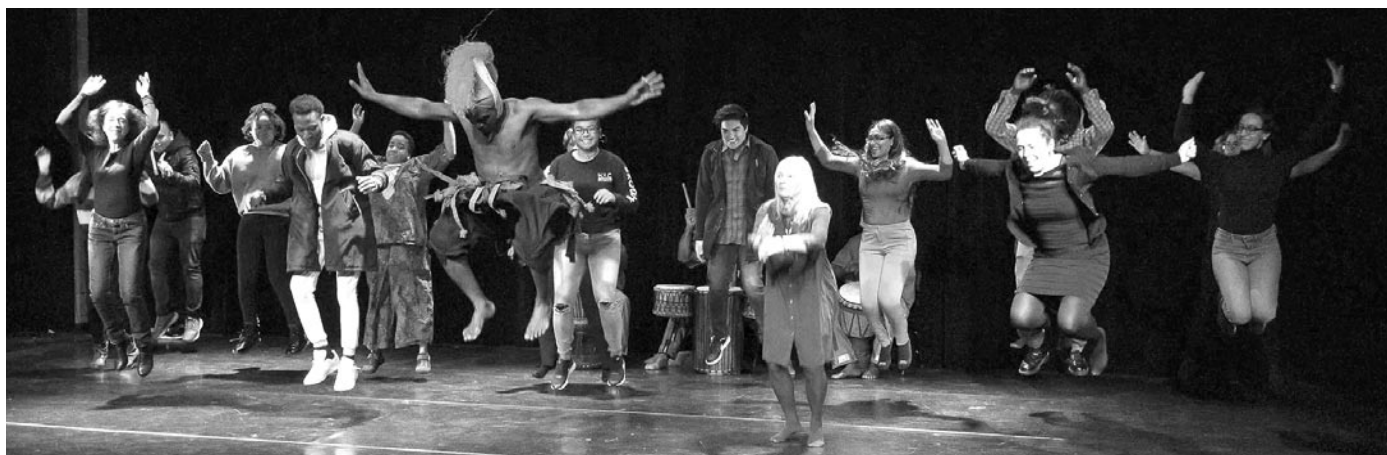
### **Basketball Skills Academy**

LaGuardia's Basketball Skills Academy gives players ages 8-15 the opportunity to learn the concepts and fundamentals of basketball and develop their overall game. Our academy focuses more on new players and developmental drills as opposed to advanced practice.

### **Contact Information**

- Recreation Office (718) 482-5044
- Gymnasium (718) 482-5043
- Fitness Center (718) 482-5963
- Swimming Pool (718) 482-5038





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## LaGuardia Performing Arts Center

### Room E241 (718) 482-5151

The LaGuardia Performing Arts Center (LPAC) is an internationally recognized producer and presenter of new live dance, theater, music, and multidisciplinary programming that reflects the dynamic community of Queens and the surrounding New York City. LPAC is located within LaGuardia Community College, a cultural crossroads that provides an educational and artistic home to New York City's most diverse community. Each year, nearly 20,000 individuals attend LPAC performances by some of today's most exciting international artists. Easily accessible by public transportation and just 10 minutes from Manhattan, LPAC is located in the center of Long Island City, Queens.

LPAC boasts a 740-seat state-of-the-art proscenium theatre (Main Stage), a 200-seat multipurpose theatre (Little Theatre), and a 75-seat Black Box, along with ample site-specific performance and rehearsal space, dance studio, an in-house recording capabilities, and professional costume and scene shops.

LPAC's innovative LAB Program provides crucial professional support for New York City's emerging dance and theater artists and companies to develop and perform ambitious new work. Through space, technical resources, and funding, artists are able to bring their visions to fruition on LPAC's stage.

The LPAC Writers Lab is staffed with professional playwrights and authors who guide writers in bringing their imagination to the page. LAGCC professors work with writers in multiple languages to develop and translate new work for stages all over the world.

To further its artistic mission, LPAC has achieved artistic partnerships with some of the primary international cultural venues that are located in the NYC community including: Carnegie Hall, Brooklyn Academy of Music (BAM), The Public Theater, The Chocolate Factory, Ballet Hispanico, Flux Factory, NYC Opera, Queens Theatre in the Park, and Queens Council on the Arts among many others.

For more information about upcoming performances, programs, and space rentals and to be included on LPAC's mailing list, please visit [www.laguardiaperformingarts.org](http://www.laguardiaperformingarts.org) or call (718) 482-5151. Be sure to "Like" us on Facebook.

## Public Safety

We are committed to providing a safe learning environment for our students, faculty, staff, and visitors. Public Safety Officers patrol LaGuardia Community College buildings and the contiguous geographic perimeter, the entry gates, and the parking areas on a 24-hour basis. Public Safety Officers are sworn law enforcement/NYS Peace Officers who have the power to make arrests. The college also employs Campus Security Assistants and contractual staff and assigns them to fixed locations at different buildings. Additionally, the Public Safety Department oversees the video surveillance cameras, keys, ID system and fire alarm systems that protect various buildings.

If requested, a member of the Public Safety staff will provide escort services to faculty, staff, or students to the number 7 train station on 33rd street as a safety measure.

We can be reached at 718-482-5555 or the emergency ext. X5555.

### CUNY Alert System

CUNY Alert is a CUNY college-wide emergency notification system that enables LaGuardia Community College to immediately notify students, faculty, and staff of an emergency via text messages, email and more. CUNY Alert is an opt-in system. Users are encouraged to sign up and select the best method to get notified. Messages can be received via cell phone (text and/or voice), landline telephone and email.

We strongly recommend that everyone sign up for "CUNY ALERT." To sign up, please visit "<http://www.cuny.edu/alert>" [www.cuny.edu/alert](http://www.cuny.edu/alert) and follow the simple, step-by-step instructions.

