



New York City College of Technology

The City University of New York

2007-2009

NOTA BENE

This issue of the catalog is published for academic years 2007-09. Students should read the Schedule of Classes each term for the College calendar, changes in College requirements, new course offerings and other announcements.

The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The City University regrets any inconvenience this may cause.

Students are advised to consult regularly with College and department counselors concerning their programs of study. Changes after the publication date of this catalog will be found in the on-line version, www.citytech.cuny.edu/catalog/index.html, which should be regarded as the legal document of record.

MISSION STATEMENT

New York City College of Technology is the designated college of technology of The City University of New York, currently offering both baccalaureate and associate degrees, as well as specialized certificates. New York City College of Technology serves the city and the state by providing proficient graduates in the technologies of the arts, business, communications, health and engineering; human services and law-related professions; technical and occupational education; and liberal arts and sciences. The College provides access to higher education for New York City's diverse population and assures high quality in its programs by a commitment to outcomes assessment. The College also serves the region by developing partnerships with government agencies, business, industry and the professions and by providing technical and other services.

Education at New York City College of Technology provides students with both a command of skills necessary in their respective career areas, and the educational foundation for lifelong learning. All degree programs are built upon a liberal arts and science core curriculum designed to foster intellectual curiosity, an appreciation for the aesthetic dimension of life and work and a respect for cultural diversity. Students obtain practical experience in their chosen fields in a variety of settings. The College further encourages student growth and development through academic and student support services and a wide array of student activities.

EDUCATION GOALS

Career Goals

A City Tech graduate will

- possess the ability to transfer knowledge and skills
- function well in a variety of work environments
- communicate clearly in written and oral presentation
- apply problem-solving techniques to the workplace
- work effectively as a member of a project team

Life Goals

A City Tech graduate will

- understand the scientific and technical framework within which modern society functions
- achieve a high degree of information literacy, using information technology to seek, obtain and utilize information resources for self-learning, problem-solving and personal growth
- understand the aesthetic dimension of life
- understand the economic, societal and cultural aspects of the environment
- understand the ethical responsibilities and implications of one's work and personal actions

Accreditation

New York City College of Technology is fully accredited by the Board of Regents of the University of the State of New York, the Middle States Commission on Higher Education, the Council of Standards for Human Services Education (CSHSE) and the Accreditation Commission for Programs in Hospitality Administration (ACPHA). In addition, programs are accredited by the Commission on Dental Accreditation of the American Dental Association (ADA), Commission of the American Bar Association's Standing Committee on Legal Assistants (ABA), Joint Review Committee on Education in Radiologic Technology (JRCERT), the National League for Nursing Accrediting Commission (NLN), the Technology Accreditation Commission of the Accreditation Board for Engineering Technology (TAC/ABET), the Commission on Opticianry Accreditation and the National Council for Accreditation of Teacher Education (NCATE).

Table of Contents



<i>Mission Statement</i>	3
<i>Education Goals</i>	3
<i>Accreditation</i>	3
<i>This is City Tech</i>	6
<i>The City Tech Foundation</i>	7
<i>The Alumni Association</i>	7
<i>Admissions</i>	8
<i>CUNY Testing and Placement Information</i>	12
<i>Tuition and Fees</i>	14
<i>Financial Aid/Scholarships</i>	16
<i>Registration, Grades and Records</i>	26
<i>Degree Requirements</i>	34
<i>General Education/Core Curriculum</i>	36
<i>Academic Standards, Policy and Procedures</i>	42
<i>Listing of Academic Programs</i>	43
<i>Special Programs</i>	44
<i>Counseling and Student Services</i>	44
<i>Student Life and Development</i>	46
<i>Student Rights and Responsibilities</i>	47
<i>Academic Services and Special Programs</i>	63
<i>Division of Continuing Education</i>	65
<i>Collaborative Programs</i>	67
<i>Campus Services and Facilities</i>	68

DEPARTMENTS AND PROGRAMS

School of Arts and Sciences	71
African-American Studies	72
Biological Sciences	74
Chemistry	75
Chemical Technology AAS	
English	76
Writing, Literature, Developmental Reading and Writing, College English as a Second Language	
Humanities	80
Art History, Music Theory/Appreciation, Study of Languages (American Sign Language, Arabic, Chinese, French and Spanish), Performing Arts, Speech and Theatre, Puerto Rican and Latin American Studies Program	
Liberal Arts and Sciences Programs	84
Liberal Arts AA	
Liberal Arts and Sciences AS	
Mathematics	86
Computer Science AS	
Applied Mathematics BS	
Physics	92
Social Science	94
Anthropology, Economics, Geography, Government, History, Philosophy, Psychology, Sociology	
School of Professional Studies	99
Business	100
Accounting AAS	
Marketing Management and Sales AAS	
Fashion Marketing AAS	
Career and Technology Teacher Education	104
Career and Technical Teacher Education BS Ed	
Technology Teacher Education BS Ed	
Dental Hygiene	111
Dental Hygiene AAS	

Health Services Administration Program	114	Computer Systems Technology	175
Health Services Administration BS		Microcomputer Business Systems AAS	
Hospitality Management	116	Computer Information Systems AAS	
Hospitality Management AAS		Computer Systems BTech	
Hospitality Management BTech		Construction Management and Civil Engineering Technology	181
Human Services	122	Civil Engineering Technology AAS	
Human Services AAS		Construction Management Technology AAS	
Human Services BS		Construction Management Certificate	
Alcohol and Substance Abuse Counseling Certificate		Electrical and Telecommunications Engineering Technology	186
Youth Studies Certificate		Electrical Engineering Technology AAS	
Child Welfare Certificate		Telecommunications Engineering Technology AAS	
Law and Paralegal Studies	129	Telecommunications Engineering Technology BTech	
Legal Assistant Studies AAS		Entertainment Technology	196
Legal Assistant Studies BS		Entertainment Technology BTech	
Nursing	134	Sound Systems Technology Certificate	
Nursing AAS		Lighting Systems Technology Certificate	
Nursing BS		Scenic Construction Certificate	
Radiologic Technology and Medical Imaging	141	Show Control Certificate	
Radiologic Technology/Medical Imaging AAS		Environmental Control Technology	201
Restorative Dentistry	145	Environmental Control Technology AAS	
Dental Laboratory Technology AAS		Facilities Management BTech	
Vision Care Technology	148	Building/Housing Superintendent Technology Certificate	
Ophthalmic Dispensing AAS		Mechanical Engineering Technology	209
School of Technology and Design	151	Mechanical Engineering Technology AAS	
Advertising Design and Graphic Arts	152	Industrial Design Technology AAS	
Art and Advertising Design AAS		<i>Administration</i>	<i>213</i>
Communication Design BTech		<i>Division of Continuing Education</i>	<i>216</i>
Graphic Arts Advertising Production Management AAS		<i>Faculty</i>	<i>216</i>
Graphic Arts Production Management BTech		<i>Faculty Emeriti</i>	<i>223</i>
Desktop Publishing Certificate		<i>College Laboratory Technicians</i>	<i>224</i>
Architectural Technology	163	<i>Advisory Commissions</i>	<i>225</i>
Architectural Technology AAS		<i>Participating Agencies and Clinical Associates</i>	<i>230</i>
Architectural Technology BTech		<i>Course Code Conversion Chart</i>	<i>231</i>
Computer Engineering Technology	168	<i>Index</i>	<i>232</i>
Electromechanical Engineering Technology AAS			
Computer Engineering Technology BTech			

This is City Tech

New York City College of Technology has been a pioneer in technology-based education since its founding in 1946 as the New York State Institute of Applied Arts and Sciences. The institute was established in response to the emerging needs of business, industry and the professions for highly trained technicians and other specialists in a post-war economy fueled by new inventions, industrial processes and technologies. In 1953, oversight was transferred from the state to the city of New York and the institute was renamed New York City Community College, becoming a part of The City University of New York eleven years later. The ninety-year-old Voorhees Technical Institute was incorporated into the College in 1971. The school was designated the University's senior-level college of technology in 1980 and renamed New York City Technical College.

In June, 2002 the College was renamed New York City College of Technology (City Tech), to recognize the unique role it plays in preparing the high-tech workforce that is key to the prosperity of New York City and, indeed, the nation. It is the sole college of technology of The City University of New York and the largest senior college of technology in the Northeast.

City Tech is a national model for urban technological education and an innovative force in the application of technology to the teaching/learning process. A fully accredited member of the Middle States Commission on Higher Education, New York City College of Technology offers twelve specialized certificate programs and is authorized by the New York State Board of Regents to offer its graduates twenty-eight associate in arts, associate in science and associate in applied science degrees. It also offers the bachelor of technology in architectural technology, communication design, computer engineering technology, computer systems, entertainment technology, facilities management, graphic arts production management, health systems administration, hospitality management (including an option in travel and tourism), and telecommunications engineering technology; the bachelor of science in applied mathematics, human services and legal assistant studies; and the bachelor of science in education in career teacher education and technology teacher education. City Tech's courses of instruction are registered by the New York State Education Department, and many of its academic programs are accredited by professional accreditation boards in corresponding fields. All current accreditation reports are available for review in the College library.

A degree from City Tech is a major step toward success in the technology-dependent workplace of the 21st century. That degree can lead to career opportunities and advancement in many of the world's fastest growing industries. It can also provide the new skills required to remain current in a time when today's state-of-the-art is all too quickly tomorrow's obsolescence, help launch a timely and meaningful career change, or serve as a solid foundation for further study leading to graduate work and an advanced degree.

The Division of Continuing Education offers a variety of non-credit courses and specially funded programs that lead to licensure and certification or otherwise contribute to career or professional development. The Business and Industry Training Center, one of The City University of New York's largest contract enrollment workforce development programs, provides business and industry with custom-tailored, non-credit courses in everything from basic workplace competencies to highly sophisticated technical and managerial training.

At City Tech, students practice the skills they will need for effective job performance in the College's computer, engineering, health care and other modern laboratories. Through expansive curriculum-related student internship programs offered by many academic departments, students gain practical, real-world experience working alongside seasoned professionals in a broad array of commercial businesses, public and private agencies, design and law firms, hospitals and other medical care facilities, top hotels and restaurants and other organizational settings. Research assistantships at leading national labs and other experiential learning opportunities, throughout the U.S. and abroad, are available to qualified students.

Most classes are small, providing students with ready access to faculty, materials and equipment. The faculty, most of whom hold the terminal degree in their respective fields and many of whom are recruited directly from business, industry and the professions, offer students the added value of their industry-active experience.

New York City College of Technology offers a comprehensive package of student support services. Its two learning centers provide tutoring and skills practice as well as self-paced instruction in the latest computer software. The College library is a major educational resource with approximately 180,000 volumes, 800

periodicals, a vertical file of more than 60,000 items covering all curricula and other subjects of general interest, and Internet access. Advisement and counseling centers assist students through a comprehensive program of services essential to academic and personal success. Career and job placement centers offer career counseling and help both students and alumni find full-time or part-time employment. A variety of financial aid programs offer services ranging from tuition waivers, grants and scholarships to secured or unsecured student loans. For many students with preschool children up to five years of age, our Children's Center provides day and evening care and a varied program of educational and recreational activities.

There are specialized services for veterans, foreign students, the physically challenged and those with learning disabilities. City Tech dental and optical clinics provide selected services at little or no charge. Co-curricular activities are an important part of the City Tech experience. Nearly 60 student clubs on campus reflect students' diverse ethnic backgrounds, cultural and other interests and career goals. Students can write for the student newspaper, perform with the resident theatrical company, participate in a host of intramural or NCAA intercollegiate athletic competitions, join student chapters of professional organizations in a variety of fields, and take advantage of the many services provided by the College's modern Fitness Center at no cost to them. Art, photographic and other exhibitions, plays, dance and musical concerts, film series, special guest lectures and other presentations by some of the leading professionals in their fields, health fairs, arts and crafts fairs and other special events and related activities occur throughout the year.

City Tech is located in Downtown Brooklyn at the foot of the Brooklyn Bridge, adjacent to the rapidly expanding MetroTech Center academic and commercial complex. The College is an active member of the Brooklyn Chamber of Commerce, the Training & Employment Council in Brooklyn and the MetroTech Business Improvement District. It is an enthusiastic supporter of the borough's cultural establishments, including the nearby Brooklyn Academy of Music. The campus is a short stroll from historic Brooklyn Heights and its panoramic views of Lower Manhattan and the sprawling New York Harbor. Brooklyn Borough Hall and the Fulton Mall shopping area. All major public transportation facilities serving the downtown area are less than three minutes away.

The City Tech experience stresses "connecting": with the world of ideas, knowledge and skill; with the computer competency necessary for an individual to successfully seek, obtain and utilize informational resources for self-learning, problem-solving and personal and professional growth; with others in ways that promote effective communication and teamwork. It stresses connecting with the larger world through a variety of community service activities that provide students with diverse and meaningful opportunities to work with others in building a more literate, a healthier, an economically and educationally viable borough and city. And, of perhaps the greatest importance, the City Tech experience emphasizes connecting with oneself, with building on one's personal strengths and attaining one's personal goals.

The City Tech Foundation

Jewel Trowers, Director
Namm 323, 300 Jay Street
Brooklyn, NY 11201
Phone: 718.260.5025
email: jescobar@citytech.cuny.edu

The City Tech Foundation is a 501(c)(3) not-for-profit corporation chartered in 1981 under the laws of the State of New York. It is charged with the solicitation and acceptance of gifts to the College in support of City Tech's educational mission and programs. In addition to raising in excess of one million dollars for a variety of student scholarship and other financial assistance programs, the foundation has secured a million dollars more in recent years in donated equipment to enhance both the educational and operational activities of the College. It has also helped to acquire resources to outfit the College's engineering and computer laboratories, learning centers and library, and has provided special incentives to attract and retain top-flight faculty. It maintains a special student revolving loan fund to help cover the cost of textbooks and other educational essentials so that no student's education need suffer for want of basic learning tools. The foundation also provides scholarship aid from private philanthropic and corporate supporters.

The Alumni Association

Helen Covington, Director
Namm 322, 300 Jay Street
Brooklyn, NY 11201
Phone: 718.260.5006
Fax: 718.254.8553
email: www.citytech.cuny.edu/alumni

Former students and graduates as well as current students are welcome and encouraged to become involved in The City Tech Alumni Association. The association also sponsors career development and other workshops and seminars for both graduates and current students, and a mentoring program for George Westinghouse students.

Admissions

For pre-admission counseling or application materials, call or write:

The Office of Admissions
New York City College of Technology
Namm G-17, 300 Jay Street
Brooklyn, NY 11201
718.260.5250

You can find additional information at www.citytech.cuny.edu/admissions. Email can be addressed to Admissions@citytech.cuny.edu.

Application materials may also be obtained from high school guidance offices, community agencies or the CUNY Office of Admissions Services:

City University (CUNY)
Office of Admissions Services
1114 Avenue of the Americas 15th Floor
New York, NY 10036
212.997.2869

Send completed applications to:
UAPC (University Application Processing Center)
Box 350136
Brooklyn, NY 11235-0001

Apply on-line at <https://portal.uapc.cuny.edu>.

APPLYING FOR ADMISSION

To apply for degree admission to New York City College of Technology, file a formal application prior to the semester in which you plan to register. Applications must be accompanied by a non-refundable fee of \$65 for freshmen or \$70 for transfers (money order only).

Before you complete the application, it is important to select your intended major area. You will apply directly to a specific college curriculum and session (day or evening). The application has room for several choices. Indicate your choice of curriculum. You will find descriptions of the various majors and programs elsewhere in this catalog. See the table of contents and index. Admission to the College is granted only for the semester of acceptance. If you do not register for the semester of acceptance, you must file an application for

reactivation of your application before you can register for the following semester. If more than a semester has elapsed between the time you first applied and the semester in which you plan to register, you must reapply through the City Tech admissions office. If you are currently attending or have attended another college, re-apply through UAPC as a transfer student, regardless of the number of credits you have completed.

FRESHMAN STUDENTS

File a freshman application if you are:

- A high school senior, or
- A student who has earned an equivalency diploma or passed the General Educational Development examination (original scores, not a copy, must be submitted), or
- An applicant to the SEEK program, or
- A foreign applicant whose only previous secondary education has been in the United States and who never attended college, or
- A student who never attended college.

Applications received by UAPC before March 15 for September admission and October 1 for February admission will be processed first. Applications received after those deadlines will be processed on a space-available basis.

TRANSFER STUDENTS

If you have attended one or more colleges or universities or any post-secondary institution, you must file an Application for Advanced Standing (Transfer) Admission.

INTERNATIONAL STUDENTS

City Tech is approved by the United States Department of Citizenship and Immigration Services for attendance by non-immigrant international students. If you expect to be classified F-1 (student visa), you must be a full-time, matriculated student.

Application materials may be obtained from:

The Office of Admissions
New York City College of Technology
or
CUNY International Students Admissions Office
1114 Avenue of the Americas -15th Floor
New York, NY 10036
212.997.2869

Send completed application to:
UAPC

P.O. Box 350136
Brooklyn, NY 11235-0001

International students can also apply on-line at <https://portal.uapc.cuny.edu>. The College provides additional information for international students on its website, at www.citytech.cuny.edu/admissions/generalinfo.

You are considered an international student if you have a temporary visa, regardless of whether your educational credentials are from U.S. or foreign schools.

The Test of English as a Foreign Language (TOEFL) is an examination required of all applicants who are on temporary visas and whose native language is not English.

The TOEFL score is not used for ESOL placement.

APPLICANTS EDUCATED OUTSIDE OF THE UNITED STATES

If you have received part or all of your education outside of the United States, even if you are currently attending high school in the United States, please send photocopies of secondary school transcripts with your application and request that all official transcripts from all postsecondary schools attended be sent directly from the institutions issuing them to UAPC, at the above address. Any documents written in a language other than English must be accompanied by an official translation.

DIRECT ON-THE-SPOT ADMISSIONS

If you currently hold a U.S. high school diploma, have received a state General Equivalency Diploma by virtue of satisfactory scores on the G.E.D. examinations or currently attend or previously attended an accredited U.S. college, it may be possible for you to apply for preliminary acceptance to City Tech. For further information on On-The-Spot Admissions, call the admissions office, 718.260.5250.

FORMER STUDENTS OF NEW YORK CITY COLLEGE OF TECHNOLOGY

If you formerly attended City Tech but have not been in attendance for the entire previous semester or longer, you must apply to the Office of the Registrar at New York City College of Technology for readmission. A \$10 fee is required and included on the next semester bill. Readmission applications should be filed by December 1 for the spring semester and by June 15 for the fall semester. Thereafter, readmission will be on the basis of space availability.

Students who were on academic probation when they stopped attending must have their application for readmission approved by the department to which they are applying.

Students who have not attended City Tech for at least five years must resubmit proof of a high school diploma. It may also be necessary to submit documents proving New York State residency to be eligible for some financial aid programs and the in-state tuition rate.

NON-DEGREE STUDENTS

If you wish to enroll in one or more courses for enrichment purposes only, it may be possible for you to apply as a non-degree student.

A number of departments do not allow registration on a non-degree basis. You are requested to meet with an admissions

counselor to discuss your eligibility for non-degree status.

Apply directly to the New York City College of Technology Office of Admissions, www.citytech.cuny.edu/admissions/generalinfo/special.html. Your application must be accompanied by your high school diploma or transcript, or your college transcript or your college diploma and a \$65 non-refundable application fee (money order).

SENIOR CITIZENS

If you are 60 years of age or older and meet the CUNY requirements for demonstrating New York state residency, you may audit courses tuition-free on a space-available basis. As an auditor, you will receive neither grades nor academic credit. Upon registration, you must pay a \$65 fee at the Office of the Bursar. If you wish to receive academic credit, you must pay the appropriate tuition for the courses. In either case, you must apply according to the procedures outlined above. You must provide proof of age, i.e., birth certificate, driver's license or Medicare card to the Office of Admissions prior to registration to take advantage of the Senior Citizens option.

BACCALAUREATE PROGRAMS

The College offers baccalaureate degrees in a number of areas: the bachelor of technology in architectural technology, communication design, computer systems, computer engineering technology, facilities management, graphic arts production management, hospitality management, entertainment technology and telecommunications technology; the bachelor of science in applied mathematics, health services administration, human services, nursing and legal assistant studies; the bachelor of science in education in career and technical teacher education and technology teacher education. Students may apply to these programs as freshmen or as transfer students, whether they have completed an associate degree or not.

Refer to program descriptions for further clarification.

Freshman Applicants into a Baccalaureate Degree

The College has established the following minimal standards for direct admission of freshmen into baccalaureate programs: Students applying for admission to a baccalaureate program will be evaluated for admission according to a formula that considers preparation in high school English and mathematics, high school average and College Preparatory Initiative units. Each college of The City University will use such a formula to identify students who currently have the ability to do baccalaureate-level work. Additionally, all students must have demonstrated competency in reading, writing and mathematics in order to enroll in baccalaureate degree programs (refer to CUNY Testing Information).

For admissions and advisement purposes, freshman applicants who graduated from high school within the previous academic year will also be required to provide the University with scores for the SAT examination. The SAT requirement does not apply to students who completed their secondary instruction outside the United States, who are classified as ESOL students or who graduated from high school more than one year before their application to the College.

Applicants who do not meet these criteria may be eligible for admission into the corresponding associate degree program. Please note that not all of our baccalaureate degrees have an associate degree program. Students whose credentials fall below the minimum criteria for these programs should enroll in an associate degree program that corresponds to their interests and then may later be eligible to transfer to the baccalaureate of their choice after meeting CUNY requirements in reading, writing and mathematics and a minimum grade point average of 2.0.

Right to Appeal Admission Decision

Students denied admission to a City Tech program have the right to appeal. The appeal must be submitted in writing to the Office of Admissions and will be forwarded by Admissions to the appeals committee. All students filing appeals will be notified in writing of the outcome within thirty (30) days of submission of the appeal.

Transfer Applicants into a Baccalaureate Degree

Students who have earned a CUNY AA or AS degrees will be granted at least 60 transfer credits. However, where prior college work in the selected curriculum does not fully prepare students for baccalaureate-level work, students may need to complete portions of the associate degree curriculum as part of the baccalaureate degree program. Some departments impose a higher standard than a 2.0 GPA for transfer into their baccalaureate programs.

Students without an associate degree and those students transferring from a non-CUNY college will be considered for admission based on the number of credits completed and their cumulative GPA.

The human services program requires students to submit an informational application for placement into baccalaureate courses. Students who must complete this supplementary application will be contacted directly by the department. Transfer applicants to the communication design baccalaureate must have a minimum grade point average of 2.5.

All transfer students must demonstrate competency in reading, writing and mathematics in order to take baccalaureate-level courses (refer to CUNY Testing Information). Students who have not yet attained these competencies may be required to complete developmental courses before they can continue into their major courses and into the baccalaureate program.

Students denied admission may appeal to a College admissions appeal committee. Details on the appeal process are available at the admissions office.

SUMMER STUDENTS

City Tech offers an extensive summer program; however, not all courses listed in the catalog are available during the summer session. Students attending other colleges who wish to attend City Tech during the summer are eligible to enroll as permit or non-degree students. They should contact the admissions office for information and applications.

STUDY ABROAD PROGRAMS

Study abroad programs offered through The City University of New York enable students to explore the traditions and modern realities of the world while viewing their homeland from another perspective. All programs offer a full course of study for students with a 2.5 GPA and in most cases students can receive credit towards their degree. No previous language study is required for most programs. Financial aid may apply and special financial assistance is often available. Students interested in the Study Abroad Program should contact Ms Alexis Chaconis, Acting Director of Admissions at achaconis@citytech.cuny.edu.

CHANGE OF CURRICULUM

Change of curriculum depends on availability of space in the curriculum into which you intend to transfer and your academic standing. If you meet the transfer criteria stated in this catalog, such as prerequisite courses, and meet with a counselor/advisor, you may file the appropriate application with the registrar during the designated filing period. SEEK students must consult with their SEEK advisor.

IMMUNIZATION REQUIREMENTS

All immunization documents must be submitted to the Admissions Office in Namm Hall room NG17. Students who do not submit proof of immunization against measles, mumps and rubella will be prohibited from attending City Tech. Students who fail to submit the meningococcal meningitis response form within the statutory grace period will have a stop put on their record and may be prohibited from attending City Tech.

Measles, Mumps and Rubella Requirements

New York State Public Health Law §2165 requires all college students born on or after January 1, 1957 and who are enrolling for six or more semester hours, to show proof of immunity against measles, mumps and rubella in order to register for courses. For information regarding Veteran's waivers, medical waivers/exemptions and religious exemptions, call or visit the Admissions Office.

Students are required to submit a written record of two doses of live measles vaccine, one dose of live mumps vaccine and one dose of rubella vaccine; or positive titre: a laboratory report of blood test indicating immunity to measles, mumps and rubella. Students who partially comply with the immunization requirements will be permitted to register for courses and have until the 30th day of the semester to submit the remaining requirements.

Meningococcal Meningitis Requirements

New York State Public Health Law §2167 requires all colleges and universities to provide written information about meningococcal disease and vaccination to its students. The law does not require that students be immunized against meningitis. No student will be exempted from receiving information or returning the meningococcal meningitis response form.

Students enrolled for at least six semester hours or the equivalent per semester are required to complete, sign and return a meningococcal meningitis response form by the 30th day of the semester that: (a) confirms that the College has provided the information about meningococcal meningitis; and (b) indicates that either: (1) the student has decided against receiving the vaccination; or (2) the student has received the meningococcal meningitis vaccination within the past 10 years.

To assist students with meeting the immunization requirements we provide free on-campus immunizations and referrals to off-campus immunization clinics. For additional information, call or visit the The Wellness Center at 718.260.5910 in Pearl Room 104.

THE UNIVERSITY POLICY ON THE SUBMISSION OF FRAUDULENT DOCUMENTS IN SUPPORT OF AN APPLICATION FOR ADMISSION

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves that are forged, fraudulent, altered from the original, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by The City University of New York (CUNY) and may be punishable by: a bar on applying for admission, suspension and expulsion. The term "application for admission" includes transfer applications.

Procedures for Imposition of Sanctions

I. Pre-Enrollment

Whenever an applicant for admission to any college of CUNY 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, the applicant shall be barred from enrolling in any college of CUNY the year of the application and for a

period of five years after the year of the application that contained the fraudulent material. If done a second time, there shall be a lifetime ban on admission to any college of CUNY. In the event of the submission of fraudulent documents, CUNY will notify the applicant in writing of this prohibited act and the penalty, and advise the applicant of the opportunity to appeal the decision in writing to the Vice Chancellor for Student Development and Enrollment Management. The applicant may then submit a written statement and evidence demonstrating that the document is not fraudulent or advancing some other defense. The Vice Chancellor may reduce or withdraw the penalty, if he or she finds the document to be authentic, that the submission of the document was not the fault of the applicant, or otherwise deems it appropriate.

II. Post-Enrollment

If, after a student has completed registration or begun classes in a CUNY college, it is found that the student had submitted a fraudulent document in support of an application for admission, the student shall be suspended from CUNY for five years. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. The accused student shall be notified of such suspension or expulsion in writing and shall be entitled to appeal within 30 days of receiving notification and request a hearing pursuant to Article XV of the CUNY Bylaws, at which the College faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may, if persuaded that the document is authentic or that another defense is demonstrated, withdraw or a reduce the penalty. The penalty shall not take effect until after the period to appeal has expired or upon the completion of the hearing. An adverse decision of the disciplinary committee can

be appealed by the accused student to the College president and a board committee pursuant to Article XV of the CUNY Bylaws.

III. Post-Graduation

If, after a student has graduated, it is found that the graduate submitted a fraudulent document in support of an application for admission, then he or she shall be notified in writing. The accused graduate shall be entitled to a hearing pursuant to Article XV of the CUNY Bylaws, at which the College faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may make a decision to impose a penalty of suspension from CUNY for five years, and may also recommend the revocation of the degree or certificate that had been awarded to the student. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. An adverse decision of the disciplinary committee imposing a suspension or expulsion can be appealed to the College president and a Board committee pursuant to Article XV of the Bylaws.

ADDITIONAL ADMISSIONS CRITERION

The college 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 and a child care center and public school students on the campus.

CUNY Testing and Placement Information

CUNY/ACT SKILLS ASSESSMENT TESTS

The CUNY/ACT Skills Assessment Program consists of tests in three skills areas: reading, writing and mathematics. In each of these areas, the University has set standards defining readiness to do college work, and requires that each student who scores below the University-designated level on any of these tests enroll in an appropriate program of remediation in that area. If you score below the required score on an exam at New York City College of Technology, you will be advised to take a developmental course in reading, writing and/or mathematics. Students whose first language is other than English will be advised to take College English as a Second Language rather than courses in developmental reading and writing. Your score on the exam will determine the level of developmental course that you take. Eligibility for many college courses is determined by your performance on the CUNY/ACT exams. Your test results will be provided to you when you come to the College to meet with your academic advisor and register for courses. Your advisor can provide more detailed answers to your questions about the results of the tests.

New York City College of Technology requires that all students enrolled in associate degree programs have demonstrated competency in reading, writing and mathematics prior to the completion of 12 credits. Additionally, students cannot enter baccalaureate degree programs unless they have passed all three tests or have met the exemption criteria described below.

Exemptions:

- Students with a bachelor's degree or higher are exempt from the testing requirement. However, these students may be required by the College to take the tests in order to determine placement in math or language-skills courses.

- Students who achieve a score of 480 or above on the verbal section of the SAT (20 or above on the ACT) are exempt from the CUNY/ACT Reading and Essay Tests. Likewise, students who achieve a score of 480 or above on the math section of the SAT (20 or above on the ACT) are exempt from the pre-algebra and algebra parts of the CUNY/ACT Mathematics Test. However, the College reserves the right to test entering students with the CUNY/ACT Mathematics Test for placement into appropriate levels of mathematics and mathematics-related courses.
- Students who achieve a score of 75 or above on the NY State English Regents Exam are exempt from the CUNY/ACT Reading and Essay Tests. Likewise, students who achieve a score of 75 or above on the NY State Mathematics A or B Regents Exam or the Sequential II or III Exam are exempt from the pre-algebra and algebra parts of the CUNY/ACT Mathematics Test. However, the College reserves the right to test entering students with the CUNY/ACT Mathematics Test for placement into appropriate levels of mathematics and mathematics-related courses.
- Transfer students admissions requirement for math may be met by earning a grade of C or better in a 3 or more credit college level math course. Requirements for reading and writing may be met by a grade of C or better in freshman composition, its equivalent or a higher-level English course. Students with foreign credits may be required by the College to take the CUNY/ACT Skills Assessment Tests to determine placement in language skills courses and/or math.

PLACEMENT POLICY

Students admitted to associate degree programs at New York City College of Technology must satisfy the following in order to enroll in College courses:

1. Exemption from the CUNY/ACT Skills

Assessment Tests, as defined in Table 1 or

2. a. certification in one subject area or
b. placement above the lower level in at least two of the three subject areas of the CUNY/ACT Skills Assessment Tests, as defined in Table 2.

Students will receive a letter upon admission to the College describing this policy and outlining opportunities to prepare for the CUNY/ACT Skills Assessment Tests.

Students who do not meet the above criteria can establish eligibility for College coursework by successfully completing an appropriate remedial program in the College's University Skills Immersion Program (USIP), at the Brooklyn Educational Opportunity Center (BEOC), or at a community college.

Students who do not meet the above criteria may, under exceptional circumstances, appeal for permission to enroll in College courses. The appeal will be decided by a Placement Appeals Committee consisting of the Director of Admissions, a faculty member from the student's major department, designated by the department chairperson, and a faculty member from the School of Liberal Arts and Sciences, designated by the Dean of the School of Liberal Arts and Sciences.

This deferred enrollment policy does not apply to ESOL or SEEK students.

This policy will take effect for Fall 2007 freshmen. Information on the educational progress made by students who do not meet these criteria will be collected by the College, provided to the Committee on Students, and reported by the Committee to the College Council annually.

CUNY PROFICIENCY EXAMINATION (CPE)

The CUNY Proficiency Examination (CPE) is required of all students completing associate degree programs or beginning junior-level work. The CPE tests students' ability to understand and think critically

about ideas and information and to write clearly, logically and correctly at a level associated with success in upper-division courses. Students who are certified in the CUNY/ACT Reading and Essay exams and have a GPA of 2.0 or higher have the option of taking the CPE for the first time during the semester in which they register for their 45th credit. Students are required to take the CPE once they have earned 45 or more credits. Students must pass the CPE in order to graduate with an associate's degree, or move from lower-division to upper-division courses. Students with a bachelor's degree or higher are exempt from the CPE.

Students transferring into the College from outside of CUNY, who are awarded 45 or more transfer credits, are required to take the CPE during their first semester of attendance. Their responsibilities are described below. Those who fail to satisfy the CPE requirement before completing 60 total credits must meet with the CPE liaison officer to agree upon an appropriate course of remediation.

Students have three opportunities to pass the exam. Students who have 45 or more credits and who are absent from the exam will forfeit one of their three opportunities. Forfeitures count as failures. Students who fail or forfeit the CPE twice will be required to take a writing-intensive intervention deemed appropriate by the College, in order to be permitted to test for the third time. Students who fail or forfeit three times may file an appeal, requesting a fourth and final attempt. Two or more failures or forfeitures will result in a stop being placed in the academic record that may prevent students from continuing with normal College procedures.

For more information regarding testing, please call the Office of Academic Testing at 718.260.5171, or visit Voorhees 203. Email requests for information can be sent to testingoffice@citytech.cuny.edu.

TABLE 1
EXEMPTION CRITERIA FOR CUNY SKILLS ASSESSMENT TESTS

Test	Exemption Criteria
Math	≥ 480 on the Math portion of the SAT $(\geq 20$ on the ACT) ≥ 75 or higher on the NYS Math A or B or Sequential II or III Regents Exam. A three or more credit Math course with a grade of C or better from an accredited college or university
Reading	≥ 480 on the Verbal portion of the SAT $(\geq 20$ on the ACT) ≥ 75 or higher on the NYS English Regents Exam. Freshman Composition or equivalent course with a grade of C or better from an accredited college or university
Writing	≥ 480 on the Verbal portion of the SAT $(\geq 20$ on the ACT) ≥ 75 or higher on the NYS English Regents Exam. Freshman Composition or equivalent course with a grade of C or better from an accredited college or university

TABLE 2
DEFINITIONS OF SKILLS PROFICIENCY AND LOW LEVEL REMEDIATION LEVEL ON CUNY SKILLS ASSESSMENT TESTS

Test	Exemption Criteria and Certification Score	Low-Level Remediation on CUNY Skills Assessment Tests
Math	≥ 35 Pre-Algebra ≥ 30 Algebra	17 Pre-Algebra 18 Algebra
Writing	≥ 7	≤ 5
Reading	≥ 70	≤ 59

Tuition and Fees

The College reserves the right to change tuition, fees and charges after publication of the catalog, bulletin and any registration material issued by the College, to reflect changes made by the Board of Trustees of The City University of New York. These changes may be made without prior notice and at any time.

In the event of an increase in the fees or tuition charges, payments already made to the College will be treated as partial payment and notification will be sent to the student of the additional amount due and the time and method of payment. In the event of an overpayment, the appropriate amount will be refunded.

All tuition and related fees are due at the point of registration. This includes any and all financial aid awards to be used as tuition funding.

All inquiries concerning residence requirements should be directed to the Office of Scholarship and Residency Services, Namm G-09.

CONFIDENTIALITY OF STUDENT FINANCIAL RECORDS

Consistent with recent Federal Trade Commission guidelines, the College carefully preserves the confidentiality of all student financial information. Appropriate safeguards are in place to protect the security of information held in digital form. Where breaches in security beyond the control of the College may occur, the College acknowledges its responsibility to promptly notify those whose confidentiality may have been compromised.

RESIDENT STUDENTS

Full-time Matriculated.....	\$2,000/semester
Part-time Matriculated	\$170/credit
Non-degree.....	\$250/credit
Senior Citizen Fee.....	\$65/semester or session

Tuition Rates for Undocumented and Out-of-Status Aliens

Effective Spring 2002, all CUNY colleges charge students who are undocumented or

out-of-status aliens the non-resident tuition rate. This change is being made to comply with Federal law, specifically the Illegal Immigration Reform and Immigrant Responsibility Act, which requires public colleges and universities to charge undocumented or out-of-status aliens the same rate of tuition as that charged out-of-state U.S. citizens and residents.

Under the law, students who are not residents of New York State are eligible for the resident rate of tuition if they meet certain conditions.

If you have any questions, please contact the Office of Scholarship and Residency Services, NG-09, 718.260.5054.

ALL NON-RESIDENT STUDENTS

Full-time or Part-time Matriculated \$360/credit

All

Non-degree.....\$470/credit

Accelerated Study Fee

Matriculated students for academic credits in excess of 18 per semester	
less than or equal to 2	\$100
greater than 2 but less than or equal to 4.....	\$230
greater than 4 but less than or equal to 6.....	\$460
greater than 6	\$690

REFUND POLICY

(Tuition and Accelerated Study Fee)

The date on which the program change or withdrawal forms are filed with the College, not the last date of attendance in class, is considered the official date of the student's withdrawal. The official withdrawal date serves as the basis for computing any refund granted the student. No portion of the student activity fee, special fees or penalty fees is refundable, except in cases where the student's registration or courses are canceled by the College.

City University of New York Refund Policy

All students are subject to the following refund schedule as approved by the Board of Trustees of The City University of New York:

Withdrawal before the scheduled opening date of the session:

- Fall and Spring, 100%
- Summer Session, 100%

Withdrawal within one week after the scheduled opening date of the session:

- Fall and Spring, 75%
- Summer Session, 50%

Withdrawal during the second week after the scheduled opening date of the session:

- Fall and Spring, 50%
- Summer Session, 25%

Withdrawal during the third week after the scheduled opening date of the session:

- Fall and Spring, 25%
- Summer Session, none

Withdrawal after completion of the third week of the session:

- Fall and Spring, none
- Summer Session, none

MILITARY AND PEACE CORPS REFUND POLICY

The following principles govern refunds to students withdrawing for military or Peace Corps service.

- Military service must be documented with a copy of induction or military orders. Peace Corps service must be documented.
- In order to obtain a grade, a student must attend approximately eleven (11) weeks (five weeks for summer session). No refund will be made to a student who has been assigned a grade regardless of whether the grade is passing or failing.

In instances where students who have enlisted in the armed services or Peace Corps do not attend for a sufficient time to qualify for a grade but continue in attendance to within two weeks of induction, refund of tuition and all fees, except application fee, will be made as follows:

- Withdrawal before beginning of the fifth calendar week (third calendar week for summer session) after scheduled opening date of session is 100%; withdrawal thereafter is 50%.

NON-INSTRUCTIONAL FEES

Full-Time Students

(12 or more credits and/or remedial contact hours) per semester

Student Activity Fee.....	\$42.70
Student Government.....	\$7.00
Technology Fee.....	\$75.00
University Student Senate Fee.....	\$0.85
NYPIRG Fee.....	\$4.00
Consolidated Service Fee.....	\$15.00
Total Fees.....	\$144.55

Part-Time Students

(Fewer than 12 credits and/or remedial contact hours) per semester

Student Activity Fee.....	\$16.35
Student Government.....	\$3.00
Technology Fee.....	\$37.50
University Student Senate Fee.....	\$0.85

**All Students
(Including Non-Degree and Senior Citizens)**

Consolidated Service Fee.....	\$15.00
Total Fees.....	\$72.70

Student activity fees, University student senate fee and the consolidated service fee or any part thereof are not refundable at any time.

The NYPIRG fee may be refunded only by written request to NYPIRG. You may pick up the appropriate form at the NYPIRG office in G-516.

TECHNOLOGY FEE

At its February 25, 2002 meeting, the Trustees of The City University of New York voted to establish a technology fee of \$75 per semester for full-time students and \$37.50 per semester for part-time students, effective Fall 2002. Revenue from this fee will be retained by the individual colleges to improve computer services for their students and faculty.

SPECIAL FEES

Freshman Application Fee non-refundable.....	\$65
Transfer Application Fee non-refundable.....	\$70
(for non-CUNY transfers and CUNY transfers who have had a break in attendance of one semester or more)	
Transcript Fee.....	\$7
Transcript fee will be waived between units of The City University of New York.	
Special Examination Fee.....	\$15
(each additional).....	
\$5	
When a student requests an examination at a time other than the scheduled time and permission is granted by the College, a special examination fee is charged. However, there is a maximum fee of \$25 per semester.	
Duplicate Identification Fee.....	\$5
A charge for replacement of I.D. cards	
Duplicate Diploma Fee.....	\$15
A charge to students for each duplicate diploma or certificate	
Re-admission Fee.....	\$10
A charge to students who are readmitted to the College after an absence of one or more semesters (exclusive of summer session), applied to the first term bill.	

PENALTY FEES

Late Registration Fee.....	\$25
Charge for registration after the close of the official registration period. Under exceptional circumstances, the College may extend the official registration period.	
Program Change Fee.....	\$18
Each of the following is considered to be a program change: adding a course or courses, dropping and adding a course or courses, changing from one section of a course to another section of the same course. The program change fee is waived when the College assumes responsibility for the change.	
Non-Payment Service Fee.....	\$15
Students who are delinquent in paying tuition and fees will be required to pay this fee in addition to all outstanding bills to regain the privileges of good fiscal standing with the College which include the right to attend classes and access to one's student records. If the student is required to pay a readmission fee, the non-payment service fee shall	

be in addition, if appropriate.

Payment Reprocessing Fee.....	\$15
A charge to a student when a check tendered to the College by the student is not honored by the bank upon which the check is drawn.	

Miscellaneous Charges

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

Failure to Pay in Full

If you don't make a full payment on your tuition and fees and other College bills 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 you owe the College. Please note that non-payment or a default judgment against your account may be reported to credit bureaus and reflected in your credit report.

Financial Aid/Scholarships

New York City College of Technology (NYCCT) participates in all state and federal financial aid programs. Financial aid is available to students in the form of grants, loans and work-study. Grants provide funds that do not have to be repaid. Loans must be repaid in regular installments over a prescribed period of time. Work-Study consists of part-time employment, either on campus or in an outside agency.

For financial aid purposes, a student is considered to be full-time if he or she is registered for a minimum of 12 credits or equated credits within the semester. A student is considered part-time if he or she is registered for fewer than 12 credits or equated credits during a semester.

Applying for Federal and New York State Financial Aid

Students should complete two financial aid applications. The first application is the Free Application For Federal Student Aid (FAFSA), which the student should complete on-line at www.fafsa.ed.gov. To begin, the student should apply for a federal PIN (Personal Identification Number) at www.pin.ed.gov. And if the student is dependent, his or her parents should also apply for a PIN. With the PIN, the student can apply, make corrections and access his/her federal financial aid historical information easily.

When the student completes the FAFSA, the student is applying for a Pell Grant and can be considered for Federal Work-Study, Federal Perkins Loan, Supplemental Educational Opportunity Grant, the Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent (SMART) Grant. If the student is applying for Federal Direct Loans, the student must complete both the FAFSA and the Direct Loan Processing Form. The college code for City Tech is 002696. Students may also file the paper FAFSA which can be downloaded from the Financial Aid website's home page at www.citytech.cuny.edu. The paper FAFSA must be completed, signed and mailed to the processor. It will take approximately 4 to 6 weeks to be processed.

The second financial aid application is for the New York State Tuition Assistance Program (TAP). The student can apply for TAP through the link for New York State residents on the FAFSA on the Web confirmation page. The student will be asked to establish a PIN for TAP. The TAP PIN will allow the student to apply for TAP, keep track of application information, and make changes. The TAP college code for City Tech is 1405. By filing the TAP application, the student will be considered for New York State financial assistance programs (TAP, Aid for Part-time Study {APTS}, and Part-time TAP). Even if the student uses a paper FAFSA to apply for federal aid, the student may still choose to complete the TAP application on the Web at www.hesc.org. Approximately 3 weeks after submitting the FAFSA, the student will be notified by post card or email to go to www.hesc.org to establish a PIN, and complete the TAP application on-line. If the student chooses not to apply on-line, the student will receive an Express TAP Application (ETA) in the mail. The student will then receive an e-mail asking the student to log into the CUNY Portal to complete the CUNY Financial Aid Supplement online. The Supplement contains six questions and is used primarily to calculate Aid for Part-time Study (APTS), student expense budget adjustments, summer work-study and to identify whether the student graduated from a high school outside the United States.

When the FAFSA is processed, the student will receive a Student Aid Report (SAR) from the U.S. Department of Education either on-line (using the PIN) or by mail. The SAR displays the information submitted on the FAFSA and has the student's Expected Family Contribution (EFC). See the section on "Financial Need and Expected Family Contribution (EFC)" below. The student should review the SAR and either make corrections on-line or come to the financial aid office with the supporting documentation to make changes. The student will also receive an e-mail from the New York State Higher Education Services Corporation regarding his/her eligibility for TAP and an award letter will be sent to the part-time student acknowledging eligibility for APTS. And

finally, students who requested additional aid will receive an award letter indicating their awards for the year.

Cases of Unusual Circumstances

If the student or the student's family has experienced a change in situation from the prior year, such as loss of employment, separation of parents or some other hardship, the student should see a financial aid counselor to review the federal financial aid application to make adjustments that more closely reflect the current circumstance. The student must complete the FAFSA first, using the income for the year as requested on the application.

Applying for Aid Is an Annual Process

Students must file for financial aid once every academic year (fall, spring and summer semesters) starting January 1 of each year for the upcoming fall semester. Students are encouraged to file their financial aid applications by March 31 for the upcoming fall semester.

For questions, students should contact the Financial Aid Office (FAO), located in NG-13. During the academic year, the office is open on Monday, Wednesday and Thursday from 9:30 am to 6:30 pm, Tuesday 9:30 am to 4:30 pm and Friday from 9:30 am to 3:00 pm. Students may also go to the financial aid application review site/web lab located in Namm Hall, Room G-08A, if they need assistance in completing their applications. The student can call 718.260.5700 to check office hours.

Financial Need and Expected Family Contribution (EFC)

Financial aid eligibility is based on financial need (except for unsubsidized Federal Direct Loan and PLUS Loans). When the student applies for federal student aid, the information reported on the FAFSA is used in a formula, established by the U.S. Congress, that calculates the student's Expected Family Contribution (EFC). The EFC is the amount the student and parents (if the student is dependent) are expected to contribute. If the EFC is within a certain range, the student will be eligible for a Federal Pell Grant.

The EFC is used to determine the student's financial need. When CUNY receives the student's FAFSA information from the Department of Education, CUNY develops the student's budget or cost of attendance. The budget is based on whether the student lives with the parents or away from the parents and if the student will attend college for one full academic year (9 months) or one semester (4.5 months).

The EFC is subtracted from the Cost of Attendance (COA). The remainder is financial need. The "financial need" = the COA minus the EFC. The student may not receive financial aid in excess of his financial need. In other words, the student's financial need is the maximum amount of financial aid, including Federal Subsidized Direct Loan the student may receive for an academic year. Besides determining the amount the student can receive from the Pell Grant, the federal EFC is also used to determine eligibility for other federally funded programs such as loans and work-study.

SAR Submission Policy

The student's correct and complete FAFSA information (SAR) must be processed by the Department of Education and received by the school before the student's last day of enrollment to be eligible for federal financial aid. If the student is advised that his/her FAFSA information is subject to verification, the student must submit all requested documents to the financial aid office and the information must be processed and finalized with the Department of Education within 120 days from the student's last day of attendance.

The Cost of Attendance (Student's Budget)

The cost of attendance or budget is an important consideration for students when deciding to attend college. It is an estimate of the amount of money it will cost a student to attend college for an academic year and is set each year by the University. It includes tuition, fees, books, transportation, housing and food expenses. Below is the 2008-2009 Academic Year Budget for full-time undergraduate students:

	Living with parent	Living away from parent
Tuition	\$4,000.00	\$4,000.00
Fees	\$339.10	\$339.10
Books and Supplies	\$1,016.00	\$1,016.00
Transportation	\$850.00	\$850.00
Lunch	\$1,020.00	\$1,020.00
Room and Board	\$1,500.00	\$7,425.00
Personal	\$1,686.00	\$3,676.00
Total	\$10,411.10	\$18,326.10

Student Resources

Students should consider the resources that they will have from earnings and savings, the amount the parents can contribute, and any benefits that will be received, such as Social Security, veteran's benefits, unemployment or welfare that can be used at the beginning of the semester. Savings from summer employment can help meet the initial costs of enrollment; however, students will need additional money for books, supplies and transportation. Some students qualify for an early partial disbursement of the Pell Grant or the Federal Direct Loan in the form of a book voucher. The book voucher is created from federal aid that the student has available after tuition and fees are paid. The remaining balance of the Pell Grant is paid approximately two months after the first day of classes.

Study Abroad

Students who enroll in an overseas program of study approved by the College are eligible to receive federal financial aid and, in some cases, state aid. The coursework for which they enroll must be applicable to their degree at the College. Contact the Financial Aid Office for further information.

Permit- Out Students and Financial Aid Payments

Student who wish to take courses at other CUNY or non-CUNY colleges need to be aware of how financial aid payments will be made.

Permit-Out (Colleges within CUNY)

Students who are on permit-out at another CUNY college (the Host College) pay their

tuition and fee charges at City Tech, the Home College, and may be paid financial aid at City Tech upon submission of proof of registration (must have official registrar's stamp) from the host college. At the end of the semester, students must also submit their official transcript to the financial aid office, Namm Hall, Room G-13. A STOP will be placed on the students' records if they do not submit an official transcript two weeks after the end of the semester.

Permit-Out (Non-CUNY Colleges)

The Non-CUNY Permit Form requires approval/signature of a financial aid counselor or staff member. Financial aid will not be paid by City Tech for classes taken at the other institution. If eligible, students will be paid financial aid by City Tech, only for the classes that are taken at City Tech.

Federal Student Eligibility

To receive aid from any of the federal student aid programs, the student must:

- demonstrate financial need, except for Direct unsubsidized and PLUS loans,
- have a high school diploma or a General Educational Development (GED) Certificate, pass a test approved for that purpose by the U.S. Department of Education, meet other standards the state establishes that are approved by the U.S. Department of Education,
- be enrolled or accepted for enrollment as a student, working toward a degree or certificate in an eligible program,
- be a U.S. citizen or eligible non-citizen,
- have a valid Social Security number (unless student is from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau),
- meet satisfactory academic progress standards,
- certify that federal student aid will be used only for educational purposes,
- certify that the student is not in default on a federal student loan and that he or she does not owe money on a federal student grant,
- comply with the Selective Service registration requirements.

Federal Satisfactory Academic Progress Standards

The Federal Satisfactory Academic Progress

standard applies to students seeking assistance through all federal student financial aid programs available at New York City College of Technology. Students may receive federal student financial aid if they meet college retention standards and are making satisfactory progress toward their degree.

Retention Standards

To remain eligible for federal financial aid at City Tech you must be making satisfactory academic progress towards the completion of an associate or baccalaureate degree.

To demonstrate "satisfactory academic progress" for eligibility for federal financial aid, you must:

1. Achieve at least the GPA required for probationary status at the college and, after two years of enrollment, earn at least a "C" average, or its equivalent, or have academic standing consistent with the requirements for graduation.
2. Attempt not more than 150% of the credits normally required for the degree.
3. Accumulate credits towards the degree according to either one of the following standards:

Regular standard – cumulative credits earned must be equal to or greater than two-thirds of the credits attempted.

OR

Conditional standard – for baccalaureate degree programs, the cumulative credits earned must be equal to or greater than .75 of the credits attempted minus 18; for associate degree programs, the cumulative credits earned must be equal to or greater than .875 of the credits attempted minus 21.

Your complete academic record will be reviewed each year at the end of the spring semester. All courses that appear on your permanent academic record count towards progress even if you received no federal student aid for those semesters. If you fail to meet the regular standard of progress, you will be measured against the conditional standard. If you meet neither standard you will be considered ineligible for federal financial aid.

Appeal/Probation

If you exceed the 150% cap or fall below the conditional standard, you may appeal to the Committee on Financial Aid Standing to regain your eligibility to receive federal student aid. The appeal form is available at the Office of Student Affairs in the General Building, Room 414.

Your appeal will be evaluated for mitigating circumstances resulting from events such as personal illness, injury,

personal tragedy, or changes in academic program. Also assessed will be the reasonableness of your expectation of improving your academic record to meet the standard of satisfactory progress.

If your appeal is granted, you will be given a one-year probationary period to improve your academic record to meet the standard of satisfactory progress. There is no limit on the number of times you may follow the appeals procedure, although College guidelines are that only one appeal will be accepted in a single semester.

Reinstatement

If you choose not to appeal, or if your appeal is denied, you may regain eligibility for federal financial aid, by leaving City Tech for at least one year. This one-year forgiveness policy does not apply to people who have exhausted eligibility because they have attempted more than 150% of the required credits. Upon readmission, you may receive assistance for the terms of the academic year of readmission and will be measured against the standard at the end of the spring term for continued eligibility.

If you remain enrolled without receiving federal financial aid, you may request a review of your academic record after any term in which you are enrolled without such benefits to determine whether you can meet the standard of satisfactory progress. If the standard is met, you will regain eligibility for federal aid in the subsequent terms of the academic year.

Determination of Credits Attempted and Credits Earned

"Credits Attempted" reflects the course loads maintained in your permanent enrollment record at the college. "Credits Earned" are those credits you have actually earned toward your degree.

In measuring satisfactory academic progress, certain courses and situations will be treated in the following ways:

Remedial/Basic Skills Courses

Remedial or basic skills courses do not carry degree credit and are not included in the cumulative record of credits earned or attempted. The credit-bearing portion of courses classified in prior years as developmental or compensatory are included as part of the cumulative record of earned or attempted credits.

Withdrawals

Withdrawals recorded on your permanent record will be counted in your cumulative record of credits attempted and will

adversely affect your ability to meet the satisfactory progress standard.

NOTE: Changes to your enrollment record caused by retroactive "non-punitive" administrative withdrawal activity can result in your having to repay financial aid that you received that term.

Incomplete Grades

Your cumulative record of credits attempted must include any course in which you receive an incomplete grade. Incomplete grades cannot be counted in your earned credits until you have received a completion grade. If you fail to meet the satisfactory progress standard for credit accumulation due to an incomplete grade for a course, the recording of a successful completion grade within a term, which brings your accumulated credits up to the satisfactory progress standard, will restore eligibility for the term and subsequent terms within the academic year.

Repeated Courses

Successfully completed courses can generally be accepted toward degree requirements only once. However, each time you attempt a course, it is included as part of your cumulative record of credits attempted. Therefore, repeating a course, regardless of prior grade, reduces your ability to meet the satisfactory progress standard.

Treatment of Non-Standard Situations

Readmitted Students

Upon readmission after at least a one-year period of non-enrollment, you will receive financial assistance for the terms in the academic year of readmission and will be measured for continued eligibility against the satisfactory progress standard at the end of the spring term. If you are readmitted after less than one year of non-re-enrollment, your academic record will be evaluated for satisfactory academic progress based on your records at the end of the last term of attendance.

Transfer Students

If you are a transfer student from colleges inside or outside of CUNY, you shall have your status initialized for purposes of satisfactory academic progress measurement by using the number of credits determined to be acceptable toward the degree as both your cumulative attempted credits and cumulative earned credits.

Second Degree Students

If you are enrolled for a second degree, you shall have your status initialized for purposes of satisfactory academic progress measurement by using the number of credits determined to be acceptable toward the

degree as both your cumulative attempted credits and cumulative earned credits.

Change of Major/Change of Degree

If you change majors within the same degree or certificate program, or if you change your educational objective and begin pursuing a different degree without having earned the first degree, you must complete your academic program within the maximum timeframe allowed for your specific area of study.

Federal PELL Grant

A Federal Pell Grant is a financial aid award that does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. For many students, a Pell Grant provides a foundation of financial aid to which other aid may be added.

Awards for the academic year will depend on program funding. For the 2008-2009 academic year, awards ranged from \$200 to \$2,365.50 per semester. The amount of the student's Federal Pell Grant academic year award depends on the student's EFC, the cost of attendance, and the student's enrollment status (full-time, three-quarter time, half-time or less than half-time). To be eligible, the student must continue to make satisfactory academic progress and must not owe any refunds on federal Pell grants or other awards paid, or be in default of any student loan.

Disbursement information is published each academic year in the "Financial Aid Payment Calendar," available at the financial aid office. Students are paid by check or direct deposit. Arrangements for direct deposit must be made at the Bursar's Office, Room NG-06. Otherwise checks are mailed directly to the student.

To qualify for any federal financial aid payments, the student must actually begin attending classes. Before disbursing the Pell award, the student's enrollment status will be verified with the Registrar. The credits for any course from which the student has withdrawn, unofficially or otherwise, are not counted in calculating the enrollment status, even though the student may still be charged for these courses.

Summer Pell awards can be funded from the remaining funds of the prior academic year or from funds awarded for the upcoming academic year. For example, if the student were less than full-time in either the fall or spring semester of the 2008-2009 academic year, the student may be eligible for all or part of the remaining Pell Grant academic year award for the

summer of 2009. Students who were full-time in both semesters of the 2008-2009 academic year will have no remaining funds available for summer study of 2009.

However, a student may use Pell from the upcoming award year 2009-2010 and should be aware that it will result in a reduced Pell award for the Spring semester of 2010. A request form must be completed and signed by the student when requesting monies for summer session from the upcoming academic year.

Federal Campus-Based Programs

Federal Supplemental Educational Opportunity Grant (FSEOG) Program, Federal Work Study (FWS) Program and the Federal Perkins Loan Program are considered campus-based programs, because they are administered by the University. The amount of aid a student receives depends on the student's financial need, the amount of other aid received and the availability of funds. Students should apply early (January-March) in order to be considered for these limited funds. When funds are no longer available, no more awards can be made for that academic year. To qualify for these programs, students must be at least half-time students and be making satisfactory academic progress in the program in which they are enrolled.

Below is a brief description of these programs:

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG is for undergraduates with exceptional need with a low EFC who have not earned a bachelor's or professional degree. As with other grants, an FSEOG does not have to be paid back.

Federal Work-Study Program

The Federal Work-Study (FWS) Program provides an opportunity for students to be placed in a part-time job that will accommodate their academic schedule during the school year. FWS is awarded only to students with a low EFC. The applicant must have a FWS award and must be enrolled at least half-time (6 credits or tuition units). On campus, the rate of pay is \$8.50/hour. The financial aid office arranges the jobs on-campus and off campus, with public or private nonprofit agencies, for up to 20 hours a week and hosts orientation and placement sessions throughout the year. At these sessions, the work-study program is explained and students are helped in the selection of a job. Students must stop working when they have earned their total award.

Federal Perkins Loan

Loans are available to students who are maintaining satisfactory academic progress and are enrolled at least half-time (6 credits) in an approved post-secondary institution. The EFC must be low and the awards can range up to \$4,000 for each year of undergraduate study. The total debt cannot exceed \$15,000 for an undergraduate. The student must complete the FAFSA to apply. To qualify, the student must complete an "entrance interview" on-line at www.ecsi.net for each academic year for which they are receiving the Perkins loan.

The current interest rate of 5% is not charged while the student is enrolled for at least half-time study. Once the student graduates, leaves the College, or ceases to be at least a half-time student, the student must complete an "exit interview" on-line at www.ecsi.net. Repayment begins nine months later, at which time interest will be charged, and the student will be responsible for repaying the principal and the interest that accrues during the period of repayment. The period of repayment may extend over a period of ten years or may be shorter or can be extended during periods of hardship. For example, a student can apply for a postponement or deferment of payment for a given period of time due to loss of a job. A student can also qualify for cancellation of all or part of the loan repayment for service in fields such as teaching, law enforcement and nursing. The student's obligation to repay may be partially or totally discharged in the event of death, total and permanent disability, school closures and bankruptcy. Payment is not required for up to three years of active U.S. military service or service in the Peace Corps, VISTA, or a similar national program.

If a student fails to make a scheduled payment when due or fails to apply for a postponement, deferment or cancellation in a timely manner or does not comply with the terms and conditions as outlined in the written repayment agreement, the School can declare the student's loan in default. When a student's loan goes into default, the student is not eligible for additional federal financial aid until the default is cleared and the loan is rehabilitated. A student may rehabilitate a defaulted Perkins loan by requesting rehabilitation and by making voluntary, on-time monthly payments, as determined by the School, each month for twelve consecutive months.

William D. Ford Federal Direct Loan**Interest Rates on Subsidized Loans and Unsubsidized Loans**

The interest rate on Direct Subsidized loans is 6.0 % and on Unsubsidized loans is 6.8%. These rates are for loans first disbursed July 1, 2008 – June 30, 2009.

The interest rate on Direct Subsidized and Unsubsidized loans is variable and may change on July 1st of each year, but will never exceed 8.25%

Parent Loan for Undergraduate Students (PLUS)

The interest rate on PLUS first disbursed beginning July 1, 2006 is fixed at 8.5%.

The interest rate on PLUS first disbursed July 1, 2005 – June 30, 2006 is variable and is set at 6.1%. The interest rate may change annually on July 1st, but will never exceed 9%.

The Federal Direct Student Loan Program, established by the Student Loan Reform Act of 1993, provides low-interest loans for students and parents. Under the Direct Loan Program, the federal government makes loans directly to students and parents through the College.

There are three kinds of Direct Loans available through NYCCT:

1. William D. Ford Federal Direct "Subsidized" Loan is awarded on the basis of financial need – see "Financial Need and Expected Family Contribution (EFC)" section. If the student qualifies for a subsidized loan, the federal government pays interest on the loan ("subsidizes" the loan) until the student begins repayment and during authorized periods of deferment thereafter.
2. William D. Ford Federal Direct "Unsubsidized" Loan is not awarded on the basis of need. If students qualify for an unsubsidized loan, they will be charged interest from the time the loan is disbursed until it is paid in full. Students can choose to pay the interest or allow it to accumulate. If students allow the interest to accumulate, it will be capitalized, that is, the interest will be added to the principal amount of the loan and will increase the amount that has to be repaid. If the interest is paid as it accumulates, the student will have less to repay in the long run.
3. William D. Ford Federal Direct Parent Loan for Undergraduate Students (PLUS)

Loan is a loan that parents of a dependent student can borrow to pay for the student's education.

William D. Ford Federal Subsidized and Unsubsidized Loans**How to apply for a Direct Loan**

In order to be considered for a Federal Direct Subsidized or Unsubsidized loan, a student must first file the FAFSA and resolve all problems relating to it. The student must also complete the "William D. Ford Federal Direct Loans Processing Form" for the appropriate academic year to request a loan. Additionally, all first time Direct Loan applicants or any student who has not completed a loan entrance counseling session on-line, must do so before the actual loan can be processed. If the student completed an on-line session for another college, then the student must add New York City College of Technology to his or her school list and bring a copy of the confirmation page to the financial aid office. To access the loan entrance counseling session, the student should go to the City Tech website at www.dissonline.com.

How to apply for Alternative Private Loans

The certification for Alternative Loans are handled in the following manner:

1. Students must file and resolve all problems with the Free Application for Federal Student Aid (FAFSA), for the academic year for which they are applying for the loan.
2. Students must be enrolled in a degree-granting program of study for at least 6 credits or equated credits.
3. Students must first apply for loans through the William D. Ford Federal Direct Loan Program. If they are not eligible, they can continue the alternative loan process.
4. Loans cannot exceed the cost of education, less other types of aid.

Borrowing Limits

Matriculated students enrolled in an eligible program of study at least half-time may receive a direct loan. They must also meet other general eligibility requirements (See "Federal Student Eligibility" section).

The maximum amount that may be borrowed under the Direct Loan Program by a dependent undergraduate student for loans first distributed on or after July 1, 2008 is:

- \$5,500 for a first-year student (completed 0-32 credits) enrolled in a program of

study that is at least a full academic year. No more than \$3,500 of this amount can be in subsidized loans.

- \$6,500 if that student has completed the first year of study (completed 33-64 credits) and the remainder of the student's program is at least a full academic year. No more than \$4,500 of this amount can be in subsidized loans.
- \$7,500 per year if the student is enrolled in a four-year program, has completed two years of study and the remainder of the student's program is at least a full academic year. No more than \$5,500 of this amount can be in subsidized loans.

The maximum amount that may be borrowed under the Direct Loan Program by an independent undergraduate student is:

- \$9,500 if the student is a first-year student (completed 0-32 credits) enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 if the student has completed the first year of study (completed 33-64 credits) and the remainder of the student's program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$12,500 per year if the student is enrolled in a four-year program, has completed two years of study and the remainder of the student's program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amount a student can borrow will be less than those listed above.

The total debt a student can have outstanding from all Direct Loans and Federal Family Education Loan (FFEL) Program Loans combined is:

- \$31,000 as a dependent undergraduate student. No more than \$23,000 of this amount can be in subsidized loans.
- \$57,500 as an independent undergraduate student. No more than \$23,000 of this amount can be in subsidized loans.)

For periods of undergraduate study that are less than an academic year, the amount a student can borrow will be less than those listed above.

The total debt a student can have outstanding from all Direct Loans and

Federal Family Education Loan (FFEL) Program Loans combined is:

- \$23,000, as a dependent undergraduate student.
- \$46,000, as an independent undergraduate student. (No more than \$23,000 of this amount may be in subsidized loans.)

For students whose Direct Loans were first disbursed on or after July 1, 1994, the interest-rate is variable, but it will never exceed 8.25 percent. The interest rate is adjusted each year on July 1. Students will be notified of interest rate changes throughout the life of their loan.

Once a Direct Loan is made, it is managed and collected by the U.S. Department of Education's Direct Loan Servicing Center. The toll-free telephone number is 800.848.0979.

William D. Ford Federal Direct PLUS Loan (for parents)

For parent borrowers, the Direct Loan Program offers the William D. Ford Federal Direct PLUS Loan. These loans enable parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time. To apply, the parent must complete the "William D. Ford Federal Plus Loan Processing Form" for the appropriate academic year.

To be eligible to receive a Direct PLUS Loan, parents are generally required to pass a credit check. If they do not pass the credit check, they may still be able to receive a loan if someone, such as a relative or friend, is able to pass the credit check, agrees to cosign the loan and promises to repay it if the student's parents should fail to do so. Parents may also qualify for a loan even if they do not pass the credit check if they can demonstrate that there are extenuating circumstances. Students and their parents must also meet other general eligibility requirements for federal student financial aid. The yearly limit on either type of PLUS Loan is equal to the cost of attendance minus any other financial aid for which a student is eligible. For example, if a student's cost of attendance is \$6,000 and the student is eligible for \$4,000 in other financial aid, the student's parents could borrow up to, but no more than, \$2,000. The interest rate is adjusted each year on July 1. Parents will be notified of interest rate changes throughout the life of their loan(s). Interest is charged on the loan from the date of the first disbursement until the loan is paid in full.

Parents will pay a fee of up to 4 percent of the loan, deducted proportionally each time a loan payment is made. A portion of this fee goes to the federal government to help reduce the cost of the loans. Also, if parents do not make their loan payments as scheduled, they may be charged late fees and collection costs.

In order to apply for a Direct PLUS Loan, parents must fill out the William D. Ford Federal Direct PLUS Loan Processing Form available in the Financial Aid Office. CUNY requires that students complete the FAFSA if the parents wish to apply for a Direct PLUS Loan.

Direct Consolidation Loans

A Direct Consolidation Loan is designed to help student borrowers to simplify loan repayment. Even though a student may have several different federal student loans, a student will need to make only one payment per month for all the loans the student may consolidate. The student may even consolidate just one loan into a Direct Consolidation Loan to get benefits such as flexible repayment options.

Most federal student loans or PLUS Loans can be consolidated. The Direct Loan Servicing Center provides students with a complete listing of eligible loans. The toll-free telephone number of the Servicing Center's Consolidation Department is 800.557.7392.

Exit Counseling and Repaying Your Loans

Students may borrow and not begin repayment as long as they remain enrolled at least half-time. Repayment begins six months after they cease to be at least half-time students. Payment of the principal is further deferred during study under a graduate fellowship program approved by the U.S. Commissioner of Education, during up to three years as a full-time Peace Corps or VISTA or similar national program volunteer.

Upon leaving school, or enrolling in less than 6 credits per semester, federal regulations require that the student participate in an exit counseling session at www.dissonline.com. This session is designed to provide the student with information regarding rights and responsibilities with regard to loan repayment, which include but are not limited to grace period, loan terms and conditions, where to send payment, payment options, conditions to defer repayment and what happens when the student's loan goes into default. To get an

idea of what the repayment schedule might be, the student can get customized estimates by using the on-line repayment calculators at Direct Loans on the Web at www.dl.ed.gov.

When the Student Cannot Pay the Loan

When a student is having difficulty in repaying the loan, the student can apply for forbearance (a temporary suspension or reduction of payments), or a deferment (the student delays the repayment entirely). Deferments are granted when the student is enrolled at least half-time in an approved post-secondary program or graduate fellowship program, is in rehabilitation training, is unemployed (3-year limit), or is experiencing economic hardship (3-year limit). The student should contact the Advocate Unit at HESC. They will review options and provide solutions for the student. Call 888.215.0196 or go to loanadvocate@hesc.org.

Loan Default and Regaining Eligibility for Federal Aid

When the student does not make loan payments and did not apply for forbearance or a deferment in a timely manner, the loan goes into default. If the loan is in default, the student cannot receive any federal Title IV aid, i.e. Pell Grant, loans, FWS and SEOG, until the student participates in one of the programs below to repay the loan:

1. Loan Rehabilitation Program: The student can repair damaged credit by making 12 agreed-upon, voluntary, consecutive, on-time monthly payments to HESC.
2. Renewed Eligibility for Financial Aid Program (REFA) or Renewed Eligibility for Title IV Aid (RETA): These programs help the student regain eligibility for all Title IV student financial aid programs. Before filing, however, the student must make 6 agreed-upon, voluntary, consecutive, on-time monthly payments to HESC, and must continue monthly payments to continue eligibility.

To find out more, the student can email defaulthelp@hesc.org or call 800.666.0991.

Loan Cancellation/Forgiveness/Discharge

Under certain circumstances, a student loan, or a portion of the loan, may be cancelled, forgiven, or discharged in cases such as death, total or partial disability and false certification. The student can call 800.666.0991 for information.

ACG and SMART Grants

The United States Department of Education has launched two new grant programs starting with the 2006–2007 academic year:

the Academic Competitiveness Grant Program (ACG) and the National Science and Mathematics Access to Retain Talent (SMART) Grant Program.

Academic Competitiveness Grant Program (ACG)

An eligible student may receive an Academic Competitiveness Grant (ACG) of \$750 for the first academic year of study and \$1,300 for the second year of study. To be eligible for each academic year, a student must:

- be a U.S. citizen;
- be a Federal Pell Grant recipient;
- be enrolled full-time in a degree program;
- be enrolled in the first or second academic year of a program of study at a two-year or four-year degree-granting institution;
- have completed a rigorous secondary school program of study (after January 1, 2006 if a first-year student, and after January 1, 2005, if a second-year student);
- if a first-year student, not have been previously enrolled in an undergraduate program; and if a second-year student, have a least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year

Most potential recipients will be notified by the U.S. Department of Education and will be given a web site link that will help them determine whether they have completed a "qualifying rigorous secondary school program." A student's college will then be notified and the student's eligibility will be verified. If students are not notified by the Department of Education but think they may be eligible, they should contact the financial aid office to determine his eligibility.

National Science and Mathematics Access to Retain Talent (SMART) Grant Program

The National SMART Grant will provide \$4,000 for students enrolled in their third year and \$4,000 in their fourth year of study, majoring in specific programs determined to be in the national interest. To be eligible, a student must:

- be a U.S. citizen;
- be a Federal Pell Grant recipient;
- be enrolled full-time in a four-year degree-granting institution;
- major in physical, life or computer science, engineering, mathematics, technology or a critical foreign language ; and
- have at least a cumulative 3.0 grade point

average on a 4.0 scale in the coursework required for the student's major.

Under the National SMART Grant Program, CUNY will identify Pell-eligible federal student aid recipients who are majoring in physical, life or computer science, engineering, mathematics, technology, or a critical foreign language. Colleges will be able to tell the student which academic programs are designated by the Department of Education as eligible for SMART grants.

For both the ACG and National SMART grant programs, the amount of the student's grant, in combination with the student's Federal Pell Grant, other resources and estimated financial assistance, may not exceed his or her financial need (cost of attendance minus the expected family contribution (EFC) equals financial need). A student may not receive more than one ACG or National SMART grant award in each academic year for which the student is eligible.

All annual award amounts for an academic year may be reduced if sufficient funds are not available for all eligible students nationally in an award year.

Total Withdrawals and the Return of Federal Title IV Funds

Federal regulation requires a school to calculate the amount of federal aid that the student earned when the student began the semester and then totally withdrew. During the first 60% of the term, students earn Title IV funds in proportion to the time they were enrolled. If students received more aid than they earned, the unearned portion must be returned to the Department of Education. If a student received less aid than the amount earned, the student may be eligible for a post withdrawal disbursement.

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

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

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

The amount of Title IV aid earned by the student is based on the number of days the student attended, divided by the total number of days in the semester, then multiplied by the total aid (grants and loans) awarded while the student was in attendance. A student who attended more than 60% of the semester is eligible for 100% of the federal aid awarded while in attendance. The College will contact the student within 30 days from the College's determination date to either offer a post-withdrawal disbursement or notify the student of an overpayment.