# CAMPUS AND COMMUNITY PROGRAMS

## Division of Adult and Continuing Education

The Division of Adult and Continuing Education (ACE) at LaGuardia Community College is the largest continuing education division among all the CUNY campuses and is one of the most comprehensive in the country.

We believe in the transformative power of education and create innovative programs that serve over 25,000 New Yorkers of diverse cultures, ages, ethnicities, and educational and economic backgrounds.

We equip our students—including immigrants, the underserved and underemployed—with skills and experience they need to enter into high demand industries, including healthcare, technology, advanced industrial and manufacturing, and many more. These high quality programs are taught by experts in the field and are customized to fill the in-demand skill needs of New York City's largest and fastest growing sectors.

We have the largest English as a Second Language (ESL) program in New York City, with an established reputation for successfully helping thousands of students every year since 1971.

Our pioneering programs prepare thousands of students to earn a high school equivalency diploma, get into college, and get on the path to a vibrant career and brighter future.

Our business services are boosting the local economy by growing businesses, creating jobs and helping entrepreneurs successfully launch their companies. Over the last fifteen years, LaGuardia has provided hands-on education and specialized technical assistance to more than 26,000 small businesses that have secured over half-a-billion dollars in contracts. We also partner with employers to close the skills gap and create talent pipelines that match our students to businesses and organizations.

For more information visit [www.laguardia.edu/ce/](http://www.laguardia.edu/ce/).

### **The Learning & Innovation Center at LaGuardia Community College**

The Learning & Innovation Center at LaGuardia Community College (LIC<sup>2</sup>) is a meeting ground for businesses, students and the community to learn, work, create and grow, with opportunity for collaboration, mentoring and networking.

We offer education and workforce training in high demand sectors; a diverse talent pool that can fill industry skills gaps; resources and support for small businesses and startups; a 5,000 square foot prototype lab for manufacturers and makers; and opportunities for industries and the community to gather for events that promote the sharing of ideas and collaboration. For more information visit [laguardia.edu/ce](http://laguardia.edu/ce) or call Lanaia DuBose at (718) 482-5465.

### **ACE Advisement Center**

The ACE Advisement Center offers support services to help all ACE students seeking enrollment in college studies at LaGuardia Community College to transition smoothly and seamlessly. Services include assistance with applying to LaGuardia, scheduling of placement testing, and registration; referrals to special programs, such as First Year Institute, CUNY Start, ASAP and College Discovery; financial aid and scholarship workshops; and individual and group counseling and academic advisement. Advisement on how to expedite earning college credits through ACE certificate programs, the Credit for Prior Learning (CPL) process, and College Level Examination Program (CLEP) is also provided. For more information call (718) 482-5355 or email [aceadvisement@lagcc.cuny.edu](mailto:aceadvisement@lagcc.cuny.edu).

## **Career Development Center and Employment Services**

The Career Development Center and Employment Services offers career counseling, advisement, and job readiness and placement services for non-credit students, particularly those graduating from ACE training programs; develops new employer partnerships; and conducts labor market research in support of new program development. For more information call (718) 482-5355 or email [careerdevelopmentcenter@lagcc.cuny.edu](mailto:careerdevelopmentcenter@lagcc.cuny.edu).

## **Adult Basic Skills (ABS)**

The Adult Basic Skills Department prepares adult continuing education students to earn a high school equivalency diploma and achieve their college and career goals. ABS offers free and low-cost classroom instruction (reading, writing and math skills) to adults over 19 years of age in both English and Spanish for adult basic education (ABE) and high school equivalency (HSE) preparation. Students also receive advisement services on career and college pathways planning, applying to CUNY, financial aid for college, and registering for the Test Assessing Secondary Completion (TASC) examination. Classes are offered in the mornings, evenings or Saturdays. ABS is an official New York State HSE TASC Testing Center. For more information call (718) 482-5385 or email [adultbasicskills@lagcc.cuny.edu](mailto:adultbasicskills@lagcc.cuny.edu).

## **Advanced Industrial & Manufacturing Programs**

LaGuardia's Advanced Industrial and Manufacturing Programs are informed by industry experts, employer partners and national certifying organizations to provide in-demand skills and industry credentials needed to move forward in the industrial and manufacturing subsectors in New York City. For more information call (718) 482-5333.

## **ASL-English Interpretation Program (AEIP)**

The American Sign Language (ASL)-English Interpretation Program (AEIP) is a Bachelor's level program offered in collaboration with senior institution SUNY/Empire State College. AEIP is a rigorous two-year academic program that prepares selected individuals who are fluent in ASL to become ASL-English interpreters, with a special focus on interpreting in educational settings. AEIP incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). A professional certificate track is also offered. Applications are accepted once a year in the spring. For more information call (718) 482-5313 Voice or (917) 832-1207 VP, or email [AEIP@lagcc.cuny.edu](mailto:AEIP@lagcc.cuny.edu).

## **Bridge to College and Careers Program**

The Bridge to College and Careers Program at LaGuardia Community College helps adults and out-of-school youth prepare for the high school equivalency exam while exploring topics in healthcare, science or business. For more information call (718) 482-5385 or email [hselaguardia@lagcc.cuny.edu](mailto:hselaguardia@lagcc.cuny.edu).

## **Career and Professional Programs (CAPP)**

Career and Professional Programs prepare students for a wide variety of careers, with over 20 certificate and license training courses in areas including tech training, healthcare, bookkeeping and accounting, construction management and more. Working professionals can upgrade their skills in order to advance in their career. Programs range from one month to one year in duration. Instructors are experienced professionals working in their fields. For more information call (718) 482-5481 or email [ACEProfessional@lagcc.cuny.edu](mailto:ACEProfessional@lagcc.cuny.edu).