NEW YORK STATE FINANCIAL AID PROGRAMS

Tuition Assistance Program (TAP)

This grant is awarded to New York State residents who are enrolled full-time in a degree-granting program and meet the income criteria. To be eligible for a TAP award a student must:

1. be a matriculated student in an approved program of study and be in good academic standing. A matriculated student is one who has registered for courses and other academic activities that are recognized as contributing toward fulfilling the requirements for a specific degree.
2. must declare a major by the beginning of the sophomore year, if enrolled in a two year program, and must declare a major by the beginning of the junior year, if enrolled in a four year program.
3. be enrolled for at least twelve (12) credit hours per semester, made up of remedial and non-remedial courses that are creditable

towards the degree. This definition excludes AA 101 because it is not a core course nor is it required for any program. It also excludes any other courses not directly creditable toward the student's degree.

4. be a U.S. citizen or eligible non-citizen
5. must have graduated from a high school in the U.S., or earned a GED, or passed a federally approved Ability to Benefit test as defined by the Commissioner of the State Education Department.
6. not be in default on a student loan.
7. meet income eligibility limitations.

Additionally, students receiving their first state award for the 1981-82 school year or thereafter may receive TAP if they meet BOTH PROGRAM PURSUIT AND ACADEMIC PROGRESS requirements as outlined under NYS Academic Progress Standards.

Awards ranging from \$275 to \$3,200 are made to dependent students and independent students with dependents whose New York State taxable income is \$80,000 or less, or to independent students with no dependents if the taxable income is \$10,000 or less.

Students may receive awards for eight semesters; SEEK students may receive awards for ten semesters.

A student with a disability that prevents attendance on a full-time basis may be eligible to receive TAP while attending on a part-time basis.

Part-Time TAP

Part-time students at approved schools in New York State who were first-time, full-time freshmen in the 2006-2007 academic year may be eligible for Part-Time TAP beginning in 2007-2008. To apply, the student must complete the FAFSA and TAP applications. To be eligible for Part-Time TAP, a student must:

- be a first-time freshman in the 2006-2007 academic year, or thereafter.
- have earned 12 credits or more in each of the two consecutive preceding semesters, for a minimum total of 24 credits earned.
- maintain a minimum of a "C" average.
- be a U.S. citizen or eligible non-citizen; be a legal resident of NYS; be taking 6 to 11 credits per semester; not be in default of a student loan and meet income eligibility limitations of TAP.

CUNY Student Tuition Assistance (CUSTA)

Students who are otherwise eligible for a

maximum TAP award but whose award is reduced because they have received four semesters of payment may be eligible for a CUSTA award of up to \$100 a semester.

Aid for Part-time Study (APTS)

This award provides assistance to matriculated students who attend less than full-time and have not exhausted their TAP eligibility. In order to be eligible, a student must be a New York State resident and enrolled in at least six contributory credits, of which three must be non-remedial.

PROGRAM PURSUIT CHART

To be eligible for TAP Payment Number:	Minimum Credits/ Equated Credits completed with grades A, B, C, D, F, S or R prior semester must be:
1	0
2	6
3	6
4	9
5	9
6	12
*7	12
*8	12
**9	12
**10	12

ACADEMIC PROGRESS CHART

For undergraduate students receiving New York state aid prior to the 2006-2007 academic year

To be eligible for TAP Payment Number:	Minimum cumulative credits earned to date must be:	Minimum cumulative grade point average to date must be:
1	0	0
2	0	0
3	6	1.00
4	18	1.20
5	31	2.00
6	45	2.00
*7	60	2.00
*8	75	2.00
**9	90	2.00
**10	105	2.00

ACADEMIC PROGRESS CHART

For first-time undergraduate students beginning with the 2006-2007 academic year or thereafter

For students enrolled in Baccalaureate Degree Programs:		
Before being certified for this Payment	A student must have accrued this many credits	With this grade point average
1	0	0
2	3	1.1
3	9	1.2
4	21	1.3
5	33	2.0
6	45	2.0
7	60	2.0
8	75	2.0
**9	90	2.0
**10	105	2.0

For students enrolled in Associate Degrees and Certificate Programs:

Before being certified for this Payment	A student must have accrued this many credits	With this grade point average
1	0	0
2	3	.5
3	9	.75
4	18	1.3
5	30	2.0
6	45	2.0

*Must be enrolled in a four-year program unless in the SEEK program or APTS recipient.

**Must be a SEEK student enrolled in a four-year program.

NYS Academic Progress Standard

Tuition Assistance Program (TAP) Eligibility Requirements

- Good Academic Standing for Undergraduates
- Students receiving New York State Financial Aid
- Students may receive TAP if they meet both program pursuit and academic progress requirements as outlined below:**Important Notes on New York State Financial Aid Eligibility**

- New York State financial aid will pay for a repeated course only when a student received a prior failing grade, or if the major requires a higher grade than the student received in a particular course to satisfy degree requirements.
- Students cannot receive TAP if they are enrolled in only remedial courses. For the first TAP payment, a student must be full-time and must carry at least twelve (12) contributory credits, of which three (3) must be non-remedial. For the second through the final TAP payment, you must be full-time and carry at least six (6) non-remedial credits.
- The appeal process is an option for students who become ineligible for New York State financial aid because they do not meet the "C" average (2.0) requirement for TAP payments five through ten (see Academic Progress Chart above), or because they have not met some other requirement for good academic standing, as outlined above.
- The appeal is filed by completing a TAP/APTS Waiver Application for the semester the student is not in compliance with academic regulations. The waiver application form with supporting documentation is then submitted to the Office of Student Affairs in the General Building, Room 414 for consideration by the Committee on Financial Aid Standing. Regulations allow a student to receive more than one waiver when it specifically relates to the "C" average requirement, and another one-time waiver, specifically addressing the good academic standing requirement. If the waiver is approved, the student will regain TAP eligibility for the semester for which the waiver is granted.
- The TAP/APTS Waiver Application is available at the Financial Aid Office, Namm G-13.

Peter F. Vallone Scholarship Program

The Peter F. Vallone Scholarship was established by the New York City Council and is a scholarship that rewards high school graduates who have proven their ability to succeed academically while they were in high school. There is no separate

application for the scholarship. Students are automatically considered for the award when they apply for admission to CUNY.

Eligibility

This scholarship is awarded to students who have graduated from public or private high schools in New York City within one year of initial enrollment as a first-time freshman in a college of The City University of New York. Students' high school records are evaluated to determine if they have a College Admissions Average (CAA) of 80 or higher and at least 12 College Preparatory Initiative (CPI) units as calculated by the University Application Processing Center. The amount of the scholarship for 2008-2009 is \$ 500, with \$ 250 awarded each semester.

Conditions for continued eligibility

1. The student must maintain continuous full-time enrollment within The City University of New York system. In exceptional cases one leave of absence for a period of up to one year might be granted for extenuating medical, family or personal circumstances.
2. In the student's first semester at least 6 credit hours of the full-time enrollment must be credit-bearing College coursework. Future semesters require that the student be enrolled for at least 12 credit hours of credit-bearing College coursework.
3. The student must maintain at least a cumulative 3.0 ("B") grade point average. If the student fails to maintain this grade point average, the student will no longer be eligible for the scholarship. Appeals to reinstate the award are approved only if there are extreme extenuating circumstances deemed to be exceptional by the chief College academic administrators and approved by the Chancellor or a Vice Chancellor to whom the authority has been delegated by the Chancellor.
4. A student pursuing a bachelor's degree must accumulate 90 credits by the end of the 8th semester. If the student is pursuing an associate degree the student must accumulate 39 credits by the end of the 4th semester.

5. The student is limited to six semesters of eligibility for an associate degree program. For a bachelor's degree program the limit is ten semesters of eligibility.

6. the student MUST file a Free Application for Federal Student Aid (FAFSA), or its successor form, every year to receive this scholarship.

Appeal Process

If the student loses eligibility for the Vallone Scholarship due to academic or personal circumstances, the student can file an appeal to request that the award be restored. Appeal applications are available at the Office of Student Affairs, in the General Building, Room 414.

Vietnam Veteran Tuition Assistance Program

To qualify, undergraduate students must meet New York State residency requirements, must have served in the armed forces in Indochina between December 22, 1961 and May 7, 1975, must have established eligibility by applying to HESC on or before September 1, 2006, must have been discharged from the US Armed Forces under other than dishonorable conditions, and must satisfy all other eligibility requirements including filing for TAP and Federal Pell Grants. Students must demonstrate good academic standing to qualify for this award program. Awards are \$1,000 per semester for full-time study and \$500 per semester for part-time study. Awards cannot exceed the cost of tuition. In addition, the applicant must file a Vietnam Veterans Tuition Assistance Supplement (VVTA) to establish eligibility. After the initial year eligibility is established, students must re-file a supplement yearly. Supplements are available on request from New York State Higher Education Corporation: 888.697.4372. All applications must be completed by May 1 of the academic year for which an award is sought. For more information see the website at www.hesc.org.

All of the programs described above are subject to change.

Scholarships

The Office of Scholarship and Residency Services, located in Namm G-09, helps City Tech students locate and secure sources to fund their education. Students can apply for a number of scholarships directly through the office. In addition, staff can provide students with information about many other funding sources and can assist in computer-based searches. All of the following are available to City Tech students. Some are available to all students, some only to those in associate degree programs. Some are available to students in all majors, some only to a specified group of majors. Many scholarships are available only to students with financial need, but some are purely merit-based.

In seeking funding, two things are paramount: to carefully read all descriptions and to start your search for funding early. Some prestigious, competitive scholarships may require extensive preparation before applying. Whether the scholarship you seek is big or small, local or national, specialized or general, the Office of Scholarship Services is available to help you at each step along the way. Here are a number of the scholarships for which City Tech students may apply:

The CUNY Belle Zeller Scholarship Trust Fund:

Applicants must have completed at least 16 credits at any unit of The City University of New York and have maintained a cumulative GPA of 3.75 or better.

Applicants should show evidence of good character and significant service to CUNY, the community and/or their respective colleges by letters and/or other documents.

Award: Full tuition

Benjamin H. Namm Scholarship:

A very limited number of grants are available to continuing students with a GPA of 2.3 or higher, to assist those requiring additional financial help. Students must have applied for all relevant state and federal financial aid.

Award: Number and size of awards dependent upon funding.

Benjamin Namm Distinguished Scholars:

This scholarship is open to a freshman or a transfer student enrolled in a baccalaureate program.

Award: Up to \$1,000 per semester. Award can be used for tuition or related educational expenses. Renewable, dependent upon academic progress.

Martin and Sharon Jaffe Scholarship:

This scholarship provides financial support to matriculated, full-time undergraduate students enrolled at City Tech. The award is offered during the fall semester and only one student is selected for the academic year.

Award: up to \$750 per semester for tuition and fees.

City Tech Tuition Award:

Applicants must be NYS residents, enrolled in an associate degree program. They must be in academic good standing, have not completed/attempted 68 or more credits and have a remaining balance due for tuition. Students must be pursuing a minimum of 6 credits.

Award: Up to \$35 per credit to a maximum of \$420 per semester.

Pfizer Scholars Program:

This scholarship provides financial assistance to students in degree programs related to the chemical and pharmaceutical industry, such as chemical technology, computer engineering technology, computer systems, facilities management and mechanical engineering technology.

Award: up to \$6,000 per academic year toward tuition, fees and related educational expenses. Renewable, dependent upon academic progress.

Presidential Scholarship:

The NYCCT Foundation funds up to two Presidential Scholars in each fall freshmen baccalaureate class. Applicants must have a high school GPA of 90 or higher and combined SAT of at least 1080.

Award: Dependent upon need, up to \$2,000 per semester, renewable, dependent upon academic progress.

The Schiavone Construction Company Scholarship:

Open to transfers and freshmen with a high school average of 87 or higher. Must be

fully CUNY certified and matriculated.

Award: up to \$1750 annually toward college bill after all other financial aid is applied. Award can also be used for related educational expenses. Renewable, dependent upon academic progress and available funding.

Siki Ma Memorial Scholarship:

This scholarship is open to students who are enrolled in programs within the School of Professional Studies and the School of Technology and Design. Special consideration given to students in the Vision Care Technology Program with Chinese language skills and service to Chinese communities.

Award: up to \$2,000 per year for a full-time student. The scholarship can be used for tuition or related educational expenses.

University Student Senate Collegiate Merit Award:

Available to CUNY internal transfers and continuing students with 24-96 credits completed and a 3.5 GPA. Up to three awards per year. Recognizes good character, academic achievement and community service.

Award: \$1,000 for academic year.

This list is far from complete and changes constantly. A list of web sites and the use of the Internet to search for scholarships and grants are available in the Office of Scholarship and Residency Services. For additional information, come to the office, call 718.260.5054 or address email questions to scholarshipsvcs@citytech.cuny.edu.

NEW YORK STATE RESIDENCY FOR TUITION PURPOSES

Students may qualify for the resident tuition rate if they have continuously maintained their residence in the State of New York for a period of twelve consecutive months before the first day of classes. Students who are undocumented or out-of-status and those who are not residents of New York State may be eligible for the lower tuition rate, if they meet certain conditions. If you have any questions about residency, please contact: Office of Scholarships and Residency Services, NG-09, 718.260.5054.

Registration, Grades and Records

Registration

New students are advised and registered in the New Student Center (located in N 104, at 718.260.5013). Continuing students who have passed at least two of the three CUNY Freshman Skills Assessment Tests and are not on academic probation may participate in e-SIMS (web-based registration). Web-based registration begins in November for the spring semester and in April for the summer and fall semesters. Students who are not eligible for web-based registration should consult with their academic advisor during the semester and register for courses on e-SIMS immediately after final grades are posted. There is an 18-credit limit during this period of web registration.

All students are encouraged to monitor progress toward graduation by viewing their individual ESP (Educational Student Planner) available on the CUNY Portal (www.cuny.edu). ESP is a City Tech student's "virtual advisor" and is available on the web 24/7. Students can easily access ESP from any web-enabled computer, on or off campus.

Students who do not register on the web will be mailed registration material and an appointment for late in-person registration. Students are encouraged to keep their registration appointment. In the event that students cannot come to registration on their assigned date and time, they may come at a later date and time. Students cannot register prior to their appointment date and time. Some classes will already be filled by the time of in-person registration.

In-person registration occurs three times during the year:

- January-spring classes
- June-summer session and registration for fall
- August-fall classes

IMPOUNDS MUST BE CLEARED

Impounds represent debts owed to the College by students. All impounds (financial, library, etc.) must be cleared before you register. Students who have impounds will not be permitted to register, receive final grades or transcripts, etc.

PROGRAM CHANGES

Students may add or drop courses without academic penalty until the end of the program change period, which is noted on the academic calendar. To add or drop a course, students should first go to their advisor, either through the New Student Center for new students or a faculty advisor for continuing students. To see a faculty advisor, start with the department advisement room, which is listed in the Schedule of Classes registration handbook, and obtain a Program Change Form and authorization to change your schedule. Students should log on to e-SIMS in order to complete the add or drop procedure. Be aware that if add/drop actions alter the number of credits for which you are registered, it may change your financial aid eligibility and the amount you must pay. If there is a change in your bill, you should make the adjustments at the bursar's office. There is an \$18 fee to add a course/section.

DROPPING COURSES AFTER THE PROGRAM CHANGE PERIOD

If you drop a course before the end of the change period, the course will not be noted on your record. If you withdraw from a course after the program change period, the grade for the course will be noted on your record as a "W" grade. Your financial aid status may be negatively affected. To be certain that you are aware of the implications of any such change, you may be asked to discuss the drop with the appropriate administrative office. Refer to the academic calendar and the sections on grades and financial aid for more details.

COURSES ON PERMIT

You are permitted to take courses at other accredited institutions while in attendance at NYCCT if you meet these two requirements:

1. You may not be on academic probation;
2. You have registered for at least one course at NYCCT during the semester in which you are attending another institution.

This refers to semester registration. If you wish to take courses on permit at another accredited institution during a summer session, you may do so without registering for courses at NYCCT at the same time.

Please note that a student is permitted to take no more than two courses at another institution to complete his/her NYCCT degree requirements.

NYCCT students must apply for a permit to another CUNY college through the CUNY Portal system. The CUNY Portal requires the student to register on the CUNY Portal website (www.cuny.edu) in order to access The City University of New York's e-Permit system.

If you plan to take courses at another unit of CUNY, you must pay your tuition at this College. Courses taken on permit at other CUNY colleges will be included on the NYCCT transcript with the grades earned. The grades will be calculated in the cumulative GPA. This applies to passing as well as to failing grades.

If you wish to take courses at an institution outside the CUNY system, a form is available to you at our registrar's office but you must pay at the college where you will take the course. A permit is issued only for courses that are creditable towards a NYCCT degree.

All permit courses must be approved in your major department either through the e-Permit system or with the official form for approval of courses outside of the CUNY system, available at the Office of the Registrar.

ACADEMIC CREDIT LIMIT

The College has an academic policy limiting the credit load of students for the fall and spring semesters. The policy for students who are not on academic probation is:

1. The maximum course load for students who have not demonstrated competency in reading, writing and mathematics is 15 credits/equated credits. No exceptions to this maximum are permitted.
2. The maximum course load for students who have demonstrated competency in reading, writing and mathematics is 18 credits/equated credits. Exceptions to this policy will be at the discretion of, and will require written approval from, the dean and chairperson of the program in which the student is enrolled. SEEK students require similar approval from the director of SEEK. Students will not be considered for "excess credits" (for more than those spelled out above) unless they:
 - (i) are enrolled in a program which requires more than 18 credits a term; or
 - (ii) have completed 15 credits and have a cumulative index of at least 3.0.

Students who register for more than 18 credits in a semester will be required to pay an "accelerated study" fee. Students who are on academic probation should refer to the policy on Academic Probation and Dismissal.

Grades

Grading Procedures

The following applies to both degree and non-degree students.

In order to meet rigorous certification/accreditation standards, special grading policies formulated by departmental faculty are established. These ensure that students achieve minimal competency in their major in order to meet graduation, licensure and internship requirements.

Any student record sent from a unit of the University must include a grade for each course for which a student has been officially registered and in attendance through the third academic week of the semester.

No grade, including "W" (withdrawal), will be recorded during the first program adjustment period, which is commonly considered the drop-and-add period.

A withdrawal after the program adjustment period and before 2/3 of the semester has elapsed will be assigned the grade of "W" provided:

- (1) the student obtains from the registrar and completes the proper withdrawal form, and
- (2) the student consults with his/her major department academic advisor. The advisor will sign the withdrawal form to indicate that the student has consulted with the department. Before withdrawing, students should consult with the Financial Aid Office to determine what effect it may have on their financial aid.

No withdrawals from remedial courses will be permitted except in cases of administrative adjustment or, in exceptional circumstances, an approved leave of absence. Students seeking to withdraw from a remedial course must secure the appropriate form at the registrar's office and must secure all necessary signatures.

All courses or credits for which the student is officially registered at the program adjustment period of each semester (after the drop-and-add period) shall be considered attempted credits.

Incomplete Grades

The grade of "I" (Incomplete) may be given by the instructor only when there is a reasonable expectation that a student can successfully complete the requirements of the course. This grade indicates that coursework or other requirements have not been fully met. This grade is a privilege

and not a right. To be eligible for a grade of "I," students must complete an "incomplete grade" form with the instructor of the course. An "I" grade must be removed within one month after the beginning of the following semester, or the grade of "F" will be recorded and the student will be required to repeat the course to receive credit. Students who receive an "I" grade during the summer session are expected to remove the grade within one month after the beginning of the following fall semester.

12-Credit Policy

Remedial work must take precedence over all other work; therefore, developmental courses must be completed before the student may progress beyond 12 credits.

Repeating Courses and Policy on "F" or "D" Grades

When an undergraduate student receives the grade of "D," "F" or an administrative failing grade and the student subsequently retakes the course and receives a grade of "C" or better, the initial grade will no longer be computed into the cumulative grade point average. However, the initial grade will remain on the transcript. The number of credits that can be deleted from the grade point average under this policy shall be limited to 16 for the duration of the student's undergraduate enrollment in institutions of The City University of New York. It is the responsibility of the student to petition the registrar if the student does not wish the failing grade to be deleted from the cumulative grade point average.

The F/D policy does not supersede the policy on repeating courses, which follows: You may repeat only those courses in which you received a grade of "D," "F," "WF" or "WU," regardless of the requirements of your curriculum. You may not repeat a credit-bearing course within the major more than once without written permission from the chairperson of your major department or her or his designee.

If the course is not offered by your major department, approval by the chairperson of the department offering the course is also required. You may not repeat courses which are a prerequisite to or the equivalent of a prerequisite to more advanced work you have completed (e.g., if you have taken CH 210, you may not repeat for credit CH 110). Similarly, after successfully completing a course that has prerequisites, you will not receive credit for a course that is comparable to the prerequisite you have already successfully completed or for which you have received a waiver.

Students are strongly advised to consult with the financial aid office in advance about the effect of repeating a course(s) on eligibility for financial assistance. Repetition of a course in which the student has received a passing grade will not count toward full-time status for financial aid purposes, unless a grade higher than that received is explicitly required in that specific course for progression in the student's curriculum.

Forgiveness Clause

Students who are readmitted to the College after an absence of at least ten years may have their cumulative QPA calculated without unsuccessful grades ("F," "WU," "WF") received ten years prior to readmission. Please note that the same rule designates that the College may choose not to count for degree purposes courses taken more than ten years earlier when these courses no longer represent the competencies currently required for the degree. This determination will be made by the registrar and the academic department.

Appealing a Final Grade

A student who wishes to appeal a final grade must initiate the request by submitting the appropriate appeal form to the registrar within six months from the first day of the semester following the one in which the grade was recorded. Appeals may not be initiated after this time period.

For the spring semester and the summer session, the six-month period begins on the first day of the fall semester. For the fall semester, the six month period begins on the first day of spring semester.

The student must first make an effort to resolve the matter with the course instructor. If the issue cannot be resolved with the instructor, the student should file an official grade appeal form with the registrar.

The student shall then make an appointment with the chairperson/program coordinator within a maximum of three weeks of speaking with the instructor. The chairperson /coordinator will consult with the instructor to discuss the grade within one week. The chairperson/coordinator does not have the authority to change the grade. If the issue is not resolved with the chairperson/coordinator, then the student has the right, within three weeks of meeting with the chairperson/coordinator, to appeal to the departmental committee elected to resolve the matter. Both the student and instructor must provide all supporting documentation and may be asked to appear before the committee.

Once the committee is convened, a decision must be made within a maximum of three weeks. If the committee unanimously recommends that a grade change is in order, then that decision is binding. If not unanimous, then the original final grade remains unchanged.

Where financial aid may be affected as a result of the final grade appeal, all parties concerned should pursue this matter expeditiously.

This policy does not affect the "F/D" and "I" policies that are currently in place.

Grade Point Average

At the end of each semester, you will receive a grade report indicating semester grades, grade point average (GPA) and cumulative grade point average (total GPA for all semesters you have been in attendance at the College).

The possible grades you might receive are:

Letter Grade	Numerical Grade Range	Quality Points (QPA)
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	70-76.9	2.0
D	60-69.9	1.0
F	59.9 and below	0.0
WU	Unofficial Withdrawal	0.0
WF	Withdrew Failing	0.0

The following grades do not have quality points and are not computed in your GPA:

W	Official Withdrawal (no penalty)
S	Satisfactory/Passing (used in developmental courses)
WA	Administrative Withdrawal (no penalty)
R	Repeat (used in developmental courses)
I	Incomplete (if work is not completed in specified time period, "I" grade will change to "F." Quality points assigned to new grade only)
Y	Course requires more than one semester and therefore the grade is not yet determined
Z	No grade submitted by instructor

The following grades are not computed in your cumulative GPA but will always appear on your transcript:

Grades with an asterisk () appended are not computed in the cumulative GPA, as they represent courses not applicable to the student's current major.

#Grades with a pound sign (#) appended are not computed in the cumulative GPA, as they represent grades replaced by successful repetition of the course.

Semester Averages

To determine your semester average, multiply the quality point value of each grade by the credit value of each course. The resulting figure will be the honor point value for each course. If a course is assigned the grade of "F," "WF" or "WU," include the credits in the total number of credits taken that semester. Their point value is zero (0). Add the number of honor points earned during a semester and add the number of credits attempted. (Do not include "W" courses.) Divide the honor point total by the semester credit total. The resulting figure constitutes your semester average (GPA). For example, if you registered for five courses during a semester and received an "A," a "B+," a "B-," a "C" and a "W," your computations will appear as follows:

Grade	Quality Points	Credits	Honors Points
A	4.0	3	12.0
B+	3.3	3	9.9
B-	2.7	3	8.1
C	2.0	3	6.0
W	0.0	0	0.0
Total		12	36

36 honor points divided by 12 credits equals 3.0 average.

Cumulative Average

Your cumulative average is your grade point average (CUM GPA) from the time of your admission into the College to the present. It is computed by exactly the same method used to compute the semester index, except where modified by the D/F grade policy or by the application of the asterisk or pound sign to a grade, as described above.

HONORS

Outstanding scholastic achievement merits inclusion on the Dean's Honor List, which is determined each fall and spring for full-time students and each spring for part-time students. To be included on the Dean's Honor List, a student must be CUNY certified in reading, writing and mathematics and achieve a GPA of 3.5 or higher with no failures, incompletes, "R," "WU" or "WF" grades. Eligibility for Dean's Honor List will be based on the official grades recorded for the semester. Full-time students must complete a minimum of 12 credits of quality grades in a semester to be eligible for inclusion on the Dean's Honor List. Part-time students who complete a minimum of 12 credits as a part-time student in one academic year (September-June) are eligible for inclusion. Achievement of Dean's Honor List is publicized and recorded on the student's transcript.

When an institutional error such as a "Z" (no recorded grade) is removed from a student record, the student's GPA will be recomputed and the record corrected. If thereby qualified, the student's name will be placed on the Dean's Honor List.

Students in an associate degree program who achieve a cumulative GPA of at least 3.30 at graduation will graduate with honors. A student who has acquired 15-60 credits with a GPA of 3.5 or better will be invited to join the National Society of Collegiate Scholars. Baccalaureate students upon completing the requirements for their degree with a 3.7 or better GPA will be inducted into the College's academic honor society Tau Phi Sigma. Associate degree students in the graduating class with a cumulative GPA of 3.7 or higher will have a Tau Phi Sigma indication on their diplomas, the College's highest academic award at the associate degree level.

Baccalaureate candidates who have completed 60 credits in residence at City Tech based solely on the coursework completed in residence will graduate with honors as follows:

summa cum laude – a cumulative GPA of 3.8-4.0
 magna cum laude – a cumulative GPA of 3.5-3.79
 cum laude – a cumulative GPA of 3.25-3.49

Students in technology career programs who attain a 3.20 average or higher will be invited to join Sigma Epsilon Tau, the honor society of engineering technologists.

Honors Scholars Program

The Honors Scholars Program at City Tech provides an exciting opportunity for students who have completed at least 16 credits with a GPA of 3.4 or better. Students who are part of our honors "community" may participate in special activities such as seminars, field trips, social events, research opportunities with faculty members, and enhanced coursework for prestigious honors credit.

Independent Study Course

Independent study is a learning experience that allows for self-directed study relating to an area of academic or professional experience. Key elements of the course include critical analysis, application or development of ideas and concepts related to the area of inquiry and guidance by a faculty mentor. An eligible student must have a cumulative GPA of 3.00 or higher, have earned a minimum of 30 credits*, and have completed an introductory course or sequence in the area of inquiry. Visit the forms section of the website: citytech.cuny.edu/students/registrar/forms.shtml and download an application. In the semester prior to the commencement of the independent study, identify and meet with a faculty mentor to discuss and formalize the idea. Submit a completed and signed (faculty mentor and student) application form with supporting documents to the school dean prior to the registration deadline for the semester of study. Honors Scholars and students interested in research are encouraged to apply.

* The course is offered for variable credit of 1-3 credits (3-9 independent study hours per week). An eligible student may enroll in this course a limit of two times. The student must have earned a minimum of 30 credits prior to the first IS 9010 and 90 credits prior to a second IS 9010

ATTENDANCE AND LATENESS

A student may be absent without penalty for 10% of the number of scheduled class meetings during the semester as follows:

Class Meets	Allowable Absence
1 time/week	2 classes
2 times/week	3 classes
3 times/week	4 classes

Each department and program may specify in writing a different attendance policy for courses with laboratory, clinical or field work.

If the department does not have a written attendance policy concerning courses with laboratory, clinical or field work, the College policy shall govern.

It is the responsibility of the instructor to keep accurate records of every student's attendance and to inform each class orally and in writing of the applicable attendance policy during the first two weeks of class meetings each semester.

1. Excessive Absence

If a student's class absences exceed the limit established for a given course or component, the instructor will alert the student that a grade of "WU" may be assigned.

If the student withdraws officially from the course, he/she will be assigned a grade in accordance with the existing withdrawal policy of the College.

2. Appeals

A student wishing to appeal the excessive absence status and the impending grade should request a meeting with the chairperson of the department in which the course is offered. The chairperson will consult with the instructor to render a decision. A student wishing to appeal a "WU" grade may do so through the Committee on Course and Standards.

3. Lateness

Each department will establish a policy regarding student lateness in its courses. Lateness policies are to be announced

and distributed to the faculty by the department chairperson. It is the responsibility of the instructor to keep a record of lateness and to inform each class orally and in writing of the lateness policy during the first two weeks of class meetings of each semester.

WITHDRAWAL

Each withdrawal can affect a student's financial aid status. If a student fails to officially withdraw from a course and simply stops attending, the student will receive a "WU" grade. It will be calculated into the grade point average as a failing grade. Further information on grades and financial aid eligibility can be obtained from the financial aid office.

Students who officially withdraw during the CUNY refund period will have no grade recorded. Students who officially withdraw after the CUNY refund period but prior to the end of the designated withdrawal period (see academic calendar for specific dates) will have a grade of "W" (withdrew) recorded. After that period, however, a grade of "WF" (withdrew-failing) will be recorded.

Students who officially withdraw before the first day of the semester (or session for summer) will have 100% of their tuition refunded. Students who withdraw after that period will receive only a portion or no refund of their tuition (See section on tuition/fees and academic calendar for details).

The withdrawal policy is as follows:

Withdrawal from a Course

To withdraw from an individual course, the student must:

1. discuss intent with instructor;
2. discuss intent with academic advisor or with a counseling faculty member (N108);
3. obtain a Program Change form from the major department and have it signed by the chairperson;
4. have Program Change form approved by the Financial Aid Office; and

5. return Program Change form to the Office of the Registrar.

Students who must withdraw from a developmental or ESOL course, in addition to the above, must:

1. complete the form for this withdrawal, available at the registrar's office;
2. obtain a letter from the departmental advisor or a counselor stating any extraordinary circumstances which preclude the student's continuation in the course, with a copy of the letter sent to the departmental office, and further;
3. also withdraw from any credit-bearing course having that developmental or ESOL course as a co-requisite, and further;
4. bring such materials to the chair of the mathematics department for developmental mathematics courses, or the chair of the English department for developmental English courses, reading courses and ESOL courses.

Withdrawal from the College

Official withdrawal from the College better protects the rights and privileges of the student than unofficial withdrawal, i.e. simply stopping attending. To withdraw officially, you must:

1. obtain a complete withdrawal form from your major department;
2. notify all of your instructors of your withdrawal;
3. obtain a withdrawal clearance/leave of absence form at the counseling center and follow the procedure outlined on the form. The withdrawal clearance procedure must be completed in person. Only in extenuating circumstances, such as personal illness, can your withdrawal be completed by mail. A withdrawal clearance which is completed by mail must be accompanied by medical or other documentation;
4. file the completed withdrawal clearance/leave of absence form and the complete withdrawal form at the registrar's office.

The date on which your withdrawal clearance/leave of absence and your complete withdrawal form are accepted and completed at the registrar's office will be considered your date of final attendance. Refunds under the policies stated in this catalog will be determined from that date. (See section on tuition and fees for details.) Where withdrawal has significant impact on the student's financial obligation to the College, additional administrative clearance may be required.

If you wish to be readmitted to the College after you have withdrawn, you must file an application for readmission with the NYCCT registrar's office prior to the semester in which you plan to return to the College. Please contact the registrar's office about deadlines for readmission.

Unofficial Withdrawal

Students who simply stop attending or are absent for more than 10% of the hours the course meets will receive a grade of "WU" (unofficial withdrawal). The "WU" counts as an "F" in the computation of the GPA. Unofficial withdrawal will have negative consequences for the student and should be carefully avoided.

Every withdrawal (official or unofficial) can affect a student's financial aid status. Further information can be obtained from the financial aid office.

Leave of Absence

A leave of absence is official permission to be absent from the College for one or two semesters. It allows you to be governed by the same "Statement of Requirements" in effect for you at the time of your leaving.

A leave of absence is granted on the basis of medical (physical, psychological), financial, educational, parental, military or other personal reasons. Pick up a leave of absence/complete withdrawal form at the counseling center. After you complete it, bring it to the registrar's office along with all supporting documents. You may apply for a leave of absence at any time before the first day of the semester for which you are requesting a leave. You will not be

granted a leave of absence more than once during any five-year period. To apply for an exception to these rules, you must submit a formal, written request to the registrar's office and have it reviewed by a panel consisting of the registrar, VP for enrollment and student affairs, and the chairperson of your department or someone designated in his/her place.

ACADEMIC STANDARDS POLICY

Standards for the Completion of Remedial and ESOL courses:

The timely completion of remedial and college English as a Second Language (ESOL) courses is essential for student access to and success in the major department and liberal arts and sciences core courses required by their degree program. For this reason, the College and CUNY place limitations on the number of semesters students are permitted to complete these preparatory courses. Students are strongly urged to enroll in summer and intersession courses to shorten the time required to complete remedial and ESOL coursework.

1. Students are permitted a maximum of two attempts to complete or advance from each required remedial reading, writing, mathematics or ESOL course. USIP, summer and inter-session courses are not counted in this limitation.
2. The CUNY Board of Trustees resolution phasing out remedial coursework at CUNY Senior Colleges permits college English as a Second Language (ESOL) students who are not otherwise remedial to enter baccalaureate programs. Such students would have:
 - a. studied in a high school in which the language of instruction was not English and
 - b. achieved exemption from mathematics skill testing by virtue of either a score of 480 on the SAT, or 75 on the New York State Mathematics Regents or a passing score on the CUNY Basic Skills Test in Mathematics, Part 1 and 2

ESOL students who fulfill these conditions may be admitted into baccalaureate programs.

ESOL students who "are otherwise not remedial" in baccalaureate programs must take the CUNY/ACT Skills Tests in Reading and Writing for placement and must pass these tests within two years (including the summer preceding and following two consecutive academic years). ESOL students in baccalaureate programs that fail to pass these tests within two years will not be permitted to progress towards a bachelor's degree. The student may continue in an associate degree program.

3. Students who do not complete remedial or ESOL courses within the limits described in statement 1 above will be dismissed from the College. Further information on academic dismissal and the appeal of academic dismissal follows.

Minimum Cumulative Grade Point Average (CUM GPA) Standard

Students must maintain a cumulative grade point average greater than or equal to the following minimums:

Credits Attempted	Minimum Cumulative GPA
0 to <12	1.50
12 to <24	1.75
24 or above	2.00

Academic Alert

1. Students will be placed on academic alert at the end of a semester if, for the first time during their first 18 attempted credits/equated credits of coursework, they fail to meet the College's minimum CUM GPA standard. Academic alert is provided only once during a student's college career.
2. Students who meet the College's minimum CUM GPA standard at the end of the academic alert semester will be removed from academic alert.
3. Students who do not meet the College's minimum CUM GPA standard at the end of the academic alert semester will be placed on academic probation.

Academic Probation

1. Students not on academic probation will be placed on academic probation at the end of a semester if they fail to meet the College's minimum CUM GPA standard and are no longer eligible for academic alert.
2. Students on academic probation who meet the College's minimum CUM GPA standard at the end of a semester will be removed from academic probation.
3. Students on academic probation who fail to meet the College's minimum CUM GPA standard at the end of a semester, yet complete all courses that semester with a semester grade point average of 2.25 or higher, will be allowed to remain on academic probation for an additional semester.
4. Students on academic probation who fail to attain either the minimum CUM GPA standard or the semester grade point average of 2.25 at the end of the semester will be dismissed from the College. Details below on academic dismissal and the appeal of dismissal follow.

Academic Dismissal

Students will be academically dismissed at the end of the fall or spring semester if they have either exceeded the limits on remedial and ESOL courses or failed to attain the required minimum CUM or semester GPA standards while on probation.

Appeal of Academic Dismissal

Dismissed students may appeal their dismissal. Appeals forms, available at the Office of the Registrar, must be completed and returned as directed by the published deadline.

Students who are reinstated on appeal must meet the educational plan mandated by the appeals committee. Students dismissed for exceeding the limits of repetition of a remedial course and reinstated by the Committee on Course

and Standards must satisfactorily complete that remedial course within one semester. Failure to do so will result in dismissal without the possibility of appeal for reinstatement. Students dismissed for exceeding the limits in an ESOL course and reinstated by the Committee on Course and Standards must satisfactorily complete the ESOL course within one semester. Failure to do so will result in dismissal. However, the student is eligible to appeal to the College's Committee on Course and Standards for reinstatement.

Readmission After Academic Dismissal

Students dismissed from the College for failure to meet the academic standards set forth in this policy and not granted reinstatement on appeal may apply for readmission after a separation from the College of at least one semester. Students who wish to apply for readmission after this separation period must first submit a new appeal to the Committee on Course and Standards. If approved by the Committee, students may then apply for readmission.

Students who left the College while on academic alert or probation may be readmitted to a particular program with the written approval of the program chairperson and subject to College policies as they apply to entering students at the time of readmission.

When students who were academically dismissed apply for admission to one of the baccalaureate programs of the College after successfully completing an associate degree elsewhere, they will be evaluated for admission on the basis of the work completed since their dismissal from the College. If admitted into one of the College's baccalaureate programs, the student's grade point average in that program will begin with their readmission, without the inclusion of their previous academic record at the College.

Records

Change of Curriculum

Change of curriculum depends on your academic standing and the availability of space in the curriculum to which you intend to transfer. If you meet the transfer criteria stated in this catalog, such as prerequisite courses and CUNY requirements, and meet with a counselor/advisor, you may file the appropriate application with the registrar during the designated filing period. SEEK students must consult with their SEEK advisor before making changes in curriculum.

Change of Address

Students should complete a change of address form in the registrar's office as soon as they have a new address so they will continue to receive College mailings.

Change of Name

If you have changed your name and would like the College's records to indicate such, you must submit official documents (e.g. marriage license, court papers, etc.) to the registrar's office.

Transcript of Records

A transcript is your official record of the courses you attempted at City Tech and the grades you received. If you want your transcript forwarded to a college or agency, you must file a transcript request form at the registrar's office. Include your social security number, curriculum, date of birth, dates of attendance, name while in attendance and whether or not you are a NYCCT graduate. There is a \$7.00 fee for each transcript. Transcripts forwarded to other units of The City University of New York will be sent without charge.

Reproduction of Records Cost

The cost for reproducing a record other than your transcript will vary depending on the length and nature of the record. You may expect a fee of \$1.00 per side of a page. Consult the registrar's office for details.

Access to Records by College Personnel

Your individual academic records will be available to appropriate counselors, academic advisors, department chairpersons, deans, vice presidents and the Committee on Course and Standards. All other records are unavailable to everyone except you and the person who creates the record or who uses it for the purpose for which it was created. In the case of legal proceedings, where a student's record is the subject of a subpoena, the College will make a reasonable effort to notify the student prior to the production of the record.

Policy Statement on Information Disclosure

The following information (known as directory information) may be released to any persons within or outside the University without consent of the student:

- Name, address and telephone listing.
- Dates of attendance and current status, including major field of study.
- If graduated, date of graduation, degree and major.
- Honors and awards received.
- Confirmation of birth date.
- Height and weight of athletes engaged in intercollegiate sports.

If a student does not wish the above information released, he or she must notify the registrar in writing prior to the close of business, no later than 21 days after the first day of classes.

Any such written request will be honored by New York City College of Technology until a written directive to the contrary is received from the student.

Information other than the above items may be given to certain individuals and agencies outside the institution without consent of the student. Records of release of such information are maintained in the student folder. Instances of such release include:

- in response to a court order or subpoena,

- in response to an institution, agency or individual providing financial aid to the student for his or her education.
- to officials and/or representatives of educational accrediting agencies or other agencies specified within the act.

Release of other information to any other third parties is prohibited without written consent of the student.

The director of admissions is the College official designated to disseminate information about admission to the College. The director of admissions can be contacted between 9:30 am and 4:30 pm Monday through Thursday, and until 3:00 pm on Friday at 718.260.5250.

The registrar is the College official designated to disseminate information about academic programs and the status of students at the College. The registrar can be contacted between 9:30 am and 4:30 pm Monday through Thursday, and until 3:00 pm on Friday at 718.260.5800.

A copy of the Information Non-Disclosure form is available on-line at www.citytech.cuny.edu/aboutus/pubinfo/rights.shtml.

Freedom of Information Law

Requests to inspect public records at the College should be made to the Records Access Officer, Jerry Berrol, the Registrar, who is located at Namm G-15, at 300 Jay Street. He may be reached by telephone at 718.260.5800 or by email at jberrol@citytech.cuny.edu. Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. Copies of the CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law and the appeal form are available at the reference desk of the College library and on the College website.

Withholding of Student Records

The Board of Trustees policy with respect to the withholding of student records as amended on February 22, 1993:

Students who are delinquent and/or in default in any of their financial accounts with the College, the University or an appropriate state or federal agency for which the University acts as either a disbursing or certifying agent, and students who have not completed exit interviews as required by the Federal Perkins Loan Program, the Federal Educational Loan Program, the William D. Ford Federal Direct Loan Program and the Nursing Student Loan Program, are not to be permitted to complete registration. Additionally, students will not be issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the Federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives, in writing, the application of this regulation.

Degree Requirements

General Requirements for All Associate and Baccalaureate Degrees Awarded by the College

- You must fulfill the degree requirements listed in the catalog for the academic year in which you were admitted to the College.

Exception: If you withdrew from the College in good standing and were readmitted, you must meet the degree requirements in effect at the time of your readmission. However, if you received an approved leave of absence and were absent no more than two semesters, you will be eligible for consideration under the degree requirements in effect at the time of leaving. Students may petition in writing to the Office of the Provost (Namm 320) for reinstatement of their original degree requirements.

- To be eligible for the associate degree you must complete a minimum of 60 credits. A minimum of 34 credits must be completed in residence, at least 17 of which must be in your major department. Some majors require more than the minimum 60 credits. To be eligible for the baccalaureate degree you must complete a minimum of 120 credits. A minimum of 34 post-associate degree credits must be completed in residence, at least 17 of which must be from among those listed as "Required Courses in the Major" in the catalog description of degree requirements. Some baccalaureate majors require more than the minimum 120 credits.
- All degree requirements must be completed within ten years of the date of matriculation. Exception: dental hygiene and nursing students must complete degree requirements within five years of matriculation. If you wish to have the ten-year rule waived to receive credit for a course taken ten or more years ago, either at NYCCT or another accredited college, you may petition the Committee on Course and Standards to waive the rule. The waiver form may be obtained from the registrar's office, which will forward it to the Committee on Course and Standards.
- You must be in attendance at New York City College of Technology during the semester in which you complete your degree requirements. If one of your last courses is taken at another college (see courses on permit, page 26), you are subject to the following regulations: (a) you must secure a permit from the registrar's office; (b) you may take no more than two courses on permit to complete your degree requirements; (c) you must take the last course within two years of the last date of attendance at New York City College of Technology.
- You should confer with your major department advisor to determine course distribution, co-requisites (courses you are required to take along with another course) and prerequisites (courses you are required to take before you can take a more advanced one). You must successfully complete a prerequisite before registering for the next higher-level course that requires it and take your co-requisite concurrently with the course that requires it.
- You must complete the core curriculum program (general education requirements) for the degree you pursue. The core curricula for the associate and the baccalaureate degrees are described on page 37. In some cases, your departmental requirements may narrow the choices available to satisfy the core curriculum program.

CUNY REQUIREMENTS

The Board of Trustees of The City University of New York stipulate that competency in reading, writing and mathematics are required for admission into any college baccalaureate program. Competency in the basic skills areas may be demonstrated in a number of ways. Students with qualifying scores on the SAT or ACT or on New York State English or Mathematics Regents Exams or with earned bachelor's degrees from accredited institutions will be regarded as competent for this purpose. Students without demonstrated competence through one of these measures will be required to take the CUNY/ACT skills assessment tests before matriculation. Refer to CUNY Testing Information, page 12, for more detailed information.

Students who have not demonstrated competency in one or more areas at the point of admission to the College will be assigned appropriate developmental and college English as a second language (ESOL) courses in preparation for college-level coursework. Students must complete all required developmental and ESOL courses before they may progress beyond 12 credits of credit-bearing coursework. Students who have not yet completed all required developmental and ESOL courses must enroll in the remaining required courses each semester until all developmental and ESOL requirements are met. Any exceptions must be approved by the Office of the Provost, via the dean of instruction.

Advanced transfer students from outside CUNY may be exempt from the CUNY/ACT Skills Assessment test. See page 12.

The CUNY Proficiency Examination (CPE)

The CUNY Proficiency Examination (CPE), developed in response to a 1997 Board of Trustees resolution, is required of students completing associate degree programs or beginning junior-level work. The CPE tests students' ability to understand and think critically about ideas and information and to write clearly, logically and correctly at a level associated with success in upper-division courses. Students must pass the CPE by the time they have completed 60 credits. Refer to CUNY Testing Information, page 12 for more detailed information.

COMPUTER LITERACY REQUIREMENT (revision in progress)

All candidates for graduation must be certified to be computer literate. Candidates for the associate in applied science, bachelor of technology or bachelor of science degree can demonstrate computer literacy by completing computer-related courses offered or required by their major department or passing a qualifying examination.

Candidates for the associate in arts degree can demonstrate computer literacy by completing courses in which computer applications may be required, such as ENG 1121/EG 121, or completing any computer-based language or applications course or passing a qualifying examination.

Candidates for the associate in science degree in liberal arts and science can demonstrate computer literacy by completing a required course in which computer applications are covered, by completing a computer-related course such as CST 1101/CS 101, MAT 1440/MA 440, MAT 1476L/MA 476L, MAT 2630/MA 530 or MST 1101/MS 101, or by passing a qualifying examination. Students should see the coordinator of AA and AS transfer degree programs, Namm 602B, 718.260.5014, for further information about the computer literacy requirements.

DEGREES OFFERED

Associate Degrees

The College offers three degrees at the associate level: the associate in arts, the associate in science and the associate in applied science. The associate in arts is described on page 37. It is intended as a transfer degree for students who plan to continue their studies at a liberal arts college and who do not plan to major in math or the sciences. The associate in science is offered in arts and sciences, described on page 84 and in computer science on page 86. As with the associate in arts, these degrees are intended for students who plan to pursue baccalaureate studies at a liberal arts college. The balance of the associate degrees offered at the College are classified as associate in applied science. Requirements for each of these degrees are listed on the appropriate pages of this catalog. Page numbers can be found on the chart "Listing of Academic Programs," on page 43.

Baccalaureate Degrees

The College offers three baccalaureate degrees: the bachelor of science, the bachelor of science in education and the bachelor of technology. The bachelor of science is offered in applied mathematics, health services administration, human services, nursing, and law and paralegal studies. The bachelor of science in education is offered in career and technical teacher education and technology teacher education. The bachelor of technology is offered in architectural technology, communication design, computer engineering technology, computer systems, entertainment technology, facilities management, graphic arts production management, hospitality management, hospitality management/travel and tourism option and telecommunications engineering

technology. The requirements for each of these degrees may be found beginning on page 34. In addition, City Tech students are eligible to participate in the CUNY BA program, a multidisciplinary program that allows the student to take advantage of the offerings of the several CUNY campuses. It is described below.

The City University Baccalaureate Program (CUNY BA)

All units of CUNY participate in a university-wide bachelor's program which allows students, in consultation with their faculty advisors, to design majors that, while academically valid, differ from CUNY prescribed majors. Such programs will commonly combine coursework at more than one CUNY college. If you are a matriculated City Tech student with demonstrated competence in reading, writing and mathematics, and you have completed more than 15 credits with at least a 2.5 grade point average, you may apply to this program. If admitted, you will work with two faculty members to plan an individualized course of study. The program requires 120 credits consisting of both lower- and upper-level courses. The program allows students to take advantage of offerings at all CUNY colleges. You may also earn up to 30 credits for relevant non-classroom work. Although the program has been developed primarily for liberal arts areas, you may also take up to 60 credits in technical or business subjects. Further information can be obtained by contacting Prof. Laina Karthikeyan at 718.260.5953.

COURSE SUBSTITUTION POLICY

A reasonable number of course substitutions may be permitted, provided that they meet NYCCT's core requirements, comply with any outside accreditation requirements and do not compromise the academic integrity of the degree or certificate program.

- Course substitutions that involve courses from the student's major department or courses in NYCCT "core requirements" must be approved in writing by the chair of the student's major department, the appropriate dean, and the registrar's office.
- Course substitutions involving courses from different departments must be approved in writing by the chairs of the departments involved, and the dean(s) of the appropriate school(s) and will be reviewed by the Registrar.

To provide a framework for appropriate course substitution and to ensure consistency and oversight, the Registrar will keep track of all course substitutions made by (1) each individual student and (2) each program department.

FILING FOR GRADUATION

In order to graduate you must achieve a 2.00 cumulative average. In addition, several departments require other minimum standards for graduation. For example, the dental hygiene department requires a minimum grade of C in each dental hygiene course. Carefully review the requirements for your degree and check with your advisor regarding additional minimum requirements needed for graduation.

During the semester in which you expect to graduate, you must file a graduation application form, available on the College

website (www.citytech.cuny.edu) or at the registrar's office. Opening and closing dates for filing may be found in the academic calendar printed in the schedule of classes and placed on the College website each semester. Your application will be reviewed and you will be notified as to whether you have met the graduation requirements. If you receive notice that you have not met all your requirements for a degree, you must reapply in a subsequent semester when the missing requirements have been completed.

GENERAL EDUCATION/CORE CURRICULUM

Most colleges require that students be broadly educated, beyond the boundaries of the major. This broad liberal education is essential in fostering open minds and cultivating social responsibility, as well as deepening students' background of general knowledge. At City Tech, the commitment to liberal education helps to define our core curriculum, the set of liberal arts and sciences courses required of all students in degree-granting programs.

The core curriculum at City Tech is designed to help students develop a broad knowledge base, crucial skills and attitudes, and an awareness of ethical and aesthetic values that are applicable to their academic, professional and personal lives. Students are thereby better able to comprehend the content and processes of their major disciplines. Just as importantly, the courses in the core curriculum contribute to the development of students as active, lifelong learners who are able to adapt and prosper through constant change and professional evolution. Courses in the core curriculum address each of the following:

- Communication Skills: the ability to read, write and speak effectively.

- Critical Thinking: the ability to analyze complex issues and to evaluate information.
- Research and Computer Skills: the ability to acquire, evaluate and synthesize information using appropriate technology in an ethical and legal manner.
- Scientific Literacy: an understanding of the scientific method and the contribution of science to human progress.
- Mathematical Literacy: the ability to state and analyze a problem in the language of mathematics and to form a clear, well-justified conclusion.
- Humanistic and Social Inquiry: an understanding of and respect for cultural diversity, the human experience and the interconnectedness of global and local concerns.

These essential competencies are introduced in the core curriculum requirements for an associate degree and deepened in the baccalaureate core curriculum. The charts below show the courses a student must complete at each level, associate and baccalaureate.

**TABLE 1
THE ASSOCIATE DEGREE CORE***

Credits	Subject Area ¹	Abbreviated as ²
3 credits	English Composition: ENG 1101	ENG
4 credits	Mathematics: MAT 1180 or higher (according to program)	MATH I
4 credits	Laboratory Science: BIO, CHEM, PHYS	SCI I
3 credits	One course in either Literature, Aesthetics or Philosophy Literature: any ENG, AFR 2200 series; PRS 2200 series or Aesthetics: any ARTH 1100 series, MUS series, AFR 1300, 2300 series, THE or Philosophy: any PHIL 2000 series, AFR 2600 series	LAP LIT AES PHIL
3 credits	One course in either Behavioral or Social Science Behavioral Science: any ANTH, PSY, SOC, AFR 1500 series, PRS 1500 series or Social Science: HIS, AFR 1400 series, PRS 1400 series, ECON 1101, 1401, GEOG, GOV	BS/SS BS SS
3 credits	Communications: ENG 1100 series ³ , ENG 1121/EG 121 or higher, SPE (Speech), ESOL 1300 ⁴	COMM
Total: 20 credits		

**TABLE 2
THE BACCALAUREATE DEGREE CORE***

Credits	Subject Area ¹	Abbreviated as ²
3 credits	English Composition: ENG 1101	ENG
7/8 credits	Mathematics: MAT 1180 or higher One year sequence is required according to program.	MATH I MATH II
8 credit	Laboratory Science: BIO, CHEM PHYS One year sequence of a laboratory science series is required.	SCI I SCI II
3 credits	Literature: any ENG 2000/3400 series, AFR, PRS 2200 series	LIT
6 credits	Two additional courses from two of the three LAP categories: Literature: any ENG 2000/3400 series, AFR 2200 series, PRS 2200 series or Aesthetics: any ARTH, MUS, THE, AFR 1300/2300 series or Philosophy: any PHIL 2000 series or higher, AFR 2600 series	LAP LIT AES PHIL
9 credits	One year sequence in either BS or SS and one additional course Behavioral Science: any ANTH, PSY, SOC, AFR 1500 series, PRS 1500 series Social Science: AFR 1400, 2400 series, any ECON 1101 or higher, GEOG, GOV, any HIS, PRS 1400 series One year sequence is an introductory course and an advanced course that has the introductory course as its prerequisite Examples: PSY 1101 and PSY 2402, ECON 1101 and ECON 2301 SOC 1101 and PRS 2501, AFR 1461 and HIS 3402	BS/SS BS SS
6 credits	One course is required from ENG and SPE according to program Communications: ENG 1100 ³ series, ENG 1121/EG 121 or higher, ENG 3770 series, SPE (Speech) Examples: ENG 1133 and SPE 1330, ENG 1121 and SPE 1340	COMM
Total: 42-43 credits		

* See course code conversion chart page 231.

¹ Course abbreviation and a number represent the courses in that series; for example, PHIL 2101 = a PHIL course in the 2100 series, such as PHIL 2101.

² Abbreviation appears on the statement of requirements for majors in this catalog and on ESP (electronic student planner) an on-line student advisement tool.

³ ENG 1101 is not part of the COMM core.

⁴ ESOL students only.

TABLE 3
CORE COURSES BY CATEGORY*

Course Number/ Category	Course Title	Credits	Prerequisite or Co-requisite (Co) Where Specified
	ENGLISH COMPOSITION Abbreviation: ENG 1101/EG 101		
ENG 1101/EG 101	English Composition I	3	R/W Certification
	MATHEMATICS Abbreviation: MATH I, MATH II (See program requirement for approved course(s))		
MAT 1180/MA 180	Math Concepts and Applications	4	M/R Certification
MAT 1272/MA 272	Statistics	3	MAT 1180/MA 180 or higher
MAT 1275/MA 275	College Algebra and Trigonometry	4	MAT 1175/MA 175
MAT 1280/MA 280	Quantitative Math	4	MAT 1180/MA 180
MAT 1372/MA 372	Probability and Statistics	3	MAT 1275/MA 275
MAT 1375/MA 375	Precalculus	4	MAT 1275/MA 275
MAT 1376/MA 375.1	Mathematical Analysis with Laboratory	4	MAT 1275/MA 275
MAT 1440/MA 440	Discrete Mathematics	3	MAT 1375/MA 375, CST 2403/CS 403
MAT 1475/MA 475	Calculus I	4	MAT 1375/MA 375
MAT 1575/MA 575	Calculus II	4	MAT 1475/MA 475
MAT 2580/MA 580	Introduction to Linear Algebra	3	MAT 1575/MA 575 (Pre or Co)
MAT 2630/MA 630	Numerical Methods	3	MAT 2580/MA 580, CST 1101/CS 101
MAT 2675/MA 675	Calculus III	4	MAT 1575/MA 575
MAT 2680/MA 680	Differential Equations	3	MAT 1575/MA 575
	LABORATORY SCIENCE Abbreviation: SCI I, SCI II		
BIO 1101/BY 101	Biology I	4	R Certification
BIO 1201/BY 201	Biology II	4	BIO 1101/BY 101
BIO 1501/BY 501	Elements of Human Biology	4	R Certification or ENG 092R/DR 092 - Co
BIO 2311/BY 301.1	Anatomy and Physiology I	4	BIO 1101/BY 101 or equivalent; R/W Certification
BIO 2312/BY 301.2	Anatomy and Physiology II	4	BIO 2311/BY 301.1
BIO 3302/BY 302	Microbiology I	4	BIO 2311/BY 301.1 or BIO 1101/BY 101
BIO 3350	Elements of Bioinformatics	4	MAT 1275/MA 275, BIO 1101/BY 101, R/W Certification
CHEM 1110/CH 110	Chemistry I	4	MAT 1275/MA 275 and ENG 092R/DR 092
CHEM 1210/CH 210	Chemistry II	4	CHEM 1110/CH 110
PHYS 1111/SC 111	Principles of Science I	4	R/W Certification; MAT 1175/MA 175 - Co
PHYS 1112/SC 112	Principles of Science II	4	PHYS 1111/SC 111
PHYS 1117/SC 117	Astronomy I	4	R/W Certification; MAT 1175/MA 175 - Co
PHYS 1118	Astronomy II	4	PHYS 1117/SC 117
PHYS 1201/SC 201	Geology, Physical Geology	4	R/W Certification; MAT 1175/MA 175 - Co
PHYS 1202/SC 202	Historical Geology	4	PHYS 1201/SC 201
PHYS 1433/SC 433	Physics 1.2	4	MAT 1275/MA 275 - Co
PHYS 1434/SC 434	Physics 2.2	4	PHYS 1433/SC 433
PHYS 1441/SC 441	Physics 1.3	5	MAT 1475/MA 475 - Co
PHYS 1442/SC 442	Physics 2.3	5	PHYS 1441/SC 441
	LITERATURE/AESTHETICS/PHILOSOPHY Abbreviation: LAP		
	LITERATURE Abbreviation: LIT		
AFR 2201/AF 201	Black Writers in American Literature I	3	ENG 1101/EG 101
AFR 2202/AF 202	Black Writers in American Literature II	3	ENG 1101/EG 101
AFR 2211/AF 211	African Literature I	3	ENG 1101/EG 101
AFR 2212/AF 212	African Literature II	3	ENG 1101/EG 101
AFR 2221/AF 221	Black Literary Concepts	3	ENG 1101/EG 101
AFR 2222/AF 222	Current Caribbean Literature	3	ENG 1101/EG 101
AFR 2250/AF 250	Black Women In Literature	3	ENG 1101/EG 101
ENG 2000/EG 200	Perspectives in Literature	3	ENG 1101/EG 101
ENG 2001/EG 201	Introduction to Literature I: Fiction	3	ENG 1101/EG 101
ENG 2002/EG 202	Introduction to Literature II: Drama	3	ENG 1101/EG 101
ENG 2003/EG 203	Introduction to Literature III: Poetry	3	ENG 1101/EG 101
ENG 2100/EG 210	English Literature I	3	ENG 1101/EG 101
ENG 2101/EG 211	English Literature II	3	ENG 1101/EG 101

CORE COURSES BY CATEGORY* *continued*

Course Number/ Category	Course Title	Credits	Prerequisite or Co-requisite (Co) Where Specified
ENG 2150/EG 215	Introduction to Women Writers	3	ENG 1101/EG 101
ENG 2200/EG 220	American Literature I	3	ENG 1101/EG 101
ENG 2201/EG 221	American Literature II	3	ENG 1101/EG 101
ENG 2225/EG 225	Asian American Literature and Culture	3	ENG 1101/EG 101
ENG 2300/EG 230	Great Works I	3	ENG 1101/EG 101
ENG 2301/EG 231	Great Works II	3	ENG 1101/EG 101
ENG 2400	Films from Literature	3	ENG 1101/EG 101
ENG 3401/EG 401	Law Through Literature	3	ENG 1121/EG 121
ENG 3402/EG 402	Topics in Literature	3	ENG 1121/EG 121 or any previous LIT
ENG 3403/EG 403	One Major Writer	3	ENG 1121/EG 121 or any previous LIT
ENG 3404/EG 404	Literature of Illness and Care	3	ENG 1121/EG 121 or any previous LIT
PRS 2202/PR 202	Latin American Literature	3	ENG 1101/EG 101
PRS 2211/PR 211	Puerto Rican Literature	3	ENG 1101/EG 101
	AESTHETICS Abbreviation: AES		
	ART HISTORY COURSES		
AFR 1301/AF 301	Introduction to Art of Africa	3	R/W Certification
AFR 1304/AF 304	African American/Caribbean Art	3	R/W Certification
AFR 2302/AF 302	Art and Architecture of Africa	3	ENG 1101/EG 101
ARTH 1100/HU 100	History and Appreciation of Photography	3	R/W Certification
ARTH 1101/HU 101	History of Art, Pre/Gothic	3	R/W Certification
ARTH 1102/HU 102	History of Art, Ren/Modern	3	R/W Certification
ARTH 1103/ HU 103	Survey of Art History	3	R/W Certification
ARTH 1104/HU 104	Art of U.S.	3	R/W Certification
ARTH 1106/HU 106	Modern Art	3	R/W Certification
ARTH 1108/HU 108	Art of Asia	3	R/W Certification
ARTH 1110/HU 110	Islamic Art	3	R/W Certification
ARTH 2401/HU 401	Italian Renaissance Art and Architecture	3	ENG 1101/EG 101 and ARTH/HU1 or ARCH 1121/AR 121
ARTH 3311/HU 311	The History of Graphic Design	3	ENG 1121/EG 121
	MUSIC THEORY AND APPRECIATION COURSES		
AFR 1311/AF 311	African-American/Caribbean Music	3	R/W Certification
MUS 1201/HU 201	Musical Concepts	3	R/W Certification
MUS 1202/HU 202	Fundamentals of Musicianship	3	R/W Certification
MUS 1210/HU 210	Musical Styles	3	R/W Certification
MUS 1211/HU 211	Music of Latin America	3	R/W Certification
MUS 1211/PR 311	Credit will not be given for both HU 211 and PR 311		
MUS 2206/HU 206	Jazz	3	ENG 1101/EG 101
MUS 2207/HU 207	20th Century Music	3	ENG 1101/EG 101
	THEATER THEORY AND APPRECIATION COURSES		
AFR 1321/AF 321	Black Theatre	3	R/W Certification
THE 1280/TH 280	History of Physical Theater	3	R/W Certification
THE 2180/TH 180	Introduction to Theater	3	ENG 1101/EG 101
THE 2380/TH 380	Play Analysis and Aesthetics	3	ENG 1101/EG 101
	PHILOSOPHY Abbreviation: PHIL		
AFR 2612/AF 312	Africana Philosophy and Religion	3	ENG 1101/EG 101
PHIL 2101/PH 101	Introduction to Philosophy	3	ENG 1101/EG 101
PHIL 2102/PH 102	Logical Thinking	3	ENG 1101/EG 101
PHIL 2103/PH 103	Ethics	3	ENG 1101/EG 101
PHIL 2203/PH 103.1	Health Care Ethics	3	ENG 1101/EG 101
PHIL 2104/PH 104	Ancient Philosophy	3	ENG 1101/EG 101
PHIL 2105/PH 105	Modern Philosophy	3	ENG 1101/EG 101
PHIL 2106/PH 106	Philosophy of Technology	3	ENG 1101/EG 101

CORE COURSES BY CATEGORY* *continued*

Course Number/ Category	Course Title	Credits	Prerequisite or Co-requisite (Co) Where Specified
PHIL 2107/PH 107	Philosophy and Women	3	ENG 1101/EG 101
PHIL 2120/PH 120	Philosophy of Art and Beauty	3	ENG 1101/EG 101
PHIL 2121/PH 121	Chinese Philosophy	3	ENG 1101/EG 101
PHIL 3208/PH 208	Political Philosophy	3	Previous Philosophy
PHIL 3209/PH 209	Philosophy of Religion	3	Previous Philosophy
PHIL 3210/PH 210	Existentialism and Contemporary Life	3	Previous Philosophy
PHIL 3211/PH 211	Philosophy of Law	3	Previous Philosophy
PHIL 3212/PH 212	Engineering Ethics	3	Previous Philosophy
PHIL 3400/PH 400	Environmental Philosophy	3	Previous Philosophy
	BEHAVIORAL SCIENCE/SOCIAL SCIENCE Abbreviation: BS/SS Behavioral Science courses (BS)		
	ANTHROPOLOGY COURSES		
ANTH 1101/AN 101	Introduction to Anthropology	3	R/W Certification
ANTH 1102/AN 102	Comparative Religions	3	R/W Certification
ANTH 1103/AN 103	Contemporary Women	3	R/W Certification
	PSYCHOLOGY COURSES		
PSY 1101/PS 101	Introduction to Psychology	3	R/W Certification
PSY 2300/PS 300	Developmental Psychology	3	PSY 1101/PS 101
PSY 2301/PS 301	Child Psychology	3	PSY 1101/PS 101
PSY 2302/PS 302	Adolescence and Adulthood	3	PSY 1101/PS 101
PSY 2303/PS 303	Psychology of Aging	3	PSY 1101/PS 101
PSY 2401/PS 401	Social Psychology	3	PSY 1101/PS 101
PSY 2402/PS 402	Psychology of Personality	3	PSY 1101/PS 101
PSY 2403/PS 403	Abnormal Psychology	3	PSY 1101/PS 101
PSY 2404/PS 404	Personnel and Organizational Psychology	3	PSY 1101/PS 101
PSY 2501/PS 501	Child and Adolescent Development	3	PSY 1101/PS 101
PSY 2502/PS 502	Human Learning and Instruction	3	PSY 1101/PS 101
PSY 3407/PS 407	Psychology of Visual Perception	3	PSY 1101/PS 101, ENG 1101/EG 101
	SOCIOLOGY COURSES		
AFR 1501/AF 501	Current Community Problems	3	R/W Certification
AFR 1502/AF 502	Sociology of Urban Poverty	3	R/W Certification
PRS 1503/PR 503	Puerto Rican/Latin American Child in Urban Setting	3	R/W Certification
PRS 2501/PR 501	Puerto Rican/Latin American in NY and Urban America	3	SOC 1101/SO 101
SOC 1101/SO 101	Elements of Sociology	3	R/W Certification
SOC 1102/SO 102	Urban Sociology	3	R/W Certification
SOC 1103/SO 103	The Family	3	R/W Certification
SOC 1104/SO 104	Race and Ethnic Relations	3	R/W Certification
SOC 2201/SO 201	Sociology of Aging	3	SOC 1101/SO 101
SOC 2401/SO 401	Society, Technology and Self	3	SOC 1101/SO 101
SOC 2403/SO 403	Law and Society	3	SOC 1101/SO 101 or PSY1101/PS 101
SOC 3301/SO 301	The Emerging Global Society	3	previous SOC/SO, or ECON 1101/EN 101 or HIS 1102/HS 102 and ENG 1101/EG 101
SOC 3402/SO 402	The Sociology of Social Problems	3	SOC 1101/SO 101 and ENG 1101/EG 101
	Social Sciences courses (SS)		
	ECONOMICS COURSES		
ECON 1101/EN 101	Macroeconomics	3	R/W Certification
ECON 1401/EN 401	Microeconomics	3	R/W Certification
ECON 2301/EN 301	Money and Banking	3	ECON 1101/EN 101
ECON 2403/EN 403	Labor Management Relations	3	ECON 1101/EN 101

CORE COURSES BY CATEGORY* *continued*

Course Number/ Category	Course Title	Credits	Prerequisite or Co-requisite (Co) Where Specified
GEOGRAPHY COURSES			
AFR 1410/AF 410	Geography of Africa and the Diaspora	3	R/W Certification
GEOG 1101/GE 101	Elements of Geography	3	R/W Certification
GOVERNMENT COURSES			
AFR 1401/AF 401	African Governments	3	R/W Certification
AFR 2402/AF 402	Heritage of Imperialism	3	ENG 1010/EG 101
GOV 1101/GO 101	American Government	3	R/W Certification
GOV 1102/GO 102	State and Local Government	3	R/W Certification
GOV 2401/GO 401	Constitutional Law	3	previous GOV/GO or LAW 1201/LS 201
HISTORY COURSES			
AFR 1460/AF 601	African History I	3	R/W Certification
AFR 1461/AF 602	African History II	3	R/W Certification
AFR 1462/AF 612	Blacks in Science, Technology and Business	3	R/W Certification
AFR 1465/AF 615	African-American History I	3	R/W Certification
AFR 1466/AF 616	African-American History II	3	R/W Certification
AFR 1467/AF 620	Afro-Caribbean History	3	R/W Certification
HIS 1101/HI 101	Western Civilization I	3	R/W Certification
HIS 1102/HI 102	Western Civilization II	3	R/W Certification
HIS 1103/HI 103	Western Civilization III	3	R/W Certification
HIS 1110/HI 110	History of U.S. I	3	R/W Certification
HIS 1111/HI 111	History of U.S. II	3	R/W Certification
HIS 1201/HI 201	Contemporary Civilizations and Cultures of Asia	3	R/W Certification
HIS 1203/HI 203	English History Survey	3	R/W Certification
HIS 1205/HI 205	Economic History of the U.S.	3	R/W Certification
HIS 3208/HI 208	History of Immigration, Ethnicity and Nativism in the U.S.	3	ENG 1101/EG 101 and one of the following: HIS 1102/HI 102, HIS 1111/HI 111, AFR 1461/AF 602 or PRS 1461/PR 601
HIS 3209/HI 209	History of Technology	3	ENG 1101/EG 101 and one of the following: HIS 1102/HI 102, HIS 1111/HI 111, AFR 1461/AF 602 or PRS 1461/PR 601
HIS 3402/HI 402	Topics in 20th Century World History 1945-2000	3	ENG 1101/EG 101 and one of the following: HIS 1102/HI 102, HIS 1111/HI 111, AFR 1461/AF 602 or PRS 1461/PR 601
PRS 1461/PR 601	Latin American History	3	R/W Certification
PRS 1462/PR 612	History of Puerto Rico	3	R/W Certification
STS 3401/AS 401	Science, Technology and Society	3	completion of Associate core or dept. approval
COMMUNICATIONS Abbreviation: COMM			
WRITING COURSES			
ENG 1121/EG 121	English Composition II	3	ENG 1101/EG 101
ENG 1133/EG 133	Specialized Communications for Technology Students	3	ENG 1101/EG 101
ENG 1141/EG 141	Creative Writing	3	ENG 1101/EG 101
ENG 1161/EG 161	Language and Thought	3	ENG 1101/EG 101
ENG 3771/EG 171	Advanced Career Writing	3	ENG 1121/EG 121 or ENG 1133/EG 133
ENG 3773/EG 533	Advanced Technical Writing	3	ENG 1121/EG 121 or ENG 1133/EG 133 and MST 1101/MS 101 or equivalent
SPEECH COURSES			
ESOL 1300/EG 300	Oral Communication Skills for English Language Learners	3	R Certification; CUNY ACT writing score of 4 or higher
SPE 1320/TS 320	Voice and Diction	3	R Certification; placement test for non-native speakers
SPE 1330/TS 330	Effective Speaking	3	R/W Certification
SPE 1335/TS 335	Group Discussion	3	R/W Certification
SPE 1340/TS 340	Oral Interpretation of Literature	3	R/W Certification
SPE 3401/TS 401	Communication for Business, Industry and Professions	3	ENG 1121/EG 121 or higher; Previous SPE and CST 1101/CS 101 or MST 1101/MS 101

* See course code conversion chart page 231.

Academic Standards, Policies and Procedures

TRANSFER CREDIT

With some limitations, students may be granted credit for courses completed at other accredited colleges and universities that offer courses comparable in credit and content to those offered at NYCCT, provided satisfactory grades were received (i.e., “D” or better at any other CUNY unit; “C” or better at other institutions). To earn a degree at City Tech, students must complete a minimum of 34 credits in residence; 17 must be in the major department. The remaining credits needed to complete the degree may be transferred, provided they are approved for credit by NYCCT. Prospective transfer students can get a first approximation of the transfer credits they can expect by using the tools found at <http://tips.cuny.edu>.

To receive credit for courses taken at other accredited colleges and universities, students must have official transcripts on file in the registrar’s office. Student copies will not be accepted. All foreign language transcripts must be accompanied by a notarized affidavit attesting to the accuracy of the English translation.

When credit is granted from another institution, the grade does not generate quality points toward the cumulative grade point average.

SECOND-DEGREE STUDENTS

A student who has already received an associate or bachelor’s degree from NYCCT will receive credit toward the second degree for all applicable courses successfully completed at NYCCT. A student in continuous attendance may simply apply for a change of curriculum. If there is a break in the student’s attendance at the College, however, a readmit application must be filed for second-degree status.

ALTERNATE MODES OF SATISFYING DEGREE REQUIREMENTS

Advanced Placement Program of the College Entrance Examination Board (AP)

Some departments grant credit or advanced placement to students who have taken college-level courses in secondary school and passed the examination with a grade of 3 or better. Check with the relevant department or with the Office of the Registrar for current information.

College-Level Examination Program at the College Entrance Examination Board (CLEP).

The College grants credit to students who score at or above the mean scores for “C” students on the CLEP national norms in several areas, including mathematics, natural sciences, social science and history. Course equivalents, credits to be granted and required scores for CLEP examinations will be determined by the department in which similar subjects are offered.

Examinations Administered by City Tech

In some departments, students can also earn credit by successfully completing examinations, which are offered for certain courses. These examinations are consistent with the objectives and syllabi of the courses. Eligibility criteria and the nature, content and grading of each examination are determined by the departmental faculty and must be approved by the provost. Before you take any examination other than one of those listed above, check with the registrar’s office to see if you will be granted credit.

Exemption from Required Courses

In rare cases, students may be exempt from a required course if the skill or knowledge gained through previous academic work or other appropriate experience indicates that attending such a course is unnecessary. In order to receive an exemption, students must file an exemption request form directly with the appropriate department. Requests for exemption must be substantiated by letters from employers or other organizations attesting to the nature of the experience. Students may also sometimes be granted an exemption on the

basis of coursework completed for which credit cannot be allowed. In every case, however, exemption from a course will be granted only after students demonstrate suitable proficiency in that course by completing an examination given by the department offering the course and approved by the provost.

You must substitute an equal number of elective credits when the granting of the exemption results in earning fewer than 60 credits towards the associate degree or fewer than 120 credits toward the bachelor of science, bachelor of science in education or bachelor of technology degree. Without these elective credits, you will not meet the basic New York State requirements for an associate degree or a bachelor’s degree.

TRANSFER OPPORTUNITIES AFTER RECEIVING THE ASSOCIATE DEGREE

The New Student Center/Career and Transfer, Namm 105, will assist students in exploring transfer opportunities.

CITY UNIVERSITY

Graduates of both the associate in arts and associate in science programs are assured full transfer of all degree credits to senior colleges of The City University, including NYCCT. The associate in applied science degree programs at NYCCT prepare students for immediate employment upon receiving the AAS degree; however, many of our graduates choose to continue into baccalaureate programs either here at NYCCT or at other senior colleges. In most cases, since AAS graduates do not have as many general education credits, not all of their credits will transfer. Information on degree programs offered at other branches of The City University is contained in the Transfer Admissions Guide and applications are available in the Office of Admissions. Advice and information about transfer opportunities can also be obtained through the New Student Center/Career and Transfer in Namm 105.

ACADEMIC PROGRAMS

Listing of Academic Programs

Education at New York City College of Technology is career-oriented and diverse – 28 associate degrees, 17 baccalaureate degrees, and 12 certificate programs. The College has been authorized by the Board of Regents of the University of the State of New York to grant six degrees: the Associate in Applied Science (AAS), the Associate in Arts (AA), the Associate in Science (AS), the Bachelor of Science (BS), the Bachelor of Science in Education (BS Ed) and the Bachelor of Technology (BTech). In addition, students at the College are able to earn BA and BS degrees through the CUNY BA and BS programs.

LISTING OF ACADEMIC PROGRAMS*				
HEGIS CODE	DEGREE PROGRAM	DEGREE	DEPT	PAGE
5002	Accounting	AAS	BU	100
5317	Air Conditioning Equipment Technician	Cert	EC	204
5506	Alcohol and Substance Abuse	Cert	HS	125
1703	Applied Mathematics	BS	MA	87
5304	Architectural Technology	AAS	AR	163
0299	Architectural Technology	BTech	AR	163
5012	Art and Advertising Design	AAS	AD	152
5317	Building/Housing Superintendent Technology	Cert	EC	205
0839	Career and Technical Teacher Education	BS in Ed	CTTE	104
5305	Chemical Technology	AAS	CH	74
5309	Civil Engineering Technology	AAS	CV	181
0601	Communication Design	BTech	AD	153
0925	Computer Engineering Technology	BTech	CET	169
5101	Computer Information Systems	AAS	CST	175
5101	Computer Science	AS	MA	86
0702	Computer Systems	BTech	CST	176
5317	Construction Management Technology	AAS	CT	183
5317	Construction Management	Cert	CT	184
5203	Dental Hygiene	AAS	DH	111
5204	Dental Laboratory Technology	AAS	RD	145
5012	Desktop Publishing	Cert	AD	157
5310	Electrical Engineering Technology	AAS	ET	186
5311	Electromechanical Engineering Technology	AAS	CET	168
1007	Entertainment Technology	BTech	ENT	196
5317	Environmental Control Technology	AAS	EC	201
0511	Facilities Management	BTech	EC	202
0511	Facilities Management	Cert	EC	204
5004	Fashion Marketing	AAS	BU	101
5009	Graphic Arts Advertising Production Management	AAS	AD	155
0599	Graphic Arts Production Management	BTech	AD	156
1202	Health Services Administration	BS	HAB	114
5317	Heating Equipment Technician	Cert	EC	205
5010	Hospitality Management	AAS	HM	116
0508	Hospitality Management	BTech	HM	116
5501	Human Services	AAS	HS	122
2101	Human Services	BS	HS	123
5303	Industrial Design Technology	AAS	MT	210
5099	Legal Assistant Studies	AAS	LS	129
0599	Legal Assistant Studies	BS	LS	130
5649	Liberal Arts and Sciences	AA	LAS	84
5649	Liberal Arts and Sciences	AS	LAS	84
5399	Lighting Systems Technology	Cert	ENT	198
5004	Marketing Management and Sales	AAS	BU	100
5315	Mechanical Engineering Technology	AAS	MT	209
5101	Microcomputer Business Systems	AAS	CST	175
5208.1	Nursing	AAS	NU	134
1203	Nursing	BS	NU	134
0839	Technology Teacher Education	BS in Ed	CTTE	106
0899.5	Technology Teacher Education Transitional C	Cert	CTTE	107
5212	Ophthalmic Dispensing	AAS	VCT	148
5207	Radiologic Technology and Medical Imaging	AAS	RT	141
5399	Scenic Construction	Cert	ENT	198
5399	Show Control	Cert	ENT	198
5399	Sound Systems Technology	Cert	ENT	197
5310	Telecommunications Engineering Technology	AAS	ET	186
0925	Telecommunications Engineering Technology	BTech	ET	186

* Please check the City Tech website for current course listings at: www.citytech.cuny.edu

Special Programs

The COPE Program (College Opportunity to Prepare for Employment)

The College Opportunity to Prepare for Employment Program (COPE) provides a wide range of supportive services to the College's family-assistance and safety-net population. An integral aspect of COPE is to help students clarify their values and reach desired academic, career and personal development goals. The program assesses and completes all pertinent documentation to ensure that students meet the mandates set forth by the Human Resources Administration. For information, call 718.260.5187 or come to the COPE office in G-503.

The SEEK Program

Established at The City University in 1964, SEEK (Search for Elevation and Education through Knowledge) is a higher education opportunity program designed to help students reach their academic and career goals through counseling, academic support services and extra financial aid.

Two categories of students are eligible for the SEEK program:

1. First-time applicants admitted as SEEK students
2. Transfer students with a 2.0 GPA, coming from SEEK and CD programs within

CUNY or from HEOP or EOP programs outside of CUNY.

High school students must be New York State residents and meet SEEK's specific academic and income guidelines. Students must apply through the University Application Processing Center at the time they apply to CUNY as either a freshmen or transfer students.

Academic support services include individual and group tutoring sessions led by experienced and expert tutors, a Study Hall where SEEK students can get expert assistance with their assignments on a walk-in basis, and a first-rate computer lab. Each SEEK student is assigned a counselor to facilitate academic planning and career exploration as well as provide personal counseling.

SEEK students are admitted as full-time, with access to all academic majors and career programs at the College. For further information, contact the SEEK office in Namm 227 or call 718.260.5680. Additional information is available on the College website at www.citytech.cuny.edu/students/seek.

The Student Support Services Program (Students with Disabilities and Learning Differences)

The Student Support Services Program addresses the needs of self-identified

students with disabilities to achieve their highest academic potential. The program remains the focal point for those with physical, learning, or other disabilities, providing an array of interventions for academic and personal growth. The program also assists those with temporary disabilities. Student Support's current cluster of interventions includes counseling, tutorials, workshops, special testing arrangements, securing alternate format texts, access to the computer resources center with assistive technology and academic/financial aid advisement. Student Support facilitates reasonable accommodations according to documentation. Upon admission to New York City College of Technology, students are advised to immediately schedule an intake interview, although the program welcomes enrolled students throughout the year. For more information, please contact Student Support at 718.260.5143 (voice); 718.260.5443 (TTY); or email the director: ffogelman@citytech.cuny.edu. Student Support is located in A-237. Additional information is available on the College website at www.citytech.cuny.edu/students/supportservices.

Counseling and Student Services

Student affairs professionals provide a comprehensive array of support services to help you achieve goals that are essential to your academic, career and personal development. Among these are: counseling services, health education services, special services that include information services, student activities and a day care center.

Counseling Services Center

The Counseling Center, located in Namm 108, offers students a broad range of services designed to develop skills that will increase one's chances for academic

success. In addition to general counseling services such as educational planning, career exploration and personal counseling, the center counsels bilingual students and veterans, and provides seminars, workshops and support groups for targeted student populations. The center also provides crisis counseling and stress management training. Special help is available for students on academic probation. Counseling Center faculty and professional staff provide detailed information about College policies,

procedures and services. Students can be referred to other College offices or to community resources if additional assistance is needed, visit the center in person, with or without an appointment, or telephone 718-260-5030. Students can find office hours, email addresses of counselors, and additional information on the center's web site at www.citytech.cuny.edu/students/counseling. Busy students can receive phone counseling or can communicate through email.

Academic Access (AA 101) is a one-credit course taught by Counseling staff that provides freshman students with an orientation to College life, assistance in the development of academic skills and a positive support system to promote self-esteem and motivation toward career goals. AA 101 gives students the opportunity to develop and apply critical thinking skills. The course focuses on study skills, test taking, stress and anxiety management, social/interpersonal skills, career development and managing the College's policies, procedures and resources.

Information Services Center

The Information Services Center is a central clearinghouse for information about College events, activities, services, policies and procedures. Staffed by professionals and student peer assistants, the center provides information and referrals to students, faculty, staff and visitors, and publishes the student handbook and student newsletter.

Students are encouraged to visit the center, located adjacent to the Namm cafeteria, for flyers, brochures and other College-related materials.

The New Student Center

The New Student Center, located in Namm 104, 718.260.5013, offers a program of academic advisement and career and transfer counseling for new students. Carefully trained advisors and career guidance counselors encourage students to see the connections between courses taken in their first semester and their chosen careers or professions. Students are helped to act on their strengths and solidify plans for the future. They are guided through the registration process and given information that will help them with not only their first semester registration, but subsequent registrations at City Tech as well.

Academic Advisement is one of the first offices a student will visit on his or her registration path. Here, students are provided with expert assistance in selecting courses for their first semester. A

professional advisor meets with each student individually and explains the connection each course has with that student's major area. The registration process is not treated as a simple exercise in course scheduling, but rather a process designed to encourage student growth and development. By relying less on the mechanical aspects of advisement, the broader context of a student's needs are addressed and discussed by the advisor and the advisee. Both transfer students and freshmen come through Academic Advisement in the New Student Center.

The Career and Transfer Services area guides students along a path of understanding and exploration of life and career goals and translating these insights into a viable plan for academic success. By integrating a student's goals and aspirations into the registration process, career counselors allow students to realistically assess their first-semester needs. These needs are then synthesized into the broader context of their educational career. Once students can realistically understand their goals, they can begin to explore the options open to them.

In keeping with this holistic approach to advisement and registration, both advisors and counselors also fulfill the role of referral agents connecting students to the many other offices within the Enrollment Management umbrella and the rest of the College. In recognizing the New Student Center as the starting point, as well as a source of continuing information, students view the New Student Center as a point of stability and reassurance throughout their years at City Tech. Inquiries regarding the New Student Center can be made by calling 718.260.5013, or emailing citytech.cuny.edu.

New Student Orientation

Once you are accepted into the College, you will be invited to attend new student orientation to introduce you to the College and to acquaint you with strategies for adapting and succeeding in a new environment. You will be given an

opportunity to meet other new students, returning students and faculty from your program. This informative and fun program is held during the week before classes begin.

Our Children's Center

Our Children's Center provides a rich educational experience for children of City Tech students. Children are encouraged to be creative and explorative. The curriculum includes block building, finger-painting, easel painting, cooking, theater arts, computer and music. Our Children's Center has a warm atmosphere in which parents play an integral part.

The day program is available for children 1.0 to 5.11 years of age; an evening and Saturday program is for children 2.5 (potty trained) to 5.11 years of age. After-school and Saturday sessions are available for children 6-10 years of age. The center, located in Namm G-14 is open Monday-Friday 7:45 am to 10:00 pm and Saturday 8:00 am to 4:30 pm and the center in General Building 308, is open Monday-Friday 7:45 am to 6:00 pm. A reasonable fee is charged for the service.

Placement Office

The Placement Office provides comprehensive employment opportunities, career development and placement services for students and graduates. The office develops and sustains relationships with employers in the private, public and non-profit sectors that promote job opportunities for students and graduates.

The following services are offered: Computer-assisted resumé and cover-letter writing, one-on-one pre-employment preparation and placement advisement sessions, special on-campus recruitment events, access to hundreds of regularly updated internship, part-time and full-time job listings, an annual job fair, and employment readiness workshops. On-line services include job search, resumé posting, email special event notification and access to employer research information. The Director of Placement is Adrian Griffith. The office is located in Namm 08 and can be

reached at 718.260.5050. Emails can be sent to employmentsvc@citytech.cuny.edu. Additional information can be found at <http://websupport2.citytech.cuny.edu/employment/home.html>.

Student Health Services Center

The office, staffed by a full-time health educator, full-time nurse and a doctor twice a week, offers an array of services, including confidential health education sessions and workshops on health-related

topics of interest. Health information, brochures and films on a number of health topics and information on health insurance are also available. To schedule an appointment with the health educator, call 718.260.5914 or stop by the office located in Pearl 104. To schedule an appointment with the nurse or the on-site doctor, call 718.260.5910 or stop by the office also located in Pearl 104. Walk-in service is available. Referrals are made for clinical

services not provided at the center. There is no fee for services provided on site. We contract with Downtown Integrated Medical services to provide both on and off-site clinical medical services. Their multi-service medical facility is located at 81 Willoughby Street, 4th floor. To schedule an appointment, call 718.522.3399. Walk-in service is also available.

Student Life and Development

Office of Student Life and Development

The Office of Student Life and Development provides collaborative activities and learning experiences that support the personal, intellectual, professional, social and cultural development of students. Particular emphasis is given to leadership development for students through retreats and workshops. The office also works closely with the student government association and the 60 active clubs. For further information visit the office located in G-516 or call 718.260.5391.

Athletics

City Tech participates in NCAA athletics, affording students the opportunity to compete at the Division III level while maintaining rigorous academic standards. Students who have received an official admission notice are eligible to try out and practice before registration if they meet NCAA academic requirements. Proof of medical clearance is also necessary. For NCAA eligibility requirements, City Tech's tryout schedule or other information, contact the athletics office in the Klitgord Athletic Center, K-214, or call 718.260.5102. Information on the athletics program can be found on the College website at www.citytech.cuny.edu/students/athletics.

The College files an annual report with the U.S. Secretary of Education on

intercollegiate athletics which includes information on the participation of males and females on its teams, and the expenditures and revenues of those teams (EADA). Copies of the annual report on intercollegiate athletics are available at the reference desk of the Ursula Schwerin Memorial Library and on the College website, at www.citytech.cuny.edu/files/aboutus/pubinfo/know/equityathletics.pdf.

Intramurals

Club hours at City Tech are held on Thursdays from 12:45 pm to 2:15 pm. During this time a variety of competitive sports is offered, including basketball, volleyball, paddleball and table tennis. Special events include the annual Turkey Trot and the fitness and weight-lifting competition. Intramural schedules are distributed and posted throughout the College. For further information come to room K-214 or call 718.260.5102.

Recreation

The recreation program provides leisure time activities for students, faculty and staff. Daily informal events include use of the gym, fitness center and recreation room. Special classes include aerobics, martial arts and dance. Schedules are posted throughout the College. For further information, come to the recreation office in room 214 in the Klitgord Center or call 718.260.5102.

To participate in the intramural and recreation programs, you must obtain a gym activity sticker from the recreation office. In order to receive the sticker, you must show a validated City Tech ID card or an alumni card and sign a medical activity form. The card is required at all times for use of the facilities or participation in any of the scheduled activities.

The Intramural-Recreation program of New York City College of Technology assumes no responsibility for the health status of its students, faculty, staff and alumni. Participation is at their own risk. All individuals are strongly advised to have medical check-ups before engaging in physical activity and to follow the advice of their physicians. Participants may suffer physical injury should they participate without or against medical advice.

Student Rights and Responsibilities

New York City College of Technology's rules and regulations pertaining to student conduct and student activities exist to preserve order and maintain stability within the College. Full content of these rules and regulations is printed in this chapter in order to inform you of your rights and responsibilities as a member of the NYCCT community.

STUDENT CONDUCT REGULATIONS

Students who are enrolled in NYCCT must conduct themselves in a manner that is in keeping with the functions of the College as an educational institution. Therefore, violations of any of NYCCT's regulations are subject to disciplinary action. Infractions of the regulations include but are not limited to the following:

- Failure to wear student identification card, validated for the current semester, at all times when on campus.
- Failure to present a validated ID card when requested: a) at all NYCCT activities and functions, both on and off the campus; b) to Public Safety personnel, faculty and personnel in areas of NYCCT which include but are not limited to the office of the registrar, the bursar, bookstore, the financial aid office, the library, cafeteria, elevators, hallways, etc.
- All forms of dishonesty that include but are not limited to fraud, cheating, plagiarism, knowingly furnishing false information to NYCCT, forgery, alteration or use of NYCCT's documents or instruments of identification with intent to defraud. See Academic Integrity Standards.
- Any behavior (physical or verbal) that interferes with the College's educational objectives or is harmful to the safety of the NYCCT community. This includes but is not limited to excessive noise, disorderly, lewd, indecent or obscene conduct or expressions, inappropriate intimate behavior, disruptive conduct in the classroom, and hazing or harassment of students for the purposes of initiation into a fraternity, sorority or other student club.
- Improper use, destruction or unauthorized removal of College property and/or the property of others.
- The unauthorized possession of regulated drugs; the possession, use or sale of illegal drugs on NYCCT grounds or facilities.
- Gambling on NYCCT premises.
- Smoking on NYCCT grounds or within 25 feet of entrances.
- The consumption or use of alcoholic beverages on the grounds and/or facilities of NYCCT, individually or at student social functions. This regulation does not apply to the use of alcoholic beverages as part of an academic program.
- Attendance in class or on the premises of NYCCT in a state of apparent intoxication. (A "state of intoxication" means a condition in which the mental or physical functioning of the individual appears to be impaired as a result of the use of alcohol, drugs or medication and may thereby endanger the intoxicated student or other persons or property.)
- The sale of food or other goods in the cafeteria, other than those authorized for sale by the management of the cafeteria, during the contractual operating hours of the cafeteria.
- The sale of goods and services on the grounds or facilities of NYCCT except for purposes of fund raising by clubs and organizations that have been duly chartered by the Student Government Association and that have received prior permission from the Office of Student Affairs.

Note: Fund raising events are regulated by the Office of Student Affairs which has the authority to supervise all student events on the grounds or facilities of NYCCT.

- Posting of notices and announcements that have not been approved by the Office of Student Affairs.
- Failure to dispose of one's own debris and garbage in the proper receptacles situated throughout NYCCT.

PROCEDURES FOR DEALING WITH CONDUCT PROBLEMS

General Procedures

NYCCT Public Safety personnel have the responsibility for enforcing the student conduct regulations (exclusive of student attendance). They may cause any student to cease or refrain from any behavior that is in violation of College regulations, and are to report violations and violators immediately to the dean of students by means of a written citation issued to the alleged violator, in accordance with the procedures outlined in Section 15.3-15.7 of the bylaws of the Board of Trustees of The City University of New York.

Referral for disciplinary action may be initiated against student violators of College regulations by faculty members and staff, individual students and Public Safety personnel. They may not inflict any penalty on any student or threaten to do so. Penalties may be levied against students only after the procedures outlined in Section 15.0-15.6 of the bylaws of the board of trustees are followed.

BYLAWS OF THE CITY UNIVERSITY OF NEW YORK ARTICLE XV - STUDENTS

Section 15.0 Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Student participation, responsibility, academic freedom and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination based on racial, ethnic, religious, sexual, political and economic differentiation. Freedom to learn and freedom to teach are

inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom, if these rights are to be secure, then students should exercise their freedom with responsibility.

Section 15.1 Conduct Standard Defined

Each student enrolled in or in attendance at any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey the laws of the city, state and nation and the bylaws and resolutions of the board and the policies, regulations and orders of the College.

The faculty and student body at each college shall share equally the responsibility and the power to establish, subject to the approval of the board, more detailed rules of conduct and regulation in conformity with the general requirement of this article.

This regulatory power is limited by the right of students to the freedoms of speech, press, assembly and petition as applied to others in the academic community and to citizens generally.

Section 15.2 Student Organizations

Any group of students may form an organization, association, club or chapter by filing with the duly elected student government organization of NYCCT or school at which they are enrolled or in attendance and with an office to be designated by the faculty of the college or school at which they are enrolled or in attendance: (1) the name and purpose of the organization, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary. However, no group, organization or student publication with a program against the religion, race, ethnic origin or identification or sex of a particular group shall receive support from any fees collected by the college or be permitted to organize or continue at any college or school. No organization, military or semi-military in character, not connected with established college or school courses, shall be permitted without the authorization of the faculty and the duly elected student government and the board.

Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in bylaw 15.1.

Such powers shall include:

- a) The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.
- b) The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint. Any aggrieved student or group whose charter or other authorization has been refused, suspended or revoked may appeal such adverse action by such office or committee of student government to the duly elected student government. On appeal an aggrieved student or group shall be entitled to a hearing following the due process procedures as set forth in section 15.3. Following such hearing the duly elected student government shall have the authority to set aside, decrease or confirm the adverse action.

Any person or organization affiliated with the college may file charges with the Office of the Dean of Students: alleging that a student publication has systematically attacked the religion, race, ethnic origin or sex of a particular group or has otherwise contravened the laws of the city, state or nation or any bylaw or resolution of the board or any policy, regulation or order of the college within a reasonable period of time after such occurrence. If the dean of students determines, after making such inquiries as he/she may deem appropriate, that the charges are substantial, he/she shall attempt to resolve the dispute, failing which he/she shall promptly submit the charges to the faculty-student disciplinary committee or for disposition in accordance with the due process procedures of section 15.3 hereof.

If the committee sustains the charges or any part thereof against the student publication, the committee shall be empowered to (1) reprimand the publication or (2) recommend to the appropriate funding bodies the withdrawal of budget funds. The funding body shall have the authority to implement fully, modify or overrule the recommendations.

Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments and student body referenda.

Student government elections shall be scheduled and conducted and newly elected student governments shall take office, in accordance with policies of the board and implementing regulations.

Section 15.3 Student Disciplinary Procedures

- a) Any charge, accusation or allegation which is to be presented against a student and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the Office of the Dean of Students promptly by the individual organization or department making the charge.
- b) The chief student affairs officer or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be proffered. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, the chief student affairs officer or designee shall take one of the following actions:
 - (i) dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action;
 - (ii) refer the matter to conciliation; or
 - (iii) proffer formal disciplinary charges.

Conciliation Conference:

- a) The conciliation conference shall be conducted by the counselor in the Office of the Dean of Students or a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:
 - b) An effort will be made to resolve the matter by mutual agreement.
 - c) If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.
 - d) If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer who will proffer disciplinary charges.

The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer to the student at the address appearing on the records of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the incident or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

The notice shall contain the following:

A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.

A statement that the student has the following rights:

- to present his/her side of the story;
- to present witnesses and evidence on his/her behalf;
- to cross-examine witnesses presenting evidence against the student;

- to remain silent without assumption of guilt; and
- to be represented by legal counsel or an advisor at the student's expense.

A warning that anything the student says may be used against him/her at a non-college hearing.

Faculty-Student Disciplinary Committee Procedures

The following procedures shall apply at the hearing before the faculty student disciplinary committee:

The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.

After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college's case, the student shall be given an opportunity to present his or her defense.

Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

The college shall make a record of each fact-finding hearing by some means, such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape or equivalent without cost.

The student is entitled to a closed hearing but has the right to request an open public hearing. However, the

chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

The college bears the burden of proving the charge(s) by a preponderance of the evidence.

The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review testimony and evidence presented at the hearing and the papers filed by the parties.

At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's rights of appeal.

Where a student is represented by legal counsel the president of the college may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

Section 15.4 Appeals

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the

case of dismissal or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committee as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Section 15.5 Committee Structure

Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of three members.

The chairperson shall be selected by the president. At the president's discretion, a chairperson may be a staff or faculty member selected from another campus. The chairperson shall preside at all of the faculty-student disciplinary meetings, decide and make all rulings for the committee and shall be a voting member of the committee.

The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individual on the panel shall serve on the panel for more than two consecutive years.

In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled by the chairperson from the faculty or student panel by lottery.

Persons who are to be participants in

the hearing as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Section 15.6 Suspension or Dismissal

The board reserves full power to dismiss or suspend a student or suspend a student organization for conduct which impedes, obstructs or interferes with the orderly and continuous administration and operation of any college, school or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution.

A president or full dean may in emergency or extraordinary circumstances, temporarily suspend a student or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3 to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

RULES AND REGULATIONS FOR THE MAINTENANCE AND REGULATIONS OF PUBLIC ORDER PURSUANT TO ARTICLE 129A OF THE EDUCATIONAL LAW

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 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 conditions upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the bylaws of the board of trustees.

With respect to enforcement of these rules and regulations we note that the bylaws of the board provide that:

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

- a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;
- b. Be the advisor and executive agent of the board and 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 facilities, concerns, officers, employees and students of his/her college; in consultation with the chancellor, prepare and implement the college master plan, which shall be subject to the approval of the chancellor and the board."

I. Rules

1. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of university/college equipment and/or supplies.
4. Theft from, or damage to university /college premises or property, or theft of or damage to property of any person on university/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his/her position without having to fear abuse, physical, verbal, or otherwise, from those who hold conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the university/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on university/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his/her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the university/college without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used for and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the university/college.
9. Any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by university students or employees on university/college premises, or as part of any university/college activities is prohibited. Employees of the university must also notify the college's personnel director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on university/college premises or as part of any university/college activities is prohibited.

II. Penalties

Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 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.

Any tenured or non-tenured faculty member, or other members of the

instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the bylaws of The City University of New York, 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 of conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the bylaws or written policies of The City University of New York.

Any visitor, licensee, or invitee engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.

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.

Sanctions Defined

Admonition: an oral statement to the offender that he/she has violated university rules.

Warning: notice to the offender orally or in writing, that continuation or repetition of the wrongful conduct within a period of time stated in the warning, may be the cause for more severe disciplinary action.

Censure: written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

Disciplinary Probation: exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution: reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

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

Expulsion: termination of student status for an indefinite period. The conditions of readmission, if any are permitted, shall be stated in the order of expulsion.

ACADEMIC INTEGRITY

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity.

CUNY Policy on Academic Integrity

Academic dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion.

Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take-home assignment or examination.
- Using notes during a closed-book examination.
- Taking an examination for another

student, or asking or allowing another student to take an examination for you.

- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting each instructor.
- Preparing answers or writing notes in an exam booklet before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data.
- Submitting someone else's work as your own.
- Unauthorized use during an examination of electronic devices such as cell phones, text messaging devices, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own.

The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet Plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no

means is it an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials that clearly indicate they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Collusion

- Assistance in, or failing to report witnessed, acts of academic misconduct.

Methods for Promoting Academic Integrity At New York City College of Technology

NYCCT institutes the following practices in order to promote academic integrity at the College.

- Discussions of academic integrity issues are a part of orientations sessions held for new full-time and part-time faculty.
- Academic integrity workshops are held throughout the academic year in an effort to support the professional development of faculty.
- Discussions of academic integrity issues are a part of orientations sessions held for new full-time and part-time students.
- The CUNY Academic Integrity Policy is clearly published and distributed to students via the following methods: the NYCCT web site, the Instructional Staff Handbook, the Student Handbook, and via the College email system.

Sanctions for Academic Integrity Violations

In accordance with the CUNY Policy on Academic Integrity, NYCCT empowers its Academic Integrity Committee and Academic Integrity Officer to process violations of the

CUNY Academic Integrity Policy.

Instructors must report all instances of academic dishonesty to the Academic Integrity Officer. The following are the various steps that instructors must follow when they suspect an act of academic dishonesty:

The faculty member shall review with the student the facts and circumstances of the suspected violation whenever possible. Sanctions for violations of the Academic Integrity Policy may be an academic sanction (reduced grade), a disciplinary sanction (e.g., suspension or expulsion), or both.

- A) In cases where only an academic sanction is sought, the faculty members shall inform the student of the exact sanction being sought. The faculty members shall simultaneously complete and submit to the College's Academic Integrity Officer a Faculty Action Report (FAR) Form. The faculty member should also inform his/her Chairperson of the suspected violation. The Academic Integrity Officer will place a copy of the FAR form in the student's confidential file and will notify the student within seven (7) business days that he/she has been charged with a violation of the Academic Integrity Policy and that he/she has the right to appeal the charge to the Academic Integrity Officer, in writing, within thirty (30) business days.
- B) In cases where the student does not contest the charge, the faculty member's academic sanction shall stand.
- C) In cases where the student does contest the charge, the Academic Integrity Officer shall instruct the Registrar to change the student's course grade to PEN (Pending Grade) and shall notify the student, the faculty member, the faculty member's Chairperson, and the Vice President for Student Affairs of a pending deliberation in the case. The Academic Integrity Committee shall convene to review the charge and all pertaining evidence therein, and will render a decision regarding the student's appeal.
- D) If the student's appeal is upheld, the Academic Integrity Officer and the faculty member shall instruct the Registrar to change the student's grade

to reflect the elimination of the faculty member's penalty.

- E) If the student's appeal is denied, the faculty member's sanction shall remain in effect, and no further appeal shall be available to the student.
- F) In cases where an academic and a disciplinary sanction is sought, or if only a disciplinary sanction is sought, the Academic Integrity Officer shall refer the faculty member's completed (Faculty Action Report) FAR Form to the Vice President for Student Affairs and shall notify the student that such action was taken. If the Vice President for Student Affairs concludes that the request for disciplinary action is merited, the Vice President for Student Affairs shall instruct the Registrar to change the student's grade to PEN and shall notify the student that a hearing in his/her case shall be convened by the Faculty-Student Disciplinary Committee (FSDC). The FSDC will convene to determine if the student violated the Academic Integrity Policy and if a disciplinary sanction is warranted.
- G) If the FSDC finds that the student did not violate the Academic Integrity Policy, the Vice President for Student Affairs, in consultation with the Academic Integrity Officer and the faculty member, shall instruct the Registrar to change the student's grade to reflect the absence of any penalty. The Academic Integrity Officer shall remove and destroy all material relating to that incident from the student's
- H) confidential file.
- I) If the FSDC finds that the student did violate the Academic Integrity Policy, the Vice President of Student Affairs instructs the Registrar to change the student's grade to reflect the academic penalty imposed by the faculty member (if any). The Vice President for Student Affairs shall inform the Academic Integrity Officer of the FSDC's decision and shall implement the disciplinary sanction against the student. The Academic Integrity Officer shall keep all materials of the case in the student's confidential file permanently.

NOTE: A student may not circumvent the sanctions process by withdrawing from a class. In the instance where an instructor seeks an academic sanction, or the Vice President for Student Affairs

and Academic Integrity Officer seek both an academic and disciplinary sanction, a student's withdrawal from that course does not serve as a shield against a violation of academic integrity. In this case the sanctions process shall be implemented accordingly.

224-A of the NYS Education Law-Students Unable Because of Religious Beliefs to Attend Classes on Certain Days

- No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he/she is unable, because of religious beliefs, to attend classes or to participate in any examination, study or requirements on a particular day or days.
- Any student in an institution of higher education who is unable, because of his/her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to said student such equivalent opportunity.
- If classes, examinations, study or work requirements are held on Friday after 4:00 pm or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
- In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself/herself of the provisions of this section.
- Any student who is aggrieved by the alleged failure of any faculty or administrative official(s) to comply in good faith with the provisions of

this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his/her rights under this section.

- A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.
- As used in this section, the term institution of higher education shall mean schools under the control of the board of trustees of the State University of New York or of the board of trustees of The City University of New York or any community college.

POLICY ON ACCEPTABLE USE OF COMPUTER RESOURCES

Adopted January 29, 2007

Introduction

CUNY's computer resources are dedicated to the support of the university's mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

CUNY recognizes that there is a concern among the university community that because information created, used, transmitted or stored in electronic form is by its nature susceptible to disclosure, invasion, loss, and similar risks, electronic communications and transactions will be particularly vulnerable to infringements of academic freedom. CUNY's commitment to the principles of academic freedom and freedom of expression includes electronic information. Therefore, whenever possible, CUNY will resolve doubts about the need to access CUNY computer resources in favor of a user's privacy interest.

However, the use of CUNY computer resources, including for electronic transactions and communications, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. This policy is intended to support the free exchange of ideas among members of the CUNY community and between the CUNY community and other communities, while recognizing the responsibilities and

limitations associated with such exchange.

Applicability

This policy applies to all users of CUNY computer resources, whether affiliated with CUNY or not, and whether accessing those resources on a CUNY campus or remotely.

This policy supersedes the CUNY policy titled "CUNY Computer User Responsibilities" and any college policies that are inconsistent with this policy.

Definitions

"CUNY Computer resources" refers to all computer and information technology hardware, software, data, access and other resources owned, operated, or contracted by CUNY. This includes, but is not limited to, personal computers, handheld devices, workstations, mainframes, minicomputers, servers, network facilities, databases, memory, and associated peripherals and software, and the applications they support, such as email and access to the internet.

"Email" includes point-to-point messages, postings to newsgroups and listservs, and other electronic messages involving computers and computer networks.

Rules for Use of CUNY Computer Resources

1. **Authorization.** Users may not access a CUNY computer resource without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent CUNY computer resource system protection facilities by hacking, cracking or similar activities, accessing or using another person's computer account, and allowing another person to access or use the user's account. This provision shall not prevent a user from authorizing a colleague or clerical assistant to access information under the user's account on the user's behalf while away from a CUNY campus or because of a disability. CUNY computer resources may not be used to gain unauthorized access to another computer system within or outside of CUNY. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by taking ordinary security precautions.

2. **Purpose.** Use of CUNY computer

resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities. For example, use of CUNY computer resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of CUNY computer resources for partisan political activity is also prohibited. Except with respect to CUNY employees other than faculty, where a supervisor has prohibited it in writing, incidental personal use of computer resources is permitted so long as such use does not interfere with CUNY operations, does not compromise the functioning of CUNY computer resources, does not interfere with the user's employment or other obligations to CUNY, and is otherwise in compliance with this policy.

3. **Compliance with Law.** CUNY computer resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular use.

Examples of applicable federal and state laws include the laws of libel, obscenity and child pornography, as well as the following:

Family Educational Rights and Privacy Act
Electronic Communications Privacy Act
Computer Fraud and Abuse Act
New York State Freedom of Information Law
New York State Law with respect to the confidentiality of library records

Examples of applicable CUNY rules and policies include the following:
Sexual Harassment Policy

Policy on Maintenance of Public Order
Web Site Privacy Policy

Gramm-Leach-Bliley Information
Security Program

University Policy on Academic Integrity
Information Security policies

4. **Licenses and Intellectual Property.** Users of CUNY computer resources may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws. Much of what appears on the internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users of CUNY computer resources should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976. Protected material may include, among other things, text, photographs, audio, video, graphic illustrations, and computer software.
5. **False Identity and Harassment.** Users of CUNY computer resources may not employ a false identity, mask the identity of an account or computer, or use computer resources to engage in abuse of others, such as sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside CUNY.
6. **Confidentiality.** Users of CUNY computer resources may not invade the privacy of others by, among other things, viewing, copying, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so. CUNY employees must take precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.
7. **Integrity of Computer Resources.** Users may not install, use or develop programs intended to infiltrate or damage a computer resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facility. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms. Users should consult with the IT director at their college before installing any programs that they are not sure are safe.
8. **Disruptive Activities.** CUNY computer resources must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users. This provision explicitly prohibits chain letters, virus hoaxes or other intentional email transmissions that disrupt normal email service. Also prohibited are spamming, junk mail or other unsolicited mail that is not related to CUNY business and is sent without a reasonable expectation that the recipient would welcome receiving it, as well as the inclusion on email lists of individuals who have not requested membership on the lists, other than the inclusion of members of the CUNY community on lists related to CUNY business. CUNY has the right to require users of CUNY computer resources to limit or refrain from other specific uses if, in the opinion of the IT director at the user's college, such use interferes with efficient operations of the system, subject to appeal to the President or, in the case of central office staff, to the Chancellor.
9. **CUNY Names and Trademarks.** CUNY names, trademarks and logos belong to the University and are protected by law. Users of CUNY computer resources may not state or imply that they speak on behalf of CUNY or use a CUNY name, trademark or logo without authorization to do so. Affiliation with CUNY does not, by itself, imply authorization to speak on behalf of CUNY.
10. **Security.** CUNY employs various measures to protect the security of its computer resources and of users' accounts. However, CUNY cannot guarantee such security. Users are responsible for engaging in safe computing practices such as guarding and not sharing their passwords, changing passwords regularly, logging out of systems at the end of use, and protecting private information, as well as for following CUNY's Information Security policies and procedures. Users must report incidents of Information Security policy non-compliance or other security incidents to CUNY's Chief Information Officer and Chief Information Security Officer, and the IT director at the affected user's college.
11. **Filtering.** CUNY reserves the right to install spam, virus and spyware filters and similar devices if necessary in the judgment of CUNY's Office of Information Technology or a college IT director to protect the security and integrity of CUNY computer resources. Notwithstanding the foregoing, CUNY will not install filters that restrict access to email, instant messaging, chat rooms or websites based solely on content.
12. **Confidential Research Information.** Principal investigators and others who use CUNY computer resources to store or transmit research information that is required by law or regulation to be held confidential or for which a promise of confidentiality has been given, are responsible for taking steps to protect confidential research information from unauthorized access or modification. In general, this means storing the information on a computer that provides strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks. Robust encryption is strongly recommended for information stored electronically on all computers, especially portable devices such as notebook computers, Personal Digital Assistants (PDAs), and portable data storage (e.g., memory sticks) that are vulnerable to theft or loss, as well as for information transmitted over public networks. Software and protocols used should be reviewed and approved by CUNY's Office of Information Technology.
13. **CUNY Access to Computer Resources.** CUNY does not routinely monitor, inspect, or disclose individual usage of its computer resources without the user's consent. In most instances, if the University needs information located in a CUNY computer resource, it will simply

request it from the author or custodian. However, CUNY IT professionals and staff do regularly monitor general usage patterns as part of normal system operations and maintenance and might, in connection with these duties, observe the contents of web sites, email or other electronic communications. Except as provided in this policy or by law, these individuals are not permitted to seek out contents or transactional information, or disclose or otherwise use what they have observed. Nevertheless, because of the inherent vulnerability of computer technology to unauthorized intrusions, users have no guarantee of privacy during any use of CUNY computer resources or in any data in them, whether or not a password or other entry identification or encryption is used. Users may expect that the privacy of their electronic communications and of any materials contained in computer storage in any CUNY electronic device dedicated to their use will not be intruded upon by CUNY except as outlined in this policy.

CUNY may specifically monitor or inspect the activity and accounts of individual users of CUNY computer resources, including individual login sessions, email and other communications, without notice, in the following circumstances:

- a) when the user has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
- b) when it is reasonably necessary to do so to protect the integrity, security, or functionality of CUNY or other computer resources, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
- c) when it is reasonably necessary to diagnose and resolve technical problems involving system hardware, software, or communications, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
- d) when it is reasonably necessary to protect CUNY from liability, or when failure to act might result in significant

bodily harm, significant property loss or damage, or loss of significant evidence, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;

- e) when there is a reasonable basis to believe that CUNY policy or federal, state or local law has been or is being violated, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
- f) when an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the college president or a vice president designated by the president and the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee, the Office of General Counsel, and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or
- g) as otherwise required by law.

In those situations in which the Chair of the University Faculty Senate is to be consulted prior to monitoring or inspecting an account or activity, the following procedures shall apply: (i) the college president shall report the completion of the monitoring or inspection to the Chair and the CUNY employee affected, who shall also be told the reason for the monitoring or inspection, except where specifically forbidden by law; and (ii) if the monitoring or inspection of an account or activity requires physical entry into a faculty member's office, the faculty member shall be advised prior thereto and shall be permitted to be present to observe, except where specifically forbidden by law.

A CUNY employee may apply to the General

Counsel for an exemption from some or all of the circumstances under which CUNY may inspect and monitor computer resource activity and accounts, pursuant to subparagraphs (a)-(f) above, with respect to a CUNY computer resource used solely for the collection, examination, analysis, transmission or storage of confidential research data. In considering such application, the General Counsel shall have the right to require the employee to affirm in writing that the computer resource will be used solely for the confidential research. Any application for exemption should be made prior to using the computer resource for the confidential research.

CUNY, in its discretion, may disclose the results of any general or individual monitoring or inspection to appropriate CUNY personnel or agents, or law enforcement or other agencies. The results may be used in college disciplinary proceedings, discovery proceedings in legal actions, or otherwise as is necessary to protect the interests of the University.

In addition, users should be aware that CUNY may be required to disclose to the public under the New York State Freedom of Information Law communications made by means of CUNY computer resources in conjunction with University business.

Any disclosures of activity of accounts of individual users to persons or entities outside of CUNY, whether discretionary or required by law, shall be approved by the General Counsel and shall be conducted in accordance with any applicable law. Except where specifically forbidden by law, CUNY employees subject to such disclosures shall be informed promptly after the disclosure of the actions taken and the reasons for them.

The Office of General Counsel shall issue an annual statement of the instances of account monitoring or inspection that fall within categories (d) through (g) above. The statement shall indicate the number of such instances and the cause and result of each. No personally identifiable data shall be included in this statement.

See CUNY's Web Site Privacy Policy for additional information regarding data collected by CUNY from visitors to the CUNY website at www.cuny.edu.

14. Enforcement. Violation of this policy may result in suspension or termination of an individual's right of access to CUNY computer resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties.

Violations will normally be handled through the university disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Affairs.

CUNY has the right to temporarily suspend computer use privileges and to remove from CUNY computer resources material it believes violates this policy, pending the outcome of an investigation of misuse or finding of violation. This power may be exercised only by the President of each college or the Chancellor.

15. Additional Rules. Additional rules, policies, guidelines and/or restrictions may be in effect for specific computers, systems, or networks, or at specific computer facilities at the discretion of the directors of those facilities. Any such rules which potentially limit the privacy or confidentiality of electronic communications or information contained in or delivered by or over CUNY computer resources will be subject to the substantive and procedural safeguards provided by this policy.

16. Disclaimer. CUNY shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of CUNY computer resources. This includes, but is not limited to, damages caused by unauthorized access to CUNY computer resources, data loss, or other damages resulting from delays, non-deliveries, or service interruptions, whether or not resulting from circumstances under the CUNY's control.

Users receive and use information obtained through CUNY computer resources at their own risk. CUNY makes

no warranties (expressed or implied) with respect to the use of CUNY computer resources. CUNY accepts no responsibility for the content of web pages or graphics that are linked from CUNY web pages, for any advice or information received by a user through use of CUNY computer resources, or for any costs or charges incurred by a user as a result of seeking or accepting such advice or information.

CUNY reserves the right to change this policy and other related policies at any time. CUNY reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.

STATEMENT OF NON-DISCRIMINATION

New York City College of Technology (NYCCT) is an Equal Opportunity and Affirmative Action Institution. NYCCT does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies. The "protected classes" are defined by the federal government and The City University of New York as Black, Hispanic (including Puerto Rican), Asian/Pacific Islander, American Indian/Alaskan Native, Italian American and women. The university has and will continue to exercise affirmative action for the "protected classes."

Prof. Rena Dabydeen is NYCCT's affirmative action officer and coordinator for Title IX and ADEA, which prohibit sex and age discrimination in federally assisted education programs, respectively. Her office is located in Namm 506 and her telephone number is 718.260.5390.

The Americans With Disabilities Act and Section 504 coordinator for the handicapped is Ms Dorie B. Clay, (Namm 227, 718.260.5402).

POLICY AGAINST SEXUAL HARASSMENT

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists

mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

B. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of

unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member).

A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Examples of Sexual Harassment

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created.

Examples of this kind of sexual harassment include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;

- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

D. Consensual Relationships

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid awards or other remuneration, or that may impact upon other academic or employment opportunities.

E. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

F. False and Malicious Accusations

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

G. Procedures

The University has developed procedures to implement this policy. The President of each constituent college of the University, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to the individual or individuals designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

H. Enforcement

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this Policy are subject to various penalties, including termination of employment and/or student expulsion from the University.

Effective October 1, 1995, revised January 1, 2005

IMPORTANT POLICY STATEMENTS

THE CITY UNIVERSITY OF NEW YORK – STUDENT COMPLAINT PROCEDURE

PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS

Effective February 1, 2007

I. Introduction. The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student

elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

II. **Determination of Appropriate Procedure.**

If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

III. **Informal Resolution.** Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

IV. **Formal Complaint.** If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the "Fact Finder.")

a) The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at

informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.

- b) The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.
- c) The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.
- d) If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if

appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

- e) At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

V. **Appeals Procedure.** If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless

they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

VI. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

VII. Campus Implementation. Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.

VIII. Board Review. During the spring 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures, including consultation with administrators, faculty and students, and shall report the results of that review to the Board of Trustees, along with any recommended changes.

Campus Policy on Grade Appeals

Pursuant to the following procedure students have a right to complain concerning any incident, person or policy which they feel impairs their educational pursuits at New

York City College of Technology:

To appeal a final grade students should follow the procedure given in APPEALING A FINAL GRADE on page 28. Concerns of an academic nature other than a grade appeal (e.g., complaints against faculty) should first be brought to the attention of the instructor and then, if necessary, the department chair, the school dean, the dean of instruction and the provost, in that order.

Complaints of a nonacademic nature are recorded and processed for disposition in the Office of the Vice President for Enrollment and Student Services.

Campus Security and Public Safety Policy

It is the policy of The City University of New York and this College that:

Any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization is prohibited.

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/College premises or as part of any University/College activities is prohibited. Employees of the University must also notify NYCCT's personnel director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

The unlawful possession, use or distribution of alcohol by students or employees on University/College premises or as part of any University/College activities is prohibited.

No persons within the University community except peace officers, pursuant to authorization of the NYCCT president shall have in their possession a rifle, shotgun, firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of a campus.

Regarding complaints of sexual harassment, it is the policy of The City University of New York and this College to prohibit sexual harassment of employees and students. It is a violation of policy for

any member of the NYCCT community to take action against an individual for reporting sexual harassment.

This policy is related to and is in conformity with the equal employment opportunity policy of the University to recruit, employ, retain and promote employees without regard to sex, age, race, color, or creed. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken.

Students, staff and faculty may report security problems to the Office of Public Safety or to public safety personnel on patrol or at stationary posts.

Access to Campus Crime Statistics

Campus crime statistics and the annual campus security form are available at the reference desk of the college library and may be accessed through the college website at <http://www.citytech.cuny.edu/aboutus/pubinfo/crime.shtml>. If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact Glenn Newell, Director of Public Safety, at 718.260.5550 and copies will be mailed to you within 10 days. The U.S. Department of Education's website address for campus crime statistics is <http://www.ed.gov/security/InstDetail.asp>. You will be prompted to input the name of the school or you may simply type "00269600" in the space provided for OPE ID.

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 NYCCT's 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 NYCCT's FERPA appeals officer.

Additional information regarding the appeal procedure 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 NYCCT to amend a record that you believe is inaccurate or misleading. You should write to the NYCCT official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If NYCCT decides not to amend the record as requested by you, NYCCT will notify you of the decision and advise you of your right to a hearing before the NYCCT FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of your right to a hearing. The NYCCT FERPA appeals officer is Jerry Berrol, who can be reached at 718.260.5800 or by email at jberrol@citytech.cuny.edu.

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, 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.

4. Upon request, NYCCT discloses educational records without consent to officials of another college or school in which a student seeks or intends to enroll.

You may appeal the alleged denials 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 NYCCT 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, DC 20202-4605.

6. NYCCT 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 on the College website and may be filed, withdrawn, or modified at any time.

WORKPLACE VIOLENCE POLICY AND PROCEDURES

The City University of New York has a long-standing commitment to promoting a safe

and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship and service. All members of the University community—students, faculty and staff—are expected to maintain a working and learning environment free from violence, threats of harassment, violence, intimidation or coercion. While these behaviors are not prevalent at the University, no organization is immune. The purpose of this policy is to address the issue of potential workplace violence in our community, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

Policy

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment.

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

Scope

All faculty, staff, students, vendors, contractors, consultants, and others who do business with the University, whether in a University facility or off-campus location where University business is conducted, are covered by this policy. This policy also

applies to other persons not affiliated with the University, such as former employees, former students, and visitors. When students have complaints about other students, they should contact the Office of Student Affairs.

Definitions

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the University's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

1. Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
2. Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
3. Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.
4. Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials. No persons within the University community, shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to University property without specific written authorization from the Chancellor or the college President, regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

Reporting of Incidents

1. General Reporting Responsibilities

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by

any member of the University community. Workplace violence should promptly be reported to the appropriate University official (see below). Additionally, faculty, staff and students are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all members of the University community take this responsibility seriously to effectively maintain a safe working and learning environment.

2. Imminent or Actual Violence

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call the Campus Public Safety Office immediately, or call 911.

3. Acts of Violence Not Involving Weapons or Injuries to Persons

Any person who is the subject of a suspected violation of this policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to his or her respective Campus Public Safety Office. Students should report such incidents to the Office of Student Affairs at their campus or in lieu thereof, their campus Public Safety Office. The Campus Public Safety Office will work with the Office of Human Resources and the supervisor or the Office of Student Affairs on an appropriate response.

4. Commission of a Crime

All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.

5. False Reports

Members of the University community who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to civil authorities as appropriate.

6. Incident Reports

The University will report incidents of workplace violence consistent with the

College Policies for Incident Reporting Under the Campus Security Policy and Statistical Act (Cleary Act).

Education

Colleges are responsible for the dissemination and enforcement of this policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence. The Office of Faculty and Staff Relations will provide assistance to the campuses in identifying available training opportunities, as well as other resources and tools (such as reference materials detailing workplace violence warning signs) that can be incorporated into campus prevention materials for dissemination to the college community. Additionally, the Office of Faculty and Staff Relations will offer periodic training opportunities to supplement the college's training programs.

Confidentiality

The University shall maintain the confidentiality of investigations of workplace violence to the extent possible. The University will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well-being of members of the University community would be served by such action.

Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

Approved by the Board of Trustees,
June 28, 2004

**THE CITY UNIVERSITY OF NEW YORK
MEDICAL WITHDRAWAL AND RE-ENTRY
POLICY AND PROCEDURE GOVERNING
STUDENT BEHAVIOR THAT PRESENTS A
DIRECT THREAT OF HARM TO SELF OR
OTHERS OR SUBSTANTIALLY DISRUPTS
THE LEARNING OR WORKING
ENVIRONMENT OF OTHERS**

Introduction

The City University of New York (“CUNY”) is committed to the academic success and personal growth of its students. As part of that commitment, CUNY and its constituent campuses are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the University community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to life or limb.

In addition to taking action to protect the security and safety of the campus community, a college may address the student’s conduct to determine if action under this policy or under the student disciplinary process is appropriate. When a student’s conduct that directly threatens or substantially disrupts the learning or working environment of others appears to relate to a medical condition, the campus may, at its option, address the student’s conduct either in accordance with this policy, or through the student disciplinary process. If the student’s conduct constitutes a threat solely to him or herself, it should be addressed under this policy rather than the disciplinary process.

Policy

A. As an alternative to disciplinary action that may be taken under Article XV of CUNY’s Bylaws, a college of CUNY may bring a proceeding to require a student to withdraw from the University, or,

under some circumstances, the student’s home college and/or from residence in a college residence hall under this withdrawal policy and procedures when the student’s behavior evidences a direct threat of harm to others, or when the student’s behavior substantially disrupts the learning or working environment of others. A direct threat means a significant risk of harm to health or safety.

- B. A student who threatens to commit or attempts to commit suicide, and who does not otherwise threaten direct harm to others or substantially disrupt the learning or working environment of others, shall not be subject to disciplinary action for that threat or attempt under Article XV of the CUNY’s Bylaws. If a college determines that withdrawal of the student or retention of the student subject to specified conditions is appropriate because the student’s behavior threatens direct harm to him or herself, the procedures outlined below shall apply instead of disciplinary procedures.
- C. A student who withdraws or is withdrawn from the University, a college or college residence hall pursuant to this policy may apply for re-entry to the University, a college and/or to a college residence hall. The application for re-entry shall be made to the student’s home college’s Chief Student Affairs Officer, who shall determine whether the student still presents a direct threat of harm to him or herself or others or still presents a significant risk to substantially disrupt the learning or working environment of others. If the Chief Student Affairs Officer or designee determines, based on the assessment of a qualified, licensed mental health professional, that there is not a significant risk that the behavior that required withdrawal will be repeated, he or she shall approve the student’s application for re-entry.

Academic Services and Special Programs

The Ursula C. Schwerin Library

Prof Darrow Wood, Chief Librarian
Atrium Fourth Floor
Reference Services: 718.260.5485
Circulation Desk: 718.260.5470
Website: <http://library.citytech.cuny.edu>

A central aspect of a college education and preparation for lifelong learning is developing information competencies to effectively use library resources in both electronic and print formats. Drawing on extensive book and periodical collections, databases, guided access to the Internet and multimedia collections, professional library faculty are ready to help you locate facts, evaluate materials and use new information technologies.

One key to learning about library services and collections is the library website at <http://library.citytech.cuny.edu>, also accessible via the City Tech homepage. From this website, users can locate materials via the CUNY+ online catalog and find articles and other full-text content from our collection of databases. These databases can be accessed from any location, including home. We also provide research guides for City Tech program areas, and news about the library, including tutorials, workshop schedules and film series.

To expand our collections further, the library participates in resource-sharing networks providing access to materials in hundreds of other NYC area libraries, including the other libraries of The City University. Note that the CUNY+ database lists the holdings of all CUNY libraries.

Library instruction offered by faculty librarians takes many forms. One-to-one reference service, classroom sessions for English Composition (EG 101), Academic Access (AA 101) and in other disciplines, and database and Internet workshops are integral parts of an overall program. The library's Internet Lab and electronic classroom support these efforts.

The Ursula C. Schwerin Library is located on the fourth and fifth floors of the Atrium Building, with entry from the fourth floor. During the academic year the library is generally open Monday through Thursday from 9:00 am to 10:00 pm, Friday from 9:00 am to 7:00 pm and Saturday from 10:00 am to 4:00 pm

College Learning Centers

Judith Rockway, Director
Atrium G-18
718.260.5874

The College Learning Centers offer City Tech students an array of educational support services from tutorial assistance and the use of computers to a stimulating atmosphere for study and problem-solving in the company of other students with similar concerns. Typically, more than 6,000 students use Learning Center services each semester.

The principal site, the Atrium Learning Center located in the Atrium G-18, supplies tutors at specified hours for accounting, anatomy and physiology, biology, ESOL, chemistry, computer systems, math, physics, reading and writing. In addition, workshops are held for students who have been unsuccessful in completing upper-level developmental and ESOL courses or would like assistance preparing for the CUNY Proficiency Examination (CPE).

Students who wish to gain or improve skills in Microsoft Word and Excel may do so in the Atrium Learning Center at their own pace with the assistance of a super-tutor. Those candidates who pass the final test in the program are given a certificate of completion and have that fact noted on their permanent record. This will satisfy the computer literacy requirement for graduation from the College.

The Atrium Learning Center network is equipped with over 180 pc-compatible workstations, 21 Mac stations, 4 laptops for student/tutor use, a Smart Board and various printers and scanners. Software supportive of specific academic courses has been installed for student use. Windows applications such as Microsoft Office, the anatomy and physiology program, ADAM, and the Internet are also available on some stations.

Students may keep track of their growing accumulated skills using a comprehensive curriculum package, PLATO. This software includes lessons, drills and tests in basic literacy skills, reading, writing, math, algebra and geometry. For the Mac stations, the Learning Center has a varied selection of graphics software supportive of the advertising design and graphic arts curricula. An expanding collection of video

tapes and CDs for accounting, math, writing, reading, dental hygiene and nursing can be viewed in private video rooms within the center.

Students in the health career departments are supported with a collection of textbooks, handouts, specimens, bones, microscopes, filmstrips, videos, slide/audio modules and computer programs to review and reinforce coursework in the health curricula. Nursing students will benefit from NCLEX test-practice software.

The Tech Learning Center in Voorhees 217, is equipped with networked compatible workstations, CADD stations, electronic testing and drafting equipment, textbooks and audio-visual materials that focus on the needs of students enrolled in technology curricula. Microsoft Office, math programs, C++, PLATO and language arts software are available on the Learning Center network. Tutors in computer-assisted drafting and design, architectural, civil, construction, electrical, electromechanical, computer engineering, environmental control, mechanical engineering and telecommunications technologies are on duty at selected times.

The Internet may be accessed on selected stations in both the Atrium and the Tech Learning Center sites for research related to coursework.

City Tech students may independently drop in for help or be referred to either of the Learning Center locations by an instructor or counselor. Hours of service for each semester are posted at the learning center sites. Students must present their currently validated City Tech/CUNY card to gain access to any of the Learning Center sites

The CUE Initiative

Ms Lauri Shemaria-Aguirre
Assistant Director
Namm 229
718.260.5088

Coordinated Undergraduate Education (CUE)
Several special programs offered by the College with funding from The City University are coordinated through the Coordinated Undergraduate Education (CUE) Initiative.

These programs support a smooth transition from pre-freshman to college graduate. Students begin their journey through City Tech through the New Student Center, the Counseling Services Center, Testing, and the Pre-First Year Summer Program. First Year Learning Communities, the Learning Center, General Education, Writing Across the Curriculum, and the Honors Scholars Program all contribute to a solid, rounded college experience. These programs share a conceptual framework that guides students' development in critical thinking, communication and problem-solving abilities that help them succeed at New York City College of Technology and beyond.

Directed by the Office of the Provost, Coordinated Undergraduate Education (CUE) is an initiative established in 2004 by The City University to integrate several pre-existing CUNY-funded special programs. The CUE Initiative reduces redundancy among these programs by creating a clear organizational alignment of services and opportunities. By improving communication and relationships among formerly separate programs, CUE provides students with a more coherent experience. For faculty and administrators, CUE supports the coordination of curriculum development and professional development activities.

Pre-First-Year and First-Year Programs

City Tech offers students an array of academic experiences and support services through their pre-freshman summer and freshman semesters. The Pre-First-Year Summer Program is required of students who have not satisfied one or more basic skills requirements (reading, writing, or mathematics). The summer program enables students to address their basic skills or ESOL needs before the fall semester begins and have an early experience on the campus in a supportive environment. Day and evening classes are available during June, July and August. All classes are tuition-free. The Intersession Program offers similar opportunities to students during January.

Theatreworks

Theatreworks, the resident theatre company at New York City College of Technology, is composed of student, alumni, faculty/staff and community members. During its thirty-three year history, Theatreworks has been recognized in the media and theater circles for its commitment to professionalism in performance, technology and the advancement of multi-cultural cast and crews in plays, musicals, dance and live events.

This unique approach to theatre has given Theatreworks citywide recognition

and an audience from the greater New York area. Theatreworks is now performing in the newly renovated, state-of-the-art Voorhees Theatre.

Theatreworks alumni can be found in the professional theatre, in television and concert venues, and working with many theatre-related companies in their respective communities. Student technicians receive valuable training by participating in the lighting, sound, costume, publicity and scenery crews for performances each year. For further information about Theatreworks, call the Entertainment Technology Office in Voorhees 411 at 718.260.5588.

Grace Gallery

Grace Gallery of New York City College of Technology operates under the direction of the Advertising Design and Graphic Arts department. It features continuing exhibitions of fine art and design by professional artists and designers, as well as periodic shows of outstanding faculty and student work. Grace Gallery is located on the 11th floor of Namm Hall and is open when exhibits are scheduled. For further information call 718.260.5175.

Division of Continuing Education

**Carol Sonnenblick, Dean
Office of the Dean
The Howard Building
25 Chapel Street
Room 403
Phone: 718.552.1180
email: csonnenblick@citytech.cuny.edu**

Staff:

Diane Romeo, Executive Director
718.552.1163
email: dromeo@citytech.cuny.edu

Edna Casal, Secretary to the Dean
718.552.1180
email: ecasal@citytech.cuny.edu

Mission:

To create pathways to higher education, job training and professional development; to offer programs which address the economic and workforce development

concerns of the evolving New York City workplace; and to provide comprehensive learning and personal enrichment opportunities, community service programming, and customized training to serve the needs of diverse learners and business and industry partners.

Access for Women

Access for Women (AFW) is a gender-equity program primarily for women and girls. The focus is on preparing them for non-traditional technical education and occupations where women are still under-represented. Access for Women provides classes, workshops and vocational training to unemployed and underemployed women, which include evening math classes to prepare women to enter the technologies, BE/GED instruction and

vocational training. Counseling and other support services are also provided. Orientations to the technologies are arranged for groups of women in the community and young women in middle and high school.

Nona Smith, Director

For information call 718.552.1131.

Adult Learning Center

The Adult Learning Center offers free literacy instruction at all levels. Classes in basic education, math, English as a Second Language and preparation for the high school equivalency test (GED) meet during the day, in the evening and on Saturday. In addition to classroom instruction, students learn basic computer skills and use the computer lab to write papers, do Internet research or improve their literacy and

language skills. Counseling and other student support services are provided.

Joan Manes, PhD, Director

For information call 718.552.1140.

Apartment House Institute

The Apartment House Institute (AHI) provides a variety of educational and informational services to owners, managers and superintendents of multifamily buildings, and others who have significant input into the operation and maintenance of these buildings. AHI offers a course in Maintenance of Housing in partnership with Association for Neighborhood and Housing Development and a version of this course as a correspondence course. AHI is a partner in a group researching the use of bio-fuels and waste cooking oils as eco-friendly heating fuels. The Superintendents Technical Association is administered by AHI.

Richard Koral, Director

For information call 718.552.1161.

Business and Industry Training Center (BITC)

Custom-designed courses and credit/non-credit programs are offered to businesses, unions, city agencies, professional associations and non-profit organizations through contractual agreements. To meet employee and organizational needs of its clients, the center brings 25 years of experience and outstanding faculty expertise to provide a wide range of services, such as needs assessment, customized curriculum development, testing and skills assessment and course delivery in both non-credit and credit certificate/degree programs. Areas of expertise include technology, computers, workplace competencies, leadership/management, customer service, communications, test preparation and industry specific courses.

The Center has an impressive list of clients and has won a number of awards for program development and business/industry linkages. Successful partnerships and exemplary programs have made BITC one of CUNY's leading workforce education centers and a strong partner in Brooklyn and NYC economic development initiatives.

Yelena Melikian, Director

For information call 718.552.1150.

Continuing Studies Center

The Continuing Studies Center courses and intensive training programs are available to the general public and provide career-enhancing skills for adults in an increasingly competitive job market. The well recognized and reasonably priced offerings range from Pharmacy Technician, Dental Assisting, Medical Office Associate, and Insurance Education to PC Repair and Network Technologies, Refrigeration Mechanics and Construction Safety Certification. In addition, the Center works collaboratively with the College's academic departments to develop courses such as the Professional Nursing Seminars, and Radiologic Technology programs, including a Computed Tomography and Magnetic Resonance Imaging Certificate Program designed to meet the needs of City Tech alumni and other professionals. The Center works closely with municipal and state licensing and certifying authorities in areas such as driver education, fire safety, real estate, food handling, home inspection and driver instructor education, to provide approved qualifying courses that help ensure high standards in various public offerings. The Center also offers personal enrichment courses to enhance the quality of life. A sampling of courses include: Fiction Writing, History of Brownstones and Hand Knitting.

Charles Johnston, Director

For information call 718.552.1170.

CUNY Language Immersion Program

The CUNY Language Immersion Program (CLIP), a Chancellor's initiative that operates at eight CUNY colleges, opened at City Tech in July 1996. The program offers newly admitted CUNY students who are not native English speakers the opportunity to devote an intensive period of time to improving their English language skills before enrolling in credit courses. It is also open to some College students who have not been successful in their College ESOL courses. Students may remain in the program for up to one year. Participation is voluntary, and students may return to College at any term starting point during the year. The program offers both day and evening classes, and each class meets for 25 hours a week. Reading, writing, listening and speaking are integrated into a holistic,

content-based approach to language development. While enrolled in CLIP, students defer their College admission and do not use their financial aid.

Gilberto Gerena, Coordinator

For information call 718.260.5733.

High School Transitions

High School Transitions, a collaborative project of CUNY and the NYC Department of Education, is a six-week summer intensive English language program for immigrant students in ESOL or bilingual programs who are about to enter high school. The theme-based curriculum provides a framework around which students read, write, do research projects, learn to use the computer for word processing and Internet research and improve oral communication skills. Counseling, sports and mentoring are strong program components. The program continues through the school year on Saturdays.

Joan Manes, PhD, Director

For information call 718.552.1140.

Workforce Development Center

Since 1990, the Workforce Development Center has provided a broad range of workforce preparation and educational services to students enrolled in the Division of Continuing Education and to other adult residents of New York City. These services include assessment, counseling, information and referral, case management, career exploration workshops, skills training, workforce preparation, job development and job placement. The Workforce Development Center works closely with other units in the Division and other departments of the college, as well as external education and human service providers, to plan, develop and coordinate activities and programs. The Center plays an active role in economic development activities and sector-specific training.

Chuck Hoffman, Director

For information call 718.552.1120.

Collaborative Programs

Office of Collaborative Programs
Ivonne Barreras, Director
Namm 305
300 Jay Street
Brooklyn, NY 11201
718.260.5206

The following programs are offered in collaboration with public high schools. These partnership programs are designed to improve student success rates in post-secondary education through awareness and preparatory courses:

College Now

College Now is a comprehensive collaborative of CUNY and the NYC Department of Education designed to bridge secondary and post secondary education. City Tech recruits students from designated high schools for enrollment into this college transition program that offers a variety of preparatory and credit courses.

STEP

Through STEP (Science and Technology Entry Program), City Tech offers cognitive and affective strategies to high school students who are interested in the fields of health, science, math and technology, and also among traditionally underrepresented populations in STEM careers. Through a partnership with the Nursing Department, talented junior and senior high school health science students may participate in a career pathway program that provides academic and financial support needed to complete the first semester of the City Tech curriculum prior to entry as College freshmen.

Teacher/Leader Quality Partnership

The TLQP project is a professional development program prepared in conjunction with the NYC Department of Education to support curriculum development. City Tech has focused on integrating technology into high school mathematics curriculum.

Tech Prep

A core curriculum that features integrated contextualized learning in academic and technical areas is a key element of Tech Prep, which articulates with College technical departments in grade 11 through associate and baccalaureate degree offerings.

Brooklyn Educational Opportunities Center (SUNY BEOC)

The State University of New York Brooklyn Educational Opportunity Center for Academic and Workforce Development is administered by the New York City College of Technology (CUNY). While the BEOC serves all of New York City, its primary focus is on the borough of Brooklyn. For 42 years, SUNY BEOC has provided a quality educational experience that empowers students to realize their dreams and goals and to achieve economic self-sufficiency.

Tuition is free to all eligible students. SUNY BEOC offerings include GED Exam preparation, career and technical programs, college preparation leading to matriculation into CUNY, SUNY and other colleges, and special partnership programs that address particular needs of our student population and business partners. The Brooklyn EOC continues to enhance its programming by offering career development, employability skills, job-search strategies, work-based learning and individual counseling across the curriculum, and is a registered GED test site.

BEOC offers programs in two areas of concentration:

Academic Studies/Academic Foundations candidates can enroll in developmental skills and college preparation, English as a Second Language (ESOL), and high school equivalency/preparation for the test of general educational development (GED).

Business and Computer Technologies candidates may choose from comprehensive programs including Office Support (Information Processing Technology), Computerized Bookkeeping (with Peachtree and Quick Books), and Computer Networking Technology (with A+ and Net+ certification preparation). Allied Health programs include: Medical

Office Administration and Tourism and Leisure programs include: Hospitality Management. Accelerated programs include Microsoft Office Suite, Medical Billing and Coding. Computerized Bookkeeping, Customer Service Preparation and Web Page Design, SUNY BEOC oversees four Technology Centers (ATTAIN Labs) in Crown Heights, Bedford Stuyvesant, Fort Green and on our campus. It has established a number of successful partnerships with other academic and business entities. The programs are customized to the partners' specifications and students are prepared for specific positions. Placement rates are high.

To qualify for admission, one must be a New York State resident 18 years of age or older, and meet both New York State and BEOC educational and income requirements.

For further information, write, call or visit:

Mr. Darron Henry
Enrollment Manager
State University of New York
Brooklyn Education Opportunity Center
111 Livingston Street, Suite 300
Brooklyn, NY 11201
Tel: 718.802.3330
Fax: 718.802.3313
E-mail: admissions@beoc.cuny.edu

Campus Services and Facilities

Accident Insurance

The Auxiliary Enterprise Board administers the accident insurance program and handles all claims on the policy.

The accident insurance applies to all registered students for injuries that happen on campus and en route to and from campus. The cost of the policy is paid out of the student activity fee.

Bookstore

Operated by Follett Books, the New York City College of Technology bookstore is located in the Atrium Complex (soon to move to a new, expanded location facing Adams Street). New textbooks are offered at 5% discount from list price. A large supply of used books is generally available, particularly for early shoppers. These books are discounted 25% from list price. The store also carries many other items in addition to textbooks – general trade and reference books, school supplies, school spirit clothing and gifts, and convenience items are all available at the bookstore. For your convenience, the bookstore also offers extended hours during the first three weeks of each semester. These hours are posted outside the bookstore. The bookstore will also purchase back textbooks at the end of each semester for half of what you paid, provided the book will be used again the following term.

Food Services

Student food service facilities for day and evening students are located on the main floor of Namm Hall and the second floor of Voorhees Hall. Vending machines are also located at these locations. Special catering is available for College activities and events.

Lockers

An extremely limited number of lockers is available. These lockers are reserved for and issued to day students who are enrolled in programs that require the storage of laboratory clothing and laboratory materials. Students enrolled in such laboratory courses should inquire of the department laboratory

personnel as to the issuance of lockers.

Lockers are assigned to students for the academic year only and must be vacated prior to the last day of the spring semester.

Property remaining in lockers after that date will be removed and discarded. The College is not responsible for property stored in these lockers.

Lost and Found

The College assumes no responsibility for lost property. A lost property section is maintained, however, in order that lost property may be returned to its owner. Students finding property should surrender it at the lost property section. Students who lose property should report the loss to that section. The lost property section for the Namm Hall complex (Namm, Klitgord, Pearl and General Buildings) is located in Namm 109.

Student Lounges

Lounges are available in each of the College buildings. They are open during the day and evening sessions for the convenience of all students. They must therefore be used in a considerate and proper manner at all times, in order that others are not deprived of their use. See the building directories or check with the building coordinators for the location of the lounges.

Veterans Services

City Tech welcomes men and women who have served, or currently serve, in the United States armed forces. The resource information below will help veteran students' access educational benefits and other services. The Veterans Services Office is located in N-105E, at 718.260.4980 and Ariel (AJ) Luna is the Student Veterans Coordinator, aluna@citytech.cuny.edu. For Registration and Obtaining Educational Benefits and other Resources refer to the City Tech Veterans Website: www.citytech.cuny.edu/veterans or contact Monique Blake, Certifying Officer, Registrars Office, NG-15, mblake@citytech.cuny.edu. The Student

Veterans Club will meet on the first and third Thursday's of the month from 1-2 pm. Check Veterans Club at veteransclub@gmail.com for meeting location. Counseling is available in the Counseling Center, N-108, 718. 260.5030 and Paul Schwartz, LCSW, is the Veterans Club Faculty Advisor, schwartz@citytech.cuny.edu.

Academic & Programs

Departments



SCHOOL OF ARTS AND SCIENCES

Pamela Brown, PhD, PE, Acting Dean of Arts and Sciences

Namm 805

718.260.5008

email: pbrown@citytech.cuny.edu

Denise Martin, Assistant to the Dean

email: dmartin@citytech.cuny.edu

Iva Williams, Secretary

email: iwilliams@citytech.cuny.edu

Raquel Martinez, College Assistant

email: rmartinez@citytech.cuny.edu

Departments:

African American Studies	Biological Sciences
Chemistry	English
Humanities	Mathematics
Physics	Social Science

Degree Programs:

Applied Math (BS)	Computer Science (AS)
Liberal Arts (AA)	Liberal Arts and Sciences (AS)
Chemical Technology (AAS)	

Mission

The School of Arts and Sciences awards associate degrees in Liberal Arts and Sciences, Chemical Technology and Computer Science. A Bachelor of Science degree in Applied Mathematics with concentrations in Information Science, Financial Science or Science, is also awarded.