## **Center for Contract Training (CCT)**

The Center for Contract Training provides customized consultative learning and development services for corporations, public sector agencies and nonprofit organizations. Our expert staff assesses, designs, develops, delivers and evaluates customized training initiatives that support the growth of an organization's employee skill base. For more information call (718) 482-5330 or email [snival@lagcc.cuny.edu](mailto:snival@lagcc.cuny.edu).

## **Center for Immigrant Education and Training (CIET)**

The Center for Immigrant Education and Training offers free, contextualized English classes 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 lifelong learners and independent, contributing citizens of New York City. For more information call (718) 482-5460.

## **CUNY English Language Immersion Program at LaGuardia (CLIP)**

The CUNY 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 call (718) 482-5966.

## **CUNY Fatherhood Academy**

The CUNY Fatherhood Academy is a free program that helps young fathers between the ages of 18 and 30 who are unemployed or underemployed to earn a high school equivalency diploma while focusing on academic and personal success; prepare for college; get work experience through a part-time job or an internship; explore careers; and learn about important topics such as parenthood, health and financial literacy. For more information call (718) 730-7336 or email [dspeal@lagcc.cuny.edu](mailto:dspeal@lagcc.cuny.edu).

### **CUNY Start/MATH Start**

CUNY Start is an intensive 18-week academic program that provides remedial instruction in academic reading, writing and math for college-bound high school and equivalency graduates. MATH Start, an intensive 8-week program, offers instruction for students who need to increase their math proficiency in particular before starting credit classes. The programs allow students to save financial aid for credit courses and offer advisement on college and career planning. For more information call (718) 482-5137 or email [cunystart@lagcc.cuny.edu](mailto:cunystart@lagcc.cuny.edu).

### **Emergency Medical Technician (EMT)/Paramedic/Certified Clinical Medical Assistant Programs (CCMA)**

The Emergency Medical Technician and Paramedic Programs train individuals in 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. The Certified Clinical Medical Assistant (CCMA) Program trains students to become an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). In order to take the CCMA national certification exam, students must successfully pass all five courses in the program. (Some exemptions are possible.) For more information call (718) 482-5768.

### **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 call (718) 482-5360.

### **Goldman Sachs 10,000 Small Businesses**

*10,000 Small Businesses* is an initiative developed by Goldman Sachs to help small businesses across the U.S. grow and create jobs through greater access to business education, support services and capital. LaGuardia Community College is the initiative's first community college partner. For more information visit [www.lagcc.cuny.edu/10ksb/](http://www.lagcc.cuny.edu/10ksb/) or email [10KSB@lagcc.cuny.edu](mailto:10KSB@lagcc.cuny.edu).

### **NYC Welcome Back Center**

The NYC Welcome Back Center provides comprehensive services to help internationally trained healthcare professionals rebuild their healthcare careers through guidance in the process of becoming licensed in New York in their specialty or another

healthcare area as they work towards licensure in their field. The center also provides referrals to appropriate English language programs, licensing test preparation courses and job placement services, and offers professional advisement counseling free of charge. For more information email [nycwbc@lagcc.cuny.edu](mailto:nycwbc@lagcc.cuny.edu).

### **NYDesigns**

NYDesigns, a business incubator, helps designers and hardware tech firms grow by providing low cost studio space, business counseling, manufacturing advice and a 5,000 square foot prototyping facility, all under one roof. For more information visit [www.nydesigns.org](http://www.nydesigns.org) or call (718) 663-8404.

### **Opportunity Academy**

Opportunity Academy is a training program for construction office administration. Courses are developed and taught by industry experts, and students receive a paid internship as well as career guidance and support to help them with job interviews. For more information call (718) 730-7482 or email [Ldelatorre@lagcc.cuny.edu](mailto:Ldelatorre@lagcc.cuny.edu).

### **Procurement Technical Assistance Center (PTAC)**

The Procurement Technical Assistance Center helps New York City businesses—in particular, small, minority and women business owners—market their goods and services to government agencies. For more information or call (718) 482-5306.

### **Program for Deaf Adults (PDA)**

Program for Deaf Adults at LaGuardia Community College is one of the country's largest and most comprehensive programs for Deaf and Deaf-related postsecondary educational and support services. Students pursuing an Associate 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 American Sign Language. Courses offered under Continuing Education include High School Equivalency Preparation, Adult Basic Education, Driver Education, American Sign Language and more. PDA also offers a Bachelor's level ASL-English Interpretation Program. For more information call (718) 482-5324 (Voice) or (917) 832-1207 (VP) or email [pda@lagcc.cuny.edu](mailto:pda@lagcc.cuny.edu).

### **Small Business Development Center (SBDC)**

The LaGuardia Small Business Development Center provides free, one-on-one professional counseling for existing and start-up businesses in English, Spanish, Korean and Mandarin. 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 [www.laguardia.edu/sbdc/](http://www.laguardia.edu/sbdc/), call (718) 482-5303 or email [sbdc@lagcc.cuny.edu](mailto:sbdc@lagcc.cuny.edu).

### **Small Business Transportation Resource Center (SBTRC)**

The U.S. Department of Transportation's (DOT) Small Business Transportation Resource Center – Northeast Region, located at LaGuardia Community College, helps new and emerging businesses obtain transportation-related contracts. SBTRC provides training and advising on marketing to the DOT and Disadvantaged Business Enterprise certification as well as short-term lending and bonding assistance. For more information call (718) 482-5941 or email [eperdomo@lagcc.cuny.edu](mailto:eperdomo@lagcc.cuny.edu).

### **LaGuardia TechHire - Open Code**

LaGuardia TechHire - Open Code is an accelerated training in web development, software development and networking administration to help young adults launch careers in high growth, high demand technology jobs. This is a grant-funded program with scholarships available to eligible individuals, aged 17-29, and delivered in partnership with General Assembly and other industry partners. For more information call (718) 482-5449 or email [lagcctechimpact@gmail.com](mailto:lagcctechimpact@gmail.com).