The courses offered within the School of Arts and Sciences provide the Core Curriculum required of all technical and career programs. Courses offered by the African American Studies Department are interdisciplinary and satisfy Literature, Aesthetics, Social Science and Behavioral Science Core requirements. Courses within the Departments of Biological Sciences, Chemistry and Physics satisfy the Science Core requirements. The courses offered by the English Department satisfy the Communication and Literature Core requirements, and provide instruction in developmental reading, writing and College English as a Second Language. The Humanities Department offers courses in French, Spanish, Mandarin Chinese, Arabic, American Sign Language, Art History, Music, Performing Arts, Latin American Studies, Theatre and Speech. These courses satisfy Foreign Language, Aesthetics and Communication Core requirements, or can be taken as enriching electives. The Applied Math and Computer Science degree programs are housed in the Mathematics Department, which offers the courses required for the Mathematics Core requirements, as well as developmental math. The Social Science Department offers courses in Anthropology, Economics, Geography, Government, History, Philosophy, Psychology and Sociology. These courses satisfy Behavioral Science, Social Science and Philosophy Core requirements.

In addition to teaching, faculty members are engaged in research and other scholarly activities, which provide opportunities for students to receive stipends for work as undergraduate research assistants. Sponsors of stipends include the National Science Foundation Louis Stokes Alliance for Minority Participation (NSF LSAMP) Program, the NSF-funded Science and Technology Scholars Program, and the CUNY COMPACT-funded Emerging Scholars Program. Qualified students may also participate in the Honors Scholars program or arrange with faculty members to take honors courses. The CUNY BA/BS is also housed in the School of Arts and Sciences.

The courses offered by the three schools – Arts and Sciences, Professional Studies and Technology and Design – provide City Tech students with a rare blend of specialized instruction, combined with a broad education in the liberal arts and sciences, creating a foundation for professional success, personal development and lifelong learning.

African American Studies

Professor Karl Botchway, Chair
Atrium 643
718.260.5205
email: kbotchway @citytech.cuny.edu

FACULTY:

Assoc Prof: Botchway
Asst Profs: Effinger-Crichlow, James, Panford, Walker
Lecturer: Wilson

AFRICAN AMERICAN STUDIES

The African American Studies Department is designed to bring into focus, through inter-departmental and multi-cultural course offerings in liberal arts and sciences, the history and culture of Africans and their descendants throughout the African diaspora from antiquity to the present. Readings and classroom lectures bring research, critical analysis, synthesis and interpretation to bear on the contributions of peoples of African descent to the evolution of human civilization, an approach that stimulates intellectual growth and the development of humanistic principles. Courses in African American Studies are interdisciplinary and satisfy core requirements in aesthetics (AES), behavioral sciences (BS), social science (SS), literature (LIT) and philosophy (PHIL), or used for elective credit (ELECT).

COURSES:

AFR 1130/AF 300 Africana Folklore

3 cl hrs, 3 cr

The sociolinguistic process of creation in the oral literary tradition of people of African descent throughout the world. Through the study of poetry, tales, epics and proverbs, it examines the oral narratives and their underlying symbolism. Moral perceptions, aspirations, comedy, tragedy, satire and dilemma tales are discussed with a view to promoting critical thinking. Students gain insight into the various linguistic patterns and formulae by which socio-cultural ideals and concepts are transmitted.

As a "bridge course," Africana Folklore is specifically designed for students not certified in CUNY reading and writing.

Prerequisite: None

AFR 1131/AF 331 African Dance Workshop

1 cl hr, 2 lab hrs, 2 cr

The practical application of style, form and ritual symbolism in African dances, which develop physical control, strength and balance, are performed. Aesthetic and creative impulses are stimulated and enhanced through the mastery of movement

and vocabulary of African dance.
Prerequisite: None

AFR 1132/AF 332 African American/Caribbean Dance Workshop

1 cl hr, 2 lab hrs, 2 cr

A performance arts course exposing students to the various forms of ceremonial and recreational dance movements traditionally performed by people of African descent with emphasis on the Caribbean and the United States. Style, form and ritual symbols characteristic of African dances, which develop physical control, strength and balance, are explored through performance participation.

Prerequisite: None

AFR 1301/AF 301 Introduction to the Art of Africa

AES Core

3 cl hrs, 3 cr

A preliminary study of art and symbolism as expressed by indigenous African societies primarily from West Africa. An examination of the aesthetic qualities of sculpture and related visual arts connected with African religion, society and

culture provides for greater meaning and understanding of the arts. Slide lectures, discussions and museum/gallery field trips are included.

Prerequisite: CUNY certification in reading and writing

AFR 1304/AF 304 African American/ Caribbean Art

AES Core

3 cl hrs, 3 cr

A survey of 18th, 19th and 20th century black art from the United States, Canada, Brazil and the French and English speaking Caribbean. Examples of prominent artists, their backgrounds and techniques are explored. In addition, the major political, economic and social circumstances which influenced the time period of their art and which give insight into the artists' creations are reviewed. The traditional aesthetics, qualities and characteristics of art forms are analyzed. Slides, lectures, discussions and museum/gallery trips are included.

Prerequisite: CUNY certification in reading and writing

AFR 1311/AF 311 African American/ Caribbean Music

AES Core

3 cl hrs, 3 cr

The intrinsic melodic patterns, rhythm, harmonic structures, modality and other elements are examined, as well as ritualistic and social expressions of the culture. African American and West Indian music are historically traced from their indigenous African characteristics to today's African/Caribbean/European synthesis of religious and secular music.

Prerequisite: CUNY certification in reading and writing

AFR 1321/AF 321 Black Theater

AES Core

3 cl hrs, 3 cr

The course is an introductory exploration of dramatic literature from the Africana World. Plays and performance arts from the 20th and 21st centuries are used to help students study the historical and cultural complexities of Africana peoples. In addition, students may have the opportunity to create their own scenes for a play and/or experience a New York City theatrical production. Elements of the dramatized cultural realities of the black experience in European and American culture are studied. Fundamental acting, directing, writings of black playwrights and student dramatic readings of

literature are studied and performed. Field trips to plays are included.

Pre- or corequisite: CUNY certification in reading; Corequisite of ENG 092W or CUNY certification in writing

AFR 1401/AF 401 African Governments SS Core

3 cl hrs, 3 cr

The dynamics of reconstructing nations in various areas of Africa from Afro-centric context. The anthropological, historical elements of the African struggle for political and economic autonomy, Pan-Africanism, nationalism and other sociological and cultural movements are addressed in terms of African and international affairs.

Prerequisite: CUNY certification in reading and writing

AFR 1460/AF 601 Early African History SS Core

3 cl hrs, 3 cr

The historical development of culture and civilization in early Africa. The causes, conditions, events and personalities which interact in history are examined in relation to continuity, development and change in the evolution of Egypt, Kush, Axum, Ethiopia, Ghana, Mali and Songhay from 3500 B.C. to 1492 C.E.

Prerequisite: CUNY certification in reading and writing

AFR 1461/AF 602 Modern African History SS Core

3 cl hrs, 3 cr

In-depth study of the second entry of Europeans into Africa; survey of the colonial period, nationalism, the reconstruction of independent African states. Emphasis on the roles/functions of indigenous peoples and institutions that formed the matrix from which modern autonomous African states emerged.

Prerequisite: CUNY certification in reading and writing

AFR 1462/AF 612 Blacks in Science, Technology and Business SS Core

3 cl hrs, 3 cr

This course examines the contributions of people in the African and Black world to the development of science, technology and business. Beginning from the ancient world, the course will explore how different societies of the African and black world developed an ethos and spirit of scientific inquiry in response to problems of the times. An important

part of this course highlights the significant contributions of African and black women in the development of science, technology and business. Additionally, the course will also explore how the present technological revolution in information impacts the African and Black world.
Prerequisite: CUNY certification in reading and writing

AFR 1465/AF 615
Early African American History
SS Core

3 cl hrs, 3 cr

A factual, conceptual and chronological survey of the African-American peoples from their African origins to the end of the American Civil War in 1865. The central organizational theme is the three-and-one-half century-long struggle of African Americans to assert their human dignity, rights, potentials and contributions in the context of Euro-American social orders and processes.
Prerequisite: CUNY certification in reading and writing

AFR 1466/AF 616
Modern African American History
SS Core

3 cl hrs, 3 cr

The history of African Americans in American society from the Emancipation Proclamation of January 1863 to the present. The topics studied include: the Reconstruction Era; the Nadir, industry and labor in the 19th century; progressivism; World War I; the 1920's; New Deal; World War II; the Korean War; the Civil Rights Era (1950s-1970s); Vietnam; the black cultural revolution, and the present psycho-socio economic actualities of African American life and culture in the American social order and process of the late 20th century.
Prerequisite: CUNY certification in reading and writing

AFR 1467/AF 620
Afro-Caribbean History
SS Core

3 cl hrs, 3 cr

The historical, cultural, economic and political factors that shaped the peoples of the Caribbean. American, French, Spanish, English, African and indigenous influences are explored and contemporary issues are examined as they relate to historic factors.
Prerequisite: CUNY certification in reading and writing.

AFR 1501/AF 501
Seminar in Current Community Problems
BS Core

3 cl hrs, 3 cr

Examines case studies; reviews the actions, reactions and interactions of groups in urban America. Urban institutions and agencies are critically assessed in the context of a constitutional democracy. Perceptions, and the problems which they generate within urban black communities, are analyzed.
Prerequisite: CUNY certification in reading and writing

AFR 1502/AF 502
The Sociology of Urban Poverty
BS Core

3 cl hrs, 3 cr

A critical study of the relationship between poverty and the black community. Psychological/sociological and cultural dynamics within the black community and how they are affected by external historical and ideological factors. Poverty and its effects upon the peoples of Asia, Africa, the Caribbean and urban America. Students learn the skills of basic research methods, sociological theory and effective expository writing.
Prerequisite: CUNY certification in reading and writing

AFR 2201/AF 201
Early Black Writers in American Literature
LIT Core

3 cl hrs, 3 cr

A study of the black writers' contributions to American literature from the 17th century through the Harlem Renaissance.
Prerequisite: ENG 1101/EG 101

AFR 2202/AF 202
Contemporary Black Writers in American Literature
LIT Core

3 cl hrs, 3 cr

A study of the black writers' contributions to American literature from the Harlem Renaissance to the present.
Prerequisite: ENG 1101/EG 101

AFR 2211/AF 211
Early African Literature
LIT Core

3 cl hrs, 3 cr

African myths, short stories and novels provide insight into African manners, mores, ideas and thought patterns. Longer works illustrate the conflict between indigenous factors and European influences.
Prerequisite: ENG 1101/EG 101

AFR 2212/AF 212
Modern African Literature
LIT Core

3 cl hrs, 3 cr

Emphasis on systematic and critical analysis of style and content. Focus on cultural, social and economic values as reflected by African writers.
Prerequisite: ENG 1101/EG 101

AFR 2222/AF 222
Current Caribbean Literature
LIT Core

3 cl hrs, 3 cr

A comparative study of the work of black writers in the Caribbean from 1920 to the present. Themes such as cultural and class confrontation, cultural assumptions and values, African/Caribbean aesthetic integrity and unity of purpose in a highly complex multi-cultural society are subjected to in-depth literary analysis and synthesis.
Prerequisite: ENG 1101/EG 101

AFR 2250/AF 250
Black Women in Literature
LIT Core

3 cl hrs, 3 cr

The various roles played by and attributed to the black woman in literature. Traditional as well as current efforts by black writers to hold up a mirror that reflects the true essence of the black woman. Students are encouraged to peer into that mirror and see how images of black women are reflected throughout the ages. The course encompasses writers from Africa, the Caribbean and North America.
Prerequisite: ENG 1101/EG 101

AFR 2302/AF 302
Art and Architecture of Africa
AES Core

3 cl hrs, 3 cr

A study of the arts and architecture produced by the indigenous African societies of Ancient Egypt, Libya, Algeria, Nubia, Ethiopia and the countries of Central, Eastern and Southern Africa. The traditional aesthetics, qualities and characteristics of regional art forms are analyzed. Slide lectures/presentations, discussions and museum/gallery field trips are included.
Prerequisite: ENG 1101/EG 101

AFR 2402/AF 402
The Heritage of Imperialism
SS Core

3 cl hrs, 3 cr

An examination of the thought, structure, operation and results of imperialism in human history generally, and the 19th/20th

centuries in particular. European/American imperialism in the non-white areas of the world: the roles of the Industrial Revolution; the imposition of Western European institutions on indigenous peoples of Africa, Asia, North/South America; colonialism; attempts by these people to reestablish autonomous sociological and cultural systems.
Prerequisite: ENG 1101/EG 101

AFR 2612/AF 312
Africana Philosophy and Religion
PHIL Core

3 cl hrs, 3 cr

This course examines the interplay of philosophy and religion in the Africana World, the intricacies and interdependence of social values (culture), economics, and politics as they impact the daily life and worldview of Africans. The course also discusses the cosmogenic, mythological, ontological as well as the epistemological aspects of Africana Philosophy.

The course will attempt to answer the question, "What is African Philosophy?" To provide a context for comparative analysis there will be a brief survey of some of the major philosophical traditions. The main themes to be analyzed will include the concepts of time, mind, person, art and religion. In addition, the philosophical interpretations of modern African and African American thinkers will be discussed.
Pre- or corequisites: ENG 1101/EG 101, background in Humanities and Social Science and department approval required

Biological Sciences

Professor Honamattie Dabydeen, Chair
 Pearl 305
 718.260.5088
 email: rdabydeen@citytech.cuny.edu

FACULTY:

Professors: Dabydeen, Dunkley, Selvadurai
 Assoc Profs: Bakewicz, Samarrai
 Asst Profs: Alcendor, Arrigoni-Restrepo, Barjis, Chakraborty,
 Chowdhury, Haque, Karthikeyan, Kolchenko, Li, Remsen, Ter-
 Mikaelian, Tsenova, Williams, Ying
 Sr CLT: Elliot
 CLTs: Breeland, Rudsky

BIOLOGICAL SCIENCES

Biological Sciences play a major role in the contemporary world. The biological sciences enhance our understanding of ourselves and the environment in which we function. Studies in biology heighten the individual's perception of the social aspects of recent scientific research in such areas as human development, genetic alterations and the effects of radiation on living organisms.

Courses offered in the department serve the needs of the entire College community. Liberal arts students in the associate in arts (AA) degree program can elect any two-semester, 8-credit sequence in biology, chemistry or physics for which they qualify. Liberal arts students in the associate in science (AS) degree program take two 8-credit sequences of either BIO 1101/BY 101 and BY 1201/201, CHEM 1110/CH 110 and CHEM 1210/CH 210, PHYS 1433/SC 433 and PHYS 1434/SC 434, PHYS 1201/SC 201 and PHYS 1202/SC 202 or PHYS 1441/SC 441 and PHYS 1442/SC 442. AAS students can satisfy core requirements in science by taking any of the following 4-credit courses for which they meet the prerequisites, and baccalaureate degree students satisfy core requirements by taking an 8-credit sequence of either: BIO 1101/BY 101 and BIO 1201/BY 201, BIO 2311/BY 301.1 and BIO 2312/BY 301.2, CHEM 1110/CH 110 and CHEM 1210/CH 210, PHYS 1111/SC 111 and PHYS 1112/SC 112, PHYS 1201/SC 201 and PHYS 1202/SC 202, PHYS 1433/SC 433 and PHYS 1434/SC 434, PHYS 1441/SC 441 and PHYS 1442/SC 442.

COURSES:

BIO 1101/BY 101 Biology I SCI Core

3 cl hrs, 3 lab hrs, 4 cr
 The fundamental principles of biology, including taxonomy, structure, nutrition, reproduction, heredity, development and evolution. The concepts of molecular biology and representative plants and animals are utilized. Use and care of the microscope.
Prerequisite: CUNY certification in reading

BIO 1201/BY 201 Biology II SCI Core

3 cl hrs, 3 lab hrs, 4 cr
 Continuation of Biology I with emphasis on the higher vertebrate systems. Biology I and II may be taken by science and non-science majors.
Prerequisite: BIO 1101/BY 101

BIO 1501/BY 501 Elements of Human Biology SCI Core

3 cl hrs, 3 lab hrs, 4 cr
 A study of the structure and function of the human body. Emphasis is placed on healthy functioning of the human organism. Disease and its causes are examined. Practical laboratory experiences, including dissections, illustrate major course concepts.
Corequisite: ENG 092R/DR 092 or CUNY certification in reading

BIO 1601 Introduction to Biochemistry

2 cl hrs, 3 lab hrs, 3 cr
 This introductory biochemistry course will familiarize students with basic concepts and expose them to the most common research methods in the interdisciplinary field of biochemistry. The focus will be on the major macromolecules and chemical properties of the living systems. Primary topics include the structure, function, and metabolism of amino acids, proteins, carbohydrates, and lipids; the physical properties of water, pH, buffers and enzyme kinetics.
Pre- or corequisites: MAT 1375/MA 375, ENG 1101/IEG 101 and either BIO 1101/BY101 or CHEM 1110/CH 110

BIO 2311/BY 301.1 Human Anatomy and Physiology I SCI Core

3 cl hrs, 3 lab hrs, 4 cr
 The anatomy and physiology of the cell, tissues, skeletal, muscular and nervous systems.
Prerequisites: BIO 1101/BY 101, College-level general biology course with lab or a score of 85 or above on the Regent's exam and CUNY certification in reading and writing

BIO 2312/BY 301.2 Human Anatomy and Physiology II SCI Core

3 cl hrs, 3 lab hrs, 4 cr
 A study of the circulatory, respiratory, digestive, urinary, endocrine and reproductive systems; intermediary metabolism, electrolyte and water balance.
Prerequisite: BIO 2311/BY 301.1

BIO 3302/BY 302 Microbiology SCI Core

2 cl hrs, 4 lab hrs, 4 cr
 The fundamentals of microbiology. Lectures focus on the structure of prokaryotic and eukaryotic

microorganisms, interaction between the microbe and the host, and human diseases. Laboratory sessions focus on pure culture techniques, methods of staining and the microscopic, colonial and biochemical identification of saprophytic organisms.
Prerequisite: BIO 2311/BY 301.1 or BIO 1101/BY 101

BIO 3350 Elements of Bioinformatics SCI Core

2 cl hrs, 4 lab hrs, 4 cr
 This course develops awareness of Internet-based information, and encourages exploration and use of the wide range of databases available to those working in the field of Biology, Biotechnology and Pharmaceutical industries. Different tools and computational methods are used to analyze DNA, RNA and protein structures. The course is designed to meet the increasing demand for skilled individuals in using computers to manipulate and analyze the growing quantities of genetic information available to bioscientists and the medical profession.
Prerequisites: MAT 1275/MA 275, BIO 1101/BY 101 and CUNY certification in reading and writing

BIO 3524/BY 524 Nutrition

2 cl hrs, 2 cr
 The nutrition constituent of foods, their metabolism and role in the body with emphasis on specific health problems, especially those involving nutritional deficiencies.
Prerequisite: BIO 2312/BY 301.2

BIO 3526 Pathophysiology

3 cl hrs, 3 cr
 This is a one-semester course that includes three hours of lecture (3 credits). This course applies knowledge of normal anatomy and physiology to promote a clear understanding of disease processes. It introduces the student to the common body responses and manifestations of disease that result from imbalances in homeostasis of the body. The course addresses common well-defined alterations involving cellular proliferation, mobility, neurological, digestion, circulation and immunity.
Prerequisites: CHEM 1110/CH 110, BIO 2312/BY 301.2, BIO 3302/BY 302

Chemistry

Professor Peter Spellane, Acting Chair
 Pearl 618
 718.260.5850
 email: chemistry@citytech.cuny.edu

PROGRAM:

Chemical Technology/AAS

FACULTY:

Professor: Zimmerman
 Assoc Profs: Brown, Nicolas
 Asst Profs: DiMartini, Spellane, Tewani
 Sr CLT: DeFaria
 CLT: Johnson

Associate in Applied Science in CHEMICAL TECHNOLOGY

A degree in Chemical Technology prepares the student for immediate employment as a chemical technician in industry or for transfer to a baccalaureate program with credit toward a degree in chemistry, pharmacy, toxicology, biochemistry, clinical chemistry, or environmental health science. Previous high school training in chemistry or physics is not required. However, an applicant should have completed at least one semester of college-level mathematics (MAT 1175/MA 175) as preparation for this program. The curriculum presents the general concepts of chemistry, physics and mathematics using methods and equipment that are currently employed in industry and the professions.

Courses in chemistry are designed to raise student awareness of the importance of chemistry in today's world. By understanding the principles that govern chemical reactions, students will be able to also understand contemporary environmental issues such as the greenhouse effect, depletion of the ozone layer and the phenomenon of acid rain. Courses offered in the department serve the needs of the entire College community.

Graduates of this program have found rewarding employment as chemical and research technicians in the following and related fields: pharmaceuticals, food, plastics, petroleum, paints, textiles. Ample opportunity exists for advancement in research, analysis, production and sales. Employers of the graduates of this program include Eastman Kodak Company, Ciba Geigy, Consolidated Edison, Brooklyn Union Gas and Pfizer, Inc.

Those interested in continuing their studies in a college of pharmacy at SUNY at Buffalo or Arnold & Marie Schwartz College of Pharmacy at LIU, for example, upon graduation from Chemical Technology should consult with their academic advisors

and also take the following courses in addition to those required for the AAS in Chemical Technology:

- MAT 1475/MA 475
- BIO 1101/BY 101, BIO 1201/BY 201 and BIO 2311/BY 301.1
- Two additional courses in liberal arts

Departmental academic advisors are assigned to all students to aid in both program and career planning. Students planning to transfer to baccalaureate programs should consult with an advisor on which physics courses are most appropriate. Many programs require calculus-based physics – PHYS 1441/SC 441 and PHYS 1442/SC 442.

The College will grant an associate in applied science degree (AAS) with a major in Chemical Technology upon satisfactory completion of the required 60 credits listed.

REQUIRED COURSES IN THE MAJOR

		Credits
CHEM 1110/CH 110	General Chemistry I	4
CHEM 1210/CH 210	General Chemistry II	4
CHEM 2223/CH 223	Organic Chemistry I	5
CHEM 2323/CH 323	Organic Chemistry II	5
CHEM 2411/CH 411	Special Topics in Chemistry	3
CHEM 3312/CH 322	Analytical Chemistry I	5
CHEM 3412/CH 412	Analytical Chemistry II	
	or	
MAT 1475/MA 475	Calculus I	
	or	
BIO 2311/BY 301.1	Human Anatomy and Physiology I	4
Subtotal		30

OTHER REQUIRED COURSES

ENG 1101/EG 101	English Composition I	3
EG 1121/EG 121	English Composition II	3
MAT 1375/MA 375 ²	Precalculus	4
LAP ¹	Literature/Aesthetics/Philosophy	3
PSY 1101/PS 101	Introduction to Psychology	3
PHYS 1433/SC 433	Physics 1.2 and	4
PHYS 1434/SC 434	Physics 2.2	4
	or	
PHYS 1441/SC 441	Physics 1.3 and	5
PHYS 1442/SC 442	Physics 2.3	5
PHYS 2601/SC 601	Introduction to Research	3
SS ¹	Social Science	3
Subtotal		30-32

TOTAL CREDITS REQUIRED FOR THE DEGREE

60-62

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Students without the requisite math background to enter MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 in preparation. This will increase the number of required credits for the degree by up to eight (8).

COURSES:**CHEM 1000/CH 215
Principles of Chemistry I**

3 cl hrs, 3 lab hrs, 4 cr

(For dental hygiene and dental laboratory technology students)

Atomic structure, elements, compounds and mixtures, formulas and nomenclature, physical states, bonding, acid-base theory, solutions, gas laws.

Prerequisites: Eligibility for ENG 029R/DR 092 or CUNY certification in reading and mathematics**CHEM 1110/CH 110
General Chemistry I
SCI Core**

3 cl hrs, 3 lab hrs, 4 cr

The basic principles and theories of college chemistry. Topics include matter and energy, periodicity of elements, atomic and molecular structure, bonding, atomic spectra, chemical reactions, gas laws, acids and bases, properties of solutions. *Pre- or corequisites:* MAT 1275/MA 275, ENG 092R/DR 092**CHEM 1210/CH 210
General Chemistry II
SCI Core**

3 cl hrs, 3 lab hrs, 4 cr

Continuation of General Chemistry I. Solutions, oxidation-reduction reactions, kinetics, ionization, ionic equilibria, pH, buffers, solubility product, hydrolysis, qualitative analysis of cations and anions.

Prerequisite: CHEM 1110/CH 110**CHEM 2223/CH 223
Organic Chemistry I**

4 cl hrs, 3 lab hrs, 5 cr

Fundamental concepts of nomenclature, formulae, preparation and properties of organic compounds. Modern electronic and molecular orbital theories are introduced. Laboratory experiments illustrate properties and preparation of organic compounds.

Prerequisite: CHEM 1110/CH 110**CHEM 2323/CH 323
Organic Chemistry II**

4 cl hrs, 3 lab hrs, 5 cr

Continuation of CH 223 utilizing mechanistic interpretations of reaction of aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, acids and amines.

Prerequisites: CHEM 2223/CH 223**CHEM 2411/CH 411
Special Topics in Chemistry**

3 cl hrs, 3 cr

An introduction to the fundamental principles of physical chemistry, the states of matter, thermodynamics, thermochemistry, solutions of electrolytes and non-electrolytes, electrochemistry and atomic structure. The history of energy production and human energy use, energy options for the 21st century, global warming and fossil fuel problems will be considered.

Prerequisite: PHYS 1434/ISC 434 or PHYS 1442/ISC 442**CHEM 3224/CH 324
Chemical Safety**

3 cl hrs, 3 cr

This course focuses on safety as an integral part of the design and execution of experimental work. The course includes an online textbook, online papers from experts in various areas of chemical health and safety and other resources available on the world wide web.

Prerequisites: CHEM 1110/CH 110, CHEM 1210/CH 210, CHEM 2223/CH 223; *pre- or corequisite:* CHEM 2323/CH 323**CHEM 3312/CH 322
Analytical Chemistry I**

3 cl hrs, 5 lab hrs, 5 cr

Theoretical and mathematical concepts of both gravimetric and volumetric analyses: quantitative separations, formation and properties of precipitates, use of organic reagents, coprecipitation phenomena, acidimetry and alkalimetry, pH, titration curves, redox reactions. Practice in fundamental laboratory techniques of gravimetric and volumetric analyses.

Prerequisite: CHEM 1210/CH 210**CHEM 3412/CH 412
Analytical Chemistry II**

2 cl hrs, 6 lab hrs, 4 cr

A continuation of CHEM 3312/CH 322 Analytical Chemistry I, emphasizing modern instrumental methods. Topics include chromatography (HPLC and GC), spectroscopy (FT-IR, NMR, UV-VIS, CG-MS, AA and AE), electrochemical (SIE, conductimetry, polarography, potentiometry), and optical rotary dispersion. Lab studies develop hands-on techniques for real-world problems such as those found in pharmacy, cosmetics, the environment and energy.

Prerequisite: CHEM 3312/CH 322; *pre- or corequisite:* PHYS 1434/ISC 434 or PHYS 1442/ISC 442

English

Professor Richard Patterson, Chair

Namm 512

718.260.5392

email: rpatterson@citytech.cuny.edu

FACULTY:

Professors: Feder, Hanley, Huffman, Lebowitz, Nilles, Patterson, Richardson, Walter, Wasserman

Assoc Profs: Broer, Guida, O'Riordan, Rudden, Saddik

Asst Profs: Barnett, Barlow, But, Do, Downum, Falvey, Ferrell, Gold,

Goodison, Gurjic-Alatraste, Hall, Harris, Hellman, Lansiquot,

Masiello, Mushabac, Noonan, Rogers, Rosen, Seaton, Williams

Lecturer: Bear, Hirsch, Marshack

ENGLISH

The department of English offers a full range of courses, from developmental work in reading and writing and college English as a second language to introductory and advanced courses in writing and literature. The department participates in a collaborative and creative support system for students preparing for careers or for transfer to other four-year institutions. For these students and for liberal arts majors whose plans do not extend beyond the two-year program, the department has as its mission the enhancement of those imaginative, analytical, reflective and cultural aspects of self generally addressed by liberal studies and within the department's specific purview, through written language.

A student who is deficient in reading or writing skills, as determined by the CUNY Skills Assessment Tests, will be required to take non-credit work either in developmental reading and writing or in college English as a second language, as indicated by the test scores.

All programs of study leading to a degree require the successful completion of ENG 1101/EG 101, English Composition I. An additional number of credits in writing and literature are required for specific degree curricula. The student should be guided in the selection of English courses by the statement of requirements for the specific curriculum.

In the associate degree core, students select one course from the literature, aesthetics or philosophy category (LAP). In the baccalaureate core, students select three courses from LAP, with at least one course from two of the three areas. Students can satisfy the literature core by taking any literature course in ENG/EG or PRS/PR or AFR/AF.

Similarly, the associate core requires communications. ENG 1121/EG 121 or a higher series course can be taken to meet this core distribution. Baccalaureate students must take ENG 1121/EG 121 if not taken at the associate level.

Degree-credit courses offered by the English department are divided into four categories. These are identified by numerical codes:

Series	Categories
1000	First-Year Writing Courses
2000	Second-Year Courses
3000	Third-Year Courses

College English as a Second Language (ESOL) courses and Developmental Reading courses are offered through the department of English.

Program in COLLEGE ENGLISH AS A SECOND LANGUAGE (ESOL)

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The program in College English as a Second Language offers courses in the areas of Reading, Composition/Grammar, and Speaking skills. Students are identified as appropriate for courses in ESOL on the basis of the CUNY/ACT Essay Writing test and personal interviews at initial advisement. (Comparable courses for native speakers of English are offered under the ENG rubric for Writing and Reading.) Non-native speakers of English who do not pass the CUNY/ACT Essay Writing and Reading exams upon admission to the College are automatically referred to ESOL courses. Those who have passed CUNY certification or are exempt but feel they need additional preparation for college work in English are welcome to inquire into taking these courses as well. The Speaking skills course, ESOL 1300/EG 300, is a credit-bearing course. Courses in Composition/Grammar and Reading skills do not carry credit, but do help students move toward preparing for the CUNY/ACT Essay Writing and Reading certification exams and the CUNY Proficiency Examination, as well as for general academic work.

Students taking ESOL courses are enrolled in regular full- or part-time College programs. Alternatively, non-native speakers of English who need preparation for the CUNY/ACT Writing and Reading exams may enroll in the CUNY Language Immersion Program (CLIP), in which students work full-time on English-language skills without being enrolled in College courses. ESOL students who achieve the lowest scores on the CUNY/ACT tests will automatically be referred to CLIP. A minimum score of 4 on the CUNY/ACT Essay Writing test is required for admission to the ESOL program.

ESOL courses in Composition/Grammar and Reading are offered at three levels. Entering students are placed in one of the first two levels of each discipline on the basis of their CUNY/ACT tests, and then advance to the next level in that discipline as they pass each course. The third level may be entered only by passing the preceding second-level course. CUNY/ACT retests are offered at the end of the third-level courses to all students in those courses whose attendance and performance have been satisfactory. Retests may be offered at the end of the second-level courses, by recommendation of the instructor and at the discretion of the ESOL Coordinator, to students whose attendance and performance in those courses has been excellent. Retests are not offered in the first-level courses. Retests are also offered in inter-semester USIP courses and in CLIP. Students exiting those courses are placed in ESOL courses on the basis of their CUNY/ACT scores. Students who pass the CUNY/ACT tests in both Essay Writing and Reading will then proceed to credit-bearing ENG 1101/EG 101, English Composition I, required of all students.

The first- and second-level ESOL/EL courses in Composition/Grammar are six class hours. ESOL 1300/EG 300 is four class hours, three credits. The catalog numbering of ESOL/EL courses follows the following system: First digit, number of credits. Second digit, level. Third digit, discipline: 1 for Composition/Grammar, 2 for Reading. Information about these courses is summarized in the following chart.

	Level I	Level II	Level III
Composition/ Grammar	ESOL 011W/EL 011 6 hrs	ESOL 021W/EL 021 6 hrs	ESOL 031W/EL 031 3 hrs
Reading	ESOL 012R/EL 012 3 hrs	ESOL 022R/EL 022 3 hrs	ESOL 032R/EL 032 3 hrs

ESOL 1300/EG 300 may be taken by any student who is taking any ESOL/EL course, with either Reading certification or departmental approval, or who is CUNY-certified. Students in ESOL 1300/EG 300 will be evaluated by ESOL faculty, and those with near-native speaking skills may be referred to a comparable course for native speakers.

COURSES:

ENG 090R/DR 090 Developmental Reading Level I and II

5 cl hrs, 0 cr

The first half of the course focuses on basic reading comprehension, vocabulary skills, the use of the dictionary, notetaking, and study skills. The second half focuses on improving reading comprehension to meet the demands of college-level reading assignments.

Prerequisite: Score of 59 or below on the CUNY ACT reading test

ENG 092R/DR 092 Developmental Reading Level II

3 cl hrs, 0 cr

Designed to improve reading comprehension to a level adequate for successfully meeting the demands of college-level reading; uses excerpts from college textbooks, timed reading exercises and supplementary books and periodical materials for literal and interpretative comprehension. CUNY certification in reading is the exit criterion for this course.

Prerequisite: Score of 60-69 on the CUNY ACT reading test

ENG 092.1R and ENG 092.1W are combined Developmental Reading Level II and Developmental Writing II courses for students uncertified in both reading and writing. 6 cl hrs, 0 cr. Prerequisite: Score of 60-69 on ACT Reading Test or Satisfactory in ENG 090R without reading

certification and score of 6 on ACT Writing Test or Satisfactory in ENG 090W without writing certification.

ENG 090W/EG 090 Developmental Writing I and II

6 cl hrs, 0 cr

The first half of the course focuses on instruction in varied sentence patterns, basic grammar and punctuation, spelling, the use of the dictionary, and in composing paragraphs that are organized and support a main idea. The second half focuses on the composing of essays that are developed, organized and correct. Short readings will be studied as models to illustrate methods of development and organization.

Prerequisite: Score of 2-5 on the CUNY ACT writing test

ENG 092W/EG 092 Developmental Writing II

3 cl hrs

An intermediate course in writing skills focusing on composing the short essay, including revision and proofreading. Emphasis on instruction in advanced and varied sentence patterns, appropriate punctuation and grammar and the use of the dictionary to investigate word formation and develop vocabulary. Short readings are used as models to illustrate methods of development and organization.

Prerequisite: Score of 6 on the CUNY ACT writing test

ENG 092.1R and ENG 092.1W are combined Developmental Reading Level II and Developmental Writing II courses for students uncertified in both reading and writing. 6 cl hrs, 0 cr. Prerequisite: Score of 60-69 on ACT Reading Test or Satisfactory in ENG 090R without reading certification and score of 6 on ACT Writing Test or Satisfactory in ENG 090W without writing certification.

ENG 1101/EG 101
English Composition I
Core

3 cl hrs, 3 cr
A course in effective essay writing and basic research techniques, including use of the library. Demanding readings assigned for classroom discussion and as a basis for essay writing.
Prerequisite: CUNY certification in reading and writing

ENG 1121/EG 121
English Composition II
COMM Core

3 cl hrs, 3 cr
An advanced course in expository essay writing that requires a library paper. Further development of research and documentation skills (MLA style). Assigned literary and expository readings.
Prerequisite: ENG 1101/EG 101

ENG 1133/EG 133
Specialized Communications for Technology Students
COMM Core

3 cl hrs, 3 cr
Academic as well as occupational writing such as lab reports and bids, emphasis on the documented report, summarizing material and writing letters. Written presentations frequently utilize visual aids such as graphics, maps and charts.
Prerequisite: ENG 1101/EG 101

ENG 1141/EG 141
Creative Writing
COMM Core

3 cl hrs, 3 cr
Techniques and skills in writing poetry, drama, the short story and the essay. Emphasis on the student's awareness of creative potential.
Prerequisite: ENG 1101/EG 101

ENG 1151/EG 151
Introduction to Journalism
COMM Core

3 cl hrs, 3 cr
An introduction to the history and principles of journalism and to basic news writing and editing.
Prerequisite: ENG 1101/EG 101

ENG 1161/EG 161
Language and Thinking
COMM Core

3 cl hrs, 3 cr
A study of communication designed to increase understanding and control of language on both the individual and social levels. Class work includes reading and discussion of elements of semantics and psycholinguistics and guided practice in effective thinking.
Prerequisite: ENG 1101/EG 101

ENG 2000/EG 200
Perspectives in Literature
LIT Core

3 cl hrs, 3 cr
Readings in and writings about literature across genres, eras and locales. Themes include family, the individual and society, good and evil, gender, faith and "the human heart in conflict with itself." Essays and exams based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2001/EG 201
Introduction to Literature I Fiction
LIT Core

3 cl hrs, 3 cr
Analysis and critical understanding of selected fiction. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2002/EG 202
Introduction to Literature II Drama
LIT Core

3 cl hrs, 3 cr
Analysis and critical understanding of selected plays. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2003/EG 203
Introduction to Literature III Poetry
LIT Core

3 cl hrs, 3 cr
Analysis and critical understanding of selected English and American poems. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2100/EG 210
English Literature I
LIT Core

3 cl hrs, 3 cr (fall only)
The literature of England from Anglo-Saxon times through the 18th century. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2101/EG 211
English Literature II
LIT Core

3 cl hrs, 3 cr (spring only)
English literature from the beginning of the 19th century to the present. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2150/EG 215
Introduction to Women Writers
LIT Core

3 cl hrs, 3 cr
Introduction to the writings of selected women writers, both major authors and less well-known women writers. A variety of genres, including essays, fiction, poems and plays will be explored.
Prerequisite: ENG 1101/EG 101

ENG 2200/EG 220
American Literature I
LIT Core

3 cl hrs, 3 cr (fall only)
American writing from the Colonial beginnings to the middle of the 19th century, with emphasis on the literature as an expression of the cultural and intellectual life of the times. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2201/EG 221
American Literature II
LIT Core

3 cl hrs, 3 cr (spring only)
American writing from the late 19th through the 20th century, with emphasis on the literature as an expression of the cultural and intellectual life of the times. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2250/EG 225
Asian American Literature and Culture
LIT Core

3 cl hrs, 3 cr
This survey course introduces students to representative Asian American literary and cultural productions, including fiction, poetry, drama and autobiography by writers across generations. Diverse

as these writers are in style and ethnicity, their works, depicting the Asian experience as immigrants and minorities in North America, echo each other. Course analyzes thematic and formal elements such as immigration, cultural assimilation, gender characterization, racial relocation and identity displacement in order to establish an intertextual and coherent understanding of this literary tradition.
Prerequisite: ENG 1101/EG 101

ENG 2300/EG 230
Great Works of Literature I
LIT Core

3 cl hrs, 3 cr (fall only)
Representative readings, many in translation, from the great books of Western culture from ancient times to the Middle Ages and the Renaissance. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2301/EG 231
Great Works of Literature II
LIT Core

3 cl hrs, 3 cr (spring only)
Representative readings, many in translation, from the great books of Western culture from the 18th century to the present. Exams and essays based on readings.
Prerequisite: ENG 1101/EG 101

ENG 2400
Films from Literature

3 cl hrs, 3 cr
This course will allow students to examine the relationship between film and their literary sources. Through classroom discussions and out-of-class assignments, students will analyze classic and contemporary literary texts and their cinematic versions. Students will examine the relationship between film and literature, with specific focus on the techniques used in fiction, drama and film, and the influences of censorship and society. Students will focus on the similarities and differences of literary works adapted into films.
Pre- or corequisite: ENG 1101/EG 101

ENG 3401/EG 401
Law Through Literature
LIT Core

3 cl hrs, 3 cr
An exploration of concepts of justice, higher law, customary law and written law expressed through works of fiction and non-fiction. The course seeks to enhance the student's sensitivity to issues of ethics, gender bias and class

consciousness as they affect the administration of justice. Readings improve communication skills and strengthen legal skills of identifying, articulating and locating problems in the context of underlying legal issues. Written assignments emphasize expository writing skills.
Prerequisite: ENG 1121/EG 121

ENG 3402/EG 402
Topics in Literature
LIT Core

3 cl hrs, 3 cr
Specific critical and thematic approaches to selected works in literature written in English. Selected works are studied in relation to a special theme, technique, theoretical issue, or cultural consideration. Possible topics: the geographical journey as a metaphor for maturation; stream of consciousness as a literary technique for heightening reality; the role of Shakespeare as a Tudor propagandist; the issue of how culture shapes identity, as depicted in diverse works of fiction.
Prerequisite: ENG 1121/EG 121 or any 2000-level literature course (AFR, ENG, PRS)

ENG 3403/EG 403
One Major Writer
LIT Core

3 cl hrs, 3 cr
The works of one English-language author are studied in the context of the author's life, career, and historical and cultural background, and may be considered from cross-cultural and cross-disciplinary perspectives. Authors studied may include such major figures as Austen, Baldwin, Crane, Dickinson, Faulkner, Henry James, Melville, Milton, Morrison, Shakespeare, Mark Twain, Walker, Whitman, Woolf.
Prerequisite: ENG 1121/EG 121 or any 2000-level literature course (AFR, ENG, PRS)

ENG 3404/EG 404
The Literature of Illness and Care
LIT Core

3 cl hrs, 3 cr
An in-depth study of the literature of illness and care through reading and writing about memoirs, fiction, essays and poetry.
Prerequisite: ENG 1121/EG 121 or any 2000-level literature course (AFR, ENG, PRS)

ENG 3771/EG 171
Advanced Career Writing
COMM Core

3 cl hrs, 3 cr
An advanced course in communications skills emphasizing writing used in business and industry, business letters, memoranda, minutes, process papers and reports.
Prerequisite: ENG 1121/EG 121 or ENG 1133/EG 133

ENG 3773/EG 533
Advanced Technical Writing
COMM Core

3 cl hrs, 3 cr
Students communicate technical and scientific information to a variety of audiences through written and oral presentations, using electronic media such as the Internet, Power Point and graphics programs. Students also analyze readings in science and technology, study technical writing models and practice collaborative research and presentation.
Prerequisites: ENG 1121/EG 121 or ENG 1133/EG 133 and MST 1101/IMS 101 or equivalent

ESOL 011W/EL 011
Elementary Writing in College ESL

6 cl hrs, 0 cr
Basic grammatical structures of English and composing skills necessary for effective written communication in an academic context using tasks of low-intermediate difficulty. Grammatical mechanisms and lexical choices, basic rhetorical strategies, editing and other writing conventions. Clear development and expression of an idea using fairly simple sentences. The fundamentals of crafting sentences, paragraphs and simple texts.
Prerequisite: CUNY ACT writing score of 4 or 5; corequisites: ESOL 012R/EL 012, ESOL 1300/EG 300, or department approval required

ESOL012R/EL 012
Elementary Reading in College ESL

3 cl hrs, 0 cr
College-level academic reading and study skills through academic texts of low-intermediate to intermediate difficulty. Discrete skills include analysis of content, analysis of structure, vocabulary development, and study and test-taking skills. These objectives are pursued through a variety of activities involving both reading and writing,

such as simple outlining and summarizing.

Prerequisite: CUNY ACT writing score of 4 or higher; ACT reading score of 25-59; corequisites: ESOL 011W/EL 011, ESOL 1300/EG 300, or department approval required

ESOL 021W/EL 021
Intermediate Writing in College ESL

6 cl hrs, 0 cr
Principles of effective communication through writing in an academic context, using tasks of high-intermediate to advanced difficulty. Discrete skills addressed include grammatical and lexical mechanisms, rhetorical strategies and other writing conventions more advanced than those taught in ESOL 011W/EL 011. The level of composition moves to more complex sentences and multi-paragraph texts.
Prerequisite: ESOL 011W/EL 011 or CUNY ACT writing score of 6, corequisite: ESOL 022R/EL 022 or department approval required

ESOL 022R/EL 022
Intermediate Reading in College ESL

3 cl hrs, 0 cr
College-level academic reading and study skills through academic texts of high-intermediate to advanced difficulty. Competencies addressed in ESOL 012R/EL 012 are pursued at a more advanced level. Discrete skills addressed include analysis of content, analysis of structure, vocabulary development, study and test-taking skills, recognizing stylistic devices, and understanding texts in their historical, cultural and social contexts. These objectives are pursued through a variety of activities that integrate reading and writing skills, including advanced outlining and summarizing, and working with study guides.
Prerequisite: ESOL 012R/EL 012 or department approval required or ACT reading score of 60-69; corequisite: ESOL 021W/EL 021 or department approval required

ESOL 031W/EL 031
Advanced Writing in College ESL

3 cl hrs, 0 cr
For students who have attained the basic level of competency in grammar and writing skills required in ESOL 012W/EL 021, but who need to develop and improve these linguistic skills. Writing tasks are of an academic nature and help

students to move toward meeting University proficiency requirements as well as ENG 1101/EG 101 entrance criteria.

Prerequisite: ESOL 021W/EL 021

ESOL 032R/EL 032
Advanced Reading in College ESL

3 cl hrs, 0 cr
For students who have attained the level of competency and fluency in reading required in ESOL 022R/EL 022, but who need to develop and improve this linguistic skill. Reading assignments are of an academic nature, emphasizing understanding of both content and structure, and help students to move toward meeting University proficiency requirements as well as ENG 1101/EG 101 entrance criteria.
Prerequisite: ESOL 022R/EL 022

ESOL 1300/EG 300
Oral Communication Skills for English Language Learners

2 cl hrs, 2 lab hrs, 3 cr
A course designed specifically to improve the pronunciation and listening skills of non-native speakers of English. Emphasis is on distinguishing and producing the sounds, stress and intonation patterns of American English.
Prerequisites: CUNY ACT writing score of 4 or higher and CUNY reading certification or department approval required

Humanities

Professor Cathy Santore, Chair
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FACULTY:

Professors: Fischer, Porter
Assoc Profs: Santore, Valle
Asst Profs: Beningson, Delilkan, DeZego, Granados, Lichterman,
Scannell, Smolinsky, Vey

HUMANITIES

The Humanities focus on those elements of human culture that spring from the rational and artistic creativity of the human spirit. In every society, creativity expresses itself in art, language, music and the performing arts. Both the creation of these forms of expression and the developed ability to comprehend them provide a deeply enriching and ennobling influence on one's life.

Speech, theatre and performing arts courses offered in the department provide students with both the oral communication skills necessary for academic, career and personal advancement and the aesthetic awareness derived from study of the theory and practice of the performing arts.

Most courses offered in the Humanities Department are part of other degree-granting programs. In the associate in arts liberal arts program, humanities courses fulfill art, foreign language, music and speech requirements; they can be chosen as electives. In the associate in science, designated speech courses can fulfill the communication requirement; other humanities courses can be chosen as electives. In other programs, humanities courses may be taken to fulfill core requirements in communications (COMM) and aesthetics (AES).

COURSES:

ARB 1101 Elementary Arabic I

3 cl hrs, 3 cr

The course is designed for students who have had no previous background in Arabic. It focuses on four essential components: listening, speaking, reading and writing skills in Modern Standard Arabic.
Prerequisite: Foreign language placement examination

ARB 1102 Elementary Arabic II

3cl hrs, 3cr

The course builds on and further expands students' developing skills in the four essential components of listening, speaking, reading and

writing Modern Standard Arabic, through studying a range of intermediate-level texts which focus on Arabic culture, ideas and history.
Prerequisite: ARB 1101, or foreign-language placement examination

ARB 2201 Intermediate Arabic I

3 cl hrs, 3 cr

This course is designed for students who have taken Arabic 1 and 2 or have permission from the Humanities Department. Adopting the communicative approach in teaching Modern Standard Arabic (MSA), this course will continue to focus on the four essential language skills: listening, speaking, reading (both oral

and comprehension) and writing, and integrate cultural and social components with the language-learning experience. Through audio and video materials, students will be exposed to contemporary Arab society, literature and culture.
Pre- or corequisite: ARB 1102, or foreign-language placement test

ARB 2202 Intermediate Arabic II

3 cl hrs, 3 cr

This course is designed for students who have taken Intermediate Arabic 1 or have permission from the Humanities Department. Through the four essential language skills: listening, speaking, reading (both oral and comprehension) and writing in Modern Standard Arabic (MSA), this course will introduce students to more complex grammatical forms and structures, expand their knowledge of Arabic words, idiomatic expressions. Students will begin to learn the variation in register through the use of authentic texts (journalistic, poetic, Qur'anic), and also learn about Islam, literature, Arab history and the diverse cultures of the Arab world.
Pre- or corequisite: ARB 2201 or foreign-language placement test

ASL 1101 American Sign Language I

3 cl hrs, 3 cr

American Sign Language I is a beginning course designed to develop skill in a form of manual communication used primarily by American-born deaf persons in interpersonal (face-to-face) relations. Emphasis will be placed on the use of the body for visually based communications, and the structure, vocabulary and development of American Sign Language. An introduction to deaf culture is also provided.
Pre- or corequisite: CUNY certification in reading and writing

CHN 1101/CN 101 Elementary Chinese I

3 cl hrs, 3 cr

This introductory course is designed for students with no or minimal proficiency in Chinese (non-heritage speakers). Mandarin Chinese, the official language spoken by the majority of the world's Chinese population, will be taught in Romanized form (pinyin). The emphasis is on speaking, listening comprehension and basic conversational skills. Students will also be exposed to the Chinese writing system and learn Chinese characters.

Prerequisite: Foreign language placement examination

CHN 1102/CN 102 Elementary Chinese II

3 cl hrs, 3 cr

Concentrating on the expansion of vocabulary and grammar, the course aims at further upgrading students' Mandarin proficiency. Intensive practice of reading, pronunciation and listening will be emphasized. To reinforce students' comprehension of the language, aspects of the Chinese culture such as history, art, calligraphy and social custom, will be incorporated into the lessons.
Prerequisite: CHN 1101/CN 101, or foreign-language placement examination

CHN 2201 Intermediate Chinese I

3 cl hrs, 3 cr

This is a continuing course for students who have acquired basic knowledge in Elementary Chinese (CHN 101 and CHN 102). Designed to further the development of language skills in listening, speaking, reading, and writing, this course emphasizes students' Mandarin proficiency through comprehensive oral and written exercises (traditional characters). Social customs and cultural aspects of everyday situations are introduced.

Prerequisites or co-requisite: CHN 102 or foreign language placement test

CHN 2202 Intermediate Chinese II

3 cl hrs, 3 cr

This is a continuing course for students who have acquired basic knowledge in Intermediate Chinese I (CHN 201). Designed to improve students' ability in listening, speaking, reading (traditional characters), and writing, this course focuses on achieving a higher level of proficiency in Mandarin with a particular emphasis on oral exercise and writing practice. Various cultural aspects including history, social customs, and the arts will be incorporated into the class.
Prerequisites or co-requisite: CHN 201 or foreign language placement test

FREN 1101/FR 101 Elementary French I

3 cl hrs, 3 cr

For beginning students of French. Includes basic grammar, pronunciation and development of basic vocabulary. Provides practice in spoken as well as written language.
Prerequisite: Foreign language placement examination

FREN 1102/FR 102
Elementary French II

3 cl hrs, 3 cr

A continuation of FREN 1101/FR 101.
Prerequisite: FREN 1101/FR 101 or foreign-language placement examination.

FREN 2201/FR 201
Intermediate French I

3 cl hrs, 3 cr

Intended to increase the student's ability to understand and use French through practice in conversation, writing and reading from French literature and civilization. It includes a systematic review of the essentials of grammar
Prerequisite: FREN 1102/FR 102 or foreign-language placement examination

FREN 2202/FR 202
Intermediate French II

3 cl hrs, 3 cr

A continuation of FREN 2201/FR 201
Prerequisite: FREN 2201/FR 201 or foreign-language placement examination

FREN 3301/FR 301
Survey of Modern French Literature

3 cl hrs, 3 cr (fall only)

Nineteenth century to present. Conducted in French.
Prerequisite: Four years of high school French or a satisfactory score on placement examination

FREN 3302/FR 302
Survey of Early French Literature

3 cl hrs, 3 cr (spring only)

Middle Ages through the 18th century. Conducted in French.
Prerequisite: Four years of high school French or a satisfactory score on placement examination

ARTH 1100/HU 100
History and Appreciation of Photography

AES Core

3 cl hrs, 3 cr

An introduction to photography as a fine art and communications medium, from the publication of its invention in 1839 to the present, among Western practitioners. Illustrated lectures and discussions appraise diverse overlapping functions of photographs and view camera work within the history of art and culture. Changing styles, purposes and techniques are outlined chronologically.
Prerequisite: CUNY certification in reading and writing

ARTH 1101/HU 101
History of Art: Prehistoric to Gothic

AES Core

3 cl hrs, 3 cr

Art from prehistoric time to the 14th century. Illustrated lectures and discussions (including architecture, sculpture and painting).
Prerequisite: CUNY certification in reading and writing

ARTH 1102/HU 102
History of Art: Renaissance to Modern

AES Core

3 cl hrs, 3 cr

Art from the Renaissance to Impressionism. Illustrated lectures and discussions.
Prerequisite: CUNY certification in reading and writing

ARTH 1103/HU 103
Survey of Art History

AES Core

3 cl hrs, 3 cr

An introduction to art and architecture from ancient Egypt to modern times. Classes sometimes meet at a New York City museum.
Prerequisite: CUNY certification in reading and writing

ARTH 1104/HU 104
Art of the United States

AES Core

3 cl hrs, 3 cr

A study of American artistic heritage, the artistic personalities and national characteristics that have shaped this legacy, from Native American, European and colonial origins to the present, including Asian, African and Latin American influences.
Prerequisite: CUNY certification in reading and writing

ARTH 1106/HU 106
Modern Art

AES Core

3 cl hrs, 3 cr

Impressionism, Post-Impressionism, Fauvism, Expressionism, Cubism, Futurism, Non-Objective Art, Dadaism, Surrealism, Abstract Expressionism, Pop, Op, Minimalism, Color Field Kinetics, Conceptual and Artificial Realism.
Prerequisite: CUNY certification in reading and writing

ARTH 1108/HU 108
Art of Asia

AES Core

3 cl hrs, 3 cr

Architecture, sculpture, painting and the minor arts of India, China, southeast Asia, Indonesia, Korea and Japan. Slide lectures, discussion and museum trips.
Prerequisite: CUNY certification in reading and writing

ARTH 1110/HU 110
Islamic Art

AES Core

3 cl hrs, 3 cr

A historical survey of the art and architecture of the Islamic world from the 7th to the 17th century. Covers both Eastern and Western Islamic regions.
Prerequisite: CUNY certification in reading and writing

ARTH 3311/HU 311
The History of Graphic Design

AES Core

3 cl hrs, 3 cr

The major designers, and the aesthetic and technical developments in print media from antiquity to the present, are studied in their cultural and artistic contexts. Renaissance to modern practices are extensively examined.
Prerequisite: ENG 1121/EG 121

ARTH 3401/HU 401
Italian Renaissance Art and Architecture

AES Core

3 cl hrs, 3 cr

The major monuments of Renaissance painting, sculpture and architecture (1300-1580) are studied in their historical and cultural context. The work of Giotto, Donatello, Brunelleschi, Leonardo, Michelangelo, Raphael and Titian is emphasized.
Prerequisites: ENG 1101/EG 101 and one of the following: ARTH 1101/HU 101, ARTH 1102/HU 102, ARTH 1103/HU 103 or ARCH 1121/IAR 121

MUS 1201/HU 201
Musical Concepts: A Guide to Listening

AES Core

3 cl hrs, 3 cr

Provides a basic understanding of the creative musical process and develops and enhances listening awareness, sensitivity and perception.
Prerequisite: CUNY certification in reading and writing

MUS 1202/HU 202
Fundamentals of Musicianship

AES Core

3 cl hrs, 3 cr

An applied course dealing concretely with such musical elements as notation, metric patterns, rhythmic designs, intervals, melody, tonality, etc., with intensive training and drill in rhythmic, intervallic and melodic dictation, sight singing and ear training.
Prerequisite: CUNY certification in reading and writing

MUS 1210/HU 210
Musical Styles

AES Core

3 cl hrs, 3 cr

Major musical contributions to Western civilization, including symphonic, choral, chamber and operatic compositions.
Prerequisite: CUNY certification in reading and writing

MUS 1211/HU 211/PR 311
Music of Latin America

AES Core

3 cl hrs, 3 cr

A study of the music of Latin America, including African, Native American and European cultural influences. Melodic patterns, rhythms and harmonic structures of the music, as well as the influence of social settings and religious rituals are examined and discussed.
Prerequisite: CUNY certification in reading and writing

MUS 2206/HU 206
Jazz

AES Core

3 cl hrs, 3 cr

Jazz as it relates to the development of folk art and its influence on contemporary composition. The cultural and social climate and conditions which shaped the emergence of jazz as an art form from its earliest beginnings to the advanced stages found today. Aesthetic considerations and critiques of all art forms are discussed with reference to their application to the field of jazz.
Prerequisite: ENG 1101/EG 101

MUS 2207/HU 207
Twentieth Century Music

AES Core

3 cl hrs, 3 cr

Innovations in music since the turn of the century. The contributions of Debussy, Bartok, Stravinsky, Schoenberg, Webern, Varese and others are reviewed and discussed. The traditional musical landmarks of the past studied in terms of recent aesthetic considerations. The structural foundations which served the 17th, 18th and 19th centuries are considered in terms of how contemporary composers have altered and reshaped them. The avant-garde ideas of musique concrete, electronic and aleatoric music are treated in depth.
Prerequisite: ENG 1101/EG 101

PERF 1120/PA 120
Drama Workshop

1 cl hr, 2 lab hrs, 2 cr

The techniques needed to convey character in various styles of acting

are approached through self-exploration and a heightened awareness of senses and emotions. Techniques of analysis: training in the use of objective information that one receives from society and environment to make artistic statements; training the voice and body to make better use of the tools of the theatre.
Prerequisite: None

PERF 1130/PA 130
Music Workshop: Piano I

1 cl hr, 2 lab hrs, 2 cr
An applied course for students without previous background in music who want to learn the fundamentals of playing the piano. Students are taught musical notation and basic technique that enable them to play simple melodies and accompaniments in folk, popular and classical styles. Music theory includes major and minor scales, keys and chords used in harmonizing simple melodies and elementary improvisation. The ultimate goal of the workshop is informal solo, duet and ensemble performance by students.
Prerequisite: None

PERF 1132/PA 131
Music Workshop: Guitar

1 cl hr, 2 lab hrs, 2 cr
Basic music theory and its application in performance on the guitar. Musical notation, key signatures, time signatures and meters for playing simple melodies in the folk, rock, popular and classical styles. Chord construction, strumming techniques and simple finger-picking skills, basic improvisation and ensemble playing.
Prerequisite: None

THE 1280/TH 280
History of the Theatre
AES Core

3 cl hrs, 3 cr
A survey of the development of architectural and scenic styles in the physical structure of theatre from its beginnings in ancient Greece to its most current forms. Emphasis placed on the stylistic influences of theoreticians and artistic movements.
Prerequisite: CUNY certification in reading and writing

THE 2180/TH 180
Introduction to the Theatre
AES Core

3 cl hrs, 3 cr
Principles and practices involved in staging plays leading to an appreciation and understanding of the theatre as an art form. Emphasis on the major aspects of theatre-production: text, direction acting and technical areas such as stage design

and lighting. The course includes demonstrations as well as visits to theatres in the area. Students are responsible for fees for plays.
Prerequisite: ENG 1101/EG 101

THE 2380/TH 380
Play Analysis and Aesthetics
AES Core

3 cl hrs, 3 cr
The analysis of play scripts for literary structure, aesthetic elements necessary for their effective theatrical realization, and an appreciation of stylistic approaches to plays from various historical and theatrical genres.
Prerequisite: ENG 1101/EG 101

SPA 1101/SP 101
Elementary Spanish I

3 cl hrs, 3 cr
Basic grammar, pronunciation and development of basic vocabulary; practice in spoken as well as written language.
Prerequisite: Foreign language placement examination

SPA 1102/SP 102
Elementary Spanish II

3 cl hrs, 3 cr
A continuation of SPA 1101/SP 101.
Prerequisite: SPA 1101/SP 101 (or one year of high school Spanish and a satisfactory score on placement examination)

SPA 2201/SP 201
Intermediate Spanish I

3 cl hrs, 3 cr
A continuation of SPA 1102/SP 102, Elementary Spanish II. Conversation and writing are supported by advanced grammar and vocabulary.
Prerequisite: SPA 1102/SP 102 (or two years of high school Spanish and a satisfactory score on placement examination)

SPA 2202/SP 202
Intermediate Spanish II

3 cl hrs, 3 cr
Conversation, writing and reading from Spanish literature and civilization: includes a systematic review of the essentials of grammar.
Prerequisite: SPA 2201/SP 201 (or three years of high school Spanish and a satisfactory score on placement examination)

SPA 3301/SP 301
Survey of Early Spanish Literature

3 cl hrs, 3 cr (spring only)
Middle Ages through 18th century. Conducted in Spanish.
Prerequisite: SPA 2202/SP 202 (or four years of high school Spanish and a satisfactory score on placement examination)

SPA 3302/SP 302
Survey of Modern Spanish Literature

3 cl hrs, 3 cr (fall only)
19th century to the present. Conducted in Spanish.
Prerequisite: SPA 2202/SP 202 (or four years of high school Spanish and a satisfactory score on placement examination)

Speech Courses

Speech placement test: All non-native speakers of English are required to take the department's speech placement test prior to registering for speech courses.

SPE 1320/TS 320
Voice and Diction

COMM Core
3 cl hrs, 3 cr
Instruction and practice in basic elements of voice and speech production, speech and vocal mechanisms, analysis of American English speech sounds and techniques of controlling pitch, volume and rate of speaking. Standard and non-standard American English dialect patterns examined.
Prerequisite: CUNY certification in reading, speech placement test for non-native speakers

SPE 1330/TS 330
Effective Speaking
COMM Core

3 cl hrs, 3 cr
Practice in presenting extemporaneous speeches, textbook readings, preparation of speech outlines and reading of resource material for research in speech.
Prerequisite: CUNY certification in reading and writing

SPE 1335/TS 335
Group Discussion Methods
COMM Core

3 cl hrs, 3 cr
Instruction and practice in the fundamental concepts of constructive group communication and interaction. Characteristics of groups, types of discussion formats, problem-solving skills, and participation and leadership in groups examined.
Prerequisite: CUNY certification in reading and writing

SPA 1340/TS 340
Oral Interpretation of Literature
COMM Core

3 cl hrs, 3 cr
An advanced course in voice and diction, with focus on the use of vocal variation techniques to project the meaning of written material.

Techniques developing poise and confidence are taught. Audio and video tapings are used to reinforce developing skills.
Prerequisite: CUNY certification in reading and writing

SPE 3401/TS 401
Communication for Business, Industry and the Professions
COMM Core

3 cl hrs, 3 cr
Analysis and application of the principles of oral communication in business, industrial and professional settings. Topics include interviewing strategies, professional presentations using contemporary technologies and intercultural communication in the workplace.
Prerequisites: ENG 1121/EG 121 or higher; CST 1101/CS 101 or MST 1101/MS 101 or department approval required, and one of the following: SPE 1330/TS 330 or higher

Latin American Studies Program

Professor Carmen Valle, Program Director
Atrium 642
718.260.5202
email: cvalle@citytech.cuny.edu

The Latin American Studies program (PRS) offers students a multidisciplinary curriculum taught by a faculty whose expertise encompasses psychology, anthropology, history, literature, political science and sociology, with specific application to Hispanic culture both in the United States and in Latin America. This approach prepares students for specializing in Latin American Studies at upper-division colleges and for interacting with Puerto Ricans and other Latin Americans in their chosen careers, particularly if their field involves working with Hispanic/Latino constituents. Those who plan to go into careers in social work, law, teaching, health sciences and government work with community or federal agencies will find a foundation in Latin American Studies useful.

The courses are open to all students at the College. Those who are pursuing an associate in arts (AA) or associate in science (AS) degree may apply Latin American Studies courses toward partial fulfillment of their degree requirements. Students majoring in another curriculum may apply these courses to fulfill core requirements as electives (ELECT). See the statement of requirements for the associate in arts degree and departmental course descriptions for further details.

COURSES:

PRS 1461/PR 601 Latin American History SS Core

3 cl hrs, 3 cr

A study of Latin America with emphasis on the development of institutionalized political processes. Particular attention is paid to Argentina, Brazil, Chile, Mexico and Cuba. Centered around such issues as the Spanish political colonial heritage, the modern quest for legitimacy and stability in government, economic dependency, dictatorship, militarism and nationalism. Emphasis is also placed on domestic issues and on foreign policy, particularly as they affect inter-American relations.

Prerequisite: CUNY certification in reading and writing

PRS 1462/PR 612 History of Puerto Rico SS Core

3 cl hrs, 3 cr

The historical forces shaping the development of Puerto Rico to the 20th century. The pre-Columbian period, the discovery, the Spanish conquest and colonization. Indian and European influences and contributions are examined as well as the impact of the United States as successor to Spain in Puerto Rico's 20th century development. Contemporary politics and government of Puerto Rico, including the statehood-independence issues are also reviewed.

Prerequisite: CUNY certification in reading and writing

PRS 2202/PR 202 Latin American Literature LIT Core

3 cl hrs, 3 cr

Literature of Latin America from 15th to 20th centuries. Special attention is given to 19th and 20th century authors.

Prerequisite: ENG 1101/EG 101

PRS 2211/PR 211 Puerto Rican Literature LIT Core

3 cl hrs, 3 cr

Puerto Rican identity expressed in the various forms of Puerto Rican literature. Provides experience in the use and analysis of the Spanish language in its various stylistic manifestations as expressed in the literature of Puerto Rico. Offered in English.

Prerequisites: ENG 1101/EG 101

PRS 2501/PR 501 The Puerto Rican and Latin American in New York and Urban America BS Core

3 cl hrs, 3 cr

An overview of Puerto Rican and Latin American culture and society and its significant historical events. Factors in migration to the United States; demographic characteristics; patterns of family life and other secondary institutions; marginality and biculturalism; New York City Puerto Ricans and Latinos as they relate to established institutions (police, schools, hospitals, the economy, etc.); bilingualism; and Puerto Rican and Latino identity, life and direction.

Prerequisites: SOC 1101/SO 101

Liberal Arts and Sciences Programs

Professor Marta Effinger-Crichlow, Director of Liberal Arts and Arts (LAA) Advisement
Pearl 616

email: meffinger@citytech.cuny.edu

Professor Urmi Ghosh-Dastidar, Director of Liberal Arts and Sciences (LAS) Advisement
Pearl 616
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PROGRAMS:

Liberal Arts/AA
Liberal Arts and Sciences/AS

Associate in Arts in LIBERAL ARTS

The associate in arts degree program is a comprehensive liberal arts curriculum providing a solid academic foundation that prepares the graduating student for transfer to a bachelor's degree program or other further education and for the professional world. The curriculum emphasizes the ability to think critically, communicate effectively and work as part of a team, with proficiency in a foreign language and an appreciation of culture and diversity. Students enrolled in the associate in arts degree program have an opportunity to explore several different career options, and the curriculum is designed to serve as preparation for further study in fields such as law, public relations, journalism, broadcasting, education, political science, government, history, psychology, communication, and languages. Students explore many of New York City's cultural institutions as part of selected courses. The capstone course (options are listed in the table at the end of this section) serves as a culminating academic experience requiring the use and integration of oral and written communication, critical thinking and analysis, teamwork and the completion of a research project. A maximum of six elective credits required for the degree in Liberal Arts and Arts (LAA) may be chosen from courses offered by the Schools of Technology and Design or Professional Studies, with permission from the Dean of Arts and Sciences (N-805, 718.260.5008) and the Director of Liberal Arts and Sciences Advisement (P-616, 718.260.5014).

Academic Advisement

Academic advisement for first semester freshmen in the associate in arts degree program takes place in the Freshman Academic Advisement Center, located in Namm 104. All other students receive advisement through the Office of Liberal Arts, located in Pearl 616. Students are strongly urged to consult with their academic advisor before registering for classes.

Pathways to Baccalaureate Programs

Graduating students can readily transfer into most baccalaureate degree programs. Transfer of 60 credits to all colleges within The City University of New York system is assured for graduates of City Tech's associate in arts degree program. For information on City Tech's baccalaureate programs in Human Services, Career and Technology Teacher Education, or Facilities Management, contact Prof. Maria Pagano, Director of Liberal Arts and Sciences Advisement (P-616, 718.260.5014) or go to: <http://www.citytech.cuny.edu/academics/deptsites/liberalartsandsciences/laa.pdf>

Degree requirements

The College will grant an associate in arts degree (AA) upon satisfactory completion of the required 60 credits as indicated:

REQUIRED COURSES		Credits
ENG 1101/EG 101 ¹	English Composition I	3
ENG 1121/EG 121	English Composition II	3
LANGUAGE COURSES		

FL I ^{2,3}	Foreign Language	3
FL II	Foreign Language	3
FL III	Foreign Language	3

REQUIRED AREAS OF STUDY IN THE CORE³

CAP	Capstone Course	3
HIS I/II	History I/II – two semester sequence	6
LIT	Literature	3
MATH ⁴	Mathematics	4
PHIL	Philosophy	3
SCI I/II ⁵	Science I/II – two semester sequence	8
SPE	Speech	3
BS	Behavioral Science	3
SS	Social Science	3
AES	Aesthetics	3
ELECT	Electives	6
Computer Literacy Requirement ⁶		

TOTAL CREDITS REQUIRED FOR THE DEGREE 60

¹ Associate in Arts degree students must complete ENG 1101/EG 101 with a "C" or better to graduate.

² Prior to enrolling for the first time in a language, students must meet with a foreign language advisor (Humanities Department) for placement. Placement is determined by a brief placement exam. Students that begin with FL 2202/FL 202 need only complete 6 credits of foreign language (FL 2202/FL 202 and FL 3301/FL 301 or FL 3302/FL 302). The additional 3 remaining credits needed for graduation are electives.

³ See Degree Requirements – page 37, for a detailed explanation of core-required courses and categories. Two semester sequences are indicated by "I, II". For example: Biology I, II is BIO 1101/BY 101 and BIO 1201/BY 201 or Western Civilization I, II is HIS 1101/II 101 and HIS 1102/II 102.

⁴ Students must complete one of the following to fulfill their mathematics requirement: MAT 1275/MA 275, MAT 1375/MA 375, MAT 1475/MA 475, or MAT 1575/MA 575. Students required to take MAT 1175/MA 175 will need to take an additional 4 credits to complete the degree.

⁵ BIO 2311/BY 301.1 and BIO 2312/BY 301.2 will not fulfill the science requirement. However, they may be used for elective credit.

⁶ Students who choose to fulfill their Computer Literacy Requirement by taking either CST 1101/CS 101 or MST 1101/MS 101 will receive 3 credits towards the fulfillment of their liberal arts elective requirement. Students may also satisfy this requirement by going to the Atrium Learning Center and successfully completing a self-learning module. While the self-learning module can be applied toward Ω of the Computer Literacy requirement, students will not receive elective credit for this module. For students planning to complete the module, it is strongly urged that they do so early in their academic careers.

Associate in Science in LIBERAL ARTS AND SCIENCES

The associate in science degree is a comprehensive liberal arts and sciences curriculum, emphasizing the application of scientific knowledge for problem-solving. The graduating student receives preparation for continuing education in the sciences, engineering and mathematics as well as the professional world. Coursework for the associate in science degree stresses mathematics, science, and applications of computers as well as scientific reasoning and includes courses in literature, communication and the social and behavioral sciences. Students are encouraged by the faculty to take part in research projects, which may lead to presentations at scholarly conferences. The capstone course (options are listed in the table at the end of this section) serves as a culminating academic experience, requiring the use and integration of oral and written communication, critical thinking and analysis, teamwork and the completion of a research project. A maximum of 11 elective credits required for the degree in Liberal Arts and Sciences (LAS) may be chosen from courses offered by the Schools of Technology and Design or Professions Studies, with permission from the Dean of Arts and

Sciences (N-805, 718.260.5008) and the Director of Liberal Arts and Sciences Advisement (P-616, 718 260-5014).

Academic Advisement

Academic advisement for first semester freshmen in the associate in science degree program takes place in the Freshman Academic Advisement Center, located in Namm 104. All other students receive advisement through the Office of Liberal Arts, located in Pearl 616. Students are strongly urged to consult with their academic advisor before registering for classes.

Pathways to Baccalaureate Programs

Students graduating with the associate in science degree in Liberal Arts and Sciences can readily transfer into most baccalaureate degree programs. Transfer of 60 credits to all colleges within The City University of New York system is assured. For information on City Tech's programs in Applied Math (AFB, ASB), Computer Engineering and Baruch's Zicklin School of Business, contact Prof. Maria Pagano, Director of Liberal Arts and Sciences Advisement (P-616, 718.260.5014) or go to: <http://www.citytech.cuny.edu/academics/deptsites/liberalartsandsciences/laa.pdf>

Degree Requirements

The College will grant an associate in science degree (AS) upon satisfactory completion of the required 60 credits as indicated.