### **Veterans Workforce Initiatives**

LaGuardia Community College is dedicated to serving veterans of all eras and assisting them with the transition into their next phase of life. Veterans Workforce Initiatives facilitates enrollment of veterans into a variety of free and affordable training or pre-college programs while also offering case management and other support services. For more information call (718) 482-5231.

### **Workforce Education Center (WEC)**

The Workforce Education Center provides free vocational skills training; high school equivalency preparation for teens; and youth internship and community programs. Programs include Summer Youth Employment Program, Young Adult Internship Program, Justice Community and Justice Plus Programs, and C-Tech Program. For more information call (718) 482-5340.

## **Division of Academic Affairs**

### **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, E238**

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**

### **Early College Initiative: Grades 9-14 Model**

#### **Energy Tech High School, Long Island City, Queens**

Energy Tech is an Early College Initiative and Career and Technical Education school focused on building a skilled workforce for the fast-growing energy industry. The school opened in the fall of 2013 and is being developed in partnership with the City University of New York, LaGuardia Community College, National Grid, and Con Edison. Our mission is to prepare students for the demands of college and work, and for a range of competitive careers in electrical and mechanical engineering in our local industry. In collaboration with local university and industry partners, Energy Tech provides students with the skills and understandings to earn a high school diploma, an associate's degree, and technical certifications over the course of

a six-year program. Ultimately, our students will leave us as skilled candidates for jobs on a ladder of career growth in the field of energy, or competitive applicants for four-year colleges. We realize this vision through a thoughtfully designed curriculum, a backbone of College and Career Foundations coursework, and a collaborative approach to problem solving.

Curriculum at Energy Tech is planned in collaboration with university and industry partners, ensuring that what we teach is aligned with what our students will encounter in college and in the workplace. Knowing that we are preparing students for these experiences earlier than is typical, we provide multiple ways to access the content in the classroom: through technology, collaborative learning, visual representations, and also through daily small-group learning labs.

### **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.

### **Middle College High School**

**Middle College High School at LaGuardia Community College** each year accepts 110 ninth and tenth graders from middle schools in 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 for students who are considered high risk. 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 college courses, aligned with CUNY Pathways that will receive both college and high school credit. It is a portfolio based school that focuses on writing and oral presentation skills. All Middle College students are expected to graduate with a minimum of 24 college credits with many on the degree track. Middle College High School also has a highly regarded special program for hearing impaired students in Western Queens.

### **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 high school to take college credit courses. 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.

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.



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# 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 The City University of New York—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, credit history, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws.

Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation or academic adjustment is also prohibited. Please visit the link [https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Departments/Legal\\_Affairs\\_Compliance\\_and\\_Diversity/Docs/Notice-of-Non-Discrimination.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/Notice-of-Non-Discrimination.pdf) for the Current City University of New York Notice of Non-Discrimination.

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 Executive Order 11246: (i.e. Black, Hispanic, 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 U.S. Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaced Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino), Black was renamed as Black or African American (not Hispanic or Latino) and Hispanic was renamed Hispanic or Latino.

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 Christopher Carozza, Esq., Chief Diversity Officer/Title IX Coordinator, Compliance & Diversity/Affirmative Action, Room E512, (718) 482-5088, [ccarozza@lagcc.cuny.edu](mailto:ccarozza@lagcc.cuny.edu).

### Policy Against Sexual Misconduct

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

- 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;

3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;

4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;

5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and

6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

### The policy is as follows:

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence, providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully, promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation and providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence. LaGuardia Community College will also provide awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational



programs on sexual harassment, gender-based harassment and sexual violence to college constituencies. Sexual harassment or sexual violence committed against employees or students is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, status as a victim of sexual offenses, status as a victim of stalking, or status as a victim of domestic violence.

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 should be directed to the Title IX Coordinator, the Vice President of Student Affairs, or Public Safety Office. Complaints of sexual harassment by employees should be directed to the Title IX Coordinator, the Executive Director of Human Resources, or Public Safety Office. All inquiries, complaints and concerns will be kept as confidential as the CUNY Sexual Misconduct Policy allows.

The Title IX Coordinator has overall responsibility for ensuring compliance with Sexual Misconduct rules and regulations. Information, complaints, and concerns should be directed to the Title IX Coordinator, Christopher Carozza, Esq., Room E512, (718) 482-5057, ccarozza@lagcc.cuny.edu.

Please visit the link [https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Departments/Legal\\_Affairs\\_Compliance\\_and\\_Diversity/Docs/SexualMisconduct.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/SexualMisconduct.pdf) for the City University of New York's Policy on Sexual Misconduct and the link [https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Departments/Legal\\_Affairs\\_Compliance\\_and\\_Diversity/Docs/StudentBillofRights.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/StudentBillofRights.pdf) for the City University of New York's Student Bill of Rights.

### 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 ethnic 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.

Mr. Jhony Nelson 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 M102, and his telephone number is (718) 482-5260.

### 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, email 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.

### **Health Science Clinical Program Proof of Residency Requirement**

All students applying for candidacy in the following LaGuardia Community College Clinical Programs (Nursing (RN & PN), Radiologic Technology, Dietetic Technician, Occupational Therapy Assistant, & Physical Therapist Assistant) must provide documentation in one of the following categories, in addition to meeting the 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>.

### **Student Rights and Responsibilities/ RULES**

Student rules of conduct and disciplinary procedures are printed in the Student Handbook, which is distributed by the Office of Campus Life, Division of Student Affairs, Room M115, and on LaGuardia's website: ([https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Current\\_Students/Docs/Student-Handbook.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Current_Students/Docs/Student-Handbook.pdf) and accessible on My LaGuardia). 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. Obstruction of or interference with institutional educational processes or facilities and the prevention of others from exercising their rights;
2. Failure to comply with lawful directions of College officials acting in the performance of their duties, including failure to comply with the reasonable directions of a member or agent of the College acting in the performance of his or her duty;
3. Any unauthorized occupancy of facilities owned or controlled by the institution or blockage of access to or from such facilities;
4. Theft, misappropriation, damage, or unauthorized sale of College property;
5. Intimidation or abuse of others who advocate their positions;
6. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by the institution;
7. Disorderly Conduct. Any individual or group behavior which is abusive, obscene,

- lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals (e.g. public urination/defecation, participation in a disruptive or coercive demonstration);
8. Firearms, Ammunition and Other Dangerous Weapons. Possession of or use of firearms, ammunition, dangerous weapons of any kind, as well as replica/toy weapons. (Examples of prohibited items include but are not limited to: BB guns, pellet guns, explosive materials, paintball guns, water guns, cap guns, stun guns, Tasers, toy knives or other items that simulate firearms or dangerous weapons);
  9. Recklessly or intentionally endangering the physical or mental health of others. These behaviors include but are not limited to actions causing bodily harm to another person, or reckless disregard for the health, safety and welfare of any person. Also, engaging in threatening/intimidating behavior which is so persistent, pervasive, or severe as to deny a person's ability to participate in the College community, and verbal threats and/or attempts to intimidate, including, but not limited to statements meant to provoke conflict with another person or which cause a reasonable fear for a person's safety;
  10. Drugs and other Controlled Substances. The unlawful possession, use, or sale of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic, hallucinogenic drug, or marijuana). This offense includes the violation of any local ordinance, state, or federal law concerning drugs or controlled substances, on or off College-owned or controlled property; and
  11. Alcoholic Beverages. The use and/or possession of alcoholic beverages on or off institution owned or controlled property. This offense includes the violation of any University policy, local ordinance, state, or federal law concerning alcoholic beverages, on or off College-owned or controlled property. See CUNY's Drug and Alcohol Policy for more details.
  12. Sexual Harassment (Misconduct). Includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual's participation in employment, education or other College activities. See CUNY's Sexual Harassment Policy for more details.

## II. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-12 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 1-12 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 1-12, 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 1-12 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.
5. Rule 12 subject to additional policy and sanctions.

### 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 C101. 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 they have 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

A true copy of resolution adopted by the Board of Trustees of The City University of New York on June 23, 1969, as amended on October 27, 1980, May 22, 1989, and June 25, 1990.

## HOURS OF OPERATION

Except during holidays when the College's buildings are closed, the College's Hours of Operation are:

**Monday - Friday: 7 a.m. to 11 p.m.**

**Saturday - Sunday: 7 a.m. to 7 p.m.**

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, Communication Studies, Education Associate: The Bilingual Child, Human Services: 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: Foodservice Management, Commercial Photography, Computer Operations, Computer Technology, Paramedic, Music Recording Technology, New Media Technology, Nursing, Paralegal Studies, Occupational Therapy Assistant, Physical Therapist Assistant, Programming and Systems, Travel and Tourism & Hospitality Management, 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. The academic year runs from September through August.

**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: Accounting, Biology, Business Administration, Computer Science, Criminal Justice, Dietetic Technician, Engineering Science, Environmental Science, Fine Arts, Liberal Arts: Mathematics and Science, and School Foodservice.

**Associate Degree:** See AA, AAS, AS.

**ATB Exams:** Computer-based ability to benefit examinations in reading, writing and math required by NY State for students whose high school diploma was earned outside the U.S. and who have applied for the Tuition Assistance Program.

### B

**Basic Skills:** Pre-college-level courses in reading, writing and mathematics 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 student accounts are administered. The Bursar's Office accepts cash, checks, and money orders.

### C

**Career and Transfer Center:** Renamed Transfer Services. See page 207.

**Center for Career & Professional Development:** 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.

**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 New Media Technology/Digital Media Arts.

**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.

**Continuing Education:** Non-credit programs for adult students, offered at

LaGuardia by the Division of Adult and Continuing Education (ACE).

**COPE:** College Opportunity to Prepare for Employment.

**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).

**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 or college level 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 209.

**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 33-107. 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 199.

**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 202.

## 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 208.

**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:** 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.

## 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 200 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 Non-collegiate Sponsored Instruction. See page 10.

**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, Journalism is an option within the Liberal Arts 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).

**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 near 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, called change of program.

**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.

**TASC:** High School Equivalency Exam

**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.

**WU:** A symbol on a student's transcript which indicates unofficial withdrawal from a course after 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.