REQUIRED COURSES		Credits
ENG 1101/EG 101	English Composition I	3
MAT 1475/MA 475 ¹	Calculus I	4
and one of the following three choices:		
MAT 1575/MA 575	Calculus II	4
	or	
MAT 1372/MA 372	Statistics with Probability and	3
	and	
MAT 1476L/MA 476L	Calculus Laboratory (taken with MAT 1475/MA 475)	1
	or	
MAT 2572	Probability with Statistics I	4
REQUIRED AREAS OF STUDY IN THE CORE ²		
CAP	Capstone Course	3
COMM	Communication	3
LIT	Literature	3
PHIL	Philosophy	3
SCI A I/II ³	Science I, II – Two Semester Sequence	8
SCI B I/II	Science I, II – Two Semester Sequence	8
BS	Behavioral Science	3
SS	Social Science	3
ELECT	Electives	15
Computer Literacy Requirement ⁴		
TOTAL CREDITS REQUIRED FOR THE AS DEGREE		60

¹ Students required to take MAT 1175/MA 175, MAT 1275/MA 275 and/or MAT 1375/MA 375 will need an additional 4, 8 or 12 credits, respectively, to graduate.

² See Degree Requirements - page 37, for a detailed explanation of core-required courses and categories. Two semester sequences are indicated by "I, II." For example: Biology I, II is BIO 1101/BY101 and BIO 1201/BY 201 or Western Civilization I, II is HIS 1101/HI 101 and HIS 1102/HI102.

³ BIO 2311/BY 301.1 and BIO 2312/BY 301.2 will not fulfill the science requirement. However, they may be used for elective credit.

⁴ Computer literacy may be demonstrated by taking CST 1101/CS 101 or MST 1101/MS 101. Students who choose to fulfill their Computer Literacy Requirement by taking either CST 1101/CS 101 or MST 1101/MS 101 will receive 3 credits towards the fulfillment of their liberal arts elective requirement. Students may also satisfy this requirement by going to the Atrium Learning Center and successfully completing a self-learning module. While the self-learning module can be applied toward satisfaction of the Computer Literacy requirement, students will not receive elective credit for this module.

CURRENTLY AVAILABLE CAPSTONE COURSES (subject to change)

COURSE NUMBER	COURSE NAME	PREREQUISITE
Any 2000-level literature course in AFR, ENG, PRS		ENG 1101/EG 101
AFR 2612/AF 312	Africana Philosophy and Religion	ENG 1101/EG 101, Background in Humanities and Social Science and department approval required
ARTH 2401/HU 401	Italian Renaissance Art and Architecture	ENG 1101/EG 101 and one of the following: ARTH 1101/HU 101, ARTH 1102/HU 102, ARTH 1103/HU 103, or ARCH 1121/AR 121
BIO 1601	Introduction to Biochemistry	MAT 1375/MA 375, ENG 1101/EG 101 and either BIO 1101/BY 101 or CHEM 1110/CH 110
ENG 3401/EG 401	Law through Literature	ENG 1121/EG 121
ENG 3402/EG 402	Topics in Literature	ENG 1121/EG 121 or any 2000-level literature course (AFR, ENG, PRS)
ENG 3403/EG 403	One Major Writer	ENG 1121/EG 121 or any 2000-level literature course (AFR, ENG, PRS)
ENG 3404/EG 404	Literature of Illness and Care	ENG 1121/EG 121 or any 2000-level literature course (AFR, ENG, PRS)
ECON 2403/EN 403	Labor Management Relations	ECON 1101/EN 101
GOV 2401/GO 401	Constitutional Law	LAW 1201/LS 201 or GOV 1101/GO 101 or GOV 1102/GO 102
HIS 3208/HI 208	History of Immigration, Ethnicity and Nativism in America	ENG 1101/EG 101 and any previous History course
HIS 3402/HI 402	Global Encounters: Topics in Twentieth World History	ENG 1101/EG 101 and HIS 1102/HI 102, HIS 1111/HI 111, AFR 1461/AF 602 or PRS 1461/PR 601
PHIL 3209/PH 209	Philosophy of Religion	One previous Philosophy course
PHIL 3210/PH 210	Existentialism and Contemporary Life	One previous Philosophy course
PHIL 3211/PH 211	Philosophy of Law	One previous Philosophy course
PHIL 3400/PH 400	Environmental Philosophy	One previous Philosophy course
PSY 2301/PS 301	Child Development	PSY 1101/PS 101
PSY 2302/PS 302	Psychology of Adolescence and Adulthood	PSY 1101/PS 101
PSY 2303/PS 303	Psychology of Aging	PSY 1101/PS 101
PSY 2401/PS 401	Social Psychology	PSY 1101/PS 101
PSY 2402/PS 402	Psychology of Personality	PSY 1101/PS 101
PSY 2403/PS 403	Abnormal Psychology	PSY 1101/PS 101
PSY 2404/PS 404	Personnel and Organizational Psychology	PSY 1101/PS 101
PHYS 2601/SC 601	Introduction to Research	MAT 1375/MA 375, ENG 1101/EG 101 and one semester of a college science course
PSY 2605	Introduction to Laser Physics and Photonics	PSYS 1434 or PHYS 1442
PSY 3407/PS 407	Psychology of Visual Perception	ENG 1101/EG 101, PSY 1101/PS 101
SOC 2401/SO 401	Society, Technology and Self	SOC 1101/SO 101
SOC 2403/SO 403	Law and Society	SOC 1101/SO 101 or PSY 1101/PS 101
SOC 3301/SO 301	The Emerging Global Society	ENG 1101/EG 101 and one of the following: any Sociology (SOC) course, ECON 1101/EN 101 or HIS 1102/HI 102
SOC 3402/SO 402	Sociology of Social Problems	SOC 1101/SO 101, ENG 1101/EG 101
SPE 3401/TS 401	Communication for Business, Industry and the Professions	ENG 1121/EG 121 or higher, and CST 1101/CS101 or MST 1101/MS 101 or department approval required, and one of the following: SPE 1330/TS 330 or higher

Mathematics

Professor Henry Africk, Chair
Namm 711
718.260.5380
email: hafrick@citytech.cuny.edu

PROGRAMS:

Computer Science/AS
Applied Mathematics–Financial Science/BS
Applied Mathematics–Information Science/BS
Applied Mathematics–Science/BS

FACULTY:

Professors: Africk, Chosid, Ellner, Gelbwasser, Hill, Kramer, Rojas
Assoc Profs: Benakli, Cermele, Chen, Deraney, Ghosh-Dastidar, Han,
Katz, Liou-Mark, Natov, Rozenblyum, Schoutens, Taraporevala
Asst Profs: Ajoodanian, Bonanome, Bruno, Carley, Celikler, DeSantis,
Douglas, El Hitti, Ghezzi, Gitman, Greenstein, Halleck, Harrow,
Johnstone, Katz, Kahrobaei, Munn, Reitz, Schoutens, Tradler, Yuce
Lecturer: Beheshti, Niezgod, Singh

Associate in Science in COMPUTER SCIENCE

The Computer Science associate degree program provides students with the first two years of study leading to a baccalaureate degree in computer science, computer information science, computer systems technology, computer engineering technology or applied mathematics.

The language of mathematics is used to translate the solutions of real-world problems into algorithms. Constructing efficient and effective algorithms to solve a particular problem is the business of computer science. An algorithm is a step-by-step procedure that tells a computer what to do. Algorithms search, sort, evaluate, analyze, transfer, code and decode information. The focus of this program is on problem-solving with a heavy emphasis on applied mathematics.

Computer science is an excellent field of study for those seeking career opportunities in the worlds of business, education, government and industry. Employers value computer science graduates, not just for their specific technical skills, but for the broad analytic and problem-solving abilities that are developed in the study of computer science.

Medical, pharmaceutical and financial disciplines as well as the information and design industries depend heavily on computer science graduates. In addition, the massive amount of information generated by business, industry, government, science and communications requires algorithms to maintain, control, mine, warehouse and secure data.

The Computer Science program is sponsored by the Mathematics Department. The curriculum consists of a broad spectrum of mathematics, science, general education, computer science and computer engineering courses. The program is designed to prepare the student for the more advanced work required for the baccalaureate degree.

The first two years are devoted to establishing mathematical

sophistication, constructing and analyzing algorithms, learning to write object-oriented programs and becoming familiar with the architecture of a computer. Internships are available to give students work experience.

To be eligible for admission into the Computer Science program, students must be CUNY-certified in reading and mathematics. In order to begin the full first semester sequence of courses, students must have also completed MAT 1375/MA 375 or the equivalent. Students not prepared to take MAT 1475/MA 475 will be required to take up to an additional 12 credits of the mathematics prerequisites, MAT 1175/MA 175, MAT 1275/MA 275 and MAT 1375/MA 375.

The College will grant an associate in science (AS) degree with a major in computer science upon satisfactory completion of the required 60 credits listed.

REQUIRED COURSES IN THE MAJOR		Credits
MAT 1372/MA 372	Statistics with Probability	3
MAT 1440/MA 440	Discrete Structures and Algorithms I	3
MAT 1475/MA 475 ¹	Calculus I	4
MAT 1476L/MA 476L	Calculus Laboratory	1
MAT 2540/MA 540	Discrete Structures and Algorithms II	3
MAT 1575/MA 575	Calculus II	4
MAT 2580/MA 580	Introduction to Linear Algebra	3
MAT 2630/MA 630	Numerical Methods or	
MAT 2680/MA 680	Differential Equations	3
CST 2403/CS 403 ²	Introductory C++ Programming I	3
CST 2503/CS 503	C++ Programming II	3
CST 3603/CS 603	Object-Oriented Programming	3
PHYS 1441/SC 441	Physics I	5
EMT 1250/EM 250 ³	Digital Control and	4
CET 3510/EM 510	Microcomputer Systems Technology or	4
PHYS 1442/SC 442	Physics II and	5
CST 2304/CS 304	Database Systems	3
ADDITIONAL REQUIRED COURSES ⁴		
ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
ECON 1101/EN 101	Macro Economics	3
LIT	Any 2000-level Literature: AFR, ENG or PRS	3
MAT 2899 or MAT 2900 or MAT 2675	Internship or Research Project or Calculus III	2-4
TOTAL CREDITS REQUIRED FOR THE DEGREE		60-62

¹ Students not prepared to take MAT 1475/MA 475 will be required to take up to an additional 12 credits of the mathematics prerequisites, MAT 1175/MA 175, MAT 1275/MA 275 and MAT 1375/MA 375.

² Students with no previous programming background will be required to take either CST 1101/CS 101 or EMT 1111/EM 111 before CST 2403/CS 403. CST 1101/CS 101

is a prerequisite for all CST courses. EMT 1111/EM 111 is a prerequisite for all EM courses. CST 1101/CS 101 and EMT 1111/EM 111 satisfy the BS degree requirements for Applied Mathematics and the BTech degree requirements for Computer Systems Technology (CST) and Computer Engineering Technology (CET) respectively. These prerequisites add three (3) credits to the number required to complete the degree.

³ Students can satisfy the prerequisites for EMT 1250/EM 250 by either completing MAT 1440/MA 440 or by taking EMT 1111/EM 111, EMT 1130/EM 130 and EMT 1150/EM 150. The EM sequence of courses satisfies the AAS degree requirements in Electromechanical Engineering Technology and the BTech degree requirements in Computer Engineering Technology.

⁴ See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Science in APPLIED MATHEMATICS

The Applied Mathematics program is designed for students with an interest in mathematics and real-world problem-solving. An applied mathematics degree is quite versatile, and graduates will have the skills needed to adapt to a rapidly changing work environment. Upon graduation, students can begin careers in the financial, information, pharmaceutical and related industries. The program contains three options: Information Science, Financial Science and Science. Students must complete a set of common required courses as well as one of the three sequences. A two-semester internship is also required, which is essential for finding employment.

COMMON COURSES FOR ALL APPLIED MATHEMATICS MAJORS:

REQUIRED COURSES	Credits
Mathematics Courses	
MAT 1440/MA 440 Discrete Structures and Algorithms I	3
MAT 1475/MA 475 ¹ Calculus I	4
MAT 2572/MA 572 Probability and Mathematical Statistics I	4
MAT 1575/MA 575 Calculus II	4
MAT 2580/MA 580 Introduction to Linear Algebra	3
MAT 2630/MA 630 Numerical Methods	3
MAT 2675/MA 675 Calculus III	4
MAT 3770/MA 770 Mathematical Modeling I-Optimization	3
MAT 4880/MA 880 Mathematical Modeling II-Dynamic	3
Subtotal	31
Internship	
MAT 4900/MA 900 Internship I	2
MAT 4901/MA 901 Internship II	2
Subtotal	4
Computer Science	
CST 2403/CS 403 Introductory C++ Language Programming Part I	3
CST 3503/CS 503 C++ Programming Part II	3
Subtotal	6
Applied Mathematics Electives	
Select two of the following five courses for 6 credits:	

MAT 2540/MA 540	Discrete Structures and Algorithms II	3
MAT 2678/MA 678	Applied Mathematics: Algorithms	3
MAT 3777/MA 777	Applied Mathematics: Applications of the Wave Equations	3
MAT 3787/MA 787	Applied Mathematics: Finite Fields	3
MAT 3788/MA 788	Applications of the Heat Equation for Financial Mathematics	3
Subtotal		6

ADDITIONAL REQUIRED COURSES²

ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
ENG 3773/EG 533	Advanced Technical Writing or	
SPE 1330/TS 330	Effective Speaking (or higher level SPE course)	3
ECON 1101/EN 101	Macroeconomics	3
ECON 2301/EN 301	Money and Banking	3
LIT ²	Any 2000-level literature: AFR, ENG or PRS	3
BS ²	Behavioral Science	3
LAP ²	Literature/Aesthetics/Philosophy	6
Subtotal		27

TOTAL 74

CONCENTRATION IN INFORMATION SCIENCE (AIB)

Additional Telecommunications Courses

TCET 2101/TC 320	Analog and Digital Telephony	4
TCET 2242/TC 430	Microcomputer Interfacing	3
TCET 3102/TC 500	Digital and Data Communication	4
EET 1220/ET 242	Circuit Analysis II	5
EET 1240/ET 212	Electronics	4
EET 2140/ET 313	Communications Electronics	3
EET 2162/ET 382	Digital Electronics	3
Subtotal		26

Additional Computer Science

MST 2307/MS 307	Local Area Networks	4
CST 3507/CS 507	Advanced Local Area Networks	3
Subtotal		7

Science

PHYS 1441/SC 441	Physics I	5
PHYS 1442/SC 442	Physics II	5
Subtotal		10
ELECT	Elective	3

TOTAL FOR CONCENTRATION 46

CONCENTRATION IN FINANCIAL SCIENCE (AFB)**Additional Mathematics**

MAT 1476L/MA 476	Calculus Laboratory	1
MAT 2588/MA 490	The Mathematics of Finance	3
MAT 2672/MA 672	Probability and Mathematical Statistics II	4
MAT 2680/MA 680	Differential Equations	3
MAT 3772/MA 772	Stochastic Models	3
MAT 4872/MA 872	Probability and Mathematical Statistics III	4

Subtotal 18**Additional Computer Science**

CST 2304/CS 304	Database Programming	3
CST 3504/CS 504	Microcomputer Databases	3
CST 3603/CS 603	Object Oriented Programming	3
CST 3604/CS 604	Distributed Database	3
CST 4703/CS 703	Unix Networking or	
CST 4704/CS 704	Data Warehousing	3

Subtotal 15**Science**

Select one of the following two sequences below:

PHYS 1441/SC 441	Physics I	5
PHYS 1442/SC 442	Physics II or	5
CHEM 1110/CH 110	Chemistry I	4
CHEM 1210/CH 210	Chemistry II	4

Subtotal 8-10ELECT Elective **3-5****TOTAL FOR CONCENTRATION 46****CONCENTRATION IN SCIENCE (ASB)****Additional Mathematics**

MAT 1476L/MA 476L	Calculus Laboratory	1
MAT 2672/MA 672	Probability and Mathematical Statistics II	4
MAT 2680/MA 680	Differential Equations	3
MAT 3772/MA 772	Stochastic Models	3
MAT 4872/MA 872	Probability and Mathematical Statistics III	4

Subtotal 15**Science**

CHEM 1110/CH 110	Chemistry I	4
CHEM 1210/CH 210	Chemistry II	4
CHEM 2223/CH 223	Organic Chemistry I	5
CHEM 2323/CH 323	Organic Chemistry II	5
BIO 2311/BY 301.1	Anatomy and Physiology I	4
BIO 2312/BY 301.2	Anatomy and Physiology II	4

Subtotal 26ELECT Elective **5****TOTAL FOR CONCENTRATION 46****TOTAL CREDITS REQUIRED FOR THE DEGREE 120****Concentration 1: (AIB) Applied Mathematics – Information Science**

Graduates can work as analysts in the information industries with job titles that include data analyst, network engineer and IT specialist. These analysts use computer-based mathematical models to optimize communication networks. The program includes hands-on experience in designing telecommunication systems and the mathematical tools needed to analyze them.

Concentration 2: (AFB) Applied Mathematics – Financial Science

Job titles for graduates from this option include financial analyst, statistician and quantitative programmer. Analysts in the financial industries use computer-based mathematical models to analyze securities (such as stocks) in order to project future prices and provide assessment of risk. They help businesses and individuals to make investment decisions. The curriculum places a heavy emphasis on statistics and on the computer programming skills needed in applications.

Concentration 3: (ASB) Applied Mathematics – Science

This concentration is designed for those interested in applying mathematics to medical and related industries. There is an emphasis on statistics, biology and chemistry. There are many options for graduates, including scientist, research analyst, scientific programmer and statistician. The applications of mathematics in this industry include designing experiments to test drug safety and effectiveness, creating computer-based models of the spread of disease and assessing the risks of different medical treatments.

Admission into the Program in Applied Mathematics

Students applying for admission must meet the College standards for admission into a baccalaureate program and must be eligible to enroll in MAT 1475/MA 475. Prospective transfer students should consult with the mathematics department at the earliest possible point to be certain that they gain maximum transfer credit and that they enter the program with the requisite background. Current City Tech students seeking to enter the program must secure the approval of the mathematics department to file a change of curriculum request with the Office of the Registrar. Students should be aware that the program requires a high level of math proficiency and that those unprepared for the rigorous coursework may be obliged to complete prerequisites before beginning their upper-level coursework in applied mathematics. This may add to the credits required for graduation.

The College will grant a bachelor of science degree in applied mathematics upon a student's successful completion of the 120 credits of the degree requirements.

¹ Students without the necessary background for MAT 1475/MA 475 will be required to take prerequisite mathematics courses before they will be admitted to the program.

² See page 37 for a detailed explanation of core-required courses and categories.

Department of Mathematics General Education Program Description

The Mathematics department seeks to provide students with the firm foundation in mathematics necessary for their careers as well as for today's increasingly technological society. It is the goal of the department to provide the student with an understanding of the methodology of mathematical thought.

The department offers a full range of courses, from non-credit courses for students whose mathematics preparation is insufficient for credit-level work, to courses designed for students in all degree programs at the College. Initial placement in mathematics courses is determined by the student's score on the CUNY mathematics placement test. All incoming and readmitted students must be certified in mathematics, as indicated by a passing score on the placement test. Students who are not certified must successfully complete MAT 0630/MA 063, MAT 0650/MA 065, or MAT 0670/MA 067 before enrolling in any other mathematics course.

All students are required to satisfy the mathematics component of the College's general education core curriculum. Students should consult the statement of requirements of their major department before selecting courses, since the mathematics requirements may vary from department to department. Note that these statements list only the minimum requirements in mathematics. Normally, students should enroll in the highest course for which they are eligible, as shown on their advisement forms. Students who have completed mathematics courses at other colleges should consult with their major department advisor or a Mathematics department advisor to see if they are eligible for transfer credit. This should be done before enrolling in any mathematics course.

In addition to the textbook(s), most mathematics courses require a scientific calculator. Some may also require a graphing calculator. Students who purchase calculators other than those recommended by the instructor are responsible for learning how to operate them on their own.

Some sections of various courses integrate the use of the computer into the curriculum. Students enrolled in these sections will have computers available in open computer lab or learning centers for use in the completion of assignments.

COURSES:

MAT 0550 Pre-algebra

This Experimental Course will be offered on a temporary basis during the Spring '08 and Fall '08 semesters
4 cl hrs, 0 cr

An intensive review of the rational number system and its application to problem solving. Topics include operations with integers, fractions, decimals, and simple algebraic expressions; solving linear equations; ratio and proportion; powers and square roots; and scientific notation. Applications include problems involving measures of central tendency; percent; sales, cost and profit; time, rate and distance.
Pre- or corequisite: New students: Scores of 21 or less on the Pre-algebra part and 26 or less on the Algebra part of the CUNY Mathematics Placement Test (ACT); continuing students: non-passing grade in MAT 0550.

MAT 0630/MA 063 Elementary Algebra with Basic Mathematics Review

7 cl hrs, 0 cr

Fundamentals of elementary algebra with an integrated review and reinforcement of arithmetic skills. Topics include the real number system, numerical evaluation, algebraic operations, algebraic and graphical solutions of one and two variable linear equations, word problems, algebraic fractions, quadratic equations and the Pythagorean Theorem. For students with a limited knowledge of elementary algebra.

Prerequisite: New students: A score of 18 or less on the Algebra part of the CUNY Mathematics Placement Test; continuing students: R1 or withdrawal grade in MAT 0630/MA 063

MAT 0650/MA 065 Elementary Algebra

5 cl hrs, 0 cr

Covers the same elementary algebra topics in MAT 0630/MA063 in fewer hours with less extensive review of arithmetic topics. For students with partial knowledge of elementary algebra.

Prerequisite: New students: A score of 34 or less on the Pre-Algebra part or a score from 19 to 29 on the Algebra part of the CUNY Mathematics Placement Test; continuing students: R2 in MAT 0630/MA 063 or non-passing grade in MAT 0650/MA 065

MAT 0670/MA 067 Elementary Algebra Review

2 cl hrs, 0 cr

A review of elementary algebra for students who came close to passing MAT 0630/MA063 or MAT 0650/MA 065. Offered during the intersession periods.

Prerequisite: Department approval required and recommendation of instructor in MAT 0630/MA 063 or MAT 0650/MA 065

MAT 1175/MA 175 Fundamentals of Mathematics*

4 cl hrs, 4 cr

Topics include linear and quadratic functions, intermediate algebra, plane geometry and trigonometry of the right triangle.

Prerequisite: CUNY certification in math. Students who are not certified must first take and pass MAT 0630/MA 063 or MAT 0650/MA 065 or MAT 0670/MA 067.

MAT 1180/MA 180 Mathematical Concepts and Applications*

MATH Core

4 cl hrs, 4 cr

Topics are selected from algebra, geometry, graphs of functions, inequalities, probability and statistics.

Prerequisite: CUNY certification in reading and mathematics. Students who are not CUNY-certified must first take and pass MAT 0630/MA 063 or MAT 0650/MA 065 or MAT 0670/MA 067.

**Credit will not be given for both MAT 1175/MA 175 and MAT 1180/MA 180.*

MAT 1215/MA 215 Technical Mathematics with Applications I

4 cl hrs, 4 cr

The first of a two-semester sequence of intermediate algebra and trigonometry with applications.

Topics include exponents, equations, trigonometric functions, vectors, polynomials, rational expressions, equations and complex numbers.

This course is open to students in the Verizon program only.

Prerequisite: CUNY certification in mathematics and two years of high school mathematics

MAT 1272/MA 272**Statistics****MATH Core**

3 cl hrs, 3 cr

An introduction to statistical methods and statistical inference. Topics include descriptive statistics, random variables, distributions, sampling, estimation and inference, t-tests, chi-square tests and correlation.

Prerequisite: MAT 1180/MA 180 or higher

MAT 1275/MA 275**College Algebra and Trigonometry****MATH Core**

4 cl hrs, 4 cr

An intermediate and advanced algebra course. Topics include quadratic equations, systems of linear equations, exponential and logarithmic functions; topics from trigonometry, including identities, equations and solutions of triangles.

Prerequisite: MAT 1175/MA 175 or for new students, a score of at least 35 on the Pre-Algebra part and of at least 40 on the Algebra part of the CUNY Mathematics Placement Test

MAT 1280/MA 280**Quantitative Mathematics****MATH Core**

4 cl hrs, 4 cr

Topics include probability, statistics, mathematics of finance, matrices, linear programming and optimization.

Prerequisite: MAT 1180/MA 180

MAT 1315/MA 315**Technical Mathematics with Applications II**

4 cl hrs, 4 cr

The second of a two-semester sequence of intermediate algebra and trigonometry with applications. Topics include law of sines, law of cosines, logarithmic and exponential equations, absolute values and inequalities, advanced trigonometric graphs, exponents and radicals, introduction to statistics and graphical analysis. This course is open to students in the Verizon program only.

Prerequisite: MAT 1215/MA 215

MAT 1372/MA 372**Statistics with Probability****MATH Core**

2 cl hrs, 2 lab hrs, 3 cr

Topics include sample spaces and probabilities, discrete probability distributions (Binomial, Hypergeometric), expectation and variance, continuous probability

distributions (Normal, Student, Chi-Square), confidence intervals, hypothesis testing, and correlation and regression. Spreadsheets are used throughout the semester.

Pre- or corequisite: MAT 1375/MA 375

MAT 1375/MA 375**Precalculus****MATH Core**

4 cl hrs, 4 cr

A pre-calculus functions course, including topics from advanced algebra and the theory of equations, such as solutions of polynomial equations, DeMoivre's Theorem, Binomial Theorem, vectors, lines, conic sections and progressions. A graphing calculator is required.

Prerequisite: MAT 1275/MA 275 or, for new students, a score of at least 50 on the Algebra part and of at least 36 on the College Algebra part and of at least 25 on the Trigonometry part of the CUNY Mathematics Placement Test

MAT 1440/MA 440**Discrete Structures and Algorithms I****MATH Core**

2 cl hrs, 2 lab hrs, 3 cr

This course introduces the foundations of discrete mathematics as they apply to computer science, focusing on providing a solid theoretical foundation for further work. Topics include functions, relations, sets, simple proof techniques, Boolean algebra, propositional logic, elementary number theory, writing, analyzing and testing algorithms.

Prerequisites: CST 2403/CS 403 and MAT 1375/MA 375

MAT 1475/MA 475**Calculus I****MATH Core**

4 cl hrs, 4 cr

Topics include functions, limits, differentiation, tangent lines, Rolle's Theorem, the Mean Value Theorem, integration and applications. (An honors section, designated MAT 1475/MA 475H, may be offered as demand indicates. The same material will be covered as in MAT 1475/MA 475, but from a more advanced perspective.)

Prerequisite: MAT 1375/MA 375 or MAT 1375/MA 375.1 or, for new students, a score of at least 65 on the Algebra part and of at least 50 on the College Algebra part and of at least 36 on the Trigonometry part of the CUNY Mathematics Placement Test

MAT 1476L/MA 476L**Calculus Laboratory**

2 lab hrs, 1 cr

Through computer projects, students will apply and reinforce concepts and skills learned in MAT 1475/MA 475.

Corequisite: MAT 1475/MA 475 or MAT 1575/MA 575. Not open to students who have completed MAT 1575/MA 575 or MAT 2630/MA 630 or who are currently enrolled in MAT 2630/MA 630

MAT 1575/MA 575**Calculus II****MATH Core**

4 cl hrs, 4 cr

A continuation of MAT 1475/MA 475. Topics include further techniques of integration, derivatives and integrals of transcendental functions, polar and parametric equations.

Prerequisite: MAT 1475/MA 475

MAT 2540/MA 540**Discrete Structures and Algorithms II**

2 cl hrs, 2 lab hrs, 3 cr

This course continues the discussion of discrete mathematical structures and algorithms introduced in MAT 1440/MA 440. Topics in the second course include predicate logic, recurrence relations, graphs, trees, digital logic, computational complexity and elementary computability.

Prerequisite: MAT 1440/MA 440; pre- or corequisite: CST 3503/CS 503

MAT 2572/MA 572**Probability and Mathematical Statistics I**

4 cl hrs, 4 cr

The study of discrete and continuous probability distributions, including the Binomial, Poisson, Hypergeometric, Exponential, Chi-Squared and Normal Distribution. Conditional distributions, covariance and correlation, confidence intervals, least square estimation, chi-square goodness of fit distribution and test for independence and randomness. Ends with an application to queuing.

Prerequisite: MAT 1475/MA 475

MAT 2580/MA 580**Introduction to Linear Algebra****MATH Core**

3 cl hrs, 3 cr

An introductory course in Linear Algebra. Topics include vectors, vector spaces, systems of linear

equations, linear transformations, properties of matrices, determinants, eigenvalues and eigenvectors.

Pre- or corequisite: MAT 1575/MA 575

MAT 2588/MA 490**The Mathematics of Finance**

3 cl hrs, 3 cr

The study of financial derivatives, including options, futures and forward contracts and the mathematical models used to price them.

Prerequisites: ECON 1101/EN 101, MAT 1475/MA 475; pre- or corequisites: ECON 2301/EN 301, MAT 2572/MA 572 or prerequisite of MAT 1372/MA 372

MAT 2630/MA 630**Numerical Methods****MATH Core**

3 cl hrs, 3 cr

An introduction to solving mathematical problems on the computer, using a symbolic algebra program with applications drawn from science and engineering. Topics include roots of non-linear functions, interpolation, numerical differentiation and numerical integration.

Prerequisites: CST 1101/CS 101, MAT 1575/MA 575, MAT 2580/MA 580

MAT 2672/MA 672**Probability and Mathematical Statistics II**

4 cl hrs, 4 cr

The study of multivariate normal distribution, the distribution of transformed vectors and order statistics. Includes generating functions, t- and F- distributions, central limit theorem, hypothesis testing, multiple regression, statistical inference for regression, diagnostic testing and design of experiments.

Prerequisites: MAT 1572/MA 572, MAT 2580/MA 580

MAT 2675/MA 675**Calculus III****MATH Core**

4 cl hrs, 4 cr

A continuation of MAT 1575/MA 575. Topics include improper integrals, series, vectors, solid analytic geometry, partial derivatives and multiple integrals.

Prerequisite: MAT 1575/MA 575

MAT 2678/MA 678**Applied Mathematics: Algorithms**

3 cl hrs, 3 cr

An introduction to the analysis of

the time complexity of sequential and parallel algorithms. Topics include: average complexity, lower bound theory, the greedy method, the divide and conquer paradigm, dynamic programming and probabilistic algorithms.
Prerequisites: MAT 1440/IMA 440, MAT 2580/IMA 580, CST 3503/CS 503

MAT 2680/MA 680
Differential Equations

MATH Core
 3 cl hrs, 3 cr

Topics include methods of solving ordinary differential equations and applications to various problems.
Prerequisite: MAT 1575/IMA 575

MAT 2899/MA 899.1
Independent Research Project - Computer Science AS Degree

4 cl hrs, 2 cr

Students work with faculty to develop and complete a semester project for presentation. Assignments include identifying and clearly stating a problem; writing a proposal on alternative ways to tackle the problem; estimating the time and materials needed to solve the problem; outlining a step-by-step procedure that can be used to solve the problem; writing the algorithms needed to solve the problem; proving the problem has been solved (or is impossible to solve); and testing the efficiency of the algorithm using inductive arguments. A final oral presentation will be required.
Prerequisites: MAT 2540/IMA 540, MAT 2580, CST 3603 and EMT 1250;
corequisite: CET 3510/EM 510

MAT 2900/MA 900
Internship - Computer Science AS Degree

120 field hrs, 2 cr

A student will either find an employer who can employ his or her computer skills or a list of potential employers will be assigned to the student. The student's objective is to make a favorable impression on the employer and to identify and explain the job description. The student will keep a log/journal of each day's activities, including objectives and progress towards those objectives. A faculty supervisor and job supervisor will actively consult on the progress of the internship. The final grade will be based on the completeness and quality of the journal, the job supervisor's evaluation and the intern's ability to make a final oral

presentation.

Prerequisites: MAT 2540/IMA 540, MAT 2580, CST 3603 and EMT 1250;
corequisite: CET 3510/EM 510

MAT 3770/MA 770
Mathematical Modeling I - Optimization

3 cl hrs, 3 cr

The study of different types of optimization problems arising in different fields of business and industry. Examples are provided on sensitivity analysis of parameters of a model and calculating shadow prices.

Prerequisites: MAT 2580/IMA 580, MAT 2675/IMA 675, CST 1101/CS 101

MAT 3772/MA 772
Stochastic Models

3 cl hrs, 3 cr

The use of discrete and continuous distributions to construct deterministic and stochastic simulation models. Stochastic simulations may include Markov Processes, M/G/1 Queuing Systems, Monte Carlo Simulation and Analytic Simulation.

Prerequisites: MAT 2672/IMA 672, MAT 2675/IMA 675, CST 2403/CS 403

MAT 3777/MA 777
Applied Mathematics: Applications of the Wave Equations

3 cl hrs, 3 cr

The study of Laplace and Fourier transforms and their applications to analysis of continuous and discrete time signal processing. The sampling theorem and real-world digital-to-analog conversion.

Prerequisites: MAT 2580/IMA 580, MAT 2675/IMA 675

MAT 3787/MA 787
Applied Mathematics - Finite Fields

3 cl hrs, 3 cr

The fundamentals of applied coding theory and various techniques in cryptography. Topics include: public-key cryptography, elliptic curves, digital signatures, error correcting codes and BCH codes.

Prerequisites: MAT 2580/IMA 580, MAT 2675/IMA 675, CST 2403/CS 403

MAT 3788/MA 788
Applications of the Heat Equation for Financial Mathematics

3 cl hrs, 3 cr

Focuses on the Black-Scholes Model. Includes risk measures in a portfolio of financial assets: The Greek Letters and Value at Risk. Computer models will be used.

Prerequisites: MAT 2630/MA 630, MAT 2572, MAT 2675/IMA 675, CST 3503/CS 503

MAT 4872/MA 872
Probability and Mathematical Statistics III

4 cl hrs, 4 cr

The study of exponential distribution and reliability and failure rates. Hypo- and Hyperexponential, Erlang, Gamma and Weibull distributions. Expectation of multiple random variables and the computation of mean time failure. Transition probabilities and time birth-death process. Least squares curve fitting and analysis of variance.

Prerequisite: MAT 3772/IMA 772

MAT 4880/MA 880
Mathematical Modeling II

3 cl hrs, 3 cr

The study of continuous-time and discrete-time nonlinear dynamic models. Provides examples of chaotic behavior of solutions of some dynamic models.

Prerequisite: MAT 3770/IMA 770

MAT 4900/MA 900
Internship I

120 field hrs, 2 cr

This is part 1 of a two-semester sequence. Students will complete 120 hours within an internship program in the financial or information industries. A student log/journal will be kept. The employer will make a final evaluation. It is expected that this evaluation will indicate that the student is eligible for MAT 4901/MA 901. This course is graded pass/fail.
Prerequisite: Department Approval

MAT 4901/MA 901
Internship II

120 field hrs, 2 cr

This is part 2 of a two-semester sequence. Students will complete 120 hours, in addition to MAT 4900/MA 900, within an internship program in the financial or information industries. The employer's evaluation, the student's log/journal and a written report will determine the course grade. A letter grade will be given for the course.
Prerequisite: Department Approval

Physics

Professor Roman Kezerashvili, Chair
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FACULTY:

Professors: Bouadana, Kezerashvili
Asst Profs: Berman, Blake, Boyko, Gelman, Hristova, Leng, Maller,
Matloff, Mongroo, Ossola
Lecturer: Wise
CLTs: Grace, Kiezik

PHYSICS

Courses in physics and general science offer students an opportunity to develop an appreciation and understanding of the physical world. Coursework develops comprehension of basic physical principles, competence in using logical procedures in problem-solving and an awareness of historical advances and future potential in the field of science.

Courses offered in the department serve the needs of the entire College community. Liberal arts students in the associate in arts (AA) degree program can elect any two-semester, 8-credit sequence in physics for which they qualify. Liberal arts students in the associate in science (AS) degree program take two 8-credit sequences of PHYS 1433/SC 433 and PHYS 1434/SC 434, PHYS 1201/SC 201 and PHYS 1202/SC 202 or PHYS 1441/SC 441 and PHYS 1442/SC 442. AAS students can satisfy core requirements in science by taking any of the following 4-credit courses for which they meet the prerequisites, and baccalaureate degree students satisfy core requirements by taking an 8-credit sequence of either PHYS 1111/SC 111 and PHYS 1112/SC 112, PHYS 1201/SC 201 and PHYS 1202/SC 202, PHYS 1433/SC 433 and PHYS 1434/SC 434, PHYS 1441/SC 441 and PHYS 1442/SC 442.

COURSES:

PHYS 1111/SC 111 Principles of Science I SCI Core

3 cl hrs, 2 lab hrs, 4 cr
Conceptual physics for non-science students. Topics include: Newton's laws of motion and law of universal gravity, heat and temperature, electricity and magnetism, light, relativity and elements of modern physics. Special emphasis is placed upon scientific principles with applications taken from everyday experiences. Laboratory work illustrates and supplements the lecture material.

Prerequisites: CUNY certification in reading and writing; MAT 1175/MA 175

PHYS 1112/SC 112 Principles of Science II SCI Core

3 cl hrs, 2 lab hrs, 4 cr
A study of physical science as related to humans and society. Topics include: earth sciences, the solar system, physical chemistry, geology, oceanography, the water cycle and global warming.

Prerequisite: PHYS 1111/SC 111

PHYS 1117/SC 117 Astronomy I

3 cl hrs, 2 lab hrs, 4 cr
Astronomical history is presented including an introduction to the mechanics and optics of Galileo and Newton. Radiation laws and astronomical tools including the telescope are considered. The solar system is presented in detail as is a history of human space travel.

Prerequisite: Certification in reading and writing; Pre- or corequisite: MAT 1175/IMA 175

PHYS 1118 Astronomy II: Stars, Galaxies, Cosmology

SCI Core
3 cl hrs, 2 lab hrs, 4 cr
Stellar astrophysics is considered, including star formation; planetary systems formation; and star properties, groupings and evolution. Galaxy properties and evolution are discussed. Following an introduction to relativity, aspects of quantum mechanics and cosmology are introduced. The search for and consequences of extraterrestrial life are considered. Laboratory experiments supplement and illustrate lecture material.

Pre- or corequisite: PHYS 1117/SC 117

PHYS 1420/SC 420 Principles of Physics

3 cl hrs, 2 lab hrs, 4 cr
Basic concepts and principles of mechanics, heat, electricity, magnetism and optics. Laboratory work illustrates and supplements the lecture material. Laboratory experiments are computer-based and illustrate and supplement the lecture material. This course is open to the Verizon program only.

Prerequisite: MAT 1275/IMA 275 or equivalent

PHYS 1433/SC 433 Physics 1.2

SCI Core
4 cl hrs, 2 lab hrs, 4 cr
Algebra-based course on basic concepts and principles of mechanics, heat, waves and fluids. Topics include: statics, kinematics, dynamics, work and energy, circular and rotational motion, fluid dynamics, temperature, heat transfer and wave motion. Laboratory experiments are computer-based and illustrate and supplement the lecture material.
Pre- or corequisite: MAT 1275/IMA 275 or equivalent

PHYS 1434/SC 434**Physics 2.2****SCI Core**

4 cl hrs, 2 lab hrs, 4 cr

Algebra-based course on basic concepts and principles of electricity and magnetism, light and atomic physics. Topics include: electrostatics, electric current, magnetism, magnetic induction, alternating currents, electromagnetic waves, geometric and wave optics and the atomic theory of matter. Laboratory experiments illustrate and supplement the lecture material.

Prerequisite: PHYS 1433/SC 433

PHYS 1441/SC 441**Physics 1.3****SCI Core**

4 cl hrs, 3 lab hrs, 5 cr

Basic concepts and principles of mechanics, heat and mechanical waves. Topics include: kinematics, dynamics, statics, work and energy, rotational motion, oscillations and wave motion, fluids, temperature, heat and concepts of thermodynamics. Calculus and vector methods are used throughout the course. Laboratory experiments are computer-based and illustrate and supplement the lecture material.

Pre- or corequisite: MAT 1475/MA 475

PHYS 1442/SC 442**Physics 2.3****SCI Core**

4 cl hrs, 3 lab hrs, 5 cr

A continuation of PHYS 1441/SC 441. Electricity and magnetism, optics and elements of modern physics. Topics include: electrostatics, electric current and electric circuits, magnetism, electromagnetic induction, alternating current circuits, electromagnetic waves, geometric optics, optical instruments, spectra and physical optics. Calculus and vector methods are used throughout the course. Laboratory experiments are computer-based

and illustrate and supplement the lecture material.

Prerequisite: PHYS 1441/SC 441

PHYS 2443/SC 443**Physics 3.3**

3 cl hrs, 3 lab hrs, 4 cr

Selected topics in physics and modern physics, including: light, wave optics, interference, diffraction and polarization of light, relativity, origins of the quantum theory, atoms, the nucleus, elements of condensed matter, lasers, holography, elements of elementary particle physics and astrophysics.

Laboratory experiments are computer-based and illustrate and supplement the lecture material.

Prerequisite: PHYS 1442/SC 442

PHYS 2601/SC 601**Introduction to Research**

2 cl hrs, 3 lab hrs, 3 cr

A study of the theoretical and practical application of some basic techniques used in research in the physical sciences. Emphasis is placed on an appreciation for the entire process of scientific practice from proposal through experimentation, including poster and oral presentations, to writing a final paper. Includes computer modeling and simulations.

Prerequisites: MAT 1375/MA 375, ENG 1101/EG 101 and one semester of a college science course.

PHYS 2605**Introduction to Laser Physics and Photonics**

3 cl hrs, 3 lab hrs, 4 cr

This course offers a study of the physical principles of lasers and photonics. It starts with an overview of geometrical and physical optics, and introduces students to concepts and processes of an important part of modern physics including optical coherence, stimulated emission, laser oscillation, quantum optics, principles of fiber optics, and photonics. The laboratory component of this course offers students extensive hands-on practice

and exposure to modern equipment and technologies in photonics.

Pre- or corequisite: PHYS 1434 or PHYS 1442

SCI 1000**Introduction to Mathematics and Science Technologies**

2 cl hrs, 3 lab hrs, 3 cr

This interdisciplinary course introduces the student to basic concepts and career options in Physics, Biological Sciences, Chemistry and Mathematics. Hands-on skills in these areas are developed, and students apply these skills in a group setting to find creative solutions to problems. Strategies to succeed in college, to cultivate leadership skills, and to communicate effectively, both orally and in writing are emphasized.

Pre- or corequisite: CUNY Certification in Mathematics

Social Science

Professor Walter Brand, Chair
Namm 611
718.260.5079
email: wbrand@citytech.cuny.edu

FACULTY:

Professors: Alden, Derringham, Gerardi, Kaplan, Nalven
Assoc Profs: Brand, Cuordileone, Pagano
Asst Profs: Capruso, Castillo, Catapano, Chen, Hannum, Fiori, Kubeck, McDonald, Panayotakis, Parides, Parnes, Pope-Fischer, Rodriguez, Sisco

SOCIAL SCIENCE

The department seeks to provide insight into the various social sciences and to inform the student of the social scientist's view of problems which confront the individual, the community, the nation and the world.

A goal of the department is to give the student a clear understanding of the complexity of modern life and of the many demands it makes on each of us. By gaining insight into the social sciences, the student can step with confidence into the responsibilities of citizenship and enhance personal growth in his/her chosen career.

The realization of these objectives will give the student both an increased knowledge and a heightened awareness and understanding of the nations and peoples around us.

Students do not apply for admission to the Social Science department. The courses in the department are part of degree-granting programs. They also satisfy requirements for core curriculum in philosophy, the behavioral and social sciences. Students should be guided in selecting courses in the department by the statement of requirements for the specific programs in which they are enrolled. Courses are offered in nine specific disciplines: anthropology, science and technology, economics, geography, government (political science), history, philosophy, psychology and sociology.

Students should note that courses numbered 3000 are upper-level courses. In addition to having more extensive prerequisites, more exacting standards of performance are expected of students enrolled in them.

COURSES:

ANTH 1101/AN 101 Introductory Anthropology

BS Core

3 cl hrs, 3 cr

Physical and cultural components of humanity's evolution. Included are discussions of cultural universals such as marriage, religion, kinships, and economic and political systems. Ethnographic data from Africa, Meso-America, Australia and Asia are presented.

Prerequisite: CUNY certification in reading and writing

gain an understanding of fundamental economic concepts.

Prerequisite: None

Note: This course may not be taken for degree requirements by students in the AA and AS programs.

ECON 1101/EN 101 Macroeconomics

SS Core

3 cl hrs, 3 cr

Fundamental economic ideas and the operation of the economy on a national scale. Production, distribution and consumption of goods and services, the exchange process, the role of government, the national income and its distribution, GDP, consumption function, savings function, investment spending, the multiplier principle and the influence of government spending on income and output. Analysis of monetary policy, including the banking system and the Federal Reserve System.

Prerequisite: CUNY certification in reading and writing

ECON 1401/EN 401 Microeconomics

SS Core

3 cl hrs, 3 cr

The price system and capitalism. Demand, supply and elasticity, the costs of production and how these costs are determined under perfect competition, monopoly, monopolistic competition and oligopoly, factors of production under perfect competition and the various forms of monopoly.

Prerequisite: CUNY certification in reading and writing

ECON 2301/EN 301 Money and Banking

SS Core

3 cl hrs, 3 cr

The importance of money and banking to economic activity on the national and international level. The definition of money and the different financial institutions that help circulate money through the system. Deposit creation, a brief history of the banking system in the U.S. prior to the creation of the Federal Reserve system, and a detailed study of the Federal Reserve banking system. The relationship between money and banking in international trade and finance.

Prerequisite: ECON 1101/EN 101

ANTH 1102/AN 102 Comparative Religions

BS Core

3 cl hrs, 3 cr

Focuses on myth and ritual as component parts of religious systems. Also deals with religion and magic, healing and religious practitioners. Students must be prepared to look at both literate and pre-literate ritual systems. Non-Western systems are contrasted with religions of the Western world. Cross-cultural analysis of structures, forms and functions, and philosophies of religions in their cultural contexts.

Prerequisite: CUNY certification in reading and writing

ANTH 1103/AN 103 Contemporary Women: An Interdisciplinary Approach to the Study of the Female

BS Core

3 cl hrs, 3 cr

Female development from a historical, economic, sociological, psychological and anthropological perspective. Focus is on readings and research concerning women with an analytical emphasis on biological versus cultural orientations in the literature.

Prerequisite: CUNY certification in reading and writing

ECON 1100/EN 100 Consumer Economics

3 cl hrs, 3 cr

Consumers play a central role in market economies. The course looks at that role by examining consumer purchasing decisions. Topics include owning vs. renting, borrowing, saving, investing, financing, credit cards, conspicuous consumption, advertising and consumer law. While learning how to make informed purchasing decisions, students also

**ECON 2403/EN 403
Labor Management
Relations**

SS Core

3 cl hrs, 3 cr

Economic and social problems relating to the labor management field. Development and functions of labor and employer organizations, regulatory law and protective labor legislation, collective bargaining and dispute settlement, the laws on wages, hours, working conditions, social security, elimination of discrimination and health hazards.

Prerequisite: ECON 1101/EN 101

**GEOG 1101/GE 101
Elements of Physical
Geography**

SS Core

3 cl hrs, 3 cr

The elements of geography which relate to the human habitat; the physical-biotic systems which constitute the natural surroundings of humans; surface features, climate, the seas and natural resources. All elements are interpreted with reference to humanity and world patterns rather than specific areas.

Prerequisites: CUNY certification in reading and writing

**GOV 1101/GO 101
American Government**

SS Core

3 cl hrs, 3 cr

This course focuses on national political institutions, including the presidency, Congress, the judiciary, bureaucracy and political parties. Attention is also given to the U.S. Constitution, civil rights, the relationship between the national government and state governments and selected issues in governmental policy areas.

Prerequisite: CUNY certification in reading and writing

**GOV 1102/GO 102
State and Local Government**

SS Core

3 cl hrs, 3 cr

A contemporary perspective on the powers and responsibilities of the various branches of state and local government. This course will also focus on the issue of federalism and the various ways that state and local governments both cooperate and come into conflict with the national government. Special emphasis is placed on New York City and State government.

Prerequisite: CUNY certification in reading and writing

**GOV 2401/GO 401
Constitutional Law**

SS Core

3 cl hrs, 3 cr

The Constitution, the historical development of its major principles and the efforts by the Supreme Court to redefine these principles. Taught using the technique of analyzing case law briefs. The course is divided into two parts. The first part examines the basic framework of constitutional law and the second half applies the framework to the study of the constitutional protection of civil rights and liberties.

Prerequisites: GOV 1101/GO 101 or GOV 1102/GO 102 or LAW 1201/LS 201

**HIS 1101/HI 101
History of Western
Civilization I**

SS Core

3 cl hrs, 3 cr

Beginning with the dawn of history, the elements of the Western heritage are traced to the contributions of the ancient civilizations of Egypt, Mesopotamia, Greece and Rome. Attention is given to the rise of monotheistic religions of Judaism, Christianity and Islam, as well as the achievements of Byzantine society. The focus then shifts to Western Europe in the Middle Ages: the Roman Catholic Church, the Carolingians, Feudalism, the Medieval worldview, the Crusades and the crises of the late middle ages. Finally the context for the Renaissance and the Reformation are introduced as time permits and at the discretion of the instructor.

Prerequisite: CUNY certification in reading and writing

**HIS 1102/HI 102
History of Western
Civilization II**

SS Core

3 cl hrs, 3 cr

This course begins with developments in the early modern era of the West and the historical implications of the Renaissance and Reformation. Attention is given to the religious wars, the Counter-Reformation and the rise of the nation-state. The Scientific Revolution, European colonization of the New World, the Enlightenment and the political and intellectual climate of the 18th century will be discussed along with the American and French Revolutions. The Industrial

Revolution and its economic, political, social and technological impact will also be covered. The course concludes with the political and social changes in the post-Napoleonic era, including the revolutions of 1848 and the rise of European imperialism in Africa and Asia.

Prerequisite: CUNY certification in reading and writing

**HIS 1103/HI 103
History of Western
Civilization III**

SS Core

3 cl hrs, 3 cr

This course will cover the primary historical events and movements in Western civilization from the First World War to the present. Specific topics to be discussed include the First World War, the emergence of mass culture, the rise of modernism, the labor and women's rights movements, the interwar crisis and international Depression, the Second World War and Holocaust, European decolonization, the Cold War and resulting "hot wars" from Korea to Vietnam, the disintegration of the Soviet Union and the post-Cold War rise of international terrorist movements.

Prerequisite: CUNY certification in reading and writing

**HIS 1110/HI 110
History of the United States
to 1877**

SS Core

3 cl hrs, 3 cr

A survey of significant developments in American history from colonization through the Civil War. Topics covered include the collision of cultures in the New World and the founding of English colonies, colonial cultures and politics, the rise of slavery, the causes and consequences of the American Revolution, the Republican ideal and the establishment of the U.S. Constitution, westward expansion and frontier life, sectional conflict and the Civil War.

Prerequisite: CUNY certification in reading and writing

**HIS 1111/HI 111
History of the United States
Since 1865**

SS Core

3 cl hrs, 3 cr

This course explores major developments in American history from Reconstruction through modern times. Topics discussed include reconstruction,

industrialization, urbanization and immigration, American expansion abroad, two world wars and the rise of the U.S. as a global power, the New Deal and the increasing role of the federal government, the extension of political and civil rights, and the domestic and foreign implications of the Cold War from Korea to Vietnam.

Prerequisite: CUNY certification in reading and writing

**HIS 1205/HI 205
Economic History of the
United States**

SS Core

3 cl hrs, 3 cr

American economic history from the period of colonization to the present. The influence and interrelationship of agriculture, trade, commerce, the factory system, the banking system, transportation and communication, technology, immigration, labor unions, wars, recessions, depressions and inflation on the American nation. Institutions and how they affected the lives of Americans in the past and present.

Prerequisite: CUNY certification in reading and writing

**HIS 3208/HI 208
History of Immigration,
Ethnicity and Nativism in the
United States**

SS Core

3 cl hrs, 3 cr

The history of various groups which make the United States a melting pot, how and why these groups arrived in the United States, how they accepted or rejected assimilation into American society, how they coped with the problems that face immigrants as well as major events in American history such as the Civil War, the Great Depression or World War II. In addition, the development of nativism and other manifestations of discrimination and how they affected each group as it attempted to integrate into American society.

Prerequisite: ENG 1101/EG 101 and a previous history CORE course (which includes HIS 1000 series or AFR 1460/AF 601 or AFR 1461/AF 602 or AFR 1465/AF 615 or AFR 1466/AF 616 or PRS 1462/PRS 612)

**HIS 3209/HI 209
History of Technology**

SS Core

3 cl hrs, 3 cr

This course will cover the history of major technologies from the beginning of humankind to today's

most important technologies. The course will begin with the uses of technology by prehistoric peoples. The course will then continue with the study of technology in the ancient civilizations of the Mesopotamians, the Egyptians, the Greeks and the Romans. The course will then consider technological development during the Middle Ages and Renaissance. The course will conclude with the study of the Industrial Revolution and its impact on modern society.

Prerequisite: ENG 1101/EG 101 and a previous history CORE course (which includes HIS 1000 series or AFR 1460/AF 601 or AFR 1461/AF 602 or AFR 1465/AF 615 or AFR 1466/AF 616 or PRS 1462/PRS 612)

**HIS 3402/HI 402
Global Encounters: Topics in
20th Century World History
1945-2000**

SS Core

3 cl hrs, 3 cr

An exploration of selected topics in world history involving the second half of the 20th century. Key geopolitical, economic, intellectual, cultural, scientific and/or technological developments that had an impact on the world and led to global encounters between people and nation-states. Students are required to keep abreast of current trends in various parts of the world and be familiar with popular sources of information. Proceeds in chronological-thematic fashion and taught in seminar format, with guest speakers when appropriate. Organized around specific themes that may vary according to the instructor.

Prerequisite: ENG 1101/EG 101 and a previous history CORE course (which includes HIS 1000 series or AFR 1460/AF 601 or AFR 1461/AF 602 or AFR 1465/AF 615 or AFR 1466/AF 616 or PRS 1462/PRS 612)

**PHIL 2101/PH 101
Introduction to Philosophy**

PHIL Core

3 cl hrs, 3 cr

Philosophy as the rational analysis and justification of basic cultural beliefs about religion, politics, morality, knowledge, art, technology, etc. Students are encouraged to formulate and defend their views.

Prerequisite: ENG 1101/EG 101

**PHIL 2102/PH 102
Logical Thinking**

PHIL Core

3 cl hrs, 3 cr

Development of critical thinking skills. Topics include: structure of arguments, nature of an inference, types of inductive and deductive arguments, common fallacies and other errors and deceptions in reasoning.

Prerequisite: ENG 1101/EG 101

**PHIL 2103/PH 103
Ethics**

PHIL Core

3 cl hrs, 3 cr

An examination of the major ethical theories on what is morally right and wrong, and the meaning of moral concepts (e.g., the concepts of moral obligation, right, duty). Focus is upon ethical problems such as capital punishment, aid to the needy, treatment of animals and plants, etc.

Prerequisite: ENG 1101/EG 101

Please note: Student may take PHIL 1103/PH 103 or PHIL 2203/PH 103.1 but not both for credit

**PHIL 2104/PH 104
Ancient Philosophy**

PHIL Core

3 cl hrs, 3 cr

The history of philosophy from ancient to medieval times: Pre-Socratics to St. Thomas Aquinas.

Prerequisite: ENG 1101/EG 101

**PHIL 2105/PH 105
Modern Philosophy**

PHIL Core

3 cl hrs, 3 cr

The history of modern philosophy from the seventh century to this century; rationalism, empiricism, idealism, pragmatism and more recent movements, including figures such as Descartes, Locke, Hegel and Dewey.

Prerequisite: ENG 1101/EG 101

**PHIL 2106/PH 106
Philosophy of Technology**

PHIL Core

3 cl hrs, 3 cr

A philosophical evaluation of the goals, methods, standards and values of technology. How technology has altered the quality of human life. Ethical and political implication of technology. Its role in work, leisure, power and ecology. Whether technology is a threat to freedom, religion, imagination and nature or a constructive force in promoting equality, democracy, rational

thinking and economic progress.

Prerequisite: ENG 1101/EG 101

**PHIL 2107/PH 107
Philosophy and Women**

PHIL Core

3 cl hrs, 3 cr

A study of the views of major philosophers from classical to modern times on the nature of women and their role in society, on sexual equality and sexual morality. Feminist theories and their practical implications.

Prerequisite: ENG 1101/EG 101

**PHIL 2120/PH 120
Philosophy of Art and
Beauty**

PHIL Core

3 cl hrs, 3 cr

An examination of the standards of aesthetic criticism, the meaning of aesthetic concepts, beauty in nature, the different kinds of art and their contribution to personal and societal development.

Prerequisite: ENG 1101/EG 101

**PHIL 2121/PH 121
Chinese Philosophy**

PHIL Core

3 cl hrs, 3 cr

Study of the major Chinese philosophers, including Confucius, Mencius, Lao Tzu, Chuang Tzu, Mo Tzu, the Ch'an School, and Chu His in their religious, political and social contexts.

Prerequisite: ENG 1101/EG 101

**PHIL 2203/PH 103.1
Health Care Ethics**

PHIL Core

3 cl hrs, 3 cr

An examination of the major ethical theories on what is morally right and wrong, and the meaning of moral concepts (e.g., the concepts of right and duty). Focus is upon ethical problems associated with the practice of medicine and biomedical research. (Available to health science students as an alternative to PHIL 1103/PH 103)

Prerequisite: ENG 1101/EG 101

**PHIL 3208/PH 208
Political Philosophy**

PHIL Core

3 cl hrs, 3 cr

An examination of interrelationships between individuals and society; views on human nature; the social contract; alienation as a social problem; justifiability of government; limits to governmental power.

Prerequisites: Previous philosophy

course or department approval required

**PHIL 3209/PH 209
Philosophy of Religion**

PHIL Core

3 cl hrs, 3 cr

Study of meaning of "God"; Is faith justifiable? Proofs of God's existence or non-existence; types of religious experience; and the relation of religion to science, ethics and contemporary life.

Prerequisites: Previous philosophy course or department approval required

**PHIL 3210/PH 210
Existentialism and
Contemporary Life**

PHIL Core

3 cl hrs, 3 cr

Origins and development of existentialist philosophy and its impact on religion, literature, psychology and social issues. The frequent description of existentialism as a philosophy of extreme pessimism. Influence of existentialism on modern thought.

Prerequisites: Previous philosophy course or department approval required

**PHIL 3211/PH 211
Philosophy of Law**

PHIL Core

3 cl hrs, 3 cr

An examination of the concepts and classifications used in and about legal systems; problems of legal reasoning and judicial decision-making; and the evaluation of philosophical and legal arguments in the areas of justice, liberty and responsibility on such issues as civil disobedience, capital punishment, censorship and pornography, reverse discrimination, theory of torts and contracts.

Prerequisites: Previous philosophy course or department approval required

**PHIL 3212/PH 212
Engineering Ethics**

PHIL Core

3 cl hrs, 3 cr

This course will involve a philosophical evaluation of the goals, methods, standards and values involved in engineering. It will cover the ethical and political implications of engineering and its role in work, leisure and in transforming the environment. The course will concentrate on analysis and case studies involving problematic moral situations with

relevance to engineering, or involving engineering decisions.
Prerequisites: Previous philosophy course or department approval required

**PHIL 3400/PH 400
Environmental Philosophy**

PHIL Core

3 cl hrs, 3 cr

Study of selected global environmental issues (e.g., population, planetary warming, bio-diversity loss, world hunger, sustainable development, pollution, etc.) by means of philosophical analysis of the concepts, arguments and values involved in their discussion.

Prerequisites: Previous philosophy course or department approval required

**PSY 1100/PS 100
Psychology of Adjustment**

3 cl hrs, 3 cr

General theories and methods of psychology, individual differences, failure of adjustment, psychological stress and coping mechanisms, personality, learning, mental health and mental hygiene, therapeutic techniques, behavior in work situations and current views of psychological problems.

Prerequisite: None

Note: This course may be used for elective credit for students in associate degree programs but may not be used as a prerequisite for additional psychology courses or a substitution for PSY 1101/PS 101. Students who have passed both the CUNY reading and writing exams should not register for this course.

**PSY 1101/PS 101
Introduction to Psychology**

BS Core

3 cl hrs, 3 cr

Methodology, history and theories of psychology; brain and behavior; neuropsychology; socialization; motivation; emotion; perception; learning; thinking; intelligence; personality and the adjustment processes; and social psychology.

Prerequisites: CUNY certification in reading and writing

**PSY 2300/PS 300
Developmental Psychology**

BS Core

3 cl hrs, 3 cr

The various aspects of physical, social, cognitive and emotional development of the human being from conception until death.

A comprehensive review of each

stage of development (including growth, maturation and learning). The major factors influencing behavior throughout the life span. Findings from studies in experimental, clinical and cross-cultural research.

Prerequisite: PS 101

Note: A student who takes and passes PS 300 may not take for degree credit PS 301, PS 302 or PS 303. Similarly, any student who takes and passes one or more of these three courses may not obtain degree credit for PS 300.

**PSY 2301/PS 301
Child Psychology**

BS Core

3 cl hrs, 3 cr

Physical, social, cognitive and emotional development of the child from conception through middle childhood and the major factors influencing the child's total behavior.

Prerequisite: PSY 1101/PS 101

**PSY 2302/PS 302
Psychology of Adolescence and Adulthood**

BS Core

3 cl hrs, 3 cr

Developmental psychology of the individual, beginning with adolescence, continuing through early and middle adulthood, through retirement, old age and death. All aspects of development are considered: physical, cognitive, emotional and social.

Prerequisite: PSY 1101/PS 101

**PSY 2303/PS 303
Psychology of Aging**

BS Core

3 cl hrs, 3 cr

Definitions of the aging processes, theoretical aspects, genetic and environmental interactions, the functional aspects of aging, personality and the adjustment processes, psychopathology, social aspects, creativity and aging, death and dying.

Prerequisite: PSY 1101/PS 101

**PSY 2401/PS 401
Social Psychology**

BS Core

3 cl hrs, 3 cr

The basic psychological principles involved in the scientific study of individual behavior in social and group situations are examined. Emphasis is placed on understanding attitude formation and change, conformity, group interaction, leadership roles, altruism, aggression

and prejudice.

Prerequisite: PSY 1101/PS 101

**PSY 2402/PS 402
Psychology of Personality**

BS Core

3 cl hrs, 3 cr

Methodology and research practices used to measure personality, reviews of the major theories which attempt to explain the development of personality, including Freudian and Neo-Freudian theories of personality, Trait Theories, and Humanistic Theories. Also covered are the biological influences of personality and behavioral aspects of personality.

Prerequisite: PSY 1101/PS 101

**PSY 2403/PS 403
Abnormal Psychology**

BS Core

3 cl hrs, 3 cr

An introduction to the field of abnormal psychology: major theories, research and techniques. Varying concepts of abnormality throughout history, including whether or not various behaviors are truly abnormal. Use of case history data to discuss the etiology, diagnosis, treatment and possible prevention of various psychological and behavioral disorders.

Consideration of the point of view of leading theoretical approaches.

Prerequisites: PSY 1101/PS 101

**PSY 2404/PS 404
Personnel and Organizational Psychology**

BS Core

3 cl hrs, 3 cr

Theory and techniques of personnel problems in industry and business. Dynamics of individual and group behavior in work situations, selection, evaluation methods, interviewing, and leadership development. The psychological implications of mechanization and automation are considered.

Prerequisite: PSY 1101/PS 101

**PSY 2501/PS 501
Child and Adolescent Development**

BS Core

3 cl hrs, 3 cr

Exploration of childhood and adolescent development. Analyses of developmental theories and principles in the areas of perception, cognition, language, personality, social relations, moral behavior and developmental disorders. Emphasis is placed on application of findings in educational settings.

Prerequisite: PSY 1101/PS 101

**PSY 3407/PS 407
Psychology of Visual Perception**

BS Core

3 cl hrs, 3 cr

The physiological, psychophysical, and cognitive perspectives that guide the contemporary understanding of human visual sensation and perception are explored. Students are provided with the opportunity to test various theoretical perspectives covered by using the experimental method. Topics covered include object perception, depth perception, motion perception, size perception and color perception.

Prerequisites: ENG 1101/EG 101, PSY 1101/PS 101

**SOC 1101/SO 101
Elements of Sociology**

BS Core

3 cl hrs, 3 cr

Perspectives on sociology as an analytical science. The emphasis is on concepts, hypotheses and theories which explain social behavior and social change.

Prerequisite: CUNY certification in reading and writing

**SOC 1102/SO 102
Urban Sociology**

BS Core

3 cl hrs, 3 cr

A sociological perspective on the nature and origins of the modern city, and the community of life in relation to the urban metropolis.

Prerequisite: CUNY certification in reading and writing

**SOC 1103/SO 103
The Family**

BS Core

3 cl hrs, 3 cr

The family viewed as an institution and social group. Emphasis on family as a social system in changing society.

Prerequisite: CUNY certification in reading and writing

**SOC 1104/SO 104
Race and Ethnic Relations**

BS Core

3 cl hrs, 3 cr

The impact of race and ethnicity on social relationships. Primary focus is on American society. Analysis of human relations from both social-structural and social-psychological perspectives.

Prerequisite: CUNY certification in reading and writing

SOC 2401/SO 401
Society, Technology and Self
BS Core

3 cl hrs, 3 cr

This course analyzes the social relationship between society, technology and self from a sociological analysis. The emphasis of this course is on technology as the principal form of social interaction, and as a determinant of the reconstitution of the character and personality structures.

Prerequisite: SOC 1101/SO 101

SOC 2403/SO 403
Law and Society
BS Core

3 cl hrs, 3 cr

Since the legal system was codified, there has been an interaction between society and the law.

Investigates the dynamic interplay between social systems and legal systems. Included are discussions of historical and contemporary legal systems, and an analysis of the function of the law (as a profession and as a system of social control).

Prerequisite: SOC 1101/SO 101 or PSY 1101/PS 101

SOC 3301/SO 301
The Emerging Global Society
BS Core

3 cl hrs, 3 cr

This course will explore the social, economic, political and ecological dimensions of the globalization process. A number of issues related to global inequality will be discussed, including population growth, hunger and poverty, environmental degradation and the rise of ethnic conflicts.

Prerequisites: ENG 1101/EG 101 and one of the following: any Sociology course (SOC), ECON 1101/EN 101 or HIS 1102/HI 102

SOC 3402/SO 402
The Sociology of Social Problems
BS Core

3 cl hrs, 3 cr

A sociological inquiry into the interrelationships among social issues and problems. The emphasis is on resolution and prevention of contemporary intergroup problems in the United States of America.

Prerequisites: SOC 1101/SO 101, ENG 1101/EG 101

STS 3401/AS 401
Science, Technology and Society: The Relationship Between Society and Modern Technology
3 cl hrs, 3 cr

An interdisciplinary course designed to analyze the relationship between humans and modern technology. People are alienated by technology from traditional opportunities to contribute their individuality to society. However, new opportunities exist as a result of technology for people to improve society. The individual makes use of the social sciences, humanities and sciences to build an analytic framework for the understanding of the challenges facing the educated person in an ever-changing technological world. This course will build upon prior exposure to principles and techniques of arts, sciences and technologies.

Prerequisites: Completion of associate degree core or department approval required

SCHOOL OF PROFESSIONAL STUDIES

Barbara Grumet, BA, JD, Dean of Professional Studies

Namm 621

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Delorise Finerson, Assistant to the Dean

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Departments:

Business (Accounting and Marketing)

Health Services Administration

Law and Paralegal Studies

Restorative Dentistry

Career and Technology Teacher Education

Hospitality Management

Nursing

Vision Care Technology

Dental Hygiene

Human Services

Radiologic Technology and Medical Imaging

Degree Programs:

Bachelor of Science (BS)

Career and Technical Teacher Education

Legal Assistant Studies

Health Services Administration

Nursing

Human Services

Technology Teacher Education

Bachelor of Technology (BTech)

Hospitality Management

Associate in Applied Science (AAS)

Accounting

Fashion Marketing

Legal Assistant Studies

Ophthalmic Dispensing

Dental Hygiene

Hospitality Management

Marketing Management and Sales

Radiologic Technology and Medical Imaging

Dental Laboratory Technology

Human Services

Nursing

Certificate Programs:

Alcohol and Substance Abuse

Counseling Disability Studies

Mission

The vision of the School of Professional Studies (SPS) is to enhance students' lives by promoting professional and personal growth, social responsibility and life-long learning.

The SPS mission is to build our students' futures by:

- Maximizing educational opportunities and professional development for students and faculty with career-oriented, arts and technology-infused programs;
- Continuing collaborative relationships with educational, business and community-based organizations with compatible goals;
- Integrating ethical, just, equitable, sustainable practices that will prepare students to become professionals and global citizens;
- Influencing public and University policy as well as advocating on behalf of the School and its students;
- Exploring cultural competencies within the curriculum to stimulate student learning about themselves, the human condition and the global society.

Our faculty deliver instruction through web-enhanced Blackboard, problem-based scenarios and case studies that enhance critical thinking skills. The E-portfolio tool, honors courses and career-focused internships or clinical experiences provide valuable assessments of how students access and apply information about themselves and their professions. The City Tech Learning Center website, Writing Assistance Service (WAS), Math tutorials and subject-specific reviews serve around the clock as a hub for students to develop and improve writing, logical and critical thinking skills within the first year and set a learning pattern for future success.

Business

Professor Anne Zissu, Chair
Namm 1012
718.260.5773
email: azissu@citytech.cuny.edu

PROGRAMS:

Accounting/AAS
Fashion Marketing/AAS
Marketing Management and Sales/AAS

FACULTY:

Professors: Burns, Carroll
Assoc Prof: Dixon
Asst Profs: Frazzetto, Iraggi, Marcano, Reinig, Singh, Zimmerman
Lecturer: Winston

Associate in Applied Science in ACCOUNTING

The Accounting program equips students with accounting skills that will make them immediately employable upon graduation with the associate degree. Graduates will also be able to transfer to accounting programs at other senior colleges within The City University of New York through existing articulation agreements. Students should consult City Tech's Career and Transfer Office (N105) for additional information.

Accounting graduates are employed in all facets of industry, holding responsible positions in major corporations and not-for-profit groups such as hospitals, service organizations and governmental agencies. Some of these employers include Long Island College Hospital, the Brooklyn Hospital, Brookdale Hospital, Downstate Medical Center, NYU Medical Center, the New York City Department of Finance, the Internal Revenue Service, H & R Block, the New York State Department of Taxation and Finance, The New York City Department of Housing, Astoria Federal Savings Bank, Commerce Bank, the Bank of New York, JP Morgan Chase Bank, HSBC Bank, Wachovia Bank, Ernst & Young, Consolidated Edison and Keyspan.

REQUIRED COURSES IN THE MAJOR

		Credits
ACC 1101/AC 101	Principles of Accounting	4
BUS 1122/AC 122	Business Law	3
ACC 1123/AC 123	Business Mathematics	3
BUS 1126/AC 126	Introduction to Business	4
ACC 1201/AC 201	Principles of Accounting II	4
ACC 2301/AC 301	Intermediate Accounting I	3
ACC 2311/AC 311	Cost Accounting I	3
Select MAT 1375/MA 375 or ACC 2322/AC 322 and ACC 2335/AC 335 for 4 credits:		
ACC 2322/AC 322	Taxes and	3
ACC 2335/AC 335	Microcomputer Accounting Applications	1

MAT 1375/MA 375	or Precalculus	4
ACC 2401/AC 401	Intermediate Accounting II	3
ACC 2411/AC 411	Cost Accounting II	2
BUS 2425/AC 425	Business Management	3
Subtotal		36
OTHER REQUIRED COURSES¹		
CST 2206	Introduction to Information Systems and Technologies	4
ENG 1101/EG 101	English Composition I	3
MAT 1275/MA 275 ²	College Algebra and Trigonometry	4
COMM	Communications	3
LAP	Literature/Aesthetics/Philosophy	3
SCI I	Laboratory Science	4
BS/SS	Microeconomics (ECON 1401)	3
Subtotal		24
TOTAL CREDITS REQUIRED FOR THE DEGREE		60

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Or higher-level math course. Students without the requisite background for MAT 1275/MA 275 will be required to take MAT 1175/MA 175 in preparation. This will increase the number of credits required for the degree by four (4).

Associate in Applied Science in MARKETING MANAGEMENT AND SALES

The Marketing program is designed for the student interested in dynamic careers in the 21st century. Today's marketing student must prepare for tomorrow's business opportunities and be educated and sensitive to cultural diversity, environmental concerns, technological changes and ethical issues to facilitate the exchange of goods and services in the global marketplace.

Students in management and sales are introduced to careers in marketing management, professional selling, sales management, market research, supply chain management, direct marketing, entrepreneurship and advertising. In addition to the specialized courses, the curriculum offers general business subjects to broaden the students' competence required in business and industry today. Among the employers of graduates of this program are: General Foods Corporation, Prudential Financial Services, New York Life Insurance Company, Gallo Wine, Procter and Gamble, Commerce Bank, the Bank of New York, United Parcel Service, Staples, Virgin Atlantic Records, Crate and Barrel, Abercrombie and Fitch, PepsiCo, Essence Magazine, New York City Transit Authority and Sprint.