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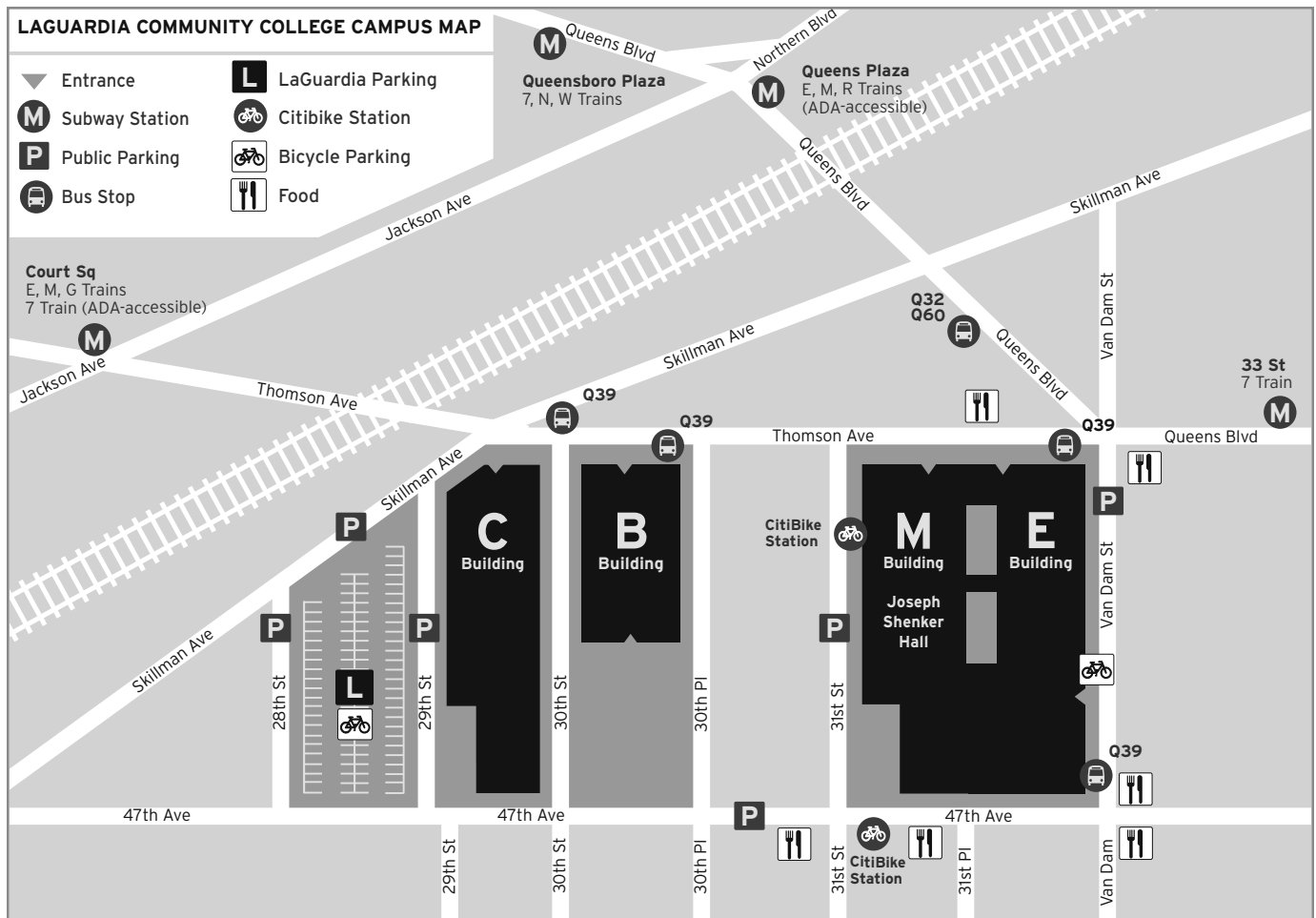
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## HOW TO GET HERE

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, Court Square
- N, W train** At Queensboro Plaza station, transfer to #7
- E, M trains** Court Square station or Queens Plaza station
- R train** Queens Plaza station
- G train** Court Square station

### By Bus:

- Q60, Q32** Queens Boulevard and Skillman Avenue
- Q39** Thomson and Van Dam Street
- B62** Thomson and Jackson Avenue

**Citibike stations:** 31st Street and 47th Avenue

**Bike Parking:** Racks are available by the Van Dam entrance to the E building, and in the parking lot on 29th Street by the C building.

# LaGuardia Community College **Academic Calendar 2019-2020**

## 2019 Fall Semester - Session I

<b>SEPT</b>	5	Thur	New Student Orientation
	6	Fri	New Student Orientation / Last Day to Apply for Readmission or Reinstatement from Suspension for Fall 2019 Session I
	9	Mon	Opening Session for Faculty & Staff / Last day to drop for 100% Tuition Refund
	<b>10</b>	<b>Tue</b>	<b>First Day of Weekday Classes - Fall Session I</b>
	<b>14</b>	<b>Sat</b>	<b>First Day of Saturday Classes - Fall Session I</b>
	<b>15</b>	<b>Sun</b>	<b>First Day of Sunday Classes - Fall Session I</b> / Last day to drop for 75% Tuition Refund
	16	Mon	Last day to add a course or change course sections / Financial Aid Certification / Last day to submit Independent Study contract
	17	Tue	Course Withdrawal Drop "WD" period begins
	21	Sat	Last Day to Drop for 50% Tuition Refund
	26	Thur	Last day to drop for 25% Tuition Refund / Last day to declare Major for Fall semester / Verification of Enrollment Rosters due to the Registrar to assign WN grades / Course Withdrawal Drop "WD" period ends
	27	Fri	Withdrawal Period Begins
	30-Oct 1	Mon-Tue	<b>No classes scheduled</b>

<b>OCT</b>	8-9	Tue-Wed	<b>No classes scheduled</b>
	14	Mon	<b>College Closed</b>
	16	Wed	Irregular day - Classes follow Monday schedule
	17	Thur	Last Day to Apply for the following Candidacies: Nursing (not including LPN), Occupational Therapist Asst., Physical Therapist Asst., and Veterinary Technology / Last day to apply for Fall 2019 Graduation

<b>NOV</b>	10	Sun	Withdrawal period ends
	28-Dec 1	Thur-Sun	<b>College Closed</b>

<b>DEC</b>	7	<b>Sat</b>	<b>Last Day of Saturday Classes - Fall Session I</b>
	8	<b>Sun</b>	<b>Last Day of Sunday Classes - Fall Session I</b>
	11	<b>Wed</b>	<b>Last Day of Weekday Classes - Fall Session I</b>
	12	Thur	Reading Day
	<b>13-19</b>	<b>Fri-Thur</b>	<b>Final Examinations</b>
	20	Fri	Grades and Attendance Due by 4 pm
	24-25	Tue-Wed	<b>College Closed</b>
	31	Tue	<b>College Closed</b>