Graduates have a history of success in business, including advancing to executive positions and/or becoming entrepreneurs of their own business. Many continue their education and receive baccalaureate degrees.

REQUIRED COURSES IN THE MAJOR		Credits
MKT 1100/MK 100	Essentials of Marketing	3
MKT 1102/MK 102	Principles of Selling	3
MKT 1114/MK 114	Business Organization and Operation	4
MKT 1144/MK 144	Business Mathematics	3
MKT 1210/MK 210	Marketing Research	3
MKT 1212/MK 212	Consumer Behavior	3
MKT 1214/MK 214	Advertising	3
MKT 2352/MK 352	Principles of Supervision	3
MKT 2414/MK 414	Sales Management	3
Select one of the following two courses for 3 credits:		3
MKT 2300/MK 300	Direct Marketing	
MKT 2327/MK 327	Entrepreneurship	
Select one of the following two courses for 3 credits:		3
MKT 2373/MK 373	Supply Chain Management	
MKT 2410/MK 410	Marketing Management	
Subtotal		34
OTHER REQUIRED COURSES¹		
BUS 1122/AC 122	Business Law	3
ACC 1162/AC 162	Elements of Accounting	3
ENG 1101/EG 101	English Composition I	3
MAT 1275/MA 275 ²	College Algebra and Trigonometry	4
SCI I	Laboratory Science	4
COMM	Communications	3
LAP	Literature/Aesthetics/Philosophy	3
BS/SS	Behavioral Science/Social Science	3
Subtotal		26
TOTAL CREDITS REQUIRED FOR THE DEGREE		60

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Or higher-level math course. Students without the prerequisite background for MAT 1275/MA 275 will be required to take MAT 1175/MA 175 in preparation. This will increase the number of credits required for the degree by four (4).

Associate in Applied Science in FASHION MARKETING

The Fashion Marketing program is designed for the student interested in the dynamics of fashion, both as a business and as an expression of contemporary culture.

The study of fashion begins with the fundamentals of business, marketing and merchandising of fashion goods and technical product information. Through the core curriculum the student gains insight into many subjects that help to explain sociological and psychological factors which influence fashion interest and demand in today's global market.

Students in fashion marketing are introduced to buying and management careers in fashion-related manufacturing firms, showrooms, retail stores and electronic commerce. Graduates are employed in business organizations in the United States and Europe as executive or administrative trainees in the growing field of fashion marketing and business management. Some establish and operate their own businesses. Among the employers of graduates are Saks, Macy's, J.C. Penney, ENYCE, the Gap, Bloomingdale's, Dolce & Gabbana, Mary Kay Cosmetics, Victoria's Secret and Models. com. Graduates have a history of success in the industry and many advance to higher executive positions. Many continue their education and receive baccalaureate degrees.

REQUIRED COURSES IN THE MAJOR		Credits
MKT 1100/MK 100	Essentials of Marketing	3
MKT 1102/MK 102	Principles of Selling	3
MKT 1114/MK 114	Business Organization and Operation	4
MKT 1144/MK 144	Business Mathematics	3
Select one of the following two courses for 3 credits:		3
MKT 1210/MK 210	Marketing Research or	
MKT 2300/MK 300	Direct Marketing	
MKT 1214/MK 214	Advertising	3
MKT 1246/MK 246	Textiles	3
MKT 1255/MK 255	Merchandising Planning and Control	3
MKT 2327/MK 327	Entrepreneurship	3
MKT 2335/MK 335	Fashion Merchandising	3
MKT 2352/MK 352	Principles of Supervision	3
MKT 2401/MK 401	Fashion Buying	3
Subtotal		37
OTHER REQUIRED COURSES¹		
BUS1122/AC 122	Business Law	3
ENG 1101/EG 101	English Composition I	3
MAT 1275/MA 275 ²	College Algebra and Trigonometry	4
SCI I	Laboratory Science	4
COMM	Communications	3
LAP	Literature/Aesthetics/Philosophy	3
BS/SS	Behavioral Science/Social Science	3
Subtotal		23
TOTAL CREDITS REQUIRED FOR THE DEGREE		60

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Or higher-level math course. Students without the requisite background for MAT 1275/MA 275 will be required to take MAT 1175/MA 175 in preparation. This will increase the number of credits required for the degree by four (4).

The Department of Business in the School of Professional Studies has applied for accreditation from the Association of Collegiate Business Schools and Programs (ACBSP).

COURSES:**ACC 1101/AC 101
Principles of Accounting I***3 cl hrs, 3 lab hrs, 4 cr*

The accounting cycle, including journalizing, posting, preparation of trial balance, worksheet, adjusting entries, financial statements, closing entries and preparation of a post-closing trial balance. Special journals, subsidiary ledgers and accounting principles. Special emphasis given to cash, accounts receivable, notes, inventories and plant assets, internal control.
Prerequisite: CUNY certification in reading and mathematics

**ACC 1123/AC 123
Business Mathematics***3 cl hrs, 3 cr*

Mathematics of business, including such topics as percentages, ratio analysis, retail markups and markdowns, inventory valuations, notes and interest, depreciation, present value and annuities.
Prerequisite: CUNY certification in reading and mathematics

**ACC 1162/AC 162
Elements of Accounting***3 cl hrs, 3 cr*

Journals, ledgers and the salient features of the accounting cycle. Preparation and interpretation of financial statements, cash and bank reconciliations. This course is not available to accounting or computer systems technology majors.
Prerequisite: CUNY certification in reading and mathematics

**ACC 1201/AC 201
Principles of Accounting II***3 cl hrs, 3 lab hrs, 4 cr*

The accounting cycle, including a practice set; payroll accounting; partnership accounting and accounting for corporations; nature and formations of corporations; capital stock; retained earnings; long-term liabilities and investments; additional managerial internal reports; statements of cash flows and statement analysis; responsibility accounting such as departmental accounting and manufacturing accounting; accounting principles are reviewed thoroughly.

Prerequisite: ACC 1101/AC 101; pre- or corequisite: ACC 1123/AC 123 or eligibility for MAT 1275/IMA 275

**ACC 2301/AC 301
Intermediate Accounting I***3 cl hrs, 3 cr*

An overview of the entire accounting process, including the development of accounting theory and practices, the accounting cycle and analysis, the recommendations and pronouncements of the various accounting bodies, accounting for and controlling cash, marketable securities and receivables. The concept of present value is also discussed.

Prerequisite: ACC 1201/AC 201

**ACC 2311/AC 311
Cost Accounting I***3 cl hrs, 3 cr*

Fundamental principles of accounting in manufacturing. Manufacturing statements are introduced and related to the overall financial statements. Cost information systems, job order and process cost accumulation procedures are thoroughly analyzed. Planned, applied and actual factory overhead are discussed. Throughout the course, cost accounting is treated as a reporting and analytical function for management planning and control.

Prerequisite: ACC 1201/AC 201

**ACC 2322/AC 322
Taxes***3 cl hrs, 3 cr*

An in-depth analysis of taxation of the individual and the appropriate federal tax forms. Taxation of partnerships and corporations is also discussed.

Prerequisite: ACC 1201/AC 201

**ACC 2335/AC 335
Microcomputer Accounting Applications***2 lab hrs, 1 cr*

An overview of the impact of the computer on accounting procedures and an identification of some of the major differences between manual and computerized accounting systems. Includes comprehensive general ledger procedures, accounts receivable, accounts payable and financial statement preparation. Transaction input, sample problems, laboratory problems and computer-generated output provide hands-on experience.

Prerequisites: ACC 1201/AC 201, CST 2206

**ACC 2401/AC 401
Intermediate Accounting II***3 cl hrs, 3 cr*

An examination of the problems of accounting for and reporting on a firm's current and contingent liabilities and its investment in productive resources: inventories, plant and equipment and intangible assets; accounting for long-term debt (bonds, notes, mortgages and early extinguishments of debt.) Revenue recognition is explored via alternative accounting for long-term contracts.

Prerequisite: ACC 2301/AC 301

**ACC 2411/AC 411
Cost Accounting II***2 cl hrs, 2 cr*

A continuation of fundamental principles of cost accounting. Standard costs, flexible budgets and overhead control, variances, alternative costing methods, budgeting and the contribution approach to decision-making.

Prerequisite: ACC 2311/AC 311

**BUS 1122/AC 122
Business Law***3 cl hrs, 3 cr*

Historical background and sources of law as related to business procedures, with particular emphasis on the formation, operation, performance and discharge of contracts. Survey of local and federal courts.

Prerequisite: CUNY certification in reading and writing

**BUS 1126/AC 126
Introduction to Business***4 cl hrs, 4 cr*

Types of business organizations, aspects of ownership, financing and liability. Comparative economic systems are discussed along with the specialized areas of advertising, insurance, taxation and marketing.

Prerequisite: CUNY certification in reading and writing

**BUS 2425/AC 425
Business Management***3 cl hrs, 3 cr*

The task and process of management; decision-making; the organization structure. Includes a discussion of employer-employee relationships, managerial functions and morale problems in business.
Prerequisite: BUS 1126/AC 126, ACC 1201/AC 201 or department approval required

**BUS 3525/BU 525
Strategic Management***3 cl hrs, 3 cr*

Introduction to strategic management and formal planning as methods for translating business goals into procedures or actions. Tactical planning at operating levels. Development of foresight and classical methods for gathering information essential to decision-making in business organizations.
Prerequisite: BUS 2425/AC 425

**MKT 1100/MK 100
Essentials of Marketing***3 cl hrs, 3 cr*

Functions involved in distributing goods, the role of the manufacturer in selecting target markets, types of marketing institutions (wholesale and retail). Formulating marketing policies and strategies. The role of government and the effects of consumerism on marketing practices.

Prerequisite: CUNY certification in reading

**MKT 1102/MK 102
Principles of Selling***3 cl hrs, 3 cr*

Professional selling techniques are presented and analyzed. The theory and practice of customer-centered selling, including techniques of handling objections, demonstrating merchandise and closing sales. Career and leadership aspects of selling are emphasized. Student demonstrations provide practice in realistic sales presentations.

Prerequisite: CUNY certification in reading

**MKT 1114/MK 114
Business Organization and Operation***4 cl hrs, 4 cr*

Business functions and operations of the free enterprise system, including business ownership and organization, banking and finance, management techniques, human resources and the social responsiveness of marketing-oriented businesses.

Prerequisite: CUNY certification in reading and writing

MKT 1144/MK 144**Business Mathematics**

3 cl hrs, 3 cr

Fundamentals of arithmetical processes, fractions, decimals, percentages, problem-solving, trade and cash discounts, borrowing and lending money and calculating markup.

Prerequisite: CUNY certification in reading and mathematics

MKT 1210/MK 210**Marketing Research**

3 cl hrs, 3 cr

Emphasis on the use of scientific research methods to strengthen marketing effort. Media, sales promotion and product opinion research, industrial and institutional research and elementary statistical applications. Practice in preparing formal and informal research reports.

Prerequisites: MKT 1100/IMK 100, MKT 1102/IMK 102, MKT 1114/IMK 114; pre- or corequisite: ENG 1101/EG 101

MKT 1212/MK 212**Consumer Behavior**

3 cl hrs, 3 cr

Behavioral science theories are examined for practical applications in developing marketing strategies. Consumer perception, attitude, motivational theories, economic and sociological aspects of consumer behavior are studied.

Prerequisites: MKT 1100/IMK 100, MKT 1102/IMK 102, MKT 1114/IMK 114; pre- or corequisite: ENG 1101/EG 101

MKT 1214/MK 214**Advertising**

3 cl hrs, 3 cr

The impact of communications and socio-economic environment on advertising and sales promotion. The nature of promotion policy, organization of advertising professionals, technical production and analysis of the creative strategies used in today's global marketing are thoroughly investigated. The student develops a mock advertising campaign.

Prerequisites: MKT 1100/IMK 100, MKT 1102/IMK 102, MKT 1114/IMK 114; pre- or corequisite: ENG 1101/EG 101

MKT 1246/MK 246**Textiles**

2 cl hrs, 2 lab hrs, 3 cr (spring only)

Fabric construction, finishes, decorations and the current fibers being used. Laboratory work concentrates on the identification and analysis of finished cloth.

Prerequisites: MKT 1100/IMK 100, MKT 1102/IMK 102, MKT 1114/IMK 114; pre- or corequisite: ENG 1101/EG 101

MKT 1255/MK 255**Merchandising Planning and Control**

3 cl hrs, 3 cr (fall only)

Principles and techniques of retail merchandising with emphasis on contemporary merchandising tools. Included will be the development of the merchandise plan, the model stock plan, calculation of markup, average markup, stock turnover, gross margin and operating profit.

Prerequisites: MKT 1100/IMK 100, MKT 1102/IMK 102, MKT 1114/IMK 114, MKT 1144/IMK 144

MKT 2300/MK 300**Direct Marketing**

3 cl hrs, 3 cr

Management of non-personal promotional methods that are designed to secure immediate response by the customer. Topics include the launching of direct marketing programs, market segmentation, developing products and services, lead generation and media with emphasis on direct mail, broadcasting, telemarketing and new electronic technologies.

Prerequisites: MKT 1210/IMK 210, MKT 1214/IMK 214

MKT 2327/MK 327**Entrepreneurship**

3 cl hrs, 3 cr

The student will learn how to adapt established managerial practices to the needs of small business. This will include marketing, finance, human resources, buying and selling and the relationship of these responsibilities in a small business environment. The techniques of entrepreneurial decision-making will be examined in depth. Students will develop a business plan.

Prerequisites: MKT 1210/IMK 210, MKT 1214/IMK 214

MKT 2335/MK 335**Fashion Merchandising**

3 cl hrs, 3 cr (fall only)

Explores the meaning of fashion. The design, production, distribution and promotion of fashion apparel and accessories for both women and men.

Prerequisites: MKT 1210/IMK 210, MKT 1214/IMK 214

MKT 2352/MK 352**Principles of Supervision**

3 cl hrs, 3 cr

Foundations of supervision, including the role of supervisors in organizational designs and decision-making theory. The major functions of supervision and behavior of individuals, including relationship concerns such as leadership, communication and conflict along with developing strategies for professional growth and development are discussed.

Prerequisite: Completion of 18 MKT credits or department approval required

MKT 2373/MK 373**Supply Chain Management**

3 cl hrs, 3 cr

The movement of goods from production through distribution channels, public versus private warehousing and the interrelationships of inventory control, protective packaging, materials handling equipment and techniques, traffic, communications order processing and customer service. Centralization vs. decentralization, control of distribution center functions and the impact of electronic data processing on distribution activities are surveyed.

Prerequisites: MKT 1210/IMK 210, MKT 1214/IMK 214

MKT 2401/MK 401**Fashion Buying**

3 cl hrs, 3 cr (spring only)

Organization for buying; responsibilities of the buyer; analysis and determination of consumer demand; when and how much to buy; sources of supply and vendor relations; resident, group and central buying; methods and techniques of merchandise selection; the order and its legal ramifications; pricing; utilization of data processing as a tool in making buying decisions.

Prerequisite: MKT 1255/IMK 255

MKT 2410/MK 410**Marketing Management**

3 cl hrs, 3 cr

Integration of the various marketing activities through sound management decisions; formulation of plans and policies relating to product, price, market research, promotion, advertising, distribution and sales.

Prerequisites: MKT 2300/IMK 300 or MKT 2327/IMK 327

MKT 2414/MK 414**Sales Management**

3 cl hrs, 3 cr

The application of sales management principles to specific cases. Includes recruiting, selecting, training, motivation, compensation, sales forecasting, territorial development and budgeting.

Prerequisites: MKT 2300/IMK 300 or MKT 2327/IMK 327

Career and Technology Teacher Education

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PROGRAMS:

Career and Technical Teacher Education/BS in Ed
Technology Teacher Education/BS in Ed

FACULTY:

Professor: Nwoke
Asst Profs: Aneke, Wilkin

Bachelor of Science in CAREER AND TECHNICAL TEACHER EDUCATION

The Career and Technical Teacher Education program at New York City College of Technology is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program provides students with the required professional knowledge and skills as career, technical and trade subject teachers leading to the provisional/permanent or Initial/Professional New York State certifications, New York City licensure and the bachelor's degree in education. Men and women with career and technical backgrounds in such diverse fields as nursing, dental laboratory technology, vision care technology, culinary and pastry arts, construction technology, information technology (IT) and computer systems technology, among many others, can complete the baccalaureate program to prepare for teaching positions in public, Career and Technical Education (CTE) and comprehensive high schools, BOCES, correctional institutions, private trade schools and for a variety of training positions in industry.

Graduates of the program who wish to advance to supervisory and administrative positions in education can pursue graduate degrees in such areas as administration and supervision, which are available in The City University of New York and elsewhere.

Several colleges and universities across the country also offer graduate programs for baccalaureate degree holders in career and technical teacher education who wish to pursue careers in college and university teaching. Because entrance requirements differ from one institution to another, those interested in further education should discuss their educational plans with an academic advisor at the earliest opportunity.

Career and Technical Teacher Education Conceptual Framework

The conceptual framework for the Career and Technical Teacher Education program is grounded on the underlying themes of Professionalism, Technology and Diversity (P/T/D). It embodies our mission, as urban educators, to prepare professionally competent,

reflective and caring technical educators for a world of technology and diversity. Therefore, every graduate of the program is prepared to demonstrate:

General Knowledge

- based on a strong foundation in the liberal arts and sciences that forms the basis for our shared values, understandings and responsibilities in a democracy;

Technical Competency

- based on knowledge and skill in career and technical education content areas to enable students to achieve high standards of learning and performance.

Professional Competency

- based on knowledge of students and proficiency in designing instruction appropriate for their developmental levels and needs; proficiency in designing, planning, implementing and managing the instructional process in a safe and nurturing environment; and using a variety of methods, assessment techniques and resources.

Competency in the Use of Technology

- ability to use modern computer technology and the Internet to facilitate and enhance the instructional process and student learning.

Caring Dispositions

- personal and interpersonal characteristics that build upon and enhance dispositions to be caring professionals who have respect for learners of every age and background.

Reflective Practice

- opportunities for critical analysis, evaluation and continuous improvement of professional practice and life-long learning.

Sensitivity to Diversity

- awareness of the diverse cultures that make up our urban schools, communities and our global society; and the basis for practices that support and meet students' learning needs.

Admission into the Career and Technical Teacher Education Program

Students may enter the program as freshmen if they meet the general College criteria on pages 8, 34. Alternatively, they may transfer from one of the City Tech AAS, AA or AS programs before or after completing the associate degree. Students from other colleges may also apply for admission as transfer students if they meet College criteria for transfer admission. Students with questions are advised to consult the office of admissions. An associate degree in career and technical teacher education is not required for admission to the BS in Ed Program. Students transferring from other colleges or from programs within City Tech will have their academic records evaluated to determine their appropriate placement in the program. A minimum grade point average of 2.5 is required for transfer.

Regardless of the mode of admission, prospective students must meet CUNY proficiency requirements. To be admitted to teacher

education, all applicants must write an essay and must be interviewed by program faculty to determine their eligibility for state certification and potential for success in the program. Students must receive a grade of "B" or better in each course taken in the major. They must maintain a minimum cumulative grade point average of 2.5 in order to continue in the program beyond 12 credits and enroll in student teaching. A minimum grade point average of 2.7 is required for graduation.

Occupational Experience Verification and Competency Validation

All prospective students of the program must be prepared to provide documentation of appropriate work experience in the occupational area for which they will ultimately seek state teaching certification. The duration of occupational experience that will be required depends on the student's previous educational background as follows: high school diploma or equivalent – four years; associate degree in appropriate occupation – two years.

Students who do not meet the work experience requirement but who received appropriate occupational training through a CTE high school or an associate degree program will be required to have a plan for acquiring the required work experience prior to completing a total of 30 credits of coursework or applying for the provisional or initial certificate.

Degree-seeking students must also satisfy the occupational competency requirement in order to be eligible for graduation. The occupational competency requirement may be satisfied in any of the following ways:

- Possessing an approved national or state license in the relevant career or technical specialty (for example, NYS Registered Nursing license, NYS Dental Assisting license and the FAA Airframe and Power Plant license); or
- Passing the performance and written tests of the National Occupational Competency Testing Institute (NOCTI) in the relevant occupation; or
- Completing at least 36 credits of College coursework at the associate or baccalaureate level in a relevant career or technical specialty.

Students who satisfy the occupational competency requirement through testing or approved license must take an additional course of 6 credits in the teaching subject to satisfy the content core requirement and could earn up to a maximum of 30 credits towards the degree, depending on the total credits earned in residence as follows:

- 34 and above 30 credits for occupational competency
- 15 to 33 15 credits for occupational competency

Program Completion and Certification

The degree program is designed to enable students to meet their immediate and long-range career objectives which, in most cases, are to obtain state certification and the New York City teaching license while earning the BS in Ed degree. Given that New York City teachers cannot receive a teaching license until they have been certified by the state, courses are sequenced with state certification requirements and students' career needs in mind.

Please note that effective February 2, 2004, candidates applying for The New York State Initial Certificate must meet the following requirements:

- Initial Certificate – an associate degree or its equivalent; passing a content specialty test (CST) e.g., NOCTI; and passing the New York State Teacher Certification Examinations (NYSTCE) Assessment of Teaching Skills-Written Test (ATS-W).
- Professional Certificate – the Initial Certificate, 45 additional College credits and passing the NYSTCE Liberal Arts and Science Test (LAST).

(See the department chair for further information concerning certification examinations.)

PEDAGOGICAL CORE		Credits
EDU 2510/ED 251	Orientation to Career and Technical Education	3
EDU 2520/ED 252	Occupational Analysis and Curriculum Organization	3
EDU 2353/ED 353	Laboratory Organization and Management of Instruction	3
EDU 2362/ED 362	Methods of Teaching in Career and Technology Education I	3
EDU 3630/ED 363	Assessing Student Learning Outcomes	3
EDU 3640/ED 364	Computers in Education	3
EDU 3650/ED 365	Mainstreaming in Education	3
EDU 4600/ED 460	Professional Development Seminar	2
EDU 4620/ED 462	Methods of Teaching in Career and Technology Education II	3
EDU 4870/ED 487	Supervised/Student Teaching in Career and Technical Education	6
Subtotal		32
PEDAGOGICAL ELECTIVES		
Select 3 credits from the following (only with department approval):		
EDU 3680/ED 368	Internship in Career and Technical Education	2
EDU 2351/ED 351	Contemporary Issues in Education	2
EDU 2354/ED 354	Methods of Adult Learning in Career and Technical Education I	3
EDU 2355/ED 355	Methods of Adult Learning in Career and Technology Education II	3
EDU 2455/ED 455	Methods and Materials for Special Needs Students	3
EDU 2457/ED 457	Vocational Guidance for Teachers	3
EDU 4580/ED 458	Coordination of Diversified Work-based Learning I, Cooperative Organization	3
EDU 4590/ED 459	Coordination of Diversified Work-based Learning II, Cooperative Operations	3
EDU 4990/ED 499	Independent Study	1-3
Subtotal		3

CONTENT CORE¹		
EDU 3700/ED 370	Practicum in Occupational Competency: Performance	15
EDU 3720/ED 372	Practicum in Occupational Competency: Written	15
Subtotal		30
OTHER REQUIRED COURSES²		Credits
ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
SPE 1330/TS 330	Effective Speaking	3
MATH I	MAT 1180/MA 180	4
MATH II	MAT 1280/MA 280	4
SCI I	BIO 1101/BY 101 or CHEM 1110/CH 110 (health and non-technology careers only) or PHYS 1111/SC 111 or PHYS 1433/SC 433 (industrial trade/technology careers only)	4
SCI II	BIO 1201/BY 201 or CHEM 1210/CH 210 (health and non-technology careers only) or PHYS 1112/SC 112 or PHYS 1434/SC 434 (industrial trade/technology careers only)	4
LAP	PHIL 2106/PH 106	3
	ARTH 1103/HU 103	3
	ENG 2000/EG 200	3
	MUS 1201/HU 201 or MUS 2207/HU 207 or MUS 1210/HU 210	3
	ARTH 1106/HU 106 or AFR 2212/AF 212 or PRS 2202/PR 202	3
BS/SS	PSY 1101/PS 101	3
	PSY 2501/PS 501 or EDU 2610/ED 261	3
	PSY 3502/PS 502 or EDU 3610/ED 361	3
	SOC 1101/SO 101	3
	HIS 1101/HI 110	3
	SOC 2401/SO 401	3
Subtotal		58
TOTAL CREDITS REQUIRED FOR THE DEGREE		123

¹ This requirement may be satisfied by possessing an associate degree in a CTE subject area that meets the NYS learning standards in Career and Occupational Studies (CDOS). The associate degree program must include at least 36 semester hours in the occupational subject to be taught. Competency in the content core may also be verified using the written and performance (experienced worker) examinations of the National Occupational Competency Testing Institute (NOCTI), or by any other approved state or national licensing examination. Credit through examination or occupational license is awarded only upon completion of at least 15 credits within both the general and pedagogical cores.

² See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Science in Education in TECHNOLOGY TEACHER EDUCATION

The Technology Teacher Education program at New York City College of Technology is accredited by the National Council for Accreditation of Teacher Education (NCATE) and nationally recognized by the International Technology Education Association-Council on Technology Teacher Education (ITEA-CTTE).

Technology teacher education is a comprehensive hands-on program designed to enable students in kindergarten through 12th grade to develop technological literacy. Technological literacy is the ability to develop, use, manage, understand and assess technology. In technology teacher education, prospective teachers are prepared to develop the knowledge, skills and dispositions required to teach technology education in kindergarten through 12th grade.

The New York State Board of Regents mandates one year of introduction to technology education for all students in the middle school. In addition, a wide range of courses in technology education is taught at the senior high school level, including computer information technology (IT), graphic communication technology, construction and manufacturing technology, computer-aided drafting and design (CADD) technology, electronics technology and transportation systems technology.

Although the primary goal of the Technology Teacher Education program is to prepare competent technology teachers, alternate career opportunities exist for graduates of the program. Many graduates have established careers in business and industry, taking advantage of their technical expertise and their liberal arts and professional education with its emphasis on human development and learning. The master's degree is required for the New York State permanent or professional certificate as a technology teacher. Graduates of the baccalaureate program in technology teacher education have the opportunity to pursue a master's degree in instructional technology, educational administration and supervision, special education, or other education specialties that are offered in The City University and elsewhere in the country.

Technology Teacher Education Conceptual Framework

The conceptual framework for the Technology Teacher Education program is grounded on the underlying themes of Professionalism, Technology and Diversity (P/T/D). It embodies our mission, as urban educators, to prepare professionally competent, reflective and caring technical educators for a world of technology and diversity. Therefore, every graduate of the program is prepared to demonstrate:

General Knowledge

- based on a strong foundation in the liberal arts and sciences that forms the basis for our shared values, understandings and responsibilities in a democracy.

Technical Competency

- knowledge of the subject matter of technology and skills in the development and utilization of a wide range of technological systems and resources.

Professional Competency

- based on knowledge of students and proficiency in designing instruction appropriate for their developmental levels and needs; proficiency in designing, planning, implementing and managing the instructional process in a safe and nurturing environment; and using a variety of methods, assessment techniques and resources.

Competency in the Use of Technology

- ability to use modern computer technology and the Internet to facilitate and enhance the instructional process and student learning.

Caring Dispositions

- personal and interpersonal characteristics that build upon and enhance dispositions to be caring professionals who have respect for learners of every age and background.

Reflective Practice

- opportunities for critical analysis, evaluation and continuous improvement of professional practice and life-long learning.

Sensitivity to Diversity

- awareness of the diverse cultures that make up our urban schools, communities and our global society; and the basis for practices that support and meet students' learning needs.

Admission into Technology Teacher Education

There are many ways a student can enter technology teacher education. Students may enter the bachelor of science in education (BS in Ed) degree program as freshmen if they meet the general College criteria for baccalaureate admissions found on pages 8, 34. They may transfer in from one of the City Tech AAS, AA or AS programs before or after completing the associate degree. Students may enter from other colleges if they meet College criteria for transfer admissions. Applicants with questions are advised to consult the office of admissions. It is not necessary to have earned an associate degree before transfer into the program. Transcripts of entering students will be evaluated to determine the courses they must complete for the bachelor of science in education degree. A minimum grade point average of 2.5 is required for transfer into the program.

Regardless of the mode of admission, prospective students must meet CUNY proficiency requirements. To be admitted to teacher education all applicants must write an essay and must be interviewed by program faculty to determine their eligibility for state certification and potential for success in the program. Students must receive a grade of "B" or better in each course taken in the major. They must maintain a minimum cumulative grade point average of 2.5 in order to continue in the program beyond 12 credits and to enroll in student teaching. A minimum grade point average of 2.7 is required for graduation. Students currently enrolled in or graduates of programs in the technologies who are interested in pursuing a teaching career are well suited to progression in technology teacher education. Please consult the department chair for further information.

Program Completion and Certification

The proposed curriculum requires successful completion of a total of 123 credits distributed as follows: 58 credits of general education (arts and sciences core) courses, 36 credits of technology education content core courses and 29 credits of pedagogical core courses. Students who complete the degree program of study are recommended for the New York State provisional or initial teaching certificate. By completing the degree program of study, students also fulfill the New York City licensing requirements. Passing the NYSTCE Liberal Arts and Sciences Test (LAST), the Assessment of Teaching Skills-Written (ATS-W) and the Content Specialty Test (CST) is required for certification and licensing. (See the department chair for further information.)

The Transitional C Certificate Program in Tech Ed

The technology teacher education curriculum prepares prospective teacher candidates for the initial teaching certificate through the Bachelor of Science in Education degree program or the professional certificate through the Transitional C certificate program. The Intensive (Transitional C) Program is offered for career changers and others who hold an appropriate graduate academic or professional degree and have been issued a transitional C certificate. The transitional C certificate is issued only to candidates who have a written commitment from a hiring school district, which must provide mentoring to the candidate during the first two years of teaching. Candidates must enroll in the intensive program leading to the professional certificate in technology education. In order to receive the professional certificate, candidates must complete three years of teaching and up to 12 semester hours of coursework in the technology education pedagogical core after receiving the transitional C certificate. They must pass the New York State Teacher Certification Examinations to qualify for the professional certificate.

PEDAGOGICAL CORE		Credits
EDU 2600/ED 260	Internship in Classroom Teaching I	1.5
EDU 3410/ED 341	Technology Education Foundations and Curriculum Development	3
EDU 3600/ED 360	Internship in Classroom Teaching II	1.5
EDU 2362/ED 362	Methods of Teaching in Career and Technology Education I	3
EDU 3630/ED 363	Assessing Student Learning Outcomes	3
EDU 3640/ED 364	Computers in Education	3
EDU 3650/ED 365	Mainstreaming in Education	3
EDU 3660/ED 366	Supervised/Student Teaching I	3
EDU 4600/ED 460	Professional Development Seminar	2
EDU 4620/ED 462	Methods of Teaching in Career and Technology Education II	3
EDU 4660/ED 466	Supervised/Student Teaching II	3
Subtotal		29

CONTENT CORE

EDU 1400/ED 140	Design and Drafting I	2
EDU 1420/ED 142	Construction Systems	3
EDU 2400/ED 240	Design and Drafting II	2
EDU 2410/ED 241	Survey of Technological Development	3
EDU 2440/ED 244	Manufacturing Systems	3
EDU 2460/ED 246	Communications Systems	4
EDU 3400/ED 340	Technological Systems I	3
EDU 3420/ED 342	Electronics Systems	4
EDU 3440/ED 344	Transportation Systems	3
EDU 4480/ED 448	Principles of Engineering	3

Subtotal **30**

ELECTIVES (Select Option A or B)**OPTION A COMPUTER TECHNOLOGY**

Select at least 6 credits from one specialization area:

Programming

CST 1101/CS 101	Computer Programming and Problem-Solving	3
CST 2403/CS 403	Introductory C Language Programming	3
CST 3503/CS 503	Advanced C Language Programming	3

Networking

MST 1205/MS 205	Microcomputer Systems	3
MST 2307/MS 307	Local Area Networks	4
MST 2405/MS 405	Microcomputer Operating Systems	4

Databases

CST 1101/CS 101	Comp. Programming and Problem-Solving	3
MST 1204/MS 204	Data Base Systems Programming I	3
MST 2304/MS 304	Data Base Systems Programming II	3

OPTION B TECHNOLOGY SYSTEMS

Select one of the following four courses for 6 credits:

EDU 4400/ED 440	Technological Systems II	3
EDU 4420/ED 442	Energy Systems	3
EDU 4440/ED 444	Electronic and Robotic Systems	3
EDU 4990/ED 499	Independent Study	1-3

Subtotal **6**

BACCALAUREATE CORE¹

ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
SPE 1330/TS 330	Effective Speaking	3
MATH I ²	MAT 1275/MA 275	4
MATH II	MAT 1375/MA 375	4
SCI I	PHYS 1111/SC 111 or PHYS 1433/SC 433	4
SCI II	PHYS 1112/SC 112 or PHYS 1434/SC 434	4
PHIL 2106/PH 106		3
ARTH 1103/HU 103		3

ENG 2000/EG 200	3
MUS 1201/HU 201 or MUS 2207/HU 207 or MUS 1210/HU 210	3
ARTH 1106/HU 106 or AFR 2212/AF 212 or PRS 2202/PR 202	3
PSY 1101/PS 101	3
PSY 2501/PS 501 or EDU 2610/ED 261	3
PSY 3502/PS 502 or EDU 3610/ED 361	3
SOC 1101/SO 101	3
HIS 1110/HI 110	3
SOC 2401/SO 401	3

Subtotal **58**

TOTAL CREDITS REQUIRED FOR THE DEGREE **123**

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Students without the requisite background for MAT 1275/MA 275 will take MAT 1175/MA 175 in preparation, adding four (4) credits to the total required for the degree.

COURSES:**EDU 1400/ED 140
Design and Drafting I**

2 cl hrs, 2 lab hrs, 2 cr

Use of drafting tools and techniques in the design process. Orthographic projection, sectional views, auxiliary views, basic pictorial drawing, introduction to working drawings, geometric constructions, development of drawing skills and introduction to two-dimensional CAD. *Prerequisite: None (open to majors only)*

**EDU 1420/ED 142
Construction Systems**

2 cl hrs, 2 lab hrs, 3 cr

Course is designed to give the student an understanding of construction systems. Laboratory activities include residential structures, foundations, framing, roofing, wiring and plumbing. Safety instruction in middle- and high-school laboratory settings is emphasized.

Prerequisite: None (open to majors only)

**EDU 2353/ED 353
Laboratory Organization and Management of Instruction**

3 cl hrs, 3 cr

Organizational techniques for effective career and technical education instruction. Includes means of record-keeping, laboratory/shop design and maintenance.

Prerequisite: None (open to majors only)

**EDU 2362/ED 362
Methods of Teaching in Career and Technology Education I**

3 cl hrs, 3 cr

Experience and development of teaching skills utilizing lectures, demonstrations, models, exhibits, mock-ups and other methods of instruction. Lesson-planning, use and construction of instructional devices, selection and sequence of subject matter.

Prerequisite: None (open to majors only)

**EDU 2400/ED 240
Design and Drafting II**

2 cl hrs, 2 lab hrs, 2 cr

Product design and development, intersections, surface developments, advanced pictorial drawing, cams, perspective drawing, introduction to architectural drawing, two- and three-dimensional CAD.

Prerequisite: EDU 1400/ED 140

**EDU 2410/ED 241
Survey of Technological Development**

2 cl hrs, 2 lab hrs, 3 cr

A hands-on study of the development of technology as related to the advancement of civilization. Activities include research, modeling and/or construction of significant technological systems and devices of the past, present and future.

Prerequisite: EDU 1400/ED 140

**EDU 2440/ED 244
Manufacturing Systems***2 cl hrs, 2 lab hrs, 3 cr*

This course is designed to give the student an understanding of metalworking and manufacturing systems. Laboratory activities include layout techniques, hand and machine cutting, forming, joining, measuring, fabricating and basic machine tool operations.

Prerequisites: EDU 1400/ED 140, EDU 1420/ED 142

**EDU 2455/ED 455
Methods and Materials for Special Needs Students***3 cl hrs, 3 cr*

A review of current methods and materials in working with special needs students. Content includes developmental psychology pertaining to the student population and preparation of individual education plans.

Prerequisite: None (open to majors only)

**EDU 2460/ED 246
Communications Systems***3 cl hrs, 3 lab hrs, 4 cr*

A study of communications systems, including photo-offset lithography, desktop publishing, audio production, video production and editing. Cold type composition, silk screen, and use of the microcomputer in communications.

Prerequisite: None (open to majors only)

**EDU 2510/ED 251
Orientation to Career and Technical Education***3 cl hrs, 3 cr*

An introductory course providing an overview of career and technical education. Focus on delivery systems, purposes, historical developments and changing occupational patterns.

Prerequisite: None (open to majors only)

**EDU 2520/ED 252
Occupational Analysis and Curriculum Organization***3 cl hrs, 3 cr*

Techniques and applications of analysis, providing a basis for translating occupational knowledge, skills and attitudes into effective teacher-student activities.

Prerequisite: None (open to majors only)

**EDU 2600/ED 260
Internship in Classroom Teaching I***1 cl hr, 6 field hrs, 1.5 cr*

This is the first of two internship experiences designed to expose the pre-service teacher to the classroom environment and to the daily routines of classroom teaching. Interns must spend a minimum of 6 hours per week for 10 weeks or a minimum of 60 hours per semester in a middle school (5-9) setting, under the supervision of a mentor and a College supervisor. Field experiences are accompanied by written reports, reflective essays and scheduled seminars. Departmental approval is required one semester in advance.

Prerequisites: EDU 3410/ED 341 and department approval required; corequisite: EDU 2610/ED 261

**EDU 2610/ED 261 or PSY 2501/PS 501
Child and Adolescent Development***3 cl hrs, 3 cr*

Exploration of childhood and adolescent development. Analyses of developmental theories and principles in the areas of perception, cognition, language, personality, social relations, moral behavior and developmental disorders. Emphasis is placed on application of findings in educational settings.

Prerequisite: PSY 1101/PS 101

**EDU 3400/ED 340
Technological Systems I***2 cl hrs, 3 lab hrs, 3 cr*

Addresses the "Introduction to 7th Grade Technology" NYS mandate. Hands-on, laboratory-based activities focus on inquiry, science, math, computer applications and social science concepts that underlie technological systems. Emphasis is on student logs and self-assessment techniques.

Prerequisite: EDU 1400/ED 140

**EDU 3410/ED 341
Technology Education Foundations and Curriculum Development***3 cl hrs, 3 cr*

The development of technology education, its aims and objectives. Analysis of the technology education curriculum, instructional resources facilities, management, maintenance, safety and daily routines. Emphasis on New York State Learning Standards for Mathematics, Science and Technology as a source of content.

Prerequisite: Two EDU/ED lab courses

**EDU 3420/ED 342
Electronic Systems***2 cl hrs, 3 lab hrs, 4 cr*

Study of electricity and electronics, including D.C. and A.C., sources, components, circuits. Communication and information systems. Techniques for instruction, lab setup, simple lab projects and activities in middle and high school are emphasized.

Prerequisite: EDU 2400/ED 240

**EDU 3440/ED 344
Transportation Systems***2 cl hrs, 2 lab hrs, 3 cr*

A study of the modes of moving goods and people from one location to another. Focuses on the exploration and analysis of basic principles and concepts underlying design and development of various transportation systems. Emphasis is on laboratory design and experimentation activities as well as curriculum implementation in grades K through 12.

Prerequisite: EDU 1400/ED 140

**EDU 3600/ED 360
Internship in Classroom Teaching II***1 cl hr, 6 field hrs, 1.5 cr*

This course is the second in the sequence of field experiences mandated by the Regents in the teacher preparation standards. It provides the student teacher the opportunity for further familiarity with the classroom environment prior to student teaching. A minimum of 60 hours of classroom experience at the adolescent education level (Grades 7-12) is required. The field experience must be accompanied by and supplemented with seminars, written reports and reflective essays.

Prerequisites: EDU 2600/ED 260, EDU 2610/ED 261, EDU 3410/ED 341

**EDU 3610/ED 361 or PSY 3502/PS 502
Human Learning and Instruction***3 cl hrs, 3 cr*

Exploration of variables underlying effective instruction. Analyses of learning theories and principles in the areas of classical conditioning and instrumental learning, generalization and discrimination, verbal learning and transfer, short-term and long-term memory; reward and punishment and the effect of motivation on learning.

Prerequisite: PSY 1101/PS 101

**EDU 3630/ED 363
Assessing Student Learning Outcomes***3 cl hrs, 3 cr*

A study of traditional and alternative assessment techniques. Provides hands-on experiences on development and administration of assessment instruments and interpretation of assessment data. Using assessment and analysis results to improve instruction.

Prerequisite: EDU 2362/ED 362

**EDU 3640/ED 364
Computers in Education***2 cl hrs, 3 lab hrs, 3 cr*

A hands-on computing literacy course on how microcomputers can improve teaching and learning environments. Emphasis is placed on the process of planning, designing and implementing pedagogical techniques that best facilitate student learning. Topics include: word processing, spreadsheet and database management systems, interactive multimedia software, Internet and World Wide Web.

Prerequisite: EDU 2362/ED 362

**EDU 3650/ED 365
Mainstreaming in Education***3 cl hrs, 3 cr*

An overview of topics, issues and legislation concerning the mainstreamed student within career and technology education settings.

Prerequisite: EDU 2362/ED 362

**EDU 3660/ED 366
Supervised/Student Teaching I***9 field hrs, 3 cr*

This is the first of two field-based student teaching experiences mandated in the regents standards for preparing classroom teachers. Provides an opportunity for the pre-service or in-service teacher with limited experience to develop and demonstrate competencies in teaching under the guidance of a cooperating teacher and a College supervisor. Emphasis is on instructional planning, implementation and assessment. Must be accompanied by written reports, reflective essays and scheduled seminars. The course requires a minimum of 100 hours of classroom experience (9 hours per week). Prior approval of departmental faculty must be obtained one semester in advance.

Prerequisites: EDU 3600/ED 360, EDU 3610/ED 361, EDU 2362/ED 362, SPE 1330/TS 330 or department approval required; corequisite: EDU 4620/ED 462

**EDU 3680/ED 368
Internship in Career and
Technical Education***2 cl hrs, 12 field hrs, 3 cr*

A field-based internship experience designed to provide reinforcement for pre-service teacher interns who have completed Methods of Teaching. Students will be required to attend scheduled instructional seminars very early in the semester and will be observed at a school site on at least three occasions by a College supervisor. A mentor teacher will provide ongoing support and guidance between observations. Emphasis is placed on developing valid lesson objectives, effective questioning techniques and the fundamentals of lesson planning and delivery. Monthly logs, reflective essays, participation in seminars and a comprehensive assignment based on field experiences are required.
Prerequisites: EDU 2520/ED 252, EDU 2353/ED 353, EDU 2362/ED 362; corequisite: EDU 4620/ED 462 or approval of department chair

**EDU 3700/ED 370
Practicum in Occupational
Competency: Performance***1 lab hr, 15 cr*

Students are required to demonstrate a sufficient level of occupational competency by satisfactorily passing a performance examination in the occupational area for which they are seeking certification. Students can receive only the grade of "Satisfactory" or "Unsatisfactory."
Prerequisite: Appropriate and documented occupational experience and department approval required

**EDU 3720/ED 372
Practicum in Occupational
Competency: Written***1 lab hr, 15 cr*

Students are required to demonstrate a sufficient level of occupational competency by satisfactorily passing a written examination in the occupational area for which they are seeking certification. Students can receive only the grade of "Satisfactory" or "Unsatisfactory."
Prerequisite: Appropriate and documented occupational experience and department approval required

**EDU 4440/ED 444
Electronics and Robotics***2 cl hrs, 2 lab hrs, 3 cr*

An introduction to the study of robotics and industrial automation. This course will provide theoretical and hands-on experience in the areas of design, programming, debugging, set-up and interfacing of industrial robotic applications.
Prerequisites: EDU 2410/ED 241, EDU 3400/ED 340, EDU 3420/ED 342

**EDU 4480/ED 448
Principles of Engineering***2 cl hrs, 2 lab hrs, 3 cr*

This is a laboratory-based capstone course designed to enable the student teacher to study the relationship among mathematics, science and engineering. Focus is on the integration of the content of these disciplines into the secondary school technology curriculum and to stimulate student interest in pursuing engineering and technology careers.
Prerequisites: MAT 1375/MA 375, CHEM 1210/CH 210 or PHYS 1112/ISC 112 or PHYS 1434/ISC 434, EDU 3400/ED 340, EDU 3420/ED 342

**EDU 4580/ED 458
Coordination of Diversified
Work-Based Learning I:
Cooperative Organization***3 cl hrs, 3 cr*

Evaluative, procedural and conceptual approaches to organizing a Diversified Cooperative Program within school systems. Emphasis on coordinator's role in construction of training outlines, legal issues and community support.
Prerequisite: Approval of department chair

**EDU 4590/ED 459
Coordination of Diversified
Work-Based Learning II:
Cooperative Operations***3 cl hrs, 3 cr*

Implementation of effective program of Diversified Cooperative Work-Study, focusing on student recruitment, placement and supervision, as well as development of employability skills and attitudes.
Prerequisite: Approval of department chair

**EDU 4600/ED 460
Professional Development
Seminar***2 cl hrs, 2 cr*

A series of seminars that accompany the student teaching experience. Seminar topics focus on both the student teaching experience and a broad range of educational issues which form the basis for student reports and reflective essays. The course provides the forum for instruction on special topics mandated in the regents standards for preparing classroom teachers, including identifying and reporting suspected child abuse or maltreatment; preventing child abduction; preventing alcohol, tobacco and other drug abuse; providing safety education; and providing instruction in fire and arson prevention.
Prerequisites: EDU 3600/ED 360 or EDU 3680/ED 368, EDU 2362/ED 362; corequisite: EDU 4870/ED 487

**EDU 4620/ED 462
Methods of Teaching in
Career and Technology
Education II***3 cl hrs, 3 cr*

Study of teaching methodologies and instructional strategies. Development of techniques for self-evaluation of instruction.
Prerequisites: EDU 2610/ED 261, EDU 3610/ED 361, EDU 2362/ED 362; corequisite: EDU 3680/ED 368

**EDU 4660/ED 466
Supervised/Student
Teaching II***9 field hrs, 3 cr*

This is the second of two field-based supervised/student teaching experiences mandated by the regents. This professional experience is designed to improve and reinforce individual teaching strategies developed during previous field experiences. Must be accompanied by the professional development seminar, written reports and reflective essays. Requires a minimum of 100 hours of supervised classroom experiences (or 9 hours per week). Prior approval of departmental faculty is required and must be obtained one semester in advance.
Prerequisites: EDU 2610/ED 261, EDU 3600/ED 360, EDU 3610/ED 361, EDU 2362/ED 362; corequisite: EDU 4600/ED 460

**EDU 4870/ED 487
Supervised/Student
Teaching in Career and
Technical Education***18 field hrs/wk, 6 cr*

A field-based supervised/student teaching experience mandated in the regents' standards for preparing classroom teachers. This professional experience is designed to improve and reinforce individual teaching strategies developed during previous field experiences. Emphasis is on instructional planning, implementation and assessment. Must be accompanied by the professional development seminar, EDU 4600/ED 460. Requires a minimum of 225 hours of supervised classroom experiences (or 18 hours per week). Prior approval of departmental faculty must be obtained one semester in advance.
Prerequisites: EDU 2610/ED 261, EDU 3610/ED 361, EDU 2362/ED 362, EDU 3680/ED 368, EDU 4620/ED 462; corequisite: EDU 4600/ED 460

**EDU 4990/ED 499
Independent Study***1-3 cl hrs, 2-6 lab hrs, 1-3 cr*

Extensive study and research on particular topic of student interest under the supervision of a faculty member. The student is required to submit a written proposal which includes a description of the project, its duration, educational goals, method of evaluation and number of credits to be earned.
Prerequisite: Matriculated students only; Requires approval of instructor and/or department chair

Dental Hygiene

Professor Joycelynn Dillon, Chair
 Pearl 201
 718.260.5070
 email: jdillon@citytech.cuny.edu

PROGRAM:

Dental Hygiene/AAS

FACULTY:

Professors: Friedman, Schwartz
 Assoc Profs: Archer, Cortell, Dreyer, Steinerman
 Asst Profs: Cohen-Brown, Dillon, Lam
 Lecturer: Childs-Williams
 Sr CLT: Mahalko

Associate in Applied Science in DENTAL HYGIENE

A dental hygienist is a licensed member of the dental health team who provides educational, clinical and therapeutic services to the public, according to the individual state Dental Hygiene Practice Acts. Patient care provided by the dental hygienist includes collection and assessment of pertinent data, planning and implementation of care and evaluation of the results of treatment.

Dental hygiene students are taught responsibility for professional judgment, ethical conduct and infection control. They learn to develop an effective and responsible style of communication, which enables them to involve the patient as a partner in care as a necessary condition for restoring and maintaining the patient's oral health. Students treat a broad range of patients with varied characteristics and health conditions and are given the opportunity to work in a variety of health-care settings with different population groups.

The program includes theory, laboratory and clinical practice and general education courses. Students gain proficiency in clinical skills by treating patients in our on-campus dental hygiene clinic. Satisfactory performance in off-campus affiliated clinics may be required of each candidate for the associate in applied science degree with a major in dental hygiene. Computer experience related to dental hygiene practice is also offered. Prior to beginning clinical assignments, students must complete a departmental medical form, provide proof of required immunizations, malpractice insurance and Health Care Provider CPR certification.

Students must complete all requirements for the AAS degree within five years of the date of their matriculation into the dental hygiene curriculum.

In order to practice dental hygiene, graduates are required to pass a National Board Examination on the theory of dental hygiene and a Regional Board Examination on the clinical practice of dental

hygiene. Application for licensure must be made to the individual state(s) where the applicant intends to practice.

Among the employers of the graduates of this program are private dental practices, public and private health agencies, hospitals, industrial clinics, government agencies, U.S. Armed Services, schools of dentistry and dental hygiene and dental supply companies.

Criteria for Admission into and Progression within the Dental Hygiene Curriculum

All new and transfer students who do not meet the admissions criteria for direct entry into the clinical program will be classified as pre-clinical dental hygiene students taking introductory courses. During the introductory courses sequence, students will be programmed for developmental skills courses as needed and credit courses in general education and science, which are required for the degree in dental hygiene. Students who have already taken a high school biology/laboratory course with a minimum grade of "C" may, with department permission, be allowed to enroll in BIO 2311/BY 301.1 instead of BIO 1101/BY 101.

Students will be considered for acceptance into the clinical program each fall if they:

- have been CUNY-certified in writing and math and are certified at or above the 12th grade level in reading, and
- have completed all 24 required general education credits as delineated in the NYCCT College catalog and departmental literature with at least "C's" in biology and chemistry and a minimum combined average of 2.5. Grades in repeated courses will be averaged.

Completion of the introductory courses does not guarantee progression into the clinical program.

Progression from Pre-Clinical Dental Hygiene to Clinical Dental Hygiene

After satisfying the prerequisite proficiencies and the required 24 introductory course credits, as listed in the statement of requirements with a minimum grade of "C" in the sciences and a cumulative average of 2.5 or better, the student may be admitted to the clinical phase of the dental hygiene program as space permits. Students who have spent a minimum of one semester in introductory course studies at New York City College of Technology may be given preference.

The introductory courses must be completed in a maximum of four semesters after admission to the pre-clinical course sequence of the dental hygiene program. Available seats in the clinical program will be allocated on the basis of the highest cumulative academic averages in the required 24-credit sequence. Students who do not meet the above requirements for progression from the pre-clinical sequence to the clinical program by the end of four semesters will be required to transfer out of the dental hygiene curriculum.

Progression in and Graduation from Dental Hygiene

A minimum grade of "C" in each course designated with the prefix DEN/DH will be required for progression in and graduation from the dental hygiene program. Special conditions of equipment

and faculty availability govern the repeating of dental hygiene courses. Course repetition will be permitted only after all students meeting the entrance and progression requirements have been allotted seats. Students who withdraw will be considered for re-admittance on an individual basis and only if they withdraw in good standing (passing all courses at time of withdrawal).

As per College policy, no dental hygiene course may be repeated more than once.

In addition:

- No more than two dental hygiene courses may be repeated during the entire course of study.
- A student may not fail more than one course in any one semester.
- If a student fails to meet any of these provisions, he/she will be required to withdraw from the dental hygiene curriculum.

Additional information on departmental regulations is available in the Dental Hygiene Student Handbook.

Approximate Additional Costs other than Tuition for Four Semesters

Board Examinations	\$830
N.Y. State License	\$120
Malpractice Insurance	\$35
Professional Memberships	\$120
Instruments and Supplies	\$600
Textbooks	\$800
Uniforms	\$140
Hygiene Pin	\$65

REQUIRED COURSES IN THE MAJOR		Credits
DEN 1100/DH 100	Principles of Dental Hygiene Care I	4
DEN 1112/DH 112	Oral Anatomy	2
DEN 1114/DH 114	Histology and Embryology	1
DEN 1200/DH 200	Principles of Dental Hygiene Care II	4
DEN 1217/DH 217	Periodontics I	1
DEN 1218/DH 218	Dental Radiology	2
DEN 2300/DH 300	Principles of Dental Hygiene Care III	5
DEN 2311/DH 311	Oral Pathology	2
DEN 2315/DH 315	Pharmacology	2
DEN 2317/DH 317	Periodontics II	1
DEN 2318/DH 318	Dental Materials	2
DEN 2400/DH 400	Principles of Dental Hygiene Care IV	5
DEN 2413/DH 413	Public Health	2
Subtotal		33

REQUIREMENTS FOR THE DEGREE (pre-clinical prerequisites)		Credits
Select one of the following two courses for 4 credits:		4
BIO 1101/BY 101*	Biology I	
BIO 2311/BY 301.1	Human Anatomy and Physiology I	
Select one of the following two courses for 3 credits:		3
SPE 1330/TS 330	Effective Speaking	
SPE 1320/TS 320	Voice and Diction	

And ALL of the following:

CHEM 1000/CH 215	Principles of Chemistry I	4
ENG 1101/EG 101	English Composition I	3
MAT 1180/MA 180	Mathematical Concepts and Applications	4
PSY 1101/PS 101	Introduction to Psychology	3
SOC 1101/SO 101	Elements of Sociology	3
Subtotal		24

OTHER REQUIRED COURSES

BIO 2312/BY 301.2	Human Anatomy and Physiology II	4
BIO 3302/BY 302	Microbiology I	4
BIO 3524/BY 524	Nutrition	2
Subtotal		10

TOTAL CREDITS REQUIRED FOR THE DEGREE

67

¹ BIO 1101/BY 101 (Biology I) is a prerequisite course required only of those students lacking an equivalent high school or college biology/laboratory course which would be acceptable as a prerequisite for BIO 2311/BY 301.1. BIO 1101/BY 101 (or equivalent college level BIO/BY course) will be evaluated as the required prerequisite BIO/BY course for those students who have not taken BIO 2311/BY 301.1. For those students who have taken BIO 2311/BY 301.1 without a prerequisite BIO/BY course, BIO 2311/BY 301.1 will be evaluated as the required prerequisite BIO/BY course. Students can be considered for placement into clinical courses after completing BIO 1101/BY 101. Students who begin with this course will complete a minimum of 71 credits for the degree.

COURSES:

DEN 1100/DH 100 Principles of Dental Hygiene Care I

2 cl hrs, 6 lab hrs, 4 cr (fall only)
An introduction to the didactic concepts and clinical techniques and principles involved in the practice of dental hygiene. Emphasis is on the principles of optimal patient care, including: aseptic techniques, patient assessment, personal oral hygiene and plaque control, fundamentals of instrumentation and related body mechanics, principles of instrument sharpening and emerging modalities.
Prerequisites: CUNY certification in reading, writing and mathematics; department approval required;
corequisites: DEN 1112/DH 112, DEN 1114/DH 114, BIO 2311/BY 301.1

DEN 1112/DH 112 Oral Anatomy

1 cl hr, 3 lab hrs, 2 cr (fall only)
A study of head and neck anatomy with an emphasis on the structures of the oral cavity.
Prerequisites: CUNY certification in reading, writing and mathematics;
corequisites: BIO 2311/BY 301.1, DEN 1100/DH 100L, DEN 1114/DH 114

DEN 1114/DH 114 Histology and Embryology

1 cl hr, 2 lab hrs, 1 cr (fall only)
Developmental and microscopic anatomy of the elementary tissues. Embryologic development of the teeth and oral cavity. Comprehensive study of teeth, their supporting tissues and microscopic anatomy.
Corequisites: DEN 1112/DH 112, BIO 2311/BY 301.1

DEN 1200/DH 200 Principles of Dental Hygiene Care II

2 cl hrs, 8 lab hrs, 4 cr (spring only)
A continuation of the study of the principles and techniques involved in the practice of dental hygiene, as introduced in DEN 1100L/DH 100L. All aspects of adult care will be presented in lectures and in clinical practice.
Prerequisites: DEN 1100/DH 100, DEN 1112/DH 112, DEN 1114/DH 114;
corequisites: DEN 1217/DH 217, DEN 1218/DH 218, BIO 2312/BY 301.2, BIO 3302/BY 302

**DEN 1217/DH 217
Periodontics I**

1 cl hr, 1 cr (spring only)

This course introduces the student to basic concepts and current treatment modalities of periodontal therapy.

Prerequisites: DEN 1100/DH 100, DEN 1112/DH 112, DEN 1114/DH 114; *corequisites:* DEN 1200/DH 200, DEN 1218/DH 218, BIO 2312/BY 301.2, BIO 3302/BY 302

**DEN 1218/DH 218
Dental Radiology**

2 cl hrs, 3 lab hrs, 2 cr (spring only)

Dental radiology provides the student with the knowledge and experience necessary to work efficiently and safely with x-radiation and radiographic equipment in the dental environment. This course is designed to perfect performance in specific intraoral radiographic techniques and interpretation skills.

Prerequisites: DEN 1100/DH 100, DEN 1112/DH 112, DEN 1114/DH 114; *corequisites:* DEN 1200/DH 200, DEN 1217/DH 217, BIO 2312/BY 301.2, BIO 3302/BY 302

**DEN 2300/DH 300
Principles of Dental Hygiene Care III**

2 cl hrs, 12 lab hrs, 5 cr (fall only)

Advanced didactic material and clinical experience. The instructor serves as a group facilitator who assists the student in developing an appreciation for the concepts, topics and procedures related to the clinical experience and in integrating the material into the practice of clinical oral hygiene.

Prerequisites: DEN 1200/DH 200, DEN 1217/DH 217, DEN 1218/DH 218; *corequisites:* DEN 2311/DH 311, DEN 2315/DH 315, DEN 2317/DH 317, DEN 2318/DH 318

**DEN 2311/DH 311
Oral Pathology**

2 cl hrs, 2 cr (fall only)

Basic principles of pathology, with special reference to diseases of the oral cavity and contiguous structures and their clinical considerations in dental hygiene treatment.

Prerequisites: DEN 1100/DH 100, DEN 1112/DH 112, DEN 1114/DH 114; *corequisites:* DEN 1200/DH 200, DEN 1217/DH 217, BIO 2312/BY 301.2, BIO 3302/BY 302

**DEN 2315/DH 315
Pharmacology**

2 cl hrs, 2 cr (fall only)

Pharmacological action of drugs on functions of the body. Therapeutics of drugs commonly employed in dental practice.

Prerequisites: BIO 2312/BY 301.2, BIO 3302/BY 302; *corequisites:* DEN 2300/DH 300, DEN 2311/DH 311

**DEN 2317/DH 317
Periodontics II**

1 cl hr, 1 cr (fall only)

Advanced study of concepts and current treatment modalities of periodontal therapy

Prerequisites: DEN 1200/DH 200, DEN 1217/DH 217; *corequisites:* DEN 2300/DH 300, DEN 2311/DH 311, DEN 2315/DH 315

**DEN 2318/DH 318
Dental Materials**

2 cl hrs, 2 lab hrs, 2 cr (fall only)

The study of sources, physical and chemical characteristics of materials used in dentistry.

Prerequisites: CHEM 1000/CH 215, DEN 1200/DH 200; *corequisite:* DEN 2300/DH 300

**DEN 2400/DH 400
Principles of Dental Hygiene Care IV**

2 cl hrs, 12 lab hrs, 5 cr (spring only)

Continuation of the principles and techniques involved in the practice of dental hygiene, as introduced in DEN 1100/DH 100, DEN 1200/DH 200 and DEN 2300/DH 300. Using the knowledge and skills acquired in this and previous semesters, the student will assess each patient assigned, formulate a treatment plan, complete treatment and evaluate results.

Prerequisites: DEN 2300/DH 300, DEN 2311/DH 311, DEN 2315/DH 315, DEN 2317/DH 317, DEN 2318/DH 318; *corequisites:* DEN 2413/DH 413, BIO 3524/BY 524

**DEN 2413/DH 413
Introduction to Dental Public Health**

2 cl hrs, 1 field consultation hr, 2 cr (spring only)

The dental hygienist's role as an educator and resource person in the field of public and community health is examined. Field experience and participation in dental education programs are included.

Prerequisite: MAT 1180/MA 180; *corequisite:* DEN 2400/DH 400

**DEN 3100
Local Infiltration Anesthesia and Nitrous Oxide Analgesia**

30 cl hrs, 15 lab hrs, 2 cr

This comprehensive course for dental hygienists in the State of New York will satisfy the statutory requirements for certification. It will cover the basic concepts of local infiltration anesthesia and nitrous oxide analgesia. In addition, there will be practice of the actual techniques for safe and effective administration and monitoring of local infiltration anesthesia and nitrous oxide analgesia on live patients under direct instructor and dental supervision. Thirteen lecture hours of required, prerequisite information for this course will be presented on-line.

Prerequisite: NYS Dental Hygiene License

**DEN 3520/DH 520
Topics in Dental Hygiene**

3 cl hrs, 3 cr

An overview of alternative career pathways for the graduate dental hygienist, reflective of the established industry needs. Students will explore opportunities within the industrial, educational and administrative arenas, as well as review emerging technologies and issues of patient advocacy.

Prerequisites: DEN 2400/DH 400, HSA 3510/IHL 510, HSA 4740/IHL 740 or department approval required

**DEN 3522/DH 522
Advanced Clinical Practice Seminar**

3 cl hrs, 3 cr

This course will explore advanced concepts in dental hygiene theory and present current research and existing trends in several areas of clinical dental hygiene practice.

Prerequisites: DEN 2400/DH 400, HSA 4740/IHL 740

**DEN 2700/DH 700
Dental Hygiene Internship**

1 cl hr, 4 field hrs, 2 cr (spring only)

An elective course offered in the spring semester for second-year dental hygiene students.

Department approval required in order to be eligible to enroll in this course. The dental hygiene student will function as an intern for 60 field hours at an area hospital.

Depending upon the availability of spaces and hospital selection, different internship sites will emphasize specific aspects of

dentistry. As allowed by the New York State Dental Practice Act, the dental hygiene intern will observe and/or participate in the management of dental patients with complex medical or dental needs, such as dental implants, surgical extractions, biopsies of oral lesions, periodontal surgery and pediatric dental caries.

Prerequisite: Department approval required

Note: DEN 2700/DH 700 is an elective course. It is not a course required for graduation from the dental hygiene department

Health Services Administration Program

Professor Karen Bonsignore, Coordinator
Namm 602B
718 260-5957
email: kbonsignore@citytech.cuny.edu

PROGRAM:

Health Services Administration/BS

FACULTY:

Assoc Prof: Bonsignore
Instructor: Rodriguez

Bachelor of Science in HEALTH SERVICES ADMINISTRATION

The BS in Health Services Administration program is an upper-level interdisciplinary curriculum designed to develop a career ladder for licensed/certified associate degree health professionals. The program builds on the strengths and coursework of the associate degree programs in dental hygiene, restorative dentistry, nursing, vision care technology, radiologic technology and medical imaging, as well as associate degree clinical health professions in other areas. For example, a City Tech dental hygiene graduate with 68 credits will need only 52 additional credits to receive a bachelor of science degree (total 120 credits). Upper-level electives are offered for dental hygiene, nursing and radiologic technology professionals.

Health care is the fastest growing industry in the United States. Health care services administration integrates all aspects of health care. Health services administrators are often responsible for facilities and equipment budgets, as well as hundreds of employees. These positions can involve human resources, accounting, marketing and sales planning, information systems and facilities management.

Graduates are prepared to hold a position as manager or administrator in a variety of health care facilities, including insurance companies, health care suppliers, medical/dental clinics, group practices, health maintenance organizations, nursing homes, community health agencies, hospitals and health care agencies. Students are also prepared to enter graduate school.

Prerequisites for entering the program are an appropriate associate degree and licensure or certification in a clinical health science discipline, with a minimum grade point average of 2.5. Students will meet with a faculty advisor who will review their transcripts to ensure the proper placement within the program.

Transfer students from other colleges will not be accepted without an appropriate associate degree.

Please contact the admissions office or the program coordinator at 718.260.5957 for more information or an appointment.

The College will grant a bachelor of science degree with a major in health services administration upon satisfactory completion of a minimum of 120 credits.

REQUIRED COURSES IN THE MAJOR		Credits
	Associate-level courses in discipline and upper-level professional electives ¹	42
HSA 3510/HL 510	Health Services Management I	3
HSA 3560/HL 560	Legal Aspects of Health Care	3
HSA 3602/HL 602	Health Services Management II	3
HSA 3620/HL 620	Health Care Info Systems	3
HSA 3630/HL 630	Health Care Finance and Management Accounting	3
HSA 4740/HL 740	Health Research Methods	3
Subtotal		60
OTHER REQUIRED COURSES		
ENG 1101/EG 101	English Composition I	3
MATH I and II ³	Mathematics	8
PHIL 2203/PH 103.1	Health Care Ethics	3
PSY 1101/PS 101	Introduction to Psychology	3
SPE ³	Speech	3
LAP ³	Literature/Aesthetics/Philosophy	3
LIT ³	Literature	3
PSY 2404/PS 404	Personnel and Org Psych	3
ENG 1121/EG 121	English Comp II	3
ECON 1101/EN 101	Macroeconomics	3
ECON 2403/EN 403	Labor Management Relations	3
SCI I and II ³	Science	8
	Electives and Required Associate Degree Courses in Arts and Science ²	14
Subtotal		60
TOTAL CREDITS REQUIRED FOR THE DEGREE		120

¹ Transfer credit to be reviewed with the program coordinator. Where fewer than 42 professional credits are applicable to the degree, students will supplement with additional professional and elective courses approved by the program.

² With approval of program coordinator.

³ See page 37 for a detailed explanation of core-required courses and categories.

COURSES:

**HSA 3510/HL 510
Health Services
Management I**

3 cl hrs, 3 cr

Systems for the delivery of health services and related issues will be examined. The course will explore the present and probable future of the industry, including the historical shift from a policy system to a market-driven system. Classes are forums of discussion emphasizing contemporary issues related to health care professionals, facilities and organization patterns of both the system and related suppliers and industries.

Prerequisite: Admission to the Health Services Administration program or department approval required

**HSA 3560/HL 560
Legal Aspects of
Health Care**

3 cl hrs, 3 cr

This course will explore ethical and legal issues and their interaction in today's dynamic health care arena. By studying legal principles, decision-making and cases, students will learn to understand, integrate and apply these disciplines in the health arena.

Pre- or corequisite: HSA 3510/HL 510

**HSA 3602/HL 602
Health Services
Management II**

3 cl hrs, 3 cr

Through analysis, discussion and problem-solving in a seminar format, this course will acquaint the student with issues that have an impact on their profession, the health care industry and their role as managers.

Prerequisite: HSA 3510/HL 510

**HSA 3620/HL 620
Health Care
Information Systems**

3 cl hrs, 3 cr

This course will provide an in-depth view of the information technology used by the health care industry. HL 620 will examine all the components that make up the clinical and administrative information systems in health care organizations and will give students the information needed to participate in decisions regarding appropriate systems selection and management.

Prerequisites: HSA 3510/HL 510, Computer Literacy or MST 1101/MS 101

**HSA 3630/HL 630
Health Care Finance and
Accounting Management**

3 cl hrs, 3 cr

This course is designed to develop the decision makers' understanding and management of financial information in the health care industry. Emphasis will be placed on concepts that will allow students to understand the huge, complex, and in many ways unique, health care industry.

Prerequisites: HSA 3510/HL 510, MAT 1175/IMA 175 or MAT 1180/IMA 180

**HSA 4740/HL 740
Health Research
Methods**

3 cl hrs, 3 cr

This course will provide the student with a background and experience in the research process relevant to the health services field. Health services research is scientific inquiry to produce knowledge about the resources, provision, organizing, financing and policies of the health sector, as well as

prevention of disease and current research into health.

Prerequisite: HSA 3602/HL 602

**HSA 4900/HL 900
Health Services
Internship**

1 cl hr, wkly seminar, 105

internship hrs, 3 cr

This course is an elective designed to give students a general field experience in a health service organization or in an area of specialization, based on the student's area of interest or professional concentration. Students will have the opportunity to apply their formal education to actual work situations, in an effort to ease the transition from the classroom to the work environment. Class hours will focus on the strategic management of health care organizations and the sharing of information with other participants in the course.

Prerequisites: HSA 3602/HL 602, HSA 3620/HL 620 and department approval required.

Hospitality Management

Professor Elizabeth Schaible, Interim Chair
Namm 220
718.260.5630
email: hospitalitymgmt@citytech.cuny.edu

PROGRAMS:

Hospitality Management/AAS
Hospitality Management/BTech

FACULTY:

Professor: Jordan
Assoc Prof: Hoffman
Asst Profs: Akana, Claude, O'Halloran, Mehrotra, Phillip, Reid,
Schaible, Van Loon
Lecturers: Dias, Goodlad, Harris, Lewin-Jacus, Lifrieri-Lowry, Merrill,
Stewart
Sr CLT: Pernick
CLTs: Couture, D'Orazi

Associate in Applied Science in HOSPITALITY MANAGEMENT

Founded in 1947, the Hospitality Management department offers two internationally recognized degree programs for men and women seeking professional preparation for careers in hospitality management: a two-year lower-level program leading to the associate in applied science (AAS) degree; a four-year program leading to the bachelor of technology (BTech) degree. For the convenience of those employed in the hospitality industry or elsewhere, the department makes web-enhanced and partially online courses available during day and evening hours and offers both degree programs on either a full- or part-time basis.

The AAS degree program provides students with a solid foundation in theory and current practices of the hospitality industry and a core of liberal arts and science courses that will prepare them for flexible career development. Upon completion of the AAS degree program, students readily qualify for positions that represent the first steps on the career paths of their choice – whether in the greater New York metropolitan area, another part of the United States or elsewhere in the world.

Graduates of the AAS degree program have qualified for such varied positions as line or pastry cook, garde manger, assistant room service manager, housekeeping floor supervisor or office coordinator, guest services agent, night auditor, assistant banquet sales coordinator, reservations agent, assistant restaurant manager, among others.

Students enjoy the many benefits of studying in small classes under the guidance of professional, industry-oriented faculty and learning in industry-standard facilities. They are offered a broad range of courses – from culinary and pastry arts to hospitality accounting, lodging operations management to food and beverage cost control, and hospitality marketing to dining room operations.

In addition to the dynamic and diversified course offerings, the

hospitality management department affords students numerous opportunities to enhance industry knowledge, develop skills and encourage networking with industry professionals and leaders. Recognizing New York City as a tremendous resource, students may opt to participate in numerous activities outside of the classroom in the community and industry, sometimes for curriculum credits. There is an ongoing dedication to community service, and students are encouraged to volunteer their time to enrich the department, the College and the community. These meaningful and professionally enriching opportunities include:

The Anna Nurse Culinary Workshop Series

Each semester, students have a unique opportunity to participate in a series of culinary demonstrations. Current industry professionals, many of whom are alumni, share their expertise with hospitality management students, so that trends are explored and highlighted.

The George J. Neumann Lecture Series

Each semester students have a unique opportunity to participate in a series highlighting current trends in the industry. Members of the Hospitality Sales and Marketing Association International (HSMIAI), an organization of renowned industry professionals, collaborate with student leaders to produce relevant topic-driven seminars.

The Food and Wine Club

Each semester students have a unique opportunity to participate in a series of tastings, lectures and professional workshops. Student members have the opportunity to participate in programs of The American Institute of Wine and Food/New York Chapter.

The American Culinary Federation, Big Apple Junior Chapter (ACF)

The department offers students membership in this nationally recognized chefs' organization. Qualified students guided by ACF-member faculty participate in culinary competitions on the local and state levels. Students have the opportunity to participate in community service events such as Cooks in the Market and holiday meal preparation for community-based organizations.

Spoons Across America Club

Student members volunteer in NYC public elementary schools and Greenmarkets to support experiential food and nutrition initiatives.

'A Day In The Life' Alumni Initiative

Hospitality management alumni offer first-year hospitality management students the opportunity to spend a day working with alumni. At the job site, students use the first-hand exposure to gain knowledge and an understanding of the necessary skills. Students interview alumni who share the process of successfully navigating their chosen career path.

The Thomas Ahrens International Programs

The department offers three popular international programs; students in both degree programs are encouraged to apply. Participating students must have valid passports and, in some cases, visas.

The Paris Exchange Summer Study Program

The department, in agreement with Université d'Evry-Val d'Essonne, provides a rich and varied learning and living opportunity for qualified students to earn six elective credits in international tourism and traditions of the French table. All requirements are detailed in a required meeting each February.

The Walt Disney World College Program

The department is a designated recruitment site for the internationally respected work/study program presented by Disney. Selected students earn 12 College credits through a balanced learning, living and earning environment in Orlando, Florida, supported by online coursework.

The International Work Program

Selected students spend the summer months working as interns at resorts, hotels and restaurants in the United States and western Europe. With the generous support of the NYCCT Foundation and industry associations in particular, Société Culinare Philanthropique de New York, Inc., Paris Gourmet and DeBragga & Spittler, students receive a stipend.

Hospitality Career Development Day

The Hospitality Management department offers students an opportunity to participate in workshops and interviews with human resources directors.

Placement in Hospitality Management Courses

Placement in any (HMGT) courses requires CUNY certification in reading, writing and mathematics. Students who do not, upon entrance, pass all three CUNY skills-assessment tests will first be required to take the applicable developmental coursework.

Transfers from Other Departments

Students in any other program in this College who wish to transfer into the Hospitality Management associate degree program must be CUNY-certified in reading, writing and mathematics and must have earned a cumulative average of 2.5 or higher. Space permitting, students meeting these criteria will be accepted.

Transfer Credits

There are great differences in hospitality management course offerings from one college to another. Credit will be granted for courses taken at other colleges if the courses are considered equivalent to those offered at City Tech. Final determination of transfer credits will be made by the registrar of City Tech and the chair of the Hospitality Management department.

Approximate Annual Additional Costs other than Tuition and College-wide Fees

Textbooks	\$1,000
Supplies	\$150
Duplicating Expenses	\$50
Professional Memberships	\$100
Periodicals	\$50
Trade Show Admission	\$50
Hotel/Restaurant Visits (including meals)	\$100

Students are required to purchase professional uniforms and, tools, as specified by the department.

REQUIRED COURSES IN THE MAJOR

		Credits
HMGT 1101/HM 101	Perspectives in Hospitality Management	3
HMGT 1102/HM 102	Introduction to Food and Beverage Management	3
HMGT 1105/HM 105	Lodging Operations Management	3
HMGT 1202/HM 202	Food and Beverage Cost Control	3
HMGT 1203/HM 203	Culinary Arts I	3
HMGT 1204/HM 204	Baking and Pastry Arts I	3
HMGT 2302/HM 302	Hospitality Accounting	3
HMGT 2303/HM 303	Culinary Arts II	3
HMGT 2304/HM 304	Baking and Pastry Arts II	3
HMGT 2305/HM 205	Dining Room Operations	3
HMGT 2306/HM 918	Professional Alliances	1
HMGT 2402/HM 402	Wines and Beverage Management	3
HMGT 2405/HM 405	Hospitality Marketing	3
	Subtotal	37

OTHER REQUIRED COURSES

ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
ECON 1101/EN 101	Macroeconomics	3
MAT 1180/MA 180	Mathematics	4
SCI I ¹	Laboratory Science	4
LAP ¹	Literature/Aesthetics/Philosophy	3
SPE 1330/TS 330	Effective Speaking	3
	Subtotal	23

TOTAL CREDITS REQUIRED FOR THE DEGREE 60

¹ See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Technology in HOSPITALITY MANAGEMENT

Baccalaureate-level coursework builds on the AAS foundation and offers the tools for professional advancement. Electives allow students to choose an area of focus and explore the multi-faceted world of Hospitality Management. Coursework culminating with a research project prepares students for graduate-level study as well. The BTech degree in hospitality management is an accredited program of the Accrediting Commission for Programs in Hospitality Administration (ACPHA).

BTech graduates should expect rapid progress from entry-level positions to managerial positions in such job classifications as front office supervisor to front office manager to rooms division manager, floor manager to housekeeping training manager to night housekeeper to assistant executive housekeeper, sales agent to assistant sales manager to sales manager, banquet sales representative

to banquet coordinator or room service manager, line cook to chef de partie to sous chef or banquet chef, assistant restaurant manager to restaurant manager, to name a few progressions.

With more experience, alumni have become accomplished as executive chefs, directors of housekeeping, human resources directors, food and beverage directors, restaurant owners, district food service managers, directors of marketing, general managers and corporate-level positions, to cite a few examples. Graduates are employed by such well-known organizations as Marriott Hotels, Restaurant Associates, Hilton Hotels, Compass, Starwood Hotels, ARAMARK, Affinia Hospitality, Hyatt Hotels Corp, Union Square Hospitality Group, Patina Group, Sodexo and many others.

Students interested in a teaching career may take education courses in Career and Technical Teacher Education and become licensed to teach in high school programs such as Careers through Culinary Arts Program (C-CAP) or the Academy of Hospitality and Tourism (AOHT).

REQUIRED COURSES IN THE MAJOR		Credits
AAS Degree in Hospitality Management		60
UPPER-LEVEL REQUIRED COURSES IN THE MAJOR		Credits
HMGT 3501/HM 501	Hospitality Workforce Management in a Global Marketplace	3
HMGT 3502/HM 801	Hospitality Management Research Seminar	3
HMGT 3602/HM 602	Hospitality Management Accounting and Finance	3
HMGT 4702/HM 702	Hospitality Services Marketing and Management	3
HMGT 4703	Hotel and Resort Sales	3
HMGT 4802/HM 911.2	Hospitality Internship	3
Subtotal		18
ELECTIVE COURSES		
Select 12 credits from one or a combination of the following:		
Area of Focus		
HMGT 4950 series	Hotel and Resort Management	
HMGT 4960/4970 series	Culinary Arts and Pastry Arts	
HMGT 4980 series	Travel and Tourism	
HMGT 4990 series	Food and Beverage Management	
EDU series ²	Career and Technical Teacher Education (CTE)	
Subtotal		12
OTHER ELECTIVE COURSES		
Area of interest or EDU series ²		11-13
OTHER REQUIRED COURSES		
MAT 1272/MA 272	Statistics	3
SCI III ¹	Laboratory Science (one year sequence)	4

LIT ¹	Literature	3
LAP ¹	Literature/Aesthetics/Philosophy	3
BS/SS ¹	Behavioral Science/Social Science	3
BS/SS ¹	Behavioral Science/Social Science (advanced)	3
Subtotal		19

TOTAL CREDITS REQUIRED FOR THE DEGREE 120-122

¹ For those entering the program with other credentials, please consult with the department about both transferable credit and degree requirements.

² EDU series is 25 CTE credits from the Area of Focus and Other Elective Courses: 122 credits for HMGT BTECH.

Admission to the Bachelor of Technology Program

There are many ways a student can enter the bachelor of technology program in hospitality management. Students may transfer from the City Tech AAS program in hospitality management before or after completing the AAS degree. Students may enter from other programs either here at City Tech or from other colleges if they meet the College criteria for transfer admission. Transcripts of entering transfer students will be evaluated by the registrar prior to registration. A listing of transfer credits is accessible to each student via e-sims.cuny.edu/ny, a web-based tool designed for student use. Students with questions are advised to consult with an advisor in the Career and Transfer Office, Namm 104.

All students admitted to programs of upper-level study in The City University of New York are first required to meet standards of proficiency in reading, writing and mathematics, demonstrated by passing CUNY skills assessment tests, the CUNY Proficiency Exam (CPE) and/or other prescribed CUNY requirements as may be applicable. Students who do not achieve the necessary certification upon entry must complete developmental courses. Students who have not achieved certification in all three areas will be denied access to hospitality management courses.

COURSES:

HMGT 1101/HM 101 Perspectives in Hospitality Management

3 cl hrs, 3 cr

An overview of the history, likely direction and organizational structure of the hospitality industry and its role in the local, national and international economy. Examination of the nature and scope of this industry and basic management concepts. Introduction to department mission and interaction with alumni in career exploration. *Prerequisite: CUNY certification in reading and writing; corequisite: MAT 0605/MA 065*

HMGT 1102/HM 102 Introduction to Food and Beverage Management

3 cl hrs, 3 cr

A three-part foundation for food and beverage management, focusing on Sanitation, Culinary Math and Procurement Methods. Basic principles of serving safe, wholesome, tasty food to customers in food service operations through a systems approach to sanitation management provides students with the nationally recognized HACCP (hazard analysis critical control point) certification. The culinary math component focuses on accurate measurement, portion

controls, recipe conversions, product yields and inventory methods. Current market and procurement trends are explored, with an emphasis on product identification. *Prerequisite: CUNY certification in reading, writing and mathematics*

HMGT 1105/HM 105 Lodging Operations Management

3 cl hrs, 3 cr
Operational view of the front office and rooms operations. Emphasis on learning the basic terminology, technology, concepts and functions of the rooms division in relation to other key departments within the hotel. *Prerequisite: CUNY certification in reading, writing and mathematics*

HMGT 1202/HM 202 Food and Beverage Cost Control

3 cl hrs, 3 cr
Application of cost-control methods, cost/volume/profit relationship to food and beverage revenue. Principles of purchasing, determination of costs over time, inventory turnover rates, portion controls, forecasting and pre-control methods, comparison of actual and standard costs are topics of discussion. *Prerequisites: HMGT 1101/HM 101, HMGT 1102/HM 102*

HMGT 1203/HM 203 Culinary Arts I

1 cl hr, 3.5 lab hrs, 3 cr
Practical application of foundations of culinary terminology and techniques in professional kitchen. Emphasis on proper use of knives, equipment and utensils in a safe and sanitary manner. Individual and team skills development, organization, timing, recipe structure and flavoring. Development of professional attitude and demeanor. *Prerequisites: HMGT 1101/HM 101, HMGT 1102/HM 102*

HMGT 1204/HM 204 Baking and Pastry Arts I

1 cl hr, 3.5 lab hrs, 3 cr
Practical application of foundations of baking and pastry terminology and techniques in professional bake shop. Emphasis on proper use of pastry bag, equipment and utensils in a safe and sanitary manner. Individual and team skills development, organization, timing, recipe structure, ingredients and flavoring. Production of breads for dining room service.

Prerequisites: HMGT 1101/HM 101, HMGT 1102/HM 102

HMGT 2302/HM 302 Hospitality Accounting

3 cl hrs, 3 cr
A balance of basic accounting theory and practice, tailored to the special needs of hospitality service industries. Study of all phases of the accounting cycle from the transactional analysis to the accountant's worksheet and presentation of financial statements. *Prerequisites: HMGT 1105/HM 105, HMGT 1202/HM 202*

HMGT 2303/HM 303 Culinary Arts II

1.5 cl hrs, 4.5 lab hrs, 3 cr
Reinforcement of foundation terminology and techniques in a production laboratory for dining room service. Practice of basic skills, safety and HACCP sanitation procedures, professional attitude and demeanor. Students rotate through kitchen stations with appropriate responsibilities, communication and supervisory skills. Practical applications of recipe conversion, butcher and cooking yield tests, cost controls, recipe structure and flavor elements are analyzed. *Prerequisites: HMGT 1202/HM 202, HMGT 1203/HM 203*

HMGT 2304/HM 304 Baking and Pastry Arts II

2 cl hrs, 3 lab hrs, 3 cr
Practical application of foundations of pastry terminology and techniques in professional pastry kitchen. Review of proper use of pastry bag, equipment and utensils in a safe and sanitary manner. Individual and team skills development, organization, timing, recipe structure, ingredients and flavoring. Production of pastry for dining room service, including presentation techniques for banquet and a la carte. *Prerequisites: HMGT 1202/HM 202, HMGT 1204/HM 204*

HMGT 2305/HM 205 Dining Room Operations

1.5 cl hrs, 4.5 lab hrs, 3 cr
Procedural, customer and staff perspectives involved in the provision of quality service as practiced in a dining room laboratory. Student rotation through dining room service positions with emphasis on responsibilities of planning, producing and evaluating service. Practice of proper safety and

sanitation methods. Critique of restaurant service.

Prerequisites: HMGT 1105/HM 105, HMGT 1202/HM 202

HMGT 2306/HM 918 Professional Alliances

1 cl hr, 1 cr
The essential role of networking in the hospitality industry is explored. Membership participation in a professional organization is required. Recognition and development of professional relationships in relation to individual career development and goals. *Prerequisites: HMGT 1105/HM 105, HMGT 1202/HM 202*

HMGT 2402/HM 402 Wines and Beverage Management

3 cl hrs, 3 cr
Historical introduction to fermented beverages throughout the world. Study of beverage making and tasting procedures, including jargon particular to the beverage trade. Basic understanding of geographic, historic, economic and cultural aspects of beverages. Wines – still, sparkling and fortified – are the focus of study. Beers, sake and spirits are introduced. Reinforcement of cost controls and legal responsibilities. *Prerequisites: HMGT 2302/HM 302, HMGT 2303/HM 303, HMGT 2304/HM 304*

HMGT 2405/HM 405 Hospitality Marketing

3 cl hrs, 3 cr
Overview of marketing and current topics facing modern hospitality decision-makers. Basic terminology and problem-solving techniques; relationship between marketing and other functions to maximize profits in any size hospitality establishment; basic elements of publicity and public relations, advertising and sales techniques. *Prerequisites: HMGT 2302/HM 302, HMGT 2303/HM 303, HMGT 2304/HM 304*

HMGT 3501/HM 501 Hospitality Workforce Management in a Global Marketplace

3 cl hrs, 3 cr
This course examines the roles of management and leadership in hospitality and other service organizations. The focus will include identifying both challenges and opportunities facing organizations such as responding to globalization,

managing workforce diversity, stimulation, innovation and change, improving quality and productivity and other issues relevant to the management of human resources in today's dynamic business climate. *Prerequisites: HMGT 2302/HM 302, HMGT 2303/HM 303, HMGT 2304/HM 304, HMGT 2305/HM 205 or AAS degree in Travel and Tourism or Hospitality Management*

HMGT 3502/HM 801 Hospitality Management Research Seminar

3 cl hrs, 3 cr
Techniques of research and review of literature as applied to hospitality management. Review of computer searching with data bases. Interdisciplinary approach to problem-solving and policy development for issues facing hospitality managers. Students research and write an investigative report on a current industry problem. *Prerequisites: HMGT 2302/HM 302, HMGT 2303/HM 303, HMGT 2304/HM 304, HMGT 2305/HM 205 or AAS degree in Travel and Tourism or Hospitality Management*

HMGT 3602/HM 602 Hospitality Management Accounting and Finance

3 cl hrs, 3 cr
The needs of management and application of accounting concepts to managerial and financial decision-making, methods and planning; analysis of financial statements; preparing operating and capital budget analysis; principles and techniques for managing cash reserves; ethical and current managerial financial issues. *Prerequisite: HMGT 2302/HM 302*

HMGT 4702/HM 702 Hospitality Services Marketing and Management

3 cl hrs, 3 cr
Relationship among the various components of the hospitality industry and the markets it serves. Study of corporate mission, goals, vision statement, company history, customer perception, environment and social factors as influences on profitability; techniques for analyzing businesses, strategy formation and implementation. *Prerequisite: HMGT 3501/HM 501, HMGT 3502/HM 801, HMGT 3602/HM 602*

**HMGT 4703
Hotel and Resort Sales***3 cl hrs, 3 cr*

An overview of the principles and techniques of market research as it applies to sales and customer relationship management, including marketing and sales strategies development and deployment, day-to-day sales activities and on-going customer relationship management. The relationships between advertising, public relations, publicity and sales will be explored and analyzed. The role of the salesperson, including the establishment of performance objectives, strategies, incentives and evaluation of goal achievements will be analyzed comprehensively.

Prerequisite: HMGT 3501/HM 501, HMGT 3502/HM 801, HMGT 3602/HM 602

**HMGT 4802/HM 911.2
Hospitality Management Internship***120 internship hrs, 3 cr*

Work experience in the hospitality field, defined as part-time, supervised employment. Each student is responsible for getting and keeping an appropriate supervisory position for the required period: a minimum of 120 hours for a minimum of six weeks. Measurable career objectives and related readings are defined in the initial meeting.

Prerequisites: HMGT 3501/HM 501, HMGT 3502/HM 801, HMGT 3602/HM 602

**HOTEL AND RESORT
MANAGEMENT****HMGT 4951
Lodging Operations Analysis***3 cl hrs, 3 cr*

Building upon the foundation of lodging operations management, students analyze, compare and contrast lodging operations and the diverse as well as dynamic interrelationships between operational and administrative departments. Through a 24-hour "typical day" framework, students will be guided through various learning activities that encompass the various concerns and challenges in managing lodging environments in today's complex and competitive environments.

Prerequisite: AAS degree in Travel and Tourism or Hospitality Management

**HMGT 4953/HM 915
Executive Housekeeping Principles***3 cl hrs, 3 cr*

An overview of the dynamics of housekeeping operations in the Hospitality Industry. The foundations and applications of staffing, budgeting, purchasing and training will be explored. Special emphasis on financial responsibilities, human resource practices, labor relations, guest relations, operational procedures, cleaning and maintenance, décor and layout, quality control procedures and risk/safety management.

Prerequisite: AAS degree in Travel and Tourism or Hospitality Management

**HMGT 4955/HM 908
Facilities Design and Property Management***3 cl hrs, 3 cr*

Analysis of the planning, design, layout and maintenance of facilities, including aesthetic, budget and marketing factors as they relate to hospitality facilities.

Prerequisite: AAS degree in Travel and Tourism or Hospitality Management

**HMGT 4957/HM 601
Hospitality Management Legal Environment***3 cl hrs, 3 cr*

Legal implications of acts by hotelkeeper, employees, guests and visitors. Review of the development of legal rights of persons to travel and have access to public accommodations. Rights and responsibilities of hospitality industry establishments; discussion of historical and current liability, predictability and probability in the environment.

Prerequisites: HMGT 2302/HM 302, HMGT 2303/HM 303, HMGT 2304/HM 304, HMGT 2305/HM 205

**HMGT 4959/HM 911.1
Internship Project***120 internship hrs, 3 cr*

Project-based work experience in the hospitality field. Student-initiated, pre-approved project benefiting student career goals as well as providing a necessary service for the workplace or official competition. Project timeline, progress reports, implementation and evaluation are part of the process.

Prerequisite: AAS degree in either Travel and Tourism or Hospitality Management

**CULINARY ARTS AND
PASTRY ARTS****HMGT 4961/HM 923
Contemporary Cuisine***1.5 cl hrs, 4.5 lab hrs, 3 cr*

Continued development of communication and culinary skills and concepts build on previous courses; students research, plan, produce and evaluate a series of menus; students rotate through kitchen stations with safety and HACCP sanitary standards practiced as a component of supervisory plans of actions; current menu trends – plate presentation, ingredients and flavors – are emphasized in relationship to cost controls, evaluation of food, staff and operation.

Prerequisite: HMGT 2303/HM 303

**HMGT 4963/HM 903
Garde Manger***2 cl hrs, 3 lab hrs, 3 cr*

Practical application of techniques for decorative production of classical buffet. Industry standards such as aspic, chaud froid, en croute, timbales, pates, galantines, garniture may be included. Elements of color, design, flavor, texture and creativity are factors in the evaluative process.

Prerequisite: HMGT 2303/HM 303

**HMGT 4965
International Cuisine***1.5 cl hrs, 4.5 lab hrs, 3 cr*

Building upon the foundation of previous culinary courses, students will gain a general understanding of international cuisines by exploring traditional and indigenous ingredients, flavor components and cooking techniques. Application of classical and contemporary cooking techniques, creative menu planning, plate design, cultural research, proper sanitation techniques and nutritional analysis of menus.

Prerequisite: HMGT 2303/HM 303

**HMGT 4967
Culinary Improvisation***4 lab hrs, 2 cr*

Principles and practice of identification, comparison and evaluation of selected foods, ingredients, techniques and equipment for recipe formulation, menu planning and preparation. Examination of current trends in the culinary arts field, including the use of local seasonal products and the application of scientific techniques to experiment with food preparation. Emphasis on creatively

synthesizing food science, visual arts, flavor nuances, management and performance.

Prerequisite: HMGT 4961/HM 923 or HMGT 4965

**HMGT 4971/HM 901
Deluxe Desserts***2 cl hrs, 3 lab hrs, 3 cr*

Contemporary dessert production focused on à-la-carte dining room service. Elements of technique, color, design, flavor, texture and creativity are factors in the evaluative process.

Prerequisite: HMGT 2304/HM 304

**HMGT 4972/HM 914
Specialty Cakes***1 cl hr, 4 lab hrs, 3 cr*

Contemporary and classical cake production focused on banquet-style dining room service. Elements of technique, color, design, flavor, texture and creativity are factors in the evaluative process.

Prerequisite: HMGT 2304/HM 304

**HMGT 4973/HM 902
Confectionery Arts***2 cl hrs, 3 lab hrs, 3 cr*

Practical application of techniques for decorative production of sugar and chocolate. Industry standards such as pastillage, royal icing, caramel, marzipan, nougat, cocoa and food color painting may be included. Elements of technique, color, design, construction and creativity are factors in the evaluative process.

Prerequisite: HMGT 2304/HM 304

**HMGT 4975
International Desserts***1 cl hr, 4 lab hrs, 3 cr*

This course provides an opportunity to explore the flavors and preparations of international desserts. With practical application and research, students will discover authentic flavor combinations using ingredients of the regions.

Techniques, flavor, texture and structure will be discussed in an evaluative process. Students will simulate a pastry shop and rotate into a management position production chef with responsibilities that include organizing, scheduling, sanitation and evaluating staff performance.

Prerequisite: HMGT 2304/HM 304

HMG 4977**Candies and Bonbons***1 cl hr, 4 lab hrs, 3 cr*

Lecture, demonstrations and hands on production of international confections typically prepared in fine restaurants and pastry shops. Practical application of advanced confectionery techniques will be taught. Proper handling and storage of products will be addressed. Coursework covers chocolate and boiled sugar techniques of confectionery bonbons. Elements of technique, flavor, texture and structure in an evaluative process will be reviewed and discussed. Students rotate into management position as production chef with responsibilities that include organizing, scheduling and evaluating staff performance.

*Prerequisite: HMG 4973***TRAVEL AND TOURISM****HMG 4981/HM 950****Geography of Travel and Tourism***3 cl hrs, 3 cr*

Physical and cultural factors influencing tourism as well as geographic aspects of international tourism. Location of major attractions related to underlying geographic, social and economic factors.

*Prerequisite: AAS degree in Travel and Tourism or Hospitality Management***HMG 4983/HM 965****Sustainable Tourism***3 cl hrs, 3 cr*

Concepts and techniques for planning tourism facilities at the attraction and destination levels. Exploration of economic, social and geographic factors in selected international locations. Topics such as community-driven planning, tourism resource inventories, urban re-imaging strategies, transportation and environmental planning are discussed.

*Prerequisite: AAS degree in Travel and Tourism or Hospitality Management***HMG 4985/HM 960****Conference, Meetings and Business Travel Planning***3 cl hrs, 3 cr*

This course examines the planning, operations and management of conferences, meetings and business travel, referred to as the meetings industry. The role of the

planner/manager, including setting objectives, program design, budgeting, evaluating Requests for Proposals, the site selection, negotiations, contracts, logistics, transportation, security, legal and other issues will be discussed. The uses of technology in budgeting, content and security will also be examined.

*Prerequisite: AAS degree in Travel and Tourism or Hospitality Management***HMG 4987****Urban Tourism***3 cl hrs, 3 cr*

This course will examine urban tourism as a vehicle of urban renewal and economic regeneration. The roles of government, business and the community will be explored as well as issues of development, management, the environment and social equity. New York City and Brooklyn will be evaluated as models for the development, challenges and opportunities of urban tourism.

*Prerequisite: AAS degree in Travel and Tourism or Hospitality Management***HMG 4988/HM 975****Parks, Recreation and Sports Management***3 cl hrs, 3 cr*

Operation and management of leisure segment of tourism, such as parks, commercial and non-profit recreation facilities and sports organizations. History, current trends and likely direction of leisure are explored. Management of resources, visitors and services along with planning and marketing of spectator and participatory sports events and products are highlighted.

*Prerequisite: AAS degree in Travel and Tourism or Hospitality Management***HMG 4989****Culinary Tourism***1 cl hr, 2 lab hrs, 2 cr*

With New York City as a world food culture laboratory, students will explore the concept of culinary tourism and its economic impact on the tourism industry. Students will create, market and conduct their own NYC culinary walking tour.

*Prerequisite: AAS degree in Travel and Tourism or Hospitality Management***FOOD AND BEVERAGE MANAGEMENT****HMG 4991/HM 916****Restaurant Management***2 cl hrs, 2 cr*

History, current and likely direction of restaurant management. Operations, marketing and personnel management as they affect community and marketplace trends.

*Prerequisite: AAS degree in Travel and Tourism or Hospitality Management***HMG 4992/HM 919****Menu Planning and Design***1 cl hr, 1 cr*

Understanding the role of menu planning and design in historic and contemporary terms. Exploration of pricing strategies, design elements, seasonal and theme-based fare, kitchen expertise, market segmentation and customer perceptions.

*Prerequisite: HMG 2303/HM 303***HMG 4993/HM 904****Nutrition for Foodservice Professionals***3 cl hrs, 3 cr*

Relationship of food to health from the perspective of the culinary professional. Discussion of the basic elements of nutrition as it relates to menu development, role of restaurateurs and diverse cultural perspectives on American gastronomy.

*Prerequisite: HMG 2303/HM 303***HMG 4994/HM 917****Food Sanitation and Safety Principles***1 cl hr, 1 cr*

Safety and sanitation are essential to the health and well-being of staff and customers. Industry standards, through a systems approach to sanitation risk management, provide students with the nationally recognized HACCP (hazard analysis critical control point) certification.

*Prerequisite: AAS degree in Travel and Tourism or Hospitality Management***HMG 4995****Wines of France***2 cl hr, 2 cr*

This course provides an in-depth evaluation of France's viticulture and vinification. Wine-making methods, service and laws and regulations of the major wine regions of France will be studied. Students will taste and evaluate wines.

*Prerequisite: HMG 2402/HM 402***HMG 4996****Wines of Italy***2 cl hr, 2 cr*

This course provides an in-depth evaluation of Italy's viticulture and vinification. Wine-making methods, service, laws and regulations of the major wine regions of Italy will be studied. Students will taste and evaluate wines.

*Prerequisite: HMG 2402/HM 402***HMG 4997****Wines of the New World***2 cl hr, 2 cr*

This course provides an in-depth evaluation of "New World" viticulture and vinification. Wine-making methods, service, laws and regulations of the major wine regions of North America, Australia, New Zealand, Chile, Argentina and South Africa will be studied. Students will taste and evaluate wines.

*Prerequisite: HMG 2402/HM 402***HMG 4999/HM 909****Events Management***3 cl hrs, 3 cr*

A practical application of trends in events management. Study of organizing, arranging, operating and evaluating events in the hospitality industry through events participation.

Prerequisite: AAS degree in Travel and Tourism or Hospitality Management

Human Services

Professor Justine Pawlukewicz, Chair
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PROGRAMS:

Human Services/AAS
Human Services/BS
Alcohol and Substance Abuse Counseling Studies (CASAC)
Disability Studies Program

FACULTY:

Professors: Ayala, Negron
Assoc Profs: Garfinkle, Luk, Pawlukewicz
Asst Profs: Bohm, Cho, Ford, Shepard, Thorpe
Instructor: Powell

Associate in Applied Science in HUMAN SERVICES

The Human Services Associate degree program (AAS) is designed to prepare students for entry-level career positions in a variety of human services occupations. The curriculum is based on a solid liberal arts background and includes a full range of human services courses. The program is offered day, evening and weekends.

Students are required to complete two semesters of field practicum (250 hours) which is often scheduled during the day. Students must attend an orientation seminar the semester prior to each field practicum course.

Students completing the human services AAS program commonly find employment as assistant probation officers, social casework assistants, mental health aides, group residence workers, neighborhood outreach workers and job developers. Many graduates of the AAS degree program elect to continue their studies here at New York City College of Technology to earn the bachelor of science in human services.

Admissions to the Human Services AAS Degree Program:

Students seeking admission to the Human Services AAS degree program must meet the standards established by the College for freshman or transfer admissions.

The AAS program is accredited by the Council of Standards in Human Services Education. The Human Services department is a member of the Council of Standards in Human Services Education, the National Organization for Human Services and the Mid-Atlantic Consortium of Human Services Education.

Readmission/Transfer

Students seeking readmission to the Human Services AAS program and those seeking to transfer to the program from another curriculum will be required to arrange an interview with a member of the Human Services department faculty to obtain

permission. Students seeking readmission must present the most current in-house transcript and/or transcripts from other colleges. Courses not taken at the transfer college will be required for the AAS degree.

Criteria for Progression in the AAS Degree Program

Students enrolling in courses with the prefix HUS/HS and HEA/HE must be CUNY-certified in reading and writing. In addition, all students must achieve CUNY certification in mathematics prior to enrollment in the second semester of human services courses.

A minimum grade of "C" in each course with the prefix HUS/HS and HEA/HE is required for progression within the human services curriculum. A student who has earned a grade lower than "C" in any HUS/HS or HEA/HE course must repeat that course to earn a satisfactory grade. A course may only be repeated once. Please note that a minimum grade point average of 2.0 is required both for progression within the human services curriculum and for enrollment in a field practicum course. Students who fall below a 2.0 grade point average are required to arrange a meeting with a Human Services department faculty advisor to discuss plans to improve their academic standing.

REQUIRED COURSES IN THE MAJOR		Credits
HUS 1101/HS 101	Introduction to Human Services	3
HUS 1201/HS 201	Elements of Counseling	3
HUS 1202/HS 202	Community Mental Health	3
HUS 1206/HS 206	Group Dynamics	3
HUS 1207/HS 207	Human Services Seminar	1
HUS 2305/HS 305	Field Practicum I (see Credit by Examination, below)	3
HUS 2307/HS 307	Community Organization and Development	3
HUS 2401/HS 401	Introduction to Gerontology	3
HUS 2405/HS 405	Field Practicum II	3
Select one of the following four courses for 3 credits:		3
HEA 1102/HE 102	Community Health or Women's Health Issues	
HEA 2108/HE 108	or Human Sexuality	
HEA 2110/HE 110	or HIV/AIDS for Health Care and Human Services Workers (Recommended for concentration in Alcohol and Substance Abuse Services)	
HEA 2400/HE 400		
Subtotal		28

Credit by Examination

Students may apply for Credit by Examination for HUS 2305/HS 305, field practicum I. They may be granted three credits if they satisfy the criteria established by the Human Services department.

Applicants must be able to document their practice skills and knowledge acquired through previous and current employment and meet the minimum requirements of field practicum I. Information and applications are available in the human services department. Applications should be submitted on or by week six.

Students employed in a health and human services agency may have the opportunity to complete their internship at their agencies with approval from the Director of Field Placement. All regulations and procedures, including use of employment as field practicum, are described in the "Manual for Human Services Field Practicum."

OTHER REQUIRED COURSES		Credits
ENG 1101/EG 101	English Composition	3
MAT 1180/MA 180	Mathematical Concepts and Application	4
BIO 1501/BY 501	Human Biology	4
PSY 1101/PS 101	Introduction to Psychology	3
SPE 1330/TS 330	Effective Speaking	3
PSY 2301/PS 301	Child Psychology	3
SOC 1101/SO 101	Elements of Sociology	3
Select one of the following two courses for 3 credits:		3
GOV 1101/GO 101	American Government	
	or	
GOV 1102/GO 102	State and Local Government	
HUMAN SERVICES ELECTIVE (HUS 1/HU 1)		
Select one course from the following for 3 credits:		3
AFR, PRS 1400 series/AF4/PR 6, AFR1500 series/AF5, PRS 2500 series/PR 500 or ANTH 1100 series/AN 1, SOC 1100 series/SO1, or two semester sequence of a Foreign Language (FL). Students electing courses in a foreign language (ARB, ASL, CHN, FREN, SPA) are required to take a one year sequence. This will increase the number of credits required for the degree by three (3).		
HUMAN SERVICES ELECTIVE 2 (HUS 2/HS 2)		
Select one course from either Literature or Philosophy for 3 credits:		3
Literature	ENG 2000 series/EG2 AFR/PRS 2200 series, AF/PR2 or	
Philosophy	PHIL 2101/PH101 PHIL 2103/PH103 PHIL 2203/PH 103.1	
Subtotal		
TOTAL CREDITS REQUIRED FOR THE DEGREE		60
<p><i>Note: In compliance with the College computer literacy requirement, HUS/HS students are required to demonstrate computer literacy by completion of a computer literacy certificate through a self-paced process available at no cost in the Atrium Learning Center. If students choose to satisfy the requirement by completing MST 1101/MS 101, this will raise the number of credits required for the degree by three (3) to 63. Students should complete this requirement on or by the end of their second semester. Transfer students should demonstrate computer literacy through coursework or examination by the end of their first semester.</i></p>		

Bachelor of Science in HUMAN SERVICES

The Human Services baccalaureate program prepares students for mid-level career positions in social welfare agencies, including case manager, social services supervisor, senior center director, job counselor, child welfare worker, group residence director/supervisor, information ad referral specialist, mental health associate, substance abuse counselor, vocational counselor, probation officer and parole officer.

In addition, graduates of the human services program are prepared to pursue graduate-level education in a number of professional areas. Linkages with graduate-level and continuing education programs have been established, including master's level programs in social work, counseling, gerontology, criminal justice, psychology, guidance, rehabilitation occupational therapy, vocational therapy and public administration. Employers of human services graduates include but are not limited to state, city and community organizations.

The bachelor of science program is approved by the Council of Standards in Human Services Education. The Human Services department is a member of the Council of Standards in Human Services Education and the Association for Gerontology in Higher Education.

Requirements for Admission, Placement and Progression within the Human Services BS Degree Program

The City Tech BS degree in human services is the only such baccalaureate program offered at CUNY. Baccalaureate degree students select an area of concentration. Four concentrations are currently offered: 1. Vulnerable Populations Across the Lifespan (gerontology, disabilities, mental health); 2. Child and Family Welfare; 3. Administration and Supervision 4. Alcohol and Substance Abuse and Services.

Depending upon the concentration selected, students will be required to take two courses, a health education course and a human services course in the area selected. In addition, students will complete a one-year 400-hour professional internship in the area of concentration which is often scheduled during the day. Students must attend an orientation seminar prior to each professional internship course.

A minimum grade of "C" in each course with the prefix HUS/HS and HEA/HE is required for progression within the human services BS program. A student who has earned a grade lower than "C" in any HUS/HS or HEA/HE course may repeat that course once to earn a satisfactory grade. In addition, a minimum grade point average of 2.0 must be maintained for enrollment in the professional internship.

Students may apply to enter the BS program the following way:

As freshmen, if they meet College requirements for freshman admission into baccalaureate programs, completing at least 60 credits in the AAS Human Services curriculum before taking upper-division courses.

As transfers from another curriculum or college with an AAS degree in human services.

As transfers with an AAS, AA or AS in another discipline. Students may receive 60 credits towards the BS degree and will be required to complete all Human Services AAS degree requirements before enrolling in upper-division HS courses.

All students will complete a Human Services Department application form in addition to the change of curriculum form, where applicable.

Students with questions are advised to consult the office of admissions 718.260.5500 or by email at admissions@citytech.cuny.edu. Transcripts of entering students will be evaluated to determine the courses they must complete for the bachelor of science degree. Please consult with a human services department faculty advisor for further information.

The College will grant a bachelor of science degree (BS) with a major in human services upon satisfactory completion of a minimum of 120/121 credits, depending on what concentration the student chooses.

REQUIRED COURSES IN THE MAJOR		Credits
AAS Degree		60
UPPER-DIVISION COURSES IN THE MAJOR		Credits
HUS 3501/HS 501	Counseling Methods	3
HUS 3503/HS 503	Case Management	3
HUS 3504/HS 504	Group Work Practice	3
HUS 3610/HS 610	Research Methods in Human Services	3
HUS 4701/HS 701	Professional Internship I	4
HUS 4801/HS 801	Professional Internship II	4
Subtotal		20
CONCENTRATION COURSES:		
Select one of the following concentration sequences:		
1. Vulnerable Populations Across The Life Span		14
HEA 3508	Health and Mental Health Issues with Vulnerable Populations Across the Life Span	
HUS 3608	Human Services Practice with Vulnerable Populations Across the Life Span	
HUS 4802/HS 802	Volunteerism	
HUS 4803/HS 803	Resource Development in Human Services	
HUS 4804/HS 804	Management Concepts in Human Services	
2. Child and Family Welfare		14
HEA 3505/HE 505	Health Issues of Children and Adolescents	
HUS 3605/HS 605	Child Welfare and Family Services	
HUS 4802/HS 802	Volunteerism	
HUS 4803/HS 803	Resource Development in Human Services	
HUS 4804/HS 804	Management Concepts in Human Services	

3. Administration and Supervision		15
HUS 3510/HS 510	Social Welfare Policy and Program	
HUS 3620/HS 620	Supervision in Human Services	
HUS 4803/HS 803	Resource Development in Human Services	
HUS 4804/HS 804	Management Concepts in Human Services	
HUS 4810/HS 810	Strategic Planning and Reformation within the Human Services Organization	
4. Alcohol and Substance Abuse		15
HEA 3502/HE 502	Drugs and Personal Health	
HUS 3602/HS 602	Alcohol and Substance Abuse Treatment	
HUS 3606/HS 606	Assessment, Evaluation and Treatment for Alcohol and Substance Abusing Clients	
HUS 3607/HS 607	Strategies and Interventions with Alcohol and Substance Abusing Populations	
HUS 3611/HS 611	Ethical and Professional Responsibilities for Human Services Workers	
Subtotal		14-15

OTHER REQUIRED COURSES

MAT 1272/MA 272	Statistics	3
SCI I	BIO 1101/BY 101 or BIO 2311/BY 301.1	4
SCI II	BIO 1201/BY 201 or BIO 2312/BY 301.2	4
ENG 1121/EG 121	English Composition II	3
LIT ¹	any ENG 2000 series, AFR, PRS 2200 series or ENG 3400/EG 400 series	3
AES ² or PHIL ¹	any ARTH, MUS, THE, AFR 1300 series or any Philosophy course	3
PSY ¹	PSY 2302, PSY 2303, PSY 2401, PSY 2402, PSY 2403	3
AFR/PRS 1400 series or AFR/PRS 1500 series		3
Subtotal		26

TOTAL CREDITS REQUIRED FOR THE DEGREE 120-121

¹ See page 37 for a detailed explanation of core-required courses and categories.

² AFR/PRS 1100 series courses are not accepted for the degree.

CASAC STUDIES PROGRAM

(Certified Alcohol and Substance Abuse Counselor NY State Education Hours)

CASAC-NYS Certified Alcohol and Substance Abuse Counselor

NY State Office of Alcoholism and Substance Abuse Services (OASAS), Albany, NY governs and administers the CASAC written and oral exams. In order to take CASAC tests, the student must have a minimum of 350 education hours in specific areas. In addition, 3 years full-time employment as a substance abuse counselor in an approved OASAS agency. If the candidate obtains a bachelor's degree in human services then the employment requirement is reduced to two years. New York City College of Technology is a certified OASAS training provider.

Candidates Employed as Substance Abuse Counselors (CASAC Hours/33 College Credits in Human Services Degree)

The CASAC program is for those who are working or have worked in the substance abuse field as counselors for 6000 hours, the equivalent of 3 yrs of full-time employment, who do not have a degree in Human Services and who are not part of the Human Services Department. It is a 27-credit course of study that meets the OASAS educational requirements. Courses are completed over a period of approximately 18 months. The credits can then be applied to the baccalaureate degree of human services with a formal application to NYCCT Admissions Office. CASAC enrollment requires certification in reading and writing on the CUNY skill assessment test and the TABE. Scholarships may be available. Contact the Continuing Education Department for a CASAC Credit-Bearing Application: 718.552.1152.

Non-Substance Abuse Counselors

For those who are not working as practitioners in the field of substance abuse, it is recommended that they formally apply to the Human Services degree program at City Tech through the Admissions Office, 300 Jay Street, 718.260.5000, where students eventually register for the substance abuse concentration. These and other human service related courses, as well as documented 4000 hours of work history, can be submitted to OASAS for CASAC test application approval.

Non-Credit Bearing Workshops

Candidates who have a human services-related degree, a CASAC, or need general Non-Credit Bearing CASAC Hours can apply to City Tech's Continuing Education Department. These courses can also be used towards the 2 yr/40 hr OASAS re-credentialing requirement. Call Continuing Education Department at 718.552.1152 and request a brochure on the Non-Credit Bearing CASAC Workshops.

CASAC In-Training Certificate

Students may also be eligible for a CASAC In-Training Certificate from OASAS. All CASAC potential applicants will be approved for the CASAC In-Training Certificate if they have completed: (a) 350 hours of required education hours or (b) a minimum of 4000 hours (2 yrs f/t) work experience as a substance abuse counselor AND 85 hours of specific training. This certificate is valid for only 5 years since it is expected that the candidate will complete the remaining CASAC requirements within that time period.

REQUIRED COURSES FOR THE CERTIFICATE

		Credits
	Bridge Seminar (Introduction to College Writing Skills)	0
HUS 1201/HS 201	Elements of Counseling	3
HUS 1206/HS 206	Group Dynamics	3
HEA 2400/HE 400	HIV/AIDS for Health Care and Human Services	3
HEA 3502/HE 502	Drugs and Personal Health	3
HUS 3503/HS 503	Case Management	3
HUS 3602/HS 602	Alcohol and Substance Abuse Treatment	3
HUS 3606/HS 606	Assessment, Evaluation and Treatment Planning for Alcohol and Substance Abusing Populations	3
HUS 3607/HS 607	Strategies and Interventions with Alcohol and Substance Abusing Populations	3
HUS 3611/HS 611	Ethical and Professional Responsibilities for Human Service Workers and Chemical Dependency Professionals	3
TOTAL CREDITS REQUIRED		27

DISABILITY STUDIES PROGRAM

The Disability Studies program consists of a four-course College training program for frontline disability workers who are not in the Human Services Department. The courses address theory and introduction to the human service field, physical and mental health aspects of disabilities, human service practice techniques and skills for a disabled population. An initial intensive pre-College preparatory class is offered to support students to strengthen their reading and writing skills as well as adjustment to College life. The Disability Studies program is a collaborative effort between John F. Kennedy Jr. Worker Education Program, NYCCT Department of Continuing Education and the Human Services Department. Tuition is funded by the JFK Jr. Program. This program provides professional training, which allows disability workers to upgrade their knowledge and skills. Upon completion, students can transfer the 12 credits and formally apply to the Human Services degree program through NYCCT Admissions Office.

Requirements for Admission

Students must have a high school diploma or GED. Applicants must be referred by the developmental disability agency in which they are currently employed. Students are notified of acceptance by the Continuing Education Department.

REQUIRED COURSES IN THE PROGRAM		Credits
	Bridge Course	0
HUS 1101/HS 101	Introduction to Human Services	3
HUS 2401/HS 401	Introduction to Gerontology	3
HEA 3508	Health and Mental Health Issues with Vulnerable Populations Across the Life Span	3
HUS 3608	Human Services Practice with Vulnerable Populations Across the Life Span	3
TOTAL CREDITS REQUIRED		12

Field Practicum and Internship placements must be assigned and pre-approved by the Human Services Field Practicum Coordinator.

Registration Requirements for Associate-level Field Practicum I and II and Baccalaureate-level Internship I and II

- GPA of 2.0 or higher.
- Completion of appropriate course prerequisites.
- Attendance at an announced orientation provided by the department.
- Completion of all placement materials by the deadline established by the department via letter and announcement at the orientation.
- Submission of internship placement acceptance form.
- Understanding that students must assume their own transportation costs.
- Finger-printing, physical examination and/or background check may be required by the agency.
- Submission of résumé and/or portfolio (HUS 1207).

COURSES:

HEA 1102/HE 102 Community Health

3 cl hrs, 3 cr
(For human services and Radiologic technology students only)
Newest developments in public health on federal, state and local levels, including medical care, chronic and communicable diseases, mental health, sexually transmitted diseases, including AIDS, environmental health, epidemiological investigation and research, maternal and child health, population control and health service careers.
Prerequisite: CUNY certification in reading and writing

HEA 2108/HE 108 Women's Health Issues

3 cl hrs, 3 cr
A study of the health concepts specific to women. Life-style behaviors, violence against women, sexuality and reproductive issues, fertility control, the older years, specific health and medical problems, the politics and economics of medical care, resources for prevention, self-help and treatment.
Prerequisite: ENG 1101/EG 101

HEA 2110/HE 110 Human Sexuality

3 cl hrs, 3 cr
An overview of sex and sexuality in today's society. Birth control, conception, anatomy, physiology of human sexual responses, STD's, sexual dysfunctions and other related topics.
Prerequisite: ENG 1101/EG 101

HEA 2400/HE 400 HIV/AIDS for Health Care and Human Services Workers

3 cl hrs, 3 cr
An interdisciplinary study of the effect of HIV (Human Immunodeficiency Virus) on the human body and mind, and the impact of the AIDS epidemic on our society. Issues of transmission, testing, counseling, prevention, treatment and various community responses are included, with special reference to the workers in the health care system. Students concentrating in Alcohol and Substance Abuse are required to enroll
Prerequisite: ENG 1101/EG 101

HEA 3502/HE 502 Drugs and Personal Health: Their Use and Abuse

3 cl hrs, 3 cr
(For human services students only)
Ramifications of the use of various chemical substances; effects of drugs, legal and illegal, on personal health; current methods in rehabilitation of drug users.
Prerequisite: HUS 2405/HS 405

HEA 3505/HE 505 Health Issues of Children and Adolescents

3 cl hrs, 3 cr
(For human services students only)
A comprehensive study of the developmental stages of infants, children and adolescents. Areas explored are critical health and safety issues and problems affecting different age groups. Other topics include nutrition, personal hygiene, medical care, first aid and safety, CPR, mental health, HIV and AIDS, sexually transmitted diseases, chronic and communicable diseases, sexuality and birth control.
Prerequisite: HUS 2405/HS 405

HEA 3508 Health and Mental Health Issues With Vulnerable Populations Across The Life Span

3cl hrs, 3 cr
This course is designed to enable students to understand various health and mental health problems across the life span. It will reflect upon the current health issues that include medical diagnoses, physical symptoms and interventions. This course will examine social welfare policies and programs to address health and mental health on a continuance of care and emphasis on prevention.
Prerequisite: HUS 2405/HS 405

HUS 1101/HS 101 Introduction to Human Services

3 cl hrs, 3 cr
An overview and introduction to social welfare and human services in the United States. The profession of human services, its knowledge base, values and skills. Major topics covered are historical background, human services practice, social services, special issues and populations.
Prerequisite: CUNY certification in reading and writing

HUS 1201/HS 201 Elements of Counseling

3 cl hrs, 3 cr

An introduction to the major theories which underlie contemporary counseling. The student becomes acquainted with the skills and personal attributes necessary for the practice of counseling.

Prerequisites: HUS 1101/HS 101, PSY 1101/PS 101, ENG 1101/EG 101

HUS 1202/HS 202 Community Mental Health

3 cl hrs, 3 cr

An in-depth examination of community mental health services currently being provided under public, voluntary and private auspices. History, techniques, successes and failures of the community mental health movement. Students research a community project.

Prerequisites: HUS 1101/HS 101, ENG 1101/EG 101

HUS 1206/HS 206 Group Dynamics

3 cl hrs, 3 cr

An in-depth examination of groups and how individuals influence and are influenced by group processes. Role playing and group observation assignments. Provides students with understanding of themselves as group participants and ways of using group procedures in the helping processes.

Prerequisites: HUS 1101/HS 101, PSY 1101/PS 101, ENG 1101/EG 101

HUS 1207/HS 207 Human Services Seminar

2 cl hrs, 1 cr

Integration of professional ethics, values and skills into practice, including specific human services career-related skills, résumé writing, interviews for employment. Verbal and written presentations on professional issues.

Prerequisites: HUS 1101/HS 101, ENG 1101/EG 101

HUS 2305/HS 305 Human Services Field Practicum I

9 cl hrs 2 days/wk, 3 cr

Supervised field work in a cooperating social or health agency coordinated with weekly classroom seminar. Students prepare written reports on a series of assigned readings and keep a written journal of their field practicum experiences. A GPA of 2.0 or better is required

for enrollment. Students must attend an orientation seminar the prior semester for each course.

Prerequisites for HUS 1101/HS 101, HUS 1201/HS 201, HUS 1202/HS 202, HUS 1206/HS 206, HUS 1207/HS 207, SOC 1101/SO 101 and certification in mathematics

HUS 2307/HS 307 Community Organization and Development

3 cl hrs, 3 cr

Community organization theory and practice in human services. 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. Case presentations, group projects and community reports are required.

Prerequisite: HUS 1101/HS 101

HUS 2401/HS 401 Introduction to Gerontology

3 cl hrs, 3 cr

Aging examined from sociological, psychological, biological and ethnic perspectives. Effects of these factors upon the treatment of the elderly in our society. Term project required.

Prerequisite: HUS 1101/HS 101

HUS 2405/HS 405 Human Services Field Practicum II

9 cl hrs 2 days/wk, 3 cr

Supervised field work in a cooperating social or health agency coordinated with weekly classroom seminar. Students prepare written reports on a series of assigned readings and keep a written journal of their field practicum experiences. A GPA of 2.0 or better is required for enrollment. Students must attend an orientation seminar the prior semester for each course.

Prerequisites: HUS 2305/HS 305

HUS 3501/HS 501 Counseling Methods

3 cl hrs, 3 cr

Builds on prior knowledge of counseling and psychotherapy theories. Focus is on the development of practice skills used in human services agencies.

Prerequisites: HUS 2405/HS 405 and six credits in psychology

HUS 3503/HS 503 Case Management

3 cl hrs, 3 cr

An introduction to the role and function of the case manager in human services agencies, including those servicing dependent populations, such as the disabled and physically challenged, the frail elderly and the psychiatric homebound. Record keeping, agency reporting procedures and brokering of services are emphasized.

Prerequisite: HUS 2405/HS 405

HUS 3504/HS 504 Group Work Practice

3 cl hrs, 3 cr

Builds on theories of small group behavior established in HUS 1206/HS 206 Group Dynamics. Application of theory from the earlier course to help students develop skills in group design and formation, utilizing the stages of group development. Special consideration is given to a variety of groups and populations.

Prerequisite: HUS 2405/HS 405

HUS 3510/HS 510 Social Welfare Policy and Program: Analysis for Human Services

3 cl hrs, 3 cr

Review of social welfare policies and programs to define and utilize multiple analytical frameworks of organization, political, judicial and economic principle on social welfare policies. Societal response to endemic, systemic and acute/localized needs and problems will be scrutinized to promote the development of creative and unique societal response methodologies within human services.

Prerequisite: HUS 2405/HS 405

HUS 3602/HS 602 Alcohol and Substance Abuse Treatment

3 cl hrs, 3 cr

A presentation of a variety of multi-disciplinary approaches to the treatment of alcohol and substance abuse. Acquaints students with the impact of substance abuse on systems in human services and enables students to understand the impact of substance abuse on the individual and the family. Students learn to use a variety of resources for the prevention and treatment of alcohol and substance abuse.

Prerequisite: HUS 2405/HS 405; corequisite HEA 3502/IHE 502

HUS 3605/HS 605 Child Welfare and Family Services

3 cl hrs, 3 cr

Concepts, policies, practice principles and issues in the broad fields of child welfare and family services. The major human services policies and programs designed for children and families at risk are examined. A broad eclectic practical framework with a variety of intervention methods and techniques for bringing about positive changes in children, adolescents and families are presented and examined.

Prerequisite: HUS 2405/HS 405; corequisites: HEA 3505/IHE 505

HUS 3606/HS 606 Assessment, Evaluation and Treatment Planning for Alcohol and Substance Abusing Clients

3 cl hrs, 3 cr

Introduces students to the comprehensive assessment, evaluation and treatment-planning model utilized with alcohol and substance abusing clients. Provides students with the knowledge and skill to conduct a screening or intake interview both for individuals and families, utilizing appropriate screening instruments for assessing alcohol and substance abuse. In addition, students become familiar with a suicide assessment format, a mental status exam and the DSM IV Diagnostic and Statistical Manual of Mental Disorders. The scope of the course includes culturally sensitive assessment and treatment planning related to African Americans, Latinos, adolescents, gay men and women, older adults and the cognitively and physically disabled.

Prerequisites: None

HUS 3607/HS 607 Strategies and Intervention with Alcohol and Substance Abusing Populations

3 cl hrs, 3 cr

An overview of the most commonly used drugs and review of the theories of how substance abuse problems commence. Explores different models of primary, secondary and tertiary prevention to include community education strategies as well as treatment approaches, using self-help groups as a foundation of recovery. Students learn to understand and appreciate the use of the 12 steps as well as self-help programs in working with clients. Helps students plan intervention strategies for diverse populations inclusive of cultural and

ethnic differences, and special populations such as adolescents, senior citizens, disabled, women, gay and lesbian clients.

Prerequisites: None

HUS 3608
Human Services Practice with Vulnerable Populations Across the Life Span

3 cl hrs, 3 cr

This course is designed to enable students to understand and apply theories and principles of intervention to specific life situations of vulnerable populations in the community as well as in institutions. Students will learn specialized skills in assessment, service settings, implementation and evaluation of programs. The role of the human service professional will emphasize linkages to formal and informal support networks. Role playing, case discussions, life reviews, agency field visits and audio visual aids may be used as an integral part of class. This course will prepare individuals interested in a career working in settings such as Mental Health Clinics, Residential and Development Treatment Centers, Nursing Homes, Residential Health Care Facilities and Inpatient Facilities.

Prerequisite: HUS 2405/IHS 405;
corequisite: HEA 3508/IHE 508

HUS 3610/HIS 610
Research Methods in Human Services

2 cl hrs, 2 lab hrs, 3 cr

An introduction to the vocabulary of social research, the logic of social inquiry and the analysis and use of research methods for human services practice. The application of social research methods to problem-solving in the human services, and the application of research findings to social welfare policy and human services practice.

Pre- or corequisites: HUS 2305/IHS 305, MAT 1272/IMA 272 and demonstration of computer literacy

HUS 3611/HIS 611
Ethical and Professional Responsibilities for Human Service Workers and Chemical Dependency Professionals

3 cl hrs, 3 cr

Introduces students to ethical issues in the care and treatment of alcohol and substance abusers. Includes the Federal Confidentiality Law for alcohol, other drugs and HIV/AIDS; the New York State Office of Alcohol and Substance Abuse

Services Code of Ethics (including sexual harassment); the client-counselor relationship; mandated reporter-child abuse and neglect; counselor wellness and stress management.

Prerequisites: HEA 3502/IHS 502, HUS 3602/IHS 602

HUS 3620/HIS 620
Supervision in Human Services

3 cl hrs, 3 cr

This course develops the role of the supervisor within the human service organization. Application of a myriad of supervisory roles and methodologies to develop traditional and start-up human service organizations into learning and self-improvement. Focus is on applied functionality, individual creativity, facilitation within organizations and the community. Cross-cultural communications, managerial styles, leadership, strength theories and use of data for policy change are highlighted.

Prerequisites: HUS 3501/IHS 501, HUS 3503/IHS 503, HUS 3504/IHS 504

HUS 4701/HIS 701
Professional Internship I

1.5 cl hrs, 200/semester, 4 cr

Professionally supervised work experience carried out in human services agency. Weekly seminars assess student growth, explore student concerns and professional practice issues. The development of responsible and appropriate problem-solving techniques is emphasized.

A minimum of 400 hours of field work in the area of specialization (substance abuse treatment, gerontology, child welfare and family rehabilitation services and mental health services) is required during the two-semester placement.

Students must complete all professional internship placement documentation, complete a placement interview and attend the professional internship orientation prior to enrolling in HUS 4701/IHS 701. Policies and procedures are stated in the Professional Internship Performance Standard Manual.

Prerequisites: GPA of 2.0 or better, HUS 3501/IHS 501, HUS 3503/IHS 503, HUS 3504/IHS 504 and one HUS/IHS concentration course: HUS 3602/IHS 602 or HUS 3603/IHS 603 or HUS 3604/IHS 604 or HUS 3605/IHS 605 and the corresponding health course: HEA 3502/IHE 502 or HEA 3503/IHE 503 or HEA 3504/IHE 504 or HEA 3505/IHE 505

HUS 4801/HIS 801
Professional Internship II

1.5 cl hrs, 200/semester, 4 cr

Professionally supervised work experience carried out in human services agency. Weekly seminars assess student growth, explore student concerns and professional practice issues. The development of responsible and appropriate problem-solving techniques is emphasized.

A minimum of 400 hours of field work in the area of specialization (substance abuse treatment, gerontology, child welfare and family rehabilitation services and mental health services) is required during the two-semester placement.

Students must complete all professional internship placement documentation, complete a placement interview and attend the professional internship orientation prior to enrolling in HUS 4801/HIS 801. Policies and procedures are stated in the Professional Internship Performance Standard Manual.
Prerequisites: GPA of 2.0 or better, HUS 4701/IHS 701

HUS 4802/HIS 802
Volunteerism

2 cl hrs, 2 cr

The role and function of volunteers in human services organizations. Students develop a training program to meet the needs of volunteers and human services agencies. The student analyzes the professional and ethical issues concerning the role of volunteers in human services organizations.

Prerequisites: HUS 2405/IHS 405, HUS 3501/IHS 501, HUS 3504/IHS 504

HUS 4803/HIS 803
Resource Development In Human Services

3 cl hrs, 3 cr

The process of developing resources for a human services program. Students develop a statement of need, a budget and program management evaluation procedures. Resources for funding programs, the requirements of various funding sources and the legal requirements for resource accountability are explored.

Prerequisites: HUS 3501/IHS 501, HUS 3503/IHS 503, HUS 3504/IHS 504, ENG 1121/IEG 121

HUS 4804/HIS 804
Management Concepts in Human Services

3 cl hrs, 3 cr

The nature of human services management, program planning and administration. Special attention is given to the concepts and practice skills of various organizational and program management models, including program planning budgeting system, management by objective, cost-benefit analysis, zero-base budgeting and total quality management. Emphasis is placed on management efforts that make human services organizations and programs more efficient, effective and humane in the delivery of health and social services.

Prerequisite: HUS 4701/IHS 701

HUS 4810/HIS 810
Strategic Planning and Reformation Within the Human Services Organization

3 cl hrs, 3 cr

This course focuses on the theoretical and applied dimensions of strategic planning and organization reform with reference to policy design and program implementation within public and nonprofit organizations. Focus is on management, population diversity, needs, funding, program effectiveness, stakeholders of an organization, systematic assessment and the ever-changing social environment.

Prerequisites: HUS 3620/IHS 620, HUS 4804/IHS 804

Law and Paralegal Studies

Professor Concetta I. Mennella, Chair
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PROGRAMS:

Legal Assistant Studies/AAS
Legal Assistant Studies/BS

FACULTY:

Professor: Hunter
Assoc Profs: Donsky, Mennella, Moran
Asst Profs: Espinoza-Sanchez, Garcia, Williams
Distinguished Lecturer: Schechter

Associate in Applied Science in LEGAL ASSISTANT STUDIES

The terms “paralegal” and “legal assistant” are used interchangeably. Both terms refer to people who assist attorneys with all forms of substantive legal work. Paralegals perform a wide variety of specialized tasks in a broad range of legal matters, all under the supervision of an attorney.

The curriculum at City Tech is designed to provide the student with an understanding of substantive and procedural law and the practical skills required to function in the legal environment.

The Department of Law and Paralegal Studies offers two degrees: an associate in applied science (AAS) and a bachelor of science (BS). Students may be admitted into either program. Both programs have the approval of the American Bar Association.

Both curricula offer a solid liberal arts background with a full range of legal specialty courses that give the students the technical proficiency and practical skills necessary to competently perform legal tasks. The College has an excellent in-house law library. Paralegal students also have a newly remodeled premier cutting edge computer lab with legal-applicable and legal-specific software, including systems for computer-assisted legal research. These resources assure that the City Tech paralegal graduate will be equipped with the legal writing, research and computer skills required to work in law-related areas.

Paralegal courses are offered days, evenings, weekends and a select number of courses are available in the summer program. AAS students participate in one internship course and baccalaureate students may participate in an additional internship course. This gives the student the opportunity to combine classroom study with practical on-the-job experience. Transfer students should meet with the department chair prior to acceptance into the program.

Representative samples of sites where associate degree graduates are working include the U.S. Attorney General's Office,

New York City Law Department, U.S. Department of Labor, New York City Board of Education, Legal Aid, Chase Manhattan Bank, Cullen & Dykman, Federal Trade Commission, New York City Transit Authority, New York State Workers' Compensation Board and judicial offices as well as local law firms.

Entrance and Progression Standards

Entrance into paralegal studies courses requires CUNY certification in reading and writing. All students admitted without such proficiencies will be required to complete necessary remediation and to obtain certification before progressing into paralegal studies courses. A minimum grade of “C” in each course with the prefix LAW is required for progression within the paralegal studies major. Students may repeat an LAW course once if they have received a “D” or “F” grade.

REQUIRED COURSES IN THE MAJOR

		Credits
LAW 1101/LS 101	Introduction to Paralegal Studies	3
LAW 1103/LS 103	Civil Law and Procedure	3
LAW 1201/LS 201	Legal Research	3
LAW 1202/LS 202	Real Estate	3
LAW 2301/LS 301	Estates, Trusts and Wills	3
LAW 2303/LS 303	Family Law	3
LAW 2304/LS 304	Legal Research II	3
LAW 2403/LS 403	Legal Document Preparation	3
LAW 2409/LS 409	Legal Internship and Seminar I	4
	Select one of the following three courses for 3 credits:	3
LAW 2302/LS 302	Business Organization and Commercial Law	
LAW 2405/LS 405	Torts and Insurance Law	
LAW 2406/LS 406	Criminal Law	
	Subtotal	31

OTHER REQUIRED COURSES

		Credits
ACC 1162/AC 162	Elements of Accounting	3
MST 1101/MS 101	Introduction to Microcomputer	3
ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
MATH I ¹	Mathematics	4
PHIL 2101/PH 101	Introduction to Philosophy	3
PSY 1101/PS 101	Introduction to Psychology	3
SCI I ²	Laboratory Science	4
SPE 1330/TS 330	Effective Speaking	3
	Subtotal	29

TOTAL CREDITS REQUIRED FOR THE DEGREE

60

¹ Students may satisfy the math requirement with either MAT 1180/MA 180 or MAT 1275/MA 275. A student who chooses the latter and lacks the requisite background for the course may need to complete MAT 1175/MA 175, adding four (4) credits to the number required to complete the degree.

² See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Science in LEGAL ASSISTANT STUDIES

This is the first baccalaureate in paralegal studies offered at any public college in New York State. The trend in the paralegal profession is that employers are requiring higher levels of education. Larger law firms and corporate law departments in New York require applicants with a baccalaureate degree. The upper-level baccalaureate courses in paralegal studies introduce students to more specialized areas of law and increase communication and computer skills. The minimum educational requirement for law school is a baccalaureate degree; our degree meets that requirement, with the added advantage of familiarity with law and legal research prior to entering law school.

Graduates with a baccalaureate degree are working in higher-level jobs in government and prestigious law firms.

Admission into the Baccalaureate Program

There are many ways a student can enter the bachelor of science program in legal assistant studies. Students may enter the bachelor of science degree program as freshmen if they meet the general College criteria on pages 8, 34. These students will follow the AAS curriculum for the first 60 credits and may choose to receive the AAS along the way. Students may transfer in from the City Tech AAS program in paralegal studies before or after completing the AAS degree. Students may enter from other programs, either here at City Tech or from other colleges, if they meet College criteria for transfer admission. Students with questions are advised to consult the Office of Admissions.

Transcripts of entering transfer students will be evaluated to determine the courses they must complete for the bachelor of science degree.

Please consult the department for further information.

ASSOCIATE DEGREE PREPARATION		Credits
Professional Courses		31
Other Required Courses for AAS Degree		29
Subtotal		60
REQUIRED COURSES IN THE MAJOR		Credits
LAW 4704/LS 704	Legal Technology	3
Select one of the following two courses for 3 credits:		3
LAW 4800/LS 800	Advanced Legal Research or	
LAW 4801/LS 801	Internship and Seminar II	
LAW 4900/LS 803	Senior Legal Seminar	3
Select five of the following nine courses for 15 credits:		15
LAW 3601/LS 601	Taxation	
LAW 3602/LS 602	Trial Preparation	
LAW 3604/LS 604	Employment and Labor Law	
LAW 3805/LS 805	Forensic Science and the Legal Process	
LAW 4701/LS 701	Law Office Management	
LAW 4702/LS 702	Bankruptcy	
LAW 4703/LS 703	Immigration	
LAW 4705/LS 705	Administrative Law	
LAW 4802/LS 802	Trademark, Copyright, Patent	
LAW 3500 series/LS 503	Legal Modules (one set of three)	3
Subtotal		27
OTHER REQUIRED COURSES		
ENG 1161/EG 161	Language and Thinking or LIT	3
ENG 3401/EG 401	Law Through Literature	3
GOV 2401/GO 401	Constitutional Law or	
SOC 2403/SO 403	Law and Society	3
MAT 1272/MA 272	Statistics I or	
MAT 1372/MA 372	Probability and Statistics I	3
PHIL 3211/PH 211	Philosophy of Law	3
SPE 1340/TS 340	Oral Interpretation of Literature	3
PSY/PS ¹	Psychology: Any 2000 series or higher	3
SCI II ¹	Laboratory Science II (one year sequence)	4
ELECTIVES		
ELECT	Areas of Interest	5
HIS ELECT	Any HIS/HI or AFR, PRS 1460 series	3
Subtotal		33
TOTAL CREDITS REQUIRED FROM THE DEGREE		120

¹ See page 37 for a detailed explanation of core-required courses and categories

COURSES:**LAW 1101/LS 101
Introduction to
Paralegal Studies***3 cl hrs, 3 cr*

An overview of the legal system and the role of the legal assistant within that system. Includes the sources of the law; legal terminology; the operation of the court system at the state and federal level; respective roles of attorney, client and paralegal; legal ethics and the Code of Professional Responsibility, interviewing techniques and a survey of specialized areas of law. *Prerequisite: CUNY certification in reading and writing; corequisite: ENG 1101/EG 101*

**LAW 1103/LS 103
Civil Law and Procedure***3 cl hrs, 3 cr*

This course is the theory and application of law and procedure in civil litigation with emphasis on New York State law. It focuses on the role of the paralegal in preparing for litigation, including an understanding of the court system, the steps required in the litigation process and their time lines, drafting documents, trial and post-trial topics and an introduction to the use of the computer in litigation. *Prerequisite: CUNY certification in reading and writing; pre- or corequisites: LAW 1101/LS 101, ENG 1101/EG 101*

**LAW 1201/LS 201
Legal Research***3 cl hrs, 3 cr*

A working knowledge of the law library is presented, including practice in finding statutes, cases and administrative regulations. Students are taught validating and gain experience in using legal encyclopedias, digests and other sources. All these research skills are integrated within written assignments. *Prerequisites: LAW 1101/LS 101, ENG 1101/EG 101; pre- or corequisite: LAW 1103/LS 103*

**LAW 1202/LS 202
Real Estate Law***3 cl hrs, 3 cr*

The basic concepts of real property. The student will prepare real estate documents such as contract of sale, mortgage and note, deed, closing statement and lease agreement.

Instruction in reading a survey and completing a title search. The course also covers real estate brokers, title insurance, landlord-tenant proceedings, foreclosures and the differences between condominiums and cooperatives. The role of the paralegal in real estate law is emphasized throughout.

*Pre- or corequisite: LAW 1201/LS 201***LAW 2301/LS 301
Estates, Trusts and Wills***3 cl hrs, 3 cr*

A basic overview of estate terminology, the jurisdiction of Surrogates Court and estate administration procedures. The fundamental law of wills, trusts and estates, as well as the preparation of the basic legal documents in each of these areas.

*Prerequisite: LAW 1201/LS 201***LAW 2302/LS 302
Business Organizations***3 cl hrs, 3 cr*

Application of the basic principles of contract law, including the Uniform Commercial Code; the nature and structure of the three basic business forms: sole proprietorship, partnership and corporation. A comparison of methods of financing and formation of these business entities. Students will prepare business agreements which may include a partnership agreement, articles of incorporation, minutes, by-laws and related documents, promissory notes and sales contracts. Emphasis is also placed on an examination of creditor and debtor rights.

*Prerequisite: LAW 1201/LS 201***LAW 2303/LS 303
Family Law***3 cl hrs, 3 cr*

Prepares students to handle client interviews, conduct research and draw up the necessary documents for the practice of family law. Includes a study of the Family Court System and the New York laws relating to all areas of family law: marriage, divorce, annulment, custody, support, adoption, maintenance, name change, guardianship, paternity and juvenile matters.

*Prerequisite: LAW 1201/LS 201***LAW 2304/LS 304
Legal Research II***3 cl hrs, 3 cr*

Builds upon a working knowledge of the law library and research techniques mastered in LAW 1201. This course applies those techniques by utilizing them in practical application. In addition, the student is introduced to the use of computerized legal research and more development in the use of citations. This course focuses on analysis and evaluation of researched material, with a concentration on the writing aspect of reporting research.

*Prerequisites: LAW 1201/LS 201***LAW 2306/LS 306
Legal Issues for Facilities
Managers***3 cl hrs, 3 cr*

The legal issues that affect facility management. Topics cover principles of contracts, leases, service and employment agreements, purchase agreements, relevant federal and state laws, environmental and municipal regulations, liabilities of different legal entities, tort liability, media and group relations, debtor rights, business ethics and disability laws.

*Prerequisite: ENG 1101/EG 101***LAW 2403/LS 403
Legal Document Preparation***3 cl hrs, 3 cr*

Language and format of legal documents. A review of skills acquired in LAW 1101/LS 101 Introduction to Paralegalism, LAW 1103/LS 103 Civil Law and Procedure, LAW 1201/LS 201 and LAW 1304/LS 304 Legal Research and Legal Research II and the utilization of these skills in preparing legal documents. Identification of legal terms, phrases and sentence structure is required. Students will prepare and complete documents such as pleadings, motions/orders, first draft of contracts/business agreements, legal business letters/correspondence, deposition digests and other legal documents. Team projects and role-playing are also emphasized and are implemented in some of the drafting assignments.

*Prerequisites: LAW 2304/LS 304***LAW 2405/LS 405
Tort and Insurance Law***3 cl hrs, 3 cr*

Basic tort law and insurance law as it relates to personal injuries. Intentional torts, negligence, strict liability, fire insurance and workers' compensation, using specific examples and cases to illustrate the relevant legal principles. The duties and obligations of parties in tort and insurance law. Interviewing and factual investigation techniques as well as the preparation or pleading and the organization of personal injury cases.

*Prerequisite: LAW 1201/LS 201***LAW 2406/LS 406
Criminal Law and Procedure***3 cl hrs, 3 cr*

A study of the procedural and substantive laws relating to the practice of criminal law. An understanding of how the criminal justice system operates: the roles of the various components of that system, law enforcement, prosecution, defense counsel, the courts and how the system acts upon the criminal defendant as well as victims of crime.

*Pre- or corequisite: LAW 1201/LS 201***LAW 2409/LS 409
Internship and Seminar I***2 cl hrs, 160 field hrs/semester, 4 cr*

Provides the qualified student with an opportunity to observe and gain practical experience in a legal setting under the supervision of an attorney. Students are placed in various law-related job sites such as law offices, corporations, judicial and administrative agencies. Students enrolled in LAW 2409/LS 409 must complete 160 hours of work experience. Additionally, students must attend and participate in weekly seminars to discuss progress in the field, work-related problems and the integration of classroom instruction with practical application. Ethics and the role of the paralegal in the delivery of legal services will also be discussed. Students are instructed and assisted in the preparation of job applications, cover letters, résumés and the development of interviewing skills.

Prerequisite: Must be in final semester of study for AAS degree or have completed 24 credits of legal specialty courses or department approval required

LAW MODULES

All modules will require as a prerequisite an AAS degree in legal assistant studies (or the equivalent) or 27 credits of legal specialty courses. Students will take three modules in a semester. Students must take all three modules offered on the same day and time.

LAW 3530/LS 503.1**Alternate Dispute Resolution**

1 cl hr, 1 cr

The resolution of disputes through means other than litigation. ADR is being used more frequently as an efficient and effective way to resolve controversies.

LAW 3531/LS 503.1**Elder Law**

1 cl hr, 1 cr

An overview of issues affecting the elderly, including Medicaid, Medicare, supplemental security income and social security and other entitlements, including their eligibility requirements. The course will include health care directives, supplemental needs trusts and a review of applicable laws pertaining to the elderly, including Mental Hygiene Law Article 81 Proceedings. Ethical considerations involving the elderly will be discussed throughout the course.

LAW 3532/LS 503.2**Securities**

1 cl hr, 1 cr

Review of terminology and fundamental concepts relating to state and federal regulation of securities offerings, markets and broker-dealers. Roles of the issuer, broker-dealer, attorney, accountant, underwriter and legal assistant in the process by which financial assets are offered for sale in the securities market. Preparation, procedure and approval of documents used in the offering of securities.