## 2019-20 Fall Semester - Session II

<b>JAN</b>	1	Wed	<b>College Closed</b>
	3	Fri	Last day to apply for Readmission or Reinstatement from Suspension for Fall 2019 Session II
	5	Sun	Last day to drop for 100% Tuition Refund
	<b>6</b>	<b>Mon</b>	<b>First Day of Weekday Classes - Fall Session II</b>
	7	Tue	Last day to add a course or change course sections / Last day to submit Independent Study contract
	9	Thur	Course Withdrawal Drop "WD" period begins
	10	Fri	Last day to drop for 50% Tuition Refund
	<b>11</b>	<b>Sat</b>	<b>First Day of Saturday Classes - Fall Session II</b>
	<b>12</b>	<b>Sun</b>	<b>First Day of Sunday Classes - Fall Session II</b>
	14	Tue	Last day to drop for 25% Tuition Refund/Verification of Enrollment Rosters due to the Registrar to assign WN grades / Course Withdrawal Drop "WD" period ends
	15	Wed	Withdrawal Period Begins
	20	Mon	<b>College Closed</b>

<b>FEB</b>	7	Fri	Withdrawal Period Ends
	12	Wed	<b>College Closed</b>
	<b>15</b>	<b>Sat</b>	<b>Last Day of Saturday Classes - Fall Session II</b>
	<b>16</b>	<b>Sun</b>	<b>Last Day of Sunday Classes - Fall Session II</b>
	17	Mon	<b>College Closed</b>
	18	Tue	Irregular day - Classes Follow Monday Schedule
	<b>19</b>	<b>Wed</b>	<b>Last Day of Weekday Classes - Fall Session II</b>
	20	Thur	Reading Day
	<b>21-26</b>	<b>Fri-Wed</b>	<b>Final Examinations</b>
	27	Thur	Grades and attendance due by 4:00 PM

## 2020 Spring Semester - Session I

<b>FEB</b>	27	Thur	New Student Orientation
	28	Fri	Last day to apply for Readmission or Reinstatement from Suspension for Spring 2020 Session I / New Student Orientation

<b>MAR</b>	2	Mon	Opening Session for Faculty & Staff / Last Day to Drop for 100% Tuition Refund
	<b>3</b>	<b>Tue</b>	<b>First Day of Weekday Classes - Spring Session</b>
	<b>7</b>	<b>Sat</b>	<b>First Day of Saturday Classes - Spring Session I</b>
	<b>8</b>	<b>Sun</b>	<b>First Day of Sunday Classes - Spring Session I</b>
	9	Mon	Last day to add a course or change course sections / Financial Aid Certification / Last day to submit Independent Study contract
	10	Tue	Course Withdrawal Drop "WD" Period Begins
	14	Sat	Last day to drop for 50% Tuition Refund
	19	Thur	Last day to drop for 25% Tuition Refund / Last day to declare Major for Spring semester / Verification of Enrollment Rosters due to the Registrar to assign WN grades / Course Withdrawal Drop "WD" period ends
	20	Fri	Withdrawal period begins

<b>APR</b>	7	Tue	Last Day to Apply for the following Candidacies: Dietetic Tech., LPN, Nursing, Occupational Therapist Asst., Paramedic, Physical Therapist Asst., and Radiological Technology / Last Day to Apply for Spring 2020 Graduation
	8-16	Wed-Thur	<b>Spring Recess - No Classes Scheduled</b>

<b>MAY</b>	7	Thur	Withdrawal period ends
	25	Mon	<b>No Classes - College Closed</b>
	26	Tue	Irregular Day - Classes Follow Monday Schedule
	<b>30</b>	<b>Sat</b>	<b>Last Day of Saturday Classes - Spring Session I</b>
	<b>31</b>	<b>Sun</b>	<b>Last Day of Sunday Classes - Spring Session I</b>

<b>JUN</b>	4	Thur	<b>Last Day of Weekday Classes - Spring Session I</b>
	5	Fri	Reading Day
	<b>6-12</b>	<b>Sat-Fri</b>	<b>Final Examinations</b>
	15	Mon	Grades and Attendance Due by 4 pm
	16	Tue	Commencement

## 2020 Spring Semester - Session II

<b>JUN</b>	19	Fri	Last day to apply for Readmission or Reinstatement from Suspension for Spring 2020 Session II / Last day to drop for 100% Tuition Refund
	<b>20</b>	<b>Sat</b>	<b>First Day of Saturday Classes - Spring Session II</b>
	<b>21</b>	<b>Sun</b>	<b>First Day of Sunday Classes - Spring Session II</b>
	<b>22</b>	<b>Mon</b>	<b>First Day of Weekday Classes - Spring Session II</b> / Last day to add a course or change course sections / Last day to submit Independent Study contract
	23	Tue	Course Withdrawal Drop "WD" period begins
	24	Wed	Last Day to Drop for 50% Tuition Refund
	28	Sun	Last Day to Drop for 25% Tuition Refund / Verification of Enrollment Rosters due to the Registrar to assign WN grades / Course Withdrawal Drop "WD" period ends
	29	Mon	Withdrawal Period Begins

<b>JUL</b>	4	<b>Sat</b>	<b>College Closed</b>
	20	<b>Mon</b>	<b>Withdrawal Period Ends</b>
	<b>26</b>	<b>Sun</b>	<b>Last Day of Sunday Classes - Spring Session II</b>
	<b>30</b>	<b>Thur</b>	<b>Last Day of Weekday Classes - Spring Session II</b>
	31	Fri	Reading Day

<b>AUG</b>	1	<b>Sat</b>	<b>Last Day of Saturday Classes - Spring Session II</b>
	2-8	Sun-Sat	Final Examinations / End of Spring 2020 Term
	10	Mon	Grades and Attendance Due by 4 pm