LAW 3533/LS 503.3**Adoptions**

1 cl hr, 1 cr

Examines the role of the paralegal in the adoption procedure for private placement and agency adoptions, investigative requirements, parental qualifications, couple and single-parent adoptions, step-parent adoptions, grandparent adoptions, parental rights and the criteria for revocation of adoptions.

LAW 3534/LS 503.4**Investigative Techniques**

1 cl hr, 1 cr

This course introduces information-gathering techniques through investigation, including use of discovery devices, conducting interviews, developing sources and use of the internet.

LAW 3535/LS 503.5**Workers' Compensation**

1 cl hr, 1 cr

Students will concentrate on familiarizing themselves with the language and format of all labor, insurance and medical forms associated with filing a Workers' Compensation claim, pursuant to the law governing such claims. Attention will be given to the client interview as well as preparation of various documents and pleadings needed to bring a claim to the hearing stage of proceedings.

LAW 3536/LS 503.6**Pension and Employee Benefits**

1 cl hr, 1 cr

A review of pension and profit-sharing plans, with particular emphasis on federal requirements for qualified plans. The student will become familiar with plan and trust agreements, reporting and disclosure forms and other pertinent documents.

LAW 3537/LS 503.7**Environmental Law**

1 cl hr, 1 cr

An overview of current environmental law issues, including air and water quality, noise controls, solid and hazardous waste, medical waste, toxic substances and environmental impact review. The emphasis is on federal and state statutory and regulatory requirements and case law interpretation. The future direction of environmental law will be discussed.

LAW 3538/LS 503.8**Commercial Transactions**

1 cl hr, 1 cr

An intensified study of the Uniform Commercial Code, the central law which governs business and sales transactions within the United States. The student will become familiar with the various regulations imposed by the Code. The form and other paperwork necessary to comply with this law, and the basic contract principles that underlie the use of the Uniform Commercial

Code will also be examined. In addition, other laws which pertain to commercial transactions will be discussed where appropriate.

LAW 3539/LS 503.9**International Law**

1 cl hr, 1 cr

The basic concepts of international law and trade are presented to enable students to assist in private practice and the courts. The rules and regulations affecting import of goods into the United States, the various forms and documentation necessary for handling Customs matters, import and export of goods, forfeiture and seizure of goods, trade practices and agreements and the judicial procedure followed in the review of matters involving international law will be covered.

LAW 3541/LS 504.1**Evidence**

1 cl hr, 1 cr

Provides a comprehensive study of the basic rules of admissibility and the purpose for which evidence is offered. Students become acquainted with evidentiary principles and how to gather information which is admissible at hearing or trial.

LAW 3542/LS 504.2**Collections**

1 cl hr, 1 cr

Familiarizes students with the procedures to be followed once a judgment has been obtained. Emphasis will be placed on enforcement of judgments and the impact of federal law on this specialty.

LAW 3543/LS 504.3**Sports and Entertainment**

1 cl hr, 1 cr

This course familiarizes the paralegal student with the basic aspects of sports law and entertainment law. It is a practical skills based course wherein students discuss current applicable case law and relevant legal issues surrounding this area of the law by reviewing contracts/waivers, statutes, collective bargaining agreements and the regulations of the NCAA.

LAW 3545/LS 504.5**Housing Law**

1 cl hrs, 1 cr

This course will provide a legal and practical foundation in various aspects of housing law, including rent control, rent stabilization,

security of tenure, types of tenancy, homelessness, eviction, disrepair and tenant insurance. These issues will be examined from the perspective of landlord and tenant.

LAW 3601/LS 601**Taxation for Legal Assistants**

3 cl hrs, 3 cr

Examination of selected provisions of the Internal Revenue Code and administrative procedures as they relate to income taxation of individuals, corporations and estate tax returns. Methods used in preparing these returns. Explanation of types of incomes and deductions, capital gains and losses. Instruction on how to interview clients to get necessary information, maintain records and draft returns for the following taxes: corporate income; individual income; partnership income; estate, gift and trust. How to gather information for audits and review. This is not a tax preparer's course.

Prerequisites: AAS degree with major in legal assistant studies or completion of 27 credits in legal specialty courses (or the equivalent)

LAW 3602/LS 602**Trial Preparation**

3 cl hrs, 3 cr

Role of the paralegal in gathering evidence to be used in evaluating and negotiating settlements and preparing for trial. Use of computers, investigative work and file preparation in litigation.

Prerequisites: AAS degree in Legal Assistant Studies, or LAW 2403/LS 403 and completion of 27 credit in legal specialty courses

LAW 3604/LS 604**Employment and Labor Law**

3 cl hrs, 3 cr

Substantive and procedural law, and agency rules governing the broad area of labor-management relations in the private and public sectors. How private businesses and government employers deal with unions, unions' relationship with other unions, and the worker's relationship with his/her union and employer. Fair employment practices.

Prerequisite: AAS degree in legal assistant studies (or the equivalent) or completion of 27 credits in legal specialty course

**LAW 4701/LS 701
Law Office Management**

3 cl hrs, 3 cr

Functions and responsibilities of a legal administrator. Basic management principles and theories applied to the solution of problems and attainment of goals in the law office. Office structure, staffing, employer/employee relations, time-keeping, office equipment, professional responsibility, job analysis and evaluation, fundamentals of motivation and problem-solving techniques and aspects of financial planning for the office.

Prerequisites: AAS degree in legal assistant studies or completion of 27 credits in legal specialty courses

**LAW 4702/LS 702
Bankruptcy**

3 cl hrs, 3 cr

Introduces the paralegal student to the basic concepts involved in bankruptcy law and the practical aspects of representing debtors and creditors within the bankruptcy system. Selected sections of the Bankruptcy Code and Bankruptcy Rules of Procedure are covered. Students learn to prepare the forms, documents and schedules most commonly used in bankruptcy proceedings.

Prerequisites: AAS degree in legal assistant studies or completion of 27 credits in legal specialty courses

**LAW 4703/LS 703
Immigration**

3 cl hrs, 3 cr

This course introduces the paralegal student to the laws affecting immigration and the specialized technical vocabulary used in this area, and enables him/her to become familiar with the other Administrative Agencies that work with Immigration, such as the US State Department, Homeland Security and Labor Departments. Students will learn to prepare the forms, documents and schedules most commonly used in immigration proceedings. They will be exposed to the use of electronic filing and processing of immigration forms and documents. Emphasis will be placed on developing the communication and investigative skills necessary to obtain correct information from the client in preparing applications.

Prerequisites: AAS degree in legal assistant studies or completion of 27 credits in legal specialty courses

**LAW 4704/LS 704
Legal Technology**

3 cl hrs, 3 cr

This course continues instruction in previously introduced software at an advanced level and the relation of the law as it applies to the use of technology current in the law office. The importance, portability and utilization of this knowledge in entering into and advancing in the legal professions is given special emphasis.

Prerequisites: AAS degree in legal assistant studies or LAW 2403/LS 403, MST 1101/MS 101 and an additional 27 legal specialty course credits

**LAW 4705/LS 705
Administrative Law**

3 cl hrs, 3 cr

The development of government functions, power and procedures which form the basis of administrative law; and the role of the legal assistant in the grievance procedure and hearings. The student will research administrative law decisions, discuss the role of government agencies in the social welfare system, describe the development and role of hearing officers and administrative law judges, and describe judicial review as the court of last resort.

Prerequisite: AAS degree in legal assistant studies or completion of 27 credits in legal specialty courses

**LAW 4800/LS 800
Advanced Legal Research**

3 cl hrs, 3 cr

A series of research, writing and oral assignments of increasing complexity on various topics of substantive law. Will cover legal analysis, preparation of outlines and rough drafts of legal documents, e.g., appellate briefs, trial briefs and memorandums of law; correct usage of citation form, and utilization of proper legal research techniques. Particular emphasis is placed on oral and written presentation.

Pre- or corequisites: Completion of 90 required credits and ENG/EG (ENG 1161/EG 161 or any LIT course), LAW 4704/LS 704

**LAW 4801/LS 801
Internship and Seminar II**

1.5 hr wkly seminar, 125 hrs

internship work experience, 3 cr
The student in the last year of the program is provided with practical experience in a legal setting. Students are placed in law-related

jobs in law offices, corporations, judiciary, administrative agencies, etc. The student works 125 hours under the supervision of an instructor from the College and a lawyer and/or paralegal at the internship site. The student will participate in a weekly seminar with the other interns in the program. In addition to giving the intern an opportunity to utilize paralegal knowledge and skills, this program helps the student to clarify career goals.

Prerequisite: Completion of 90 credits

**LAW 4802/LS 802
Trademarks, Copyrights and Patents**

3 cl hrs, 3 cr

An overview of the substantive and procedural law of patents, copyrights and trademarks and the role of the paralegal in this specialized area. How to assist the inventor to apply for a patent with the US Patent and Trademark Office; conduct a patent search and acquire the knowledge of application and registration procedures in this area. Practice and procedure before the U.S. Patent and Trademark Office and the U.S. Copyright Office.

Prerequisite: AAS degree in legal assistant studies (or the equivalent), or completion of 27 credits legal specialty courses

**LAW 4805/LS 805
Forensic Science and the Legal Process**

3 class hours, 3 credits

Forensic science is the application of science to the law and encompasses various scientific disciplines. This course will provide the student with detailed knowledge of subjects underpinning forensic science in the broad areas of Biology, Chemistry and Investigation. It will explore ways in which a forensic case is investigated at both the scene of the crime and in the laboratory. It will also look at the techniques used by forensic biologists and chemists and will use many examples of criminal cases where forensic evidence was of particular importance. Tentative topics would include but not be restricted to: Crime Scene Analysis, Significance and Properties of Physical Evidence, Toxicology, Arson and Explosion Investigation, Forensic Serology, DNA Evidence, Fingerprinting, Document and Voice Evidence,

Forensic Science and Internet Investigation. When possible, forensic professionals will be utilized in the classroom to enrich discussion. The format of the course is mainly lectures.

Prerequisite: AAS completed or departmental approval in advance and BIO 1101/BY 101

**LAW 4900/LS 803
Senior Legal Seminar**

3 cl hrs, 3 cr

Available to students in the last semester of their baccalaureate coursework. It requires students to utilize all of the substantive legal knowledge and practical legal research skills they have acquired to produce a significant, scholarly paper on a legal topic. Students will receive an intense review of legal research techniques and legal ethics which are helpful to them before their entry into the legal job market. In addition, lectures, discussions and guest speakers will concentrate on a different substantive area of law each semester.

Prerequisite: LAW 4800/LS 800 or LAW 4801/LS 801

Nursing

Professor Kathryn Richardson, Chair

Pearl 505

718.260.5660

email: krichardson@citytech.cuny.edu

Professor Carol Hess-Haber, Interim Coordinator, BS Program

Pearl 510

718.254.8670

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PROGRAMS:

Nursing/AAS

Nursing/BS

FACULTY:

Professor: Richardson

Assoc Profs: Dato, Greene, Hess-Haber, Konecny, Lynch, Okumakpeyi, Rafferty, Zucker

Asst Profs: Cholewka, Egues, Falk, Keane, Kontzamanis, Leinung, McGibbon, McGuinn, McManus, Rafferty, Rivera, Waddy

Lecturer: Dopwell

Associate in Applied Science in NURSING

The Nursing program, accredited by the National League for Nursing Accrediting Commission and the New York State Education Department, prepares students to become members of the health team in health service agencies, clinics, community and long-term care agencies and hospitals. In addition to academic coursework in the classroom, skills are practiced in the College laboratory and health care facilities. Adjunct faculty who hold outside employment in a variety of clinical and educational settings teach approximately 80% of the clinical sections of the nursing courses. National Council Licensing Exam (NCLEX-RN) pass rates for City Tech nursing graduates exceed the mean for all similar programs in New York State.

A high school diploma, or the New York State High School Equivalency Diploma (GED), is required for admission to the College.

The Nursing program at New York City College of Technology bases its curriculum on Watson's philosophy and theory of human caring in nursing. Students learn to care for clients by providing a supportive, protective and/or corrective environment, with attention to the client's physical, emotional, socio-cultural and spiritual condition. Clients are assisted at each level of human development to move toward the fullest realization of health potential through gratification of human needs. Gerontological nursing and community-based nursing are integrated throughout the curriculum. Graduates are thus particularly well prepared for the rapidly expanding areas of nursing need.

Students accepted to the clinical phase of the nursing program graduate with an AAS degree and are eligible to take the National Council Licensure Examination (NCLEX-RN). Candidates must be at least eighteen (18) years of age and of good moral character. Any

candidate for licensure who has at any time been convicted of a crime will be referred to the executive director of the Office of Professional Discipline of New York State for assessment. Determination of good moral character is the prerogative of the licensing board.

The most recent graduate survey results indicate that all respondents are employed in a variety of health care settings reflective of the curriculum.

Approximate Additional Costs

Annual physical examination and NYS immunization requirements*	Dependent on coverage
Hepatitis B Vaccine is recommended	Provided at no cost by CUNY
CPR Certification	\$60
Uniform with emblem, scrubs, shoes, scissors, watch, stethoscope	\$250
Professional Liability Insurance (annual)	\$20
Nursing Textbooks	\$500
Licensure Fee (NCLEX-RN)	\$335
Standardized Exams	\$200

* The College's Student Health Services Center (SHSC) may be able to provide the physical examination based upon availability of appointments. (Pearl 104, 718.260.5910)

Criteria for Admission into the Introductory Courses of the Nursing Curriculum

- A high school diploma or its equivalent (GED);
- CUNY certification in mathematics, writing and reading;
- A minimum "C" grade in high school-level biology and chemistry, with a laboratory component or completion of BIO 1101/BY 101 with a minimum grade of "C."

Introductory Term Requirements

Prior to clinical nursing coursework, all students must complete the 14-credit introductory sequence, with a minimum cumulative index (grade point average) of 2.5 in the following courses:

BIO 2311/BY 301.1 4 credits	Anatomy and Physiology 1
PSY 1101/PS 101 3 credits	Introduction to Psychology
ENG 1101/EG 101 3 credits	English Composition 1
MAT 1275/MA 275 or higher 4 credits	College Algebra and Trigonometry

Students may repeat only one of the introductory courses in order to meet the 2.5 grade point average needed for admission to the first semester nursing courses.

Students must have an overall grade point average of 2.5 to be admitted to the first semester nursing courses. A student must have a minimum grade of "C" in each of the introductory courses with a minimum 2.5 grade point average in the 14-credit introductory course sequence.

While the standard in the introductory sequence is the minimum standard for consideration of advancement to the clinical phase of the program, it does not guarantee progression into the clinical phase.

The stronger the group of applicants in any given semester, the higher will be the index needed in the introductory sequence for consideration of advancement to the clinical phase of the program. Because of capacity limitations, students who have completed the introductory phase with the minimum 2.5 index or higher will be numerically ranked each semester and seats will be allocated on the basis of the highest cumulative average in the introductory sequence, as space permits.

All introductory students are required to take the National League for Nursing (NLN-RN) Pre-Assessment examination or the equivalent during the introductory semester to be used as an additional criterion for admission. They must submit written applications that include the NLN-RN Pre-Assessment examination directly to the Department of Nursing. Students must have completed the NLN-RN exam within five (5) years of their application to the clinical phase of the nursing program.

Prior to the first clinical laboratory experience, students must present proof of professional liability insurance coverage, CPR certification and a physical examination, which must be updated annually to meet health care facility and nursing department requirements.

Progression in Nursing

Once the student is admitted to NUR courses, the following policies will be in effect:

A minimum grade of "C" in each course designated with the prefix NUR (NUR 1010/NU 101.1, NUR 1030/NU 103, NUR 1110/NU 215, NUR 1130/NU 216, NUR 2110/NU 315, NUR 2130/NU 317, NUR 2210/NU 416, NUR 2230/NU 417) and BIO/BY (BIO 2312/BY 301.2, BIO 3302/BY302) is required.

Requirements for Passing Each Nursing Course

- A grade of satisfactory "S" in the clinical component.
- Completion of the National League for Nursing Achievement Examination or the equivalent.
- Six hours of community service per semester.

Prior to the first clinical experience each semester, students must demonstrate competency in Med-Math to be certified as safe to administer medications in the clinical area.

For students repeating NUR 1030/NU 103 only, 10% of allocated seats will be given to repeaters. Priority selection will be based on course numerical grade achieved in NUR 1030/NU 103.

The student may repeat only two nursing courses with a clinical component (NUR 1030/NU 103, NUR 1110/NU 215, NUR 1130/NU 216, NUR 2110/NU 315, NUR 2130/NU 317, NUR 2210/NU 416, NUR 2230/NU 417). A committee of nursing faculty will review requests for waiver of this policy.

All NUR courses must be passed on the second registration.

On the second registration attempt for a clinical nursing course, the student will be considered for registration based on space availability. Priority selection will be based on course numerical grade achieved in the course being repeated.

NUR 2210/NU 416 and NUR 2230/NU 417 students are required to take the NCLEX-RN Program, including the CNAT and HESI Exit Exams.

Students are expected to adhere to policies as outlined in the NYCCT catalog, the NYCCT student handbook and the Department of Nursing student handbook.

Grading Policy for all Courses Designated with the Prefix NUR

Definition	Grade	Points (Index)
93-100%	A	4.0
90-92.9%	A-	3.7
87-89.9%	B+	3.3
83-86.9%	B	3.0
80-82.9%	B-	2.7
77-79.9%	C+	2.3
75-76.9%	C	2.0
60-74.9%	D	1.0
Below 60	F	0.0

A grade of "C" is the minimum passing grade for Nursing (NUR) courses. Students must repeat any nursing courses in which they receive a "D" or "F" in the theory component and/or an unsatisfactory grade in the clinical component (subject to the limits on repetition of NUR courses listed above).

Transfer into the Nursing Curriculum

Students who wish to transfer into the nursing curriculum from other College curricula must have completed the criteria for placement in the nursing curriculum and introductory term. To be eligible for admission into the nursing program, transfer students from other colleges must be in good academic standing, not on academic probation, not academically or administratively dismissed and not barred from continuing enrollment in the nursing program at previous college(s). Transfer students from other colleges must be registered at New York City College of Technology for at least one semester prior to being ranked for entry into the clinical nursing courses. They must meet the criteria for admission into the nursing curriculum and introductory semester, and must earn a 2.5 or higher cumulative index in the introductory course sequence to be considered for progression into the clinical program. Students will be numerically ranked for advancement into the clinical phase of the program, as space permits. Any introductory course completed at another college must have a letter grade for computation of index. To receive transfer credit for the required sciences, students must have completed Anatomy and Physiology, and Microbiology within five (5) years of their acceptance to the clinical phase of the nursing program.

Readmission to Nursing

Students who have not registered for nursing courses for two consecutive semesters will be readmitted to nursing on a space-available basis and the achievement of a minimum grade of 75% on a comprehensive nursing examination of previously completed nursing coursework.

Graduation from the Nursing Program

A minimum cumulative grade point average of 2.0 in the required 67 credits is necessary for graduation from the nursing program. The clinical nursing courses must be completed within five (5) years.

Accreditation

National League for Nursing Accrediting Commission (NLNAC),
61 Broadway-33rd Floor, New York, NY 10006, Telephone:
212.363.5555 x153; Fax: 212.812.0390; email: www.nlnac.org

New York State Education Department, Professional Education
Program Review, 89 Washington Avenue-2nd Floor West Wing,
Albany, NY 12234, Telephone: 518.486.2967; Fax: 518.473.8577;
email: opprogs@mail.NYSED.GOV

NURSING DEPARTMENT REQUIREMENTS

The College will grant an associate in applied science (AAS) degree with a major in nursing upon satisfactory completion of the required 67 credits listed below.

REQUIRED COURSES IN THE MAJOR		Credits
NUR 1010/NU 101.1	Medication Calculations in Nursing	1
NUR 1030/NU 103	Foundations of Caring	6
NUR 1110/NU 215	Caring for Clients with Common Alterations in Functional Needs	5
NUR 1130/NU 216	Caring for Clients with Common Alterations in Survival Needs	5
NUR 2110/NU 315	Caring for Clients with Complex Alterations in Survival and Functional Needs	5
NUR 2130/NU 317	Caring for Clients with Alterations in Integrative Needs	4
NUR 2210/NU 416	Caring for Clients with Chronic Alterations in Human Needs	5
NUR 2230/NU 417	Caring for Clients and Families with Growth Seeking Needs	5
Subtotal		36
OTHER REQUIRED COURSES		
BIO 2311/BY 301.1 ¹	Anatomy and Physiology I	4
BIO 2312/BY 301.2	Anatomy and Physiology II	4
BIO 3302/BY 302	Microbiology	4
ENG 1101/EG 101	English Composition	3
ENG 1121/EG 121	English Composition II	3
MAT 1275/MA 2752 or higher	College Algebra and Trigonometry	4
PSY 1101/PS 101	Introduction to Psychology	3
PSY 2301/PS 301	Child Psychology	3
SOC 1101/SO 101	Elements of Sociology	3
Subtotal		31
TOTAL CREDITS REQUIRED FOR THE DEGREE		67

¹ Students without the requisite science background for BIO 2311/BY 301.1 may have to take BIO 1101/BY 101 in preparation. This will increase the total number of credits required for the degree by four (4).

² Students without the requisite math background for MAT 1275/MA 275 may have to take MAT 1175/MA 175 in preparation. This will increase the total number of credits required for the degree by four (4).

CURRICULUM PLAN		Credits
FIRST YEAR		
First Semester or Introductory Term¹		
BIO 2311/BY 301.1	Anatomy and Physiology I	4
ENG 1101/EG 101	English Composition	3
PSY 1101/PS 101	Introduction to Psychology	3
MAT 1275/MA 275 or higher	College Algebra and Trigonometry	4
Subtotal		14
Second Semester or Term		
NUR 1010/NU 101.1	Medication Calculations in Nursing	1
NUR 1030/NU 103	Foundations of Caring	6
BIO 2312/BY 301.2	Anatomy and Physiology II	4
PSY 1101/PS 101	Child Psychology	3
Subtotal		14
SECOND YEAR		
First Semester or Term		
NUR 1110/NU 215	Caring for Clients with Common Alterations in Functional Needs	5
NUR 1130/NU 216	Caring for Clients with Common Alterations in Survival Needs	5
BIO 3302/BY 302	Microbiology	4
Subtotal		14
Second Semester or Term		
NUR 2110/NU 315	Caring for Clients with Complex Alterations in Survival and Functional Needs	5
NUR 2130/NU 317	Caring for Clients with Alterations in Integrative Needs	4
ENG 1121/EG 121	English Composition II ²	3
Subtotal		12
THIRD YEAR		
First Semester or Term		
NUR 2210/NU 416	Caring for Clients with Chronic Alterations in Human Needs	5
NUR 2230/NU 417	Caring for Clients and Families with Growth Seeking Needs	5
SOC 1101/SO 101	Elements of Sociology	3
Subtotal		13
TOTAL CREDITS REQUIRED FOR THE DEGREE		67

¹ These courses must be completed successfully before taking any nursing courses. Computer literacy is required for graduation. A self-paced process of certification is available through the College Learning Center at no cost to the student or MST 1101/MS 101 (3 credit course can be taken). In addition to the 67 credits for the AAS in Nursing.

² See page 37 for a detailed explanation of core-required courses and categories.
Note: NUR courses require permission of the department for registration.

Bachelor of Science in NURSING

This Bachelor of Science (BS) in Nursing degree program provides associate degree and diploma prepared registered professional nurses with the education and skills necessary to become leaders and managers in a variety of health care settings. Baccalaureate prepared nurses are integral collaborative members of diverse interdisciplinary health care teams.

The baccalaureate in nursing curriculum will prepare the nurses as generalists with experiences across the life span. This flexible upper-level program will provide, within a single day of the week, didactic and clinical courses to meet the needs of RN students. In addition to academic coursework in the classroom, students will practice physical assessment skills in a College laboratory setting. Select clinical agencies will afford students dynamic learning opportunities to expand their knowledge base in leadership, community health, and in urban health issues.

Nurses entering the program with an associate degree in nursing from a credit-granting institution may have up to 60 credits transferred toward the 120-credit BS degree. Nurses seeking entrance to the program with a diploma or from an institution where college credit has not been granted will be required to take the Nursing Acceleration Challenge Exams (ACE) II RN to BS (NLN ACE II Examinations) for acceptance of previous nursing courses.

The rapid expansion of information technology and the computer resources at New York City College of Technology will facilitate the faculty's ability to offer a proportion of the proposed curriculum in a hybrid format. Classes will be offered both on campus and on-line. Upon completion of the program, nurses will have the foundation for both graduate studies and advanced practice nursing roles.

Admission Criteria

Applicants for a bachelor of science degree with a major in nursing must be graduates of a degree-granting college or a diploma-granting nursing school that prepares students for licensure as Registered Professional Nurses.

Graduates from degree-granting associate degree programs who are candidates for admission to the baccalaureate program in nursing at New York City College of Technology must have:

- Met the admission requirements for the College and must satisfy the CUNY Proficiency Examinations.
- Graduated from an associate degree nursing program accredited by the National League for Nursing Accreditation Commission.
- A current license in New York State as a Registered Professional Nurse or eligibility to sit for the NCLEX-RN Exam. Students must be licensed prior to registration in a nursing course with a clinical component.
- A 2.5 cumulative grade point average (GPA) on a 4-point scale to be reviewed for admission. Preference will be given to applicants with a 3.0 cumulative index (GPA) or above.

Students applying to the program will be admitted based on space availability.

In addition to the above admission criteria, candidates for admission to the program who hold a diploma or an associate degree in nursing that is not from an institution granting college credit may be admitted to the program if they have met the following requirements:

- Successful completion of the Nursing Acceleration Challenge Exams (ACE) II RN to BS (NLN ACE II Examinations formerly called the NLN Mobility Profile Exams that were used for Nursing Progression). These tests designed for RN/BS programs are \$50 each. They are paper and pencil tests that must be administered by the College. The duration of the test is 2 1/2 to 4 hours. The examinations are:
 1. ACE II – Care of the Adult Client (219 items).
 2. ACE II – Care of the Client During Childbearing and Care of the Child (203 items, two exams in one).
 3. ACE II – Care of the Client with a Mental Disorder (132 items).
- Successful completion of all pre-major requirements in the nursing program, either by examination or by completion of the appropriate courses.

DEGREE REQUIREMENTS

Students admitted January 2006 and later must meet the degree requirements. A minimum of 120 credits is required for the BS degree. 60 credits must be in liberal arts and science courses. Courses with an NUR or NU prefix are not liberal arts and science courses.

REQUIRED COURSES IN THE MAJOR		Credits
AAS Degree		60
UPPER LEVEL REQUIRED COURSES IN THE MAJOR		Credits
NUR 3010/NU 301	Physical Assessment	3
NUR 3110/NU 311	Leadership in the Management of Client Care	5
NUR 3130/NU 313	Nursing Research	3
NUR 4010/NU 401	Community Health Nursing	5
NUR 4030/NU 403	Nursing Case Management: Process and Role	3
NUR 4050/NU 405	Nursing Elective	3
NUR 4110/NU 411	Comprehensive Client Care for Urban Health Issues	5
NUR 4130/NU 413	Professional Nursing Practice	3
Subtotal		30
OTHER REQUIRED COURSES		
SPE 1330/TS 330	Effective Speaking	3
BIO 3524/BY 524	Nutrition	2
MAT 1272/MA 272	Statistics	3
BIO 3526/BY 526	Pathophysiology	3
PSY 2404/PS 404	Personnel and Organizational Psychology	3
Subtotal		14

SELECT ELECTIVE COURSES

One approved elective course must be taken in each category. Three elective courses must be taken before beginning the fourth semester curriculum plan that includes NUR 4110/NU 411 and NUR 4130/NU 413. The following are recommended, but not required, choices for elective courses.

Science Electives

Select one of the following three courses for 4 credits: 4

CHEM 1110/CH 110*	General Chemistry I
CHEM 1210/CH 210	General Chemistry II
PHYS 1433/SC 433	Physics 1.2

* Students without sufficient chemistry background must take CHEM 1110/CH 110 that is a prerequisite for Pathophysiology (BIO 3526). If CHEM 1110/CH 110 was taken and was included in the 60 lower-level transfer credits, then a 4-credit science elective must be taken.

Philosophy Electives

Select one of the following three courses for 3 credits: 3

PHIL 2103/PH 103	Ethics
PHIL 2106/PH 106	Philosophy of Technology
PHIL 3400/PH 400	Environmental Philosophy

Sociology Electives

Select one of the following three courses for 3 credits: 3

SOC 1102/SO 102	Urban Sociology
SOC 1103/SO 103	The Family
SOC 2201/SO 201	Sociology of Aging

Humanities Electives

Select one of the following four courses for 3 credits: 3

ARTH 1102/HU 102	History of Art: Renaissance to Modern
ARTH 1104/HU 104	Art of the United States
MUS 1201/HU 201	Musical Concepts: A Guide to Listening
MUS 1211/HU 211	Music of Latin America

Literature Electives

Select one of the following three courses for 3 credits: 3

ENG 2000/EG 200	Perspectives in Literature
ENG 3401/EG 401	Law Through Literature
ENG 3404/EG 404	The Literature of Illness and Care

Subtotal 16

TOTAL CREDITS FOR THE DEGREE 120

CURRICULUM PLAN**Credits****THIRD YEAR****First Semester or Term**

Science Elective-Upper division¹ 4

SPE 1330/TS 330	Effective Speaking	3
NUR 3010/NU 301	Physical Assessment	3
BIO 3524/BY 524	Nutrition	2
MAT 1272/MA 272	Statistics	3

Subtotal 15

Second Semester or Term

PHIL/PH Elective	Philosophy	3
NUR 3110/NU 311	Leadership in the Management of Client Care	5
NUR 3130/NU 313	Nursing Research	3
PSY 2404/PS 404	Personnel and Organizational Psychology	3
BIO 3526/BY 526	Pathophysiology	3

Subtotal 17

FOURTH YEAR**First Semester or Term**

SOC/SO	Sociology Elective	3
ENG/EG	Literature: 2000 or 3400 series	3
NUR 4010/NU 401	Community Health Nursing	5
NUR 4030/NU 403	Nursing Case Management: Process and Role	3

Subtotal 14

Second Semester or Term

ARTH/MUS/HU	Art History or Music Elective	3
NUR 4050/NU 405	Nursing Elective	3
NUR 4110/NU 411	Comprehensive Client Care for Urban Health Issues	5
NUR 4130/NU 413	Professional Nursing Practice	3

Subtotal 14

Upper Division Credits 60

TOTAL CREDITS REQUIRED FOR THE DEGREE 120

¹ Students without a sufficient chemistry background will be advised to take CHEM 1110/CH 110. Students who have taken one chemistry course must take an additional upper-division science elective (4-credit course). Please see electives approved for this major.

Progression in Nursing

- A 2.5 cumulative grade point average must be maintained.
- Students must achieve a minimum grade of "C" in all nursing courses (NUR) and required courses in the curriculum.
- A student may repeat only one of the required nursing courses.
- Courses designated NUR must be passed on the second registration.
- A grade of satisfactory "S" in the clinical component of nursing courses (NUR 3010/NU 301, NUR 3110/NU 311, NUR 4010/NU 401, NUR 4110/NU 411) is required for passing the course.
- Only one withdrawal for academic reasons "W" from required nursing courses is permitted.
- Students required to take NLN ACE II Examinations for previous nursing credit must complete all tests with a satisfactory grade prior to enrolling in fourth semester curriculum nursing courses (NUR 4110/NU 411, NUR 4130/NU 413).

Documentation

Students enrolled in a course with clinical component (NUR 3110/NU 311, NUR 4010/NU 401, NUR 4110/NU 411) must submit the following on the first day to remain in the course:

- Current malpractice insurance;
- Current CPR certification;
- A current license in New York State as a Registered Professional Nurse.

Health Documentation

- A completed copy of the College health record that includes the annual physical examination.
- Required immunizations (validation of measles, mumps, rubella, varicella and a PPD).

New York State Public Health law #2165 requires all College students born on or after January 1, 1957 and who are enrolling for six or more semester hours to show proof of immunity against measles, mumps and rubella in order to register for courses.

Health care agencies require proof of immunity against varicella.

Note: Students are required to submit a written record of two doses of live measles vaccine; one dose of rubella vaccine; and two doses of varicella vaccine; or positive titers: a laboratory report of a blood test indicating immunity to measles, mumps, rubella and varicella.

Hepatitis B immunization is highly recommended and provided at no cost by CUNY. Students must sign a waiver if they elect not to have the Hepatitis B immunization.

Any immunizations required must be completed a minimum of 30 days prior to the beginning of a clinical experience.

Students who do not submit immunization documentation or who partially comply with the immunization requirements will not be permitted to attend the clinical component of the nursing theory course.

Suggested Time for Completion

Full-time students can complete the degree requirements in two years.

Part-time students are expected to complete the requirements for the degree in five years.

Transfer into the Nursing Curriculum

- Transfer students are required to follow College policies.
- The request to transfer non-CUNY nursing credits will be evaluated on an individual basis by a nursing department faculty advisor.

CUNY Articulation Policy

In nursing, current formal CUNY AAS articulation agreements are in effect with Kingsborough Community College, LaGuardia Community College, Borough of Manhattan Community College and Queensborough Community College.

Add/Drop Courses

A student dropping corequisites of a nursing course will also be required to drop the applicable nursing course.

Readmission to Nursing

The names of candidates who seek readmission to the BS program in nursing will be submitted to the nursing department by the Office of the Registrar. An Ad Hoc Baccalaureate Program Readmission Committee will conduct a review of the candidate's academic record and submit a decision to the Office of the Registrar.

Students applying for re-admission to the program will be admitted based on decision of the Readmission Committee and on space availability.

Transportation, Uniforms and Equipment

All students must provide their own transportation for laboratories, field trips and community health assignments. They must also provide their own uniforms, if required, and equipment for clinical assignments. Professional attire and roles will be

specified for each clinical course by the clinical professor in collaboration with agency liaison personnel.

Graduation from the BS Degree Nursing Program

- A current New York State license as a registered professional nurse.
- A minimum 2.0 cumulative grade point average in the required 120 credits is necessary for graduation from the nursing program per the College policy.
- Satisfactory scores on all NLN ACE II tests for transfer of prior nursing course credits (diploma program/non-college granting AAS graduates).

Accreditation

This nursing education program is a candidate for accreditation by the National League for Nursing Accrediting Commission (NLNAC).

COURSES:

NUR 1010/NU 101.1 Medication Calculations in Nursing

1 cl hr, 1 cr

This course introduces the student to measurement systems and dosage problems for selected routes of drug administration. Emphasizes the application of basic mathematical operations needed for solving dosage calculation problems.

Prerequisites: BIO 2311/BY 301.1, PSY 1101/PS 101, ENG 1101/EG 101 and MAT 1275/IMA 275 or higher; corequisites: BIO 2312/BY 301.2, PSY 2301/PS 301, NUR 1030/INU 103

NUR 1030/NU 103 Foundations of Caring

4 cl hrs, 6 lab hrs, 6 cr

Using the framework of Watson's caring model, this course introduces the student to nursing practice.

Emphasis is on learning how the nursing process can be used to meet the client's human needs, primarily survival and functional needs.

Students learn consideration of the client's social, cultural and spiritual values within the health-illness-healing experience. In the laboratory, students develop the technical skills needed for client care in community, long-term and acute settings.

Prerequisites: BIO 2311/BY 301.1, PSY 1101/PS 101, ENG 1101/EG 101 and MAT 1275/IMA 275 or higher; corequisites: BIO 2312/BY 301.2, PSY 2301/PS 301, NUR 1010/INU 101.1

NUR 1110/NU 215 Caring for Clients with Common Alterations in Functional Needs

3 cl hrs, 6 lab hrs, 5 cr

This course builds on the knowledge and skills attained by the students in the previous nursing course Foundations of Caring. Using Watson's caring model, the student learns to apply the nursing process in acute-care settings to meet the

needs of clients experiencing common alterations in human functional needs. Theory includes conditions that interfere with integument, mobility, sensory, endocrine functioning and urinary elimination in various age groups.

Prerequisites: BIO 2312/BY 301.2, PSY 2301/PS 301, NUR 1030/INU 103; corequisites: BIO 3302/BY 302, NUR 1130/INU 216

NUR 1130/NU 216 Caring for Clients with Common Alterations in Survival Needs

3 cl hrs, 6 lab hrs, 5 cr

This course builds on the knowledge and skills attained in the previous nursing course Foundations of Caring. Using Watson's caring model, the student learns to apply the nursing process in acute care settings to meet the needs of clients experiencing common alterations in human survival needs. Theory includes conditions that interfere with fluid and electrolyte balance, nutrition and oxygenation in various age groups.

Prerequisites: BIO 2312/BY 301.2, PSY 2301/PS 301, NUR 1030/INU 103; corequisites: BIO 3302/BY 302, NUR 1110/INU 215

NUR 2110/NU 315 Caring for Clients with Complex Alterations in Survival and Functional Needs

3 cl hrs, 6 lab hrs, 5 cr

In this course, the student learns to use Watson's caring model to meet the needs of clients in various age groups with altered cell growth (cancer), complex alterations in nutrition and oxygenation and the neurological alterations. Focus is on the use of the nursing process to help with decision-making in the care of selected clients and families in acute-care settings. Students learn the role of the community-based

nurse in the preventative management of complex alterations.
Prerequisites: BIO 3302/BY 302, NUR 1110/NU 215, NUR 1130/NU 216;
corequisite: NUR 2130/NU 317

NUR 2130/NU 317
Caring for Clients with Alterations in Integrative Needs

2 cl hrs, 6 lab hrs, 4 cr
In this course, the student continues to use the framework of Watson's caring model to study and care for clients with alterations in integrative needs. Emphasis is on applying the nursing process to the care of clients with affective, thought, anxiety, personality and addictive disorders and children with adjustment disorders. The student will integrate mental health concepts, principles of human relationships and interpersonal skills in caring for selected clients in a therapeutic environment.
Prerequisites: BIO 3302/BY 302, NUR 1110/NU 215, NUR 1130/NU 216;
corequisite: NUR 2110/NU 315

NUR 2210/NU 416
Caring for Clients with Chronic Alterations in Human Needs

3 cl hrs, 6 lab hrs, 5 cr
In this course, the student continues to use the framework of Watson's caring model to meet the needs of clients in various age groups with chronic alterations in nutrition, bowel elimination, urinary elimination, sensory/motor functioning, oxygenation, tissue perfusion and immune responses. Focus is on the application of the nursing process to manage the care of clients and groups of clients in acute care, long-term care and community health settings.
Prerequisites: NUR 2110/NU 315, NUR 2130/NU 317

NUR 2230/NU 417
Caring for Clients and Families with Growth-Seeking Needs

3 cl hrs, 6 lab hrs, 5 cr
In this course, the student continues to use the framework of Watson's caring model in meeting the growth seeking needs of childbearing clients and their growing families. Emphasis is on family-centered health care and health teaching of childbearing clients and families in ambulatory and inpatient care settings. Students use the nursing process to organize care for clients with alterations in growth-seeking needs.
Prerequisites: NUR 2110/NU 315, NUR 2130/NU 317

NUR 3010/NU 301
Physical Assessment

2 cl hrs, 2 lab hrs, 3 cr
Health assessment skills and techniques for the conduct of a comprehensive

health history and physical exam are developed for generalist nursing practice. Students critically analyze interview data and assessment findings that relate to the specific needs of individuals concerning age and culture. The normal parameters of health are used to compare and contrast the findings. Discussions will include health screening across the life span and associated health promotion practices, as recommended by Healthy People 2010.
Prerequisites: AAS degree with major in Nursing or approval of BS program coordinator

NUR 3110/NU 311
Leadership in the Management of Patient Care

2.5 cl hrs, 5 lab hrs, 5 cr
This course introduces the student to concepts of leadership and management for application in practice settings. Theories relating to nursing, culture, change, motivation, organization and management are explored. Principles of time management, leadership styles, budgeting, staffing patterns, personnel evaluations, delegation and the steps of discipline, and JCAHO accreditation criteria will be discussed and analyzed across diverse practice settings. In clinical, student/nurse manager dyads provide students with a vantage point to observe the nurse manager role, responsibilities and associated demonstrated interventions that produce positive client outcomes, staff satisfaction and professional growth.
Pre- or corequisites: NUR 3010/NU 301

NUR 3130/NU 313
Nursing Research

3cl hrs, 3 cr
Students will develop skills to critically read, analyze and use knowledge gained from reported research findings for evidence-based practice. The steps of the research process are presented which provide the framework for critiquing research studies that used both qualitative and quantitative methods. Students conduct a review of the nursing literature and critique a selection of nursing research articles that focus on clinical nursing research. Students formulate a research problem and apply the elements of the research process in a hypothetical study. The ethical issues involved in nursing research, theoretical frameworks for nursing research and the nurse's role as a member of a research team to forward research dissemination are discussed.
Prerequisites: AAS degree with major in Nursing, MAT 1272/IMA 272

NUR 4010/NU 401
Community Health

2.5 cl hr, 5 lab hrs, 5 cr
This course builds upon the student's knowledge of nursing and provides the requisites for practice as a community health nurse. The focus is on health promotion, prevention and maintenance, which is the core of community-based care. Selected concepts, such as evidence-based care that contribute to the foundation of community-based nursing will be discussed. The course will examine historical perspectives, the value of community health, the nurse's present day professional expectations and accompanying changes in responsibilities, accountability for practice and ethical and transcultural considerations. The curriculum will focus on specific contemporary community health issues, including homelessness, communicable diseases, mental health and preparedness for bioterrorism.
Prerequisites: NUR 3010/NU 301, BIO 3524/BY 524

NUR 4030/NU 403
Nursing Case Management: Role and Process

3 cl hrs, 3 cr
This course focuses on innovative, integrated nursing case and care management models within the context of assessment, planning, implementation, collaboration, negotiation and evaluation. The critical competencies and strategies in managing risk and legal liabilities, seeking and obtaining physician support, coordination of services across placement settings and client and caregiver education are discussed. An emphasis will be on teaching-learning principles and strategies effective in the management of care for diverse populations in urban settings. Students will discuss functions and issues in evolving role demands, opportunities and responsibilities of the nurse case manager.
Prerequisites: NUR 3110/NU 311, NUR 3130/NU 313, BIO 3524/BY 524;
corequisite: PSY 2404/PS 404, NUR 4010/NU 401

NUR 4050/NU 405
Nursing Elective: Family-Centered End-of-Life Care Across the Life Span

3 cl hrs, 3 cr
This course explores nurses' involvement in family-centered end-of-life care. How a health care team approach can address the myriad needs facing individuals and their families at this time of life are discussed. Principles of hospice and palliative care will be used as a guide for this curriculum. Factors involved in expert nursing care which have the potential to greatly reduce the

burden and distress of those facing life's end and the ability to offer support for the physical, psychological, social, and spiritual needs of patients and their families are presented.
Pre- or corequisites: NUR 3110/NU 311, NUR 3130/NU 313, approval of BS program coordinator

NUR 4070
Nursing Informatics

This Experimental Course will be offered on a temporary basis during the Spring '08 and Fall '08 semesters 3 cl hrs, 3 cr, hybrid course
Develop skills to identify, gather, and process information used in the management of client care. Emphasis on technology-based health applications which support clinical, administrative, research and educational decision making. Some focus on ethical, legal and confidentiality issues related to the use of electronic health care records.
Prerequisite: MST 1101 or Computer Literacy Certificate Program. *Pre- or corequisites:* NUR 3110, NUR 3130 or approval of BS program coordinator

NUR 4110/NU 411
Comprehensive Client Care for Urban Health Issues

2.5 cl hr, 5 lab hrs, 5 cr
This course builds upon the students' knowledge of nursing, biological and social sciences, and information technology for assuming nursing roles in health care of culturally diverse clients in urban settings. The curriculum will include global health issues as they relate to such areas as disease transmission, health policy, the adequacy of services provided, and strategies to enhance access to care. The economics and political implications for care in urban settings are discussed. Students will examine political forces and proactive nursing responses that forward health promotion and prevention interventions in urban settings.
Pre- or corequisites: NUR 4030/NU 403

NUR 4130/NU 413
Professional Nursing Practice

3 cl hrs, 3 cr
A variety of professional, historical, theoretical, ethical and health-related issues relevant to contemporary nursing are discussed. Students will use a variety of professional tools such as in-class forums to debate relevant health care issues, the résumé, a portfolio and template for a project proposal for enhancement of professional development.
Prerequisites: NUR 3110/NU 311, NUR 3130/NU 313

Radiologic Technology and Medical Imaging

Professor Mary Alice Browne, Chair
 Pearl 513
 718.260.5360
 email: mabrowne@citytech.cuny.edu

PROGRAM:

Radiologic Technology and Medical Imaging/AAS

FACULTY:

Assoc Profs: Bonsignore, Browne
 Asst Profs: Lespinasse, Lobel, Martinucci, Vinokur
 CLT: Gay

Associate in Applied Science in RADIOLOGIC TECHNOLOGY AND MEDICAL IMAGING

The Radiologic Technology and Medical Imaging program in diagnostic radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the American Registry of Radiologic Technologists (ARRT).

The graduate of the program is eligible to take the American Registry of Radiologic Technologists (ARRT) examination for certification and New York State Licensure. Among the employers of the graduates of this program are Brookdale University Hospital & Medical Center, Brooklyn Hospital, Hospital for Special Surgery, Maimonides Medical Center, New York Presbyterian Hospital: New York Weill Cornell Center, New York Presbyterian Hospital: Columbia Presbyterian Center, St. Lukes-Roosevelt Hospital Center (St. Lukes Division) and St. Lukes-Roosevelt Hospital Center (Roosevelt Division).

Radiologic Technology and Medical Imaging

The radiologic technologist utilizes ionizing radiation to produce radiographic images of various parts of the body to aid in the detection of injury or disease. In recent years, the increasing complexity of radiologic procedures and the continuing emphasis upon the elevation of prescribed standards of practice set forth by the Bureau of Environmental Radiation Protection of New York State have made radiologic technology and medical imaging a highly specialized and sophisticated science requiring competently trained personnel.

City Tech's comprehensive program provides students with the special knowledge and skills required for the practice of radiologic technology and medical imaging.

Approximate Additional Costs

Students in the radiologic technology and medical imaging program will be required to purchase textbooks and incur the following expenses: film badge monitoring service: \$20 per year paid at the beginning of the first and third semesters; special film for open laboratory: \$10 paid at the beginning of the first three semesters; professional liability coverage for the minimum limits of \$1,000,000 each for professional and personal liability: \$15 per year paid at the beginning of the second and fourth semesters; and materials fee: \$30 paid at the beginning of the first, second, third and fourth semesters. Estimated textbook fees \$1,000 over a two-year period. Lab coat: \$20; uniforms and shoes for the clinical education courses: \$75 or more at the beginning of the second semester. (Uniforms and lab coats must have the department emblem on the left sleeve.)

Students in the program are also required to present documented evidence of a complete physical examination demonstrating good health. The examination form will be provided by the radiologic technology and medical imaging department. The program complies with New York State immunization requirements and Hepatitis B vaccine is recommended. Additionally, students must submit documented evidence of a negative tuberculin skin test (PPD) annually.

Criteria for Admission into the Radiologic Technology and Medical Imaging Curriculum

- A high school diploma or its equivalent (GED)
- CUNY certification in reading, writing and mathematics
- A grade of 75% in a high school science course that includes laboratory experience (biology, chemistry and/or physics). Students lacking the high school course requirement will be required to take BIO 1101/BY 101. This course must be taken before BIO 2311/BY 301.1 and completed with a minimum grade of "C."
- Any student entering the Radiologic Technology and Medical Imaging program who has a felony record should notify the department and the appropriate certifying agencies for clarification of his or her eligibility for licensing/certification.

Progression to Clinical Courses

To be considered for admission into the clinical phase of the program, a student must demonstrate CUNY certification in reading, writing and mathematics; eligibility for MAT 1275/MA 275, BIO 2311/BY 301.1 (Anatomy and Physiology I); successful completion of ENG 1101/EG 101; and a minimum grade point average of 2.7.

If the number of students meeting the stated criteria exceeds the available spaces, seats will be allocated on the basis of the student's academic record and GPA. An index of 2.7 does not guarantee admission into the clinical phase of the program. As the GPAs of the potential applicants increase, a higher GPA will be needed to qualify.

The clinical phase of the program starts only in the fall of each year. The class for the clinical phase is selected during the previous spring semester; therefore, a student must be registered at NYCCT and all eligibility requirements must be completed by the end of the fall semester. Students will be required to complete the two-year clinical phase of the program within four years.

Progression in the Program

An important standard required for progression in and graduation from the Radiologic Technology and Medical Imaging program is a minimum grade of "C" in each course designated with the prefix RAD/RT. Any student earning a grade lower than "C" in a RAD/RT course may not progress in the program without repeating the course and earning a minimum grade of "B-." No course in the program may be repeated more than once. Please note that the number of seats in any course designated RAD/RT is strictly limited. If the number of students seeking to enroll in a course designated RAD/RT exceeds the number of seats, first priority for available seats will be given to eligible students who have not previously enrolled in that course. After all such students have had a reasonable opportunity to enroll, students seeking to repeat the course may be given access to the remaining seats, if any. All students seeking to repeat a given course will be ranked by their numeric final grades in that course, and none will be permitted to enroll until those higher on the list have been given an opportunity. Students who received a grade lower than "C" in two or more RAD/RT courses will be dismissed from the program, as will

students whose cumulative averages are below 2.0. Anatomy and Physiology (BIO 2311/BY 301.1 and BIO 2312/BY 301.2) must be taken prior to the second year.

Clinical Internship

Students must successfully complete all clinical objectives and course requirements to receive a passing grade. A student can be removed from the internship for any unprofessional behavior, a serious infraction of hospital rules and regulations, or endangering the patient's safety. This would be determined by the hospital and/or faculty and could result in a failing grade.

Any absence beyond the department policy could result in a failing grade in the class.

Transfer into the Radiologic Technology and Medical Imaging Program

Students who wish to transfer into Radiologic Technology and Medical Imaging program from another college and/or from other college curricula must adhere to all the general admission requirements of the College and department. To be eligible for admission to the clinical phase of the program, transfer students from other colleges must be in good academic standing, not on probation, and not academically dismissed from continuing in the radiologic technology program at previous college(s). Transfer students from other colleges must be registered at New York City College of Technology at least one semester prior to being considered for admission to the clinical phase of the program. Transfer students may not be considered for the clinical phase of the program until they have satisfied all the pre-clinical criteria, including a minimum College index of 2.7 and space availability.

Readmission to Radiologic Technology and Medical Imaging

Students who have not registered for Radiologic Technology and Medical Imaging program for two consecutive semesters will be admitted on a space-available basis with a minimum GPA of 2.7.

REQUIRED COURSES IN THE MAJOR		Credits
RAD 1124/RT 124	Introduction to Radiologic Technology and Medical Imaging	1
RAD 1125/RT 125	Radiographic Procedures I	2
RAD 1126/RT 126	Image Production and Evaluation I	2
RAD 1127/RT 127	Patient Care and Management	2
RAD 1128/RT 128	Radiation Protection and Applied Radiobiology	2
RAD 1225/RT 225	Radiographic Procedures II	2
RAD 1226/RT 226	Image Production and Evaluation II	2
RAD 1227/RT 227	Radiographic Pathology	3
RAD 1228/RT 228	Clinical Education I	2
RAD 1229/RT 229	Clinical Education II	3
RAD 2325/RT 325	Radiographic Procedures III	2
RAD 2326/RT 326	Radiographic Physics	2
RAD 2327/RT 327	Cross-Sectional Anatomy	2
RAD 2328/RT 328	Clinical Education III	3
RAD 2425/RT 425	Advanced Radiographic Procedures	2
RAD 2426/RT 426	Imaging Modalities	2
RAD 2427/RT 427	Seminar: Film Critique	2
RAD 2428/RT 428	Clinical Education IV	3
RAD 2429/RT 429	Clinical Education V	2
Subtotal		41
OTHER REQUIRED COURSES		
ENG 1101/EG 101	English Composition I	3
MAT 1275/MA 275 ¹	College Algebra and Trigonometry	4
BIO 2311/BY 301.1 ²	Human Anatomy and Physiology I	4
BIO 2312/BY 301.2	Human Anatomy and Physiology II	4
PHIL 2203/PH 103.1	Health Care Ethics	3
PSY 1101/PS 101	Introduction to Psychology	3
SPE 1330/TS 330	Effective Speaking	3
Subtotal		24
TOTAL CREDITS REQUIRED FOR THE DEGREE		65
¹ Students without the requisite math background for MAT 1275/MA 275 will be required to take MAT 1175/MA 175 in preparation. This will increase the number of credits required for the degree by four (4).		
² Students without requisite science background for BIO 2311/BY 301.1 will be required to take BIO 1101/BY 101 in preparation. This will increase the number of credits required for the degree by four (4).		

COURSES:**RAD 1124/RT 124
Introduction to
Radiologic Technology
and Medical Imaging**

1 cl hr, 1 cr (fall and spring)
Introduction to the various imaging procedures performed by radiologic technologists. This course may be taken by students who are not eligible for other RAD/RT courses.
Prerequisites: CUNY certification in reading, department approval required

**RAD 1125/RT 125
Radiographic Procedures I**

1.5 cl hrs, 1.5 lab hrs, 2 cr (fall only)
Materials fee \$30
This course introduces the student to basic radiographic positioning and related anatomy with emphasis on the skeletal system and extremities. In the laboratory, students develop positioning skills needed for clinical practices.
Prerequisite: CUNY certification in reading, writing and mathematics; *corequisites:* RAD 1124/RT 124, RAD 1126/RT 126, RAD 1127/RT 127, RAD 1128/RT 128, BIO 2311/BY 301.1

**RAD 1126/RT 126
Image Production
and Evaluation I**

1.5 cl hrs, 1.5 lab hrs, 2 cr (fall only)
This course introduces the student to accessory radiographic equipment, darkroom procedure, radiographic mathematics and principles of exposure techniques. In laboratory students develop technical skills needed for image production.
Prerequisite: CUNY certification in reading, writing and mathematics; *corequisites:* RAD 1124/RT 124, RAD 1125/RT 125, RAD 1127/RT 127, RAD 1128/RT 128, BIO 2311/BY 301.1, MAT 1275/MA 275

**RAD 1127/RT 127
Patient Care and
Management**

1.5 cl hrs, 1.5 lab hrs, 2 cr (fall only)
In this course the students learn general patient care and safety; first aid in emergencies; infection control and aseptic techniques; fundamentals of ethics and the law and basic medical terminology.
Prerequisite: CUNY certification in reading, writing and mathematics; *corequisites:* RAD 1124/RT 124, RAD 1125/RT 125, RAD 1126/RT 126, RAD 1128/RT 128, BIO 2311/BY 301.1

**RAD 1128/RT 128
Radiation Protection and
Applied Radiobiology**

2 cl hrs, 2 cr (fall only)
A study of general methods of radiation protection when exposing patients to ionizing radiation, critical to patient safety and the safety of the radiographer. Biological effects and the basic mechanism of short-term and long-term effects of ionizing radiation are covered.
Prerequisite: CUNY certification in reading, writing and mathematics; *corequisites:* RAD 1124/RT 124, RAD 1125/RT 125, RAD 1126/RT 126, RAD 1127/RT 127, BIO 2311/BY 301.1

**RAD 1225/RT 225
Radiographic Procedures II**

1.5 cl hrs, 1.5 lab hrs, 2 cr (spring only)
Materials fee \$30
In this course the students continue to learn radiographic positioning and related anatomy with emphasis on basic positioning for skull, thorax and spine; includes practice positioning in lab.
Prerequisites: RAD 1224/RT 124, RAD 1125/RT 125, RAD 1126/RT 126, RAD 1127/RT 127, RAD 1128/RT 128, BIO 2311/BY 301.1; *corequisites:* RAD 1226/RT 226, RAD 1227/RT 227, RAD 1228/RT 228, BIO 2312/BY 301.2

**RAD 1226/RT 226
Image Production and
Evaluation II**

1.5 cl hrs, 1.5 lab hrs, 2 cr
(spring only)

The course is a continuation of RAD 1126/RT 126, with an emphasis on automatic processing, related mathematics and an in-depth study of factors contributing to radiographic quality. Laboratory experiments include applied exposure principles using the phantom and film critique.

Prerequisites: RAD 1124/RT 124, RAD 1125/RT 125, RAD 1126/RT 126, RAD 1127/RT 127, RAD 1128/RT 128, BIO 2311/IBY 301.1, MAT 1275/IMA 275; *corequisites:* RAD 1225/RT 225, RAD 1227/RT 227, RAD 1228/RT 228, BIO 2312/IBY 301.2

**RAD 1227/RT 227
Radiographic Pathology**

3 cl hrs, 3 cr (spring only)

A study of disease processes of the body systems, related radiographic examinations and related terminology.

Prerequisites: RAD 1124/RT 124, RAD 1125/RT 125, RAD 1126/RT 126, RAD 1127/RT 127, RAD 1128/RT 128, BIO 2311/IBY 301.1; *corequisites:* RAD 1225/RT 225, RAD 1226/RT 226, RAD 1228/RT 228, BIO 2312/IBY 301.2

**RAD 1228/RT 228
Clinical Education I**

13 clinic hrs, 2 cr (spring only)

A 30-day internship designed to integrate the didactic and practical concepts learned in the radiologic technology laboratories. Emphasis is placed on patient care, patient positioning, radiation protection and image production. Film critique and case presentation are required.

Prerequisites: RAD 1124/RT 124, RAD 1125/RT 125, RAD 1126/RT 126, RAD 1127/RT 127, RAD 1128/RT 128, BIO 2311/IBY 301.1, ENG 1101/EG 101; *corequisites:* RAD 1225/RT 225, RAD 1226/RT 226, RAD 1227/RT 227, BIO 2312/IBY 301.2

**RAD 1229/RT 229
Clinical Education II**

19.5 clinic hrs, 3 cr
(summer session)

A continuation of RAD 1228/RT 228, which includes a 35-day internship designed to integrate didactic and clinical concepts. Emphasis is placed on laboratory experiences learned in RAD 1225/RT 225. Film critique classes are held weekly.

Prerequisites: RAD 1225/RT 225, RAD 1226/RT 226, RAD 1227/RT 227, RAD 1228/RT 228, BIO 2312/IBY 301.2

**RAD 2325/RT 325
Radiographic Procedures III**

1.5 cl hrs, 1.5 lab hrs, 2 cr
(fall only)

Materials fee \$30

This course is a continuation of RAD 1225/RT 225 with an emphasis on more advanced radiographic positioning and procedures. Practical laboratory experiences include advanced skull and spine procedures.

Prerequisites: RAD 1225/RT 225, RAD 1226/RT 226, RAD 1227/RT 227, RAD 1229/RT 229; *corequisites:* RAD 2326/RT 326, RAD 2327/RT 327, RAD 2328/RT 328

**RAD 2326/RT 326
Radiographic Physics**

2 cl hrs, 2 cr (fall only)

Instruction in the principles of x-ray generation, x-ray circuits and equipment. Basic concepts of quality management are covered.

Prerequisites: RAD 1225/RT 225, RAD 1226/RT 226, RAD 1227/RT 227, RAD 1229/RT 229; *corequisites:* RAD 2325/RT 325, RAD 2327/RT 327, RAD 2328/RT 328

**RAD 2327/RT 327
Cross-Sectional Anatomy**

2 cl hrs, 2 cr (fall only)

The course emphasizes cross-sectional anatomy as used in medical imaging with a correlation of anatomical structures and sectional images.

Prerequisites: RAD 1225/RT 225, RAD 1226/RT 226, RAD 1227/RT 227, RAD 1229/RT 229;

corequisites: RAD 2325/RT 325, RAD 2326/RT 326, RAD 2328/RT 328

**RAD 2328/RT 328
Clinical Education III**

19.5 clinic hrs, 3 cr (fall only)

A 45-day internship which builds on knowledge and skills attained in previous clinical experiences (RAD 1228/RT 228, RAD 1229/RT 229). Student performance is competency based.

Prerequisites: RAD 1225/RT 225, RAD 1226/RT 226, RAD 1227/RT 227, RAD 1229/RT 229; *corequisites:* RAD 2325/RT 325, RAD 2326/RT 326, RAD 2327/RT 327

**RAD 2425/RT 425
Advanced Radiographic
Studies**

2 cl hrs, 2 cr (spring only)

Instruction in principles and practice of advanced radiographic procedures and equipment.

Prerequisites: RAD 2325/RT 325, RAD 2326/RT 326, RT 2327/RT 327, RAD 2328/RT 328; *corequisites:* RAD 2426/RT 426, RAD 2427/RT 427, RAD 2428/RT 428

**RAD 2426/RT 426
Imaging Modalities**

2 cl hrs, 2 cr (spring only)

A study of various imaging systems, including recent advances in medical imaging.

Prerequisites: RAD 2325/RT 325, RAD 2326/RT 326, RAD 2327/RT 327, RAD 2328/RT 328; *corequisites:* RAD 2425/RT 425, RAD 2427/RT 427, RAD 2428/RT 428

**RAD 2427/RT 427
Seminar: Film Critique**

1 cl hr, 3 lab hrs, 2 cr
(spring only)

Materials fee \$30

A comprehensive summary and review of didactic and clinical skills required for entry into medical imaging. Laboratory exercises in image critique and quality assurance will be covered.

Prerequisites: RAD 2325/RT 325,

RAD 2326/RT 326, RAD 2327/RT 327, RAD 2328/RT 328; *corequisites:* RAD 2425/RT 425, RAD 2426/RT 426, RAD 2428/RT 428

**RAD 2428/RT 428
Clinical Education IV**

19.5 clinic hrs, 2 cr (spring only)

A 45-day internship which builds on the knowledge and skills attained in previous clinical courses (RAD 1228/RT 228, RAD 1229/RT 229, RAD 2328/RT 328). Student performance is competency based.

Prerequisites: RAD 2325/RT 325, RAD 2326/RT 326, RAD 2327/RT 327, RAD 2328/RT 328; *corequisites:* RAD 2425/RT 425, RAD 2426/RT 426, RAD 2427/RT 427

**RAD 2429/RT 429
Clinical Education V**

13 clinic hrs, 2 cr
(summer session)

A 24-day internship which builds on the knowledge and skills attained in previous clinical courses (RAD 1228/RT 228, RAD 1229/RT 229, RAD 2328/RT 328, RAD 2428/RT 428). Student performance is competency based.

Prerequisites: RAD 2425/RT 425, RAD 2426/RT 426, RAD 2427/RT 427, RAD 2428/RT 428

Restorative Dentistry

Professor Anthony Sena, Chair
 Pearl 409
 718.260.5137
 email: asena@citytech.cuny.edu

PROGRAM:

Dental Laboratory Technology/AAS

FACULTY:

Professor: Manos
 Asst Profs: Budny, Russo, Sena, Smith
 Sr CLT: Guidone

Associate in Applied Science in DENTAL LABORATORY TECHNOLOGY

The dental laboratory technologist designs, constructs and repairs dental prosthetic appliances according to the dentist's prescription and provides an essential support service for the dental profession. The field requires a degree of manual dexterity, good artistic sense and the ability to understand and interpret the dental prescription.

The National Institute of Business Management identified Dental Technology as the third-fastest-growing profession in the United States; a *Newsday* survey placed it second in New York State; and the United States Occupational Handbook listed it as growing much faster than the national average.

The program in dental laboratory technology provides a balanced program of study which includes all phases of dental technology, related sciences (chemistry, metallurgy and non-metallic dental materials), dental anatomy, the legal and business aspects of dental laboratory operation and courses in general education, as required by the American Dental Association Commission on Dental Accreditation, the board which accredits the dental technology program. In addition to this accreditation, the department has been recognized as a certified dental laboratory by the National Association of Dental Laboratories. City Tech is the first and only College to achieve this certification in all five areas of restorative prosthetic fabrication - complete dentures, orthodontics, partial dentures, ceramics and crown and bridge.

The graduate is prepared for employment in a commercial dental laboratory, in the laboratory of a V.A. hospital, dental school or in a dental office. Some graduates secure employment with dental manufacturers as research assistants or sales representatives. Among the employers of the graduates of this program are: Americus Dental Studio, Sloane-Kettering Hospital, Veterans Administration Hospital and Columbia Dental School. Over the years, many graduates have gone on to dental school or to

teaching positions in dental technology schools. Many department alumni are the owners of dental laboratories in the New York area. City Tech alumni hold officer positions in every dental laboratory technology association in the surrounding areas.

At the end of the fourth semester, students who have completed all laboratory courses are permitted to take the Recognized Graduate Examination, administered by the National Board for Certification (NBC). Pass rates for our students over the past ten years has averaged 98%. This is the preliminary examination leading to certification (CDT). The final (or practical) portion of the certification examination may be taken in one or more of the specialties after gaining proficiency through experience in the field.

Graduates may pursue baccalaureate degrees at City Tech through the CUNY baccalaureate program, the career and technical teacher education or health services administration.

Approximate Additional Costs

All dental technology students are required to purchase tools, uniforms and books, which are used during the four semesters.

First Semester

Uniform	\$30
Tools and Supplies	\$330
Books	\$150

Second Semester

Tools and Supplies	\$200
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Third Semester

Tools and Supplies	\$50
Books	\$50

Fourth Semester

Tools and Supplies ¹	\$75
R.G. Examination ²	\$190

¹ May vary according to specialization chosen in fourth semester.

² Recognized Graduate Examination National Board for Certification.

Criteria for Admission into the Program within the Dental Laboratory Technology Curriculum

Students may apply for admission to the Restorative Dentistry program either as freshmen or through transfer from another curriculum.

Students will be given a non-binding manual dexterity test in RESD 1110L/DL 110L in order to determine their entry-level hand/eye coordination. The results will assist the student in developing these skills.

Students must achieve a minimum passing grade of "C" in all courses, which begin with the prefix RESD/DL. Students may repeat a course only once.

Placement in the Dental Laboratory Technology Program

A high school diploma or a New York State equivalency diploma is required for admission to the college. However, in order to be registered for the full program of Restorative Dentistry courses, an applicant must be CUNY-certified in reading, writing and mathematics. All new students and transfer students who do not meet the above criteria will be classified as Dental Laboratory Technology students taking introductory courses and will be considered to be members of the department of Restorative Dentistry. During this period students will be programmed for developmental skills or core courses as needed.

After completion of all required developmental courses with a Satisfactory "S" rating, the student will be admitted to Dental Laboratory Technology courses as space permits. Completion of the introductory portion of the curriculum does not guarantee progression into major courses. If the number of students meeting the stated criteria exceeds the available places, seats will be allocated on the basis of the highest cumulative academic average.

Transfer into the Restorative Dentistry Curriculum

Students who wish to transfer into Restorative Dentistry from another college curriculum must meet the following criteria:

- all prerequisite criteria;
- cumulative grade point average of 2.0 or better.

REQUIRED COURSES IN THE MAJOR		Credits
RESD 1107/DL 107	Introduction to Non-metallic Dental Materials	2
RESD 1110/DL 110	Tooth Morphology	3
RESD 1111/DL 111	Complete Dentures I	3
RESD 1115/DL 115	Fixed Prosthodontics I	3
RESD 1211/DL 211	Complete Dentures II	3
RESD 1212/DL 212	Fixed Prosthodontics II	3
RESD 1214/DL 214	Introduction to Restorative Ceramics	3
RESD 1216/DL 216	Removable Partial Dentures I	3
RESD 2307/DL 307	Science of Dental Metallurgy	1
RESD 2310/DL 310	Principles of Occlusion	2
RESD 2311/DL 311	Complete Dentures III	2
RESD 2313/DL 313	Removable Partial Dentures II	3
RESD 2314/DL 314	Restorative Dental Ceramics II	3
RESD 2409/DL 409	Laboratory Operation, Ethics and Jurisprudence	2
RESD 2412/DL 412	Fixed Prosthodontics Practicum	3
RESD 2415/DL 415	Orthodontics	2
Subtotal		41

Select one of the following two courses for 3 credits:		3
RESD 2411/DL 411	Complete Dentures/Maxillofacial Concepts	
RESD 2414/DL 414	Restorative Dental Ceramics Practicum	
Subtotal		3

OTHER REQUIRED COURSES¹

CHEM 1000/CH 215	Principles of Chemistry I	4
ENG 1101/EG 101	English Composition I	3
MAT 1180/MA 180	Mathematical Concepts and Applications or	4
MAT 1275/MA 2752	College Algebra and Trigonometry	4
LAP	Literature/Aesthetics/Philosophy	3
SS/BS	Social Science/Behavioral Science	3
COMM	Communications	3
Subtotal		20

TOTAL CREDITS REQUIRED FOR THE DEGREE 64

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Students who select MAT 1275/MA 275 instead of MAT 1180/MA 180 may be required to take MAT 1175/MA 175 as a prerequisite. In this case the number of credits required for the degree will increase by four.

COURSES:**RESD 1107/DL 107
Introduction to Non-Metallic
Dental Materials**

2 cl hrs, 2 cr (fall only)
An introduction to non-metallic dental materials. The inherent characteristics, uses and limitations of dental laboratory materials are demonstrated and students practice the proper techniques of manipulating the materials in uncomplicated exercises. Familiarization with dental materials facilitates the development of psychomotor skills for subsequent dental laboratory technology courses. Students receive extensive training in infection control which conforms to OSHA, NADL and ADA guidelines.
Prerequisites: CUNY certification in reading, writing and mathematics

**RESD 1110/DL 110
Tooth Morphology**

1 cl hr, 6 lab hrs, 3 cr (fall only)
A detailed study of tooth form, structure and function; drawings of 28 teeth, wax buildup and development of the anatomical crowns for maxillary and mandibular teeth.

Prerequisite: CUNY certification in reading, writing and mathematics

**RESD 1111/DL 111
Complete Dentures I**

1 cl hr, 6 lab hrs, 3 cr (fall only)
Denture fabrication, including the interpretation of work authorizations, evaluating casts, fabricating impression trays, constructing baseplates and wax occlusal rims, articulating casts, set-up, wax-ups and contouring of full dentures.
Prerequisite: CUNY certification in reading, writing and mathematics

**RESD 1115/DL 115
Fixed Prosthodontics I**

1 cl hr, 6 lab hrs, 3 cr (fall only)
An introduction to the theory and practice of fabricating fixed prostheses, including: construction of casts and dies, identifying margins, trimming and ditching dies, use of self articulation, developing wax patterns for crowns, inlays and onlays. Investing, casting, finishing and polishing of single-unit and provisional restorations.
Prerequisite: CUNY certification in reading, writing and mathematics

RESD 1211/DL 211**Complete Dentures II**

1 cl hr, 6 lab hrs, 3 cr (spring only)

Full denture construction, including postdams, insertion of reliefs, waxing and contouring for processing, flasking, wax elimination, processing, recovery, selective grinding, finishing and polishing of full dentures, relines and repairs.

Prerequisite: RESD 1111/DL 111

RESD 1212/DL 212**Fixed Prosthodontics II**

1 cl hr, 6 lab hrs, 3 cr (spring only)

Knowledge and skills required to fabricate multi-unit fixed bridge restorations. The topics cover the construction of full arch casts and dies, identification margins, trimming dies, waxing and developing functional occlusion, investing, casting, pontic design, soldering precious or non-precious metals, seating and finishing of castings, processing composite to restoration frameworks, provisional restorations and finishing and polishing metal to composite restorations. The fixed portion of an overdenture is also fabricated.

Prerequisite: RESD 1115/DL 115

RESD 1214/DL 214**Introduction to Restorative Dental Ceramics**

1 cl hr, 6 lab hrs, 3 cr (spring only)

An introduction to the theory and techniques of ceramo-metal dental restorations, including crowns and pressable all ceramic restorations. Students perform the techniques required to produce a suitable fixed dental prosthesis. Laboratory techniques introduced include metal substructure, design and fabrication, porcelain build-up, firing, contouring, finishing and polishing to accuracy.

Prerequisites: RESD 1110/DL 110, RESD 1115/DL 115

RESD 1216/DL 216**Removable Partial Dentures I**

1 cl hr, 6 lab hrs, 3 cr (spring only)

An introduction to the theory and practice of removable, partial denture construction. Surveying, designing, duplicating the master

casts, wax-up and casting techniques are emphasized.

Prerequisites: RESD 1110/DL 110, RESD 1111/DL 111

RESD 2307/DL 307**Science of Dental Metallurgy**

1 cl hr, 1 cr (spring only)

The study of dental metallurgy, physical and mechanical properties of metals, their internal structure and types of precious and non-precious dental casting alloys and metals used in the laboratory. Soldering, welding and casting procedures and the associated types of investments and equipment used in these procedures. Polishing agents used for metals is also discussed. Proper handling and safety procedures are discussed.

Prerequisite: RESD 1107/DL 107

RESD 2310/DL 310**Principles of Occlusion**

1 cl hr, 3 lab hrs, 2 cr (fall only)

An introduction to the principles of occlusion (gnathology), including the anatomical structures of the oral cavity, the determinants of occlusal morphology and the physiology of mandibular movements, as they relate to the fabrication of dental restorations. Three laboratory exercises in cusp-to-marginal ridge and cusp-to-fossa waxing, using semi-adjustable articulators, are performed.

Prerequisite: Completion of all second-level courses

RESD 2311/DL 311**Complete Dentures III**

1 cl hr, 3 lab hrs, 2 cr (fall only)

Fabricating an immediate denture