## 3-Week Classes

### 2019 Fall Semester - Session 3W1 (First 3-Weeks)

<b>JAN</b>	5	Sun	Last day to drop for 100% Tuition Refund/Last day to add a course or change course sections
	<b>6</b>	<b>Mon</b>	<b>First day of classes</b>
	7	Tue	Last day to drop for 50% Tuition Refund
	8	Wed	Course Withdrawal Drop "WD" period begins
	9	Thur	Last day to drop for 25% Tuition Refund
	10	Fri	Verification of Enrollment Rosters due to the Registrar to assign WN grades
	11	Sat	Course Withdrawal Drop "WD" period ends
	<b>12</b>	<b>Sun</b>	<b>Withdrawal period begins</b>
	20	Mon	College closed
	<b>21</b>	<b>Tue</b>	<b>Withdrawal period ends</b>
	<b>24</b>	<b>Fri</b>	<b>Last day of classes</b>
	27	Mon	Final Examinations / Fall Session 3W1 ends
	28	Tue	Grades and Attendance due by 4 pm

### 2020 Spring Semester - Session 3W1 (First 3-Weeks)

<b>JUN</b>	21	Sun	Last day to drop for 100% Tuition Refund/Last day to add a course or change course sections
	<b>22</b>	<b>Mon</b>	<b>First day of classes</b>
	23	Tue	Last day to drop for 50% Tuition Refund
	24	Wed	Course Withdrawal Drop "WD" period begins
	25	Thur	Last day to drop for 25% Tuition Refund
	26	Fri	Course Withdrawal Drop "WD" period ends / Verification of Enrollment Rosters due to the Registrar to assign WN grades
	<b>27</b>	<b>Sat</b>	<b>Withdrawal period begins</b>
<b>JUL</b>	4	Sat	College closed
	<b>7</b>	<b>Tue</b>	<b>Withdrawal period ends</b>
	<b>10</b>	<b>Fri</b>	<b>Last day of classes</b>
	<b>13</b>	<b>Mon</b>	Final Examinations / Fall Session 3W1 ends
	14	Tue	Grades and Attendance due by 4 pm

### 2019 Fall Semester - Session 3W2 (Second 3-Weeks)

<b>JAN</b>	28	Tue	Last day to drop for 100% Tuition Refund/Last day to add a course or change course sections
	<b>29</b>	<b>Wed</b>	<b>First day of classes</b>
	30	Thur	Last day to drop for 50% Tuition Refund
	31	Fri	Course Withdrawal Drop "WD" period begins
<b>FEB</b>	1	Sat	Last day to drop for 25% Tuition Refund
	2	Sun	Course Withdrawal Drop "WD" period ends
	3	Mon	Verification of Enrollment Rosters due to the Registrar to assign WN grades
	<b>4</b>	<b>Tue</b>	<b>Withdrawal period begins</b>
	12	Wed	College closed
	<b>14</b>	<b>Fri</b>	<b>Withdrawal period ends</b>
	17	Mon	College closed
	20	Thur	Irregular day classes follow Monday schedule
	<b>20</b>	<b>Thur</b>	<b>Last day of classes</b>
	24-26	Mon-Wed	Final Examinations / Fall Session 3W2 ends
	27	Thur	Grades and Attendance due by 4 pm

### 2020 Spring Semester - Session 3W2 (Second 3-Weeks)

<b>JUL</b>	14	Tue	Last day to drop for 100% Tuition Refund/Last day to add a course or change course sections
	<b>15</b>	<b>Wed</b>	<b>First day of classes</b>
	16	Thur	Last day to drop for 50% Tuition Refund
	17	Fri	Course Withdrawal Drop "WD" period begins
	18	Sat	Last day to drop for 25% Tuition Refund
	19	Sun	Course Withdrawal Drop "WD" period ends / Verification of Enrollment Rosters due to the Registrar to assign WN grades
	<b>20</b>	<b>Mon</b>	<b>Withdrawal period begins</b>
	<b>29</b>	<b>Wed</b>	<b>Withdrawal period ends</b>
<b>AUG</b>	<b>4</b>	<b>Tue</b>	<b>Last day of classes</b>
	5-7	Wed- Fri	Final Examinations / Fall Session 3W2 ends
	10	Mon	Grades and Attendance due by 4 pm

Fall 2019 – Sessions I, II, 3W1 & 3W2 registration begins on April 15, 2019

Spring 2020 – Session I, II, 3W1, & 3W2 registration begins on Oct. 15, 2019

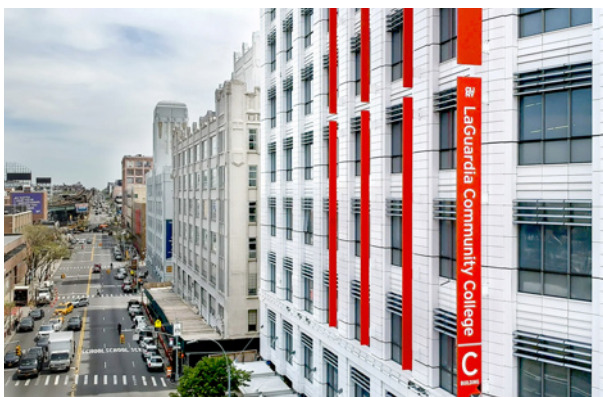
#### Explanation of Terms

**Withdrawal Drop** - A "WD" grade is assigned to students who drop a course after Financial Aid Certification Day in Session I until the last day to drop a course for 25% Tuition Refund. A "WD" grade indicates that student attended a class at least once before dropping it. A "WD" grade does not appear on the transcript and is not calculated into GPA.

**Withdraw** - Students may withdraw from classes after the last day to drop for 25% tuition refund through the last day to Withdraw; receive a "W" grade that is not calculated into GPA. Students who officially withdraw from a course are NOT eligible for a tuition refund.

**Evening Classes** begin at 4:35pm. To learn if the College is closed due to severe weather register for CUNYAlert at <http://www.cuny.edu/alert>

Updated: July 3, 2019



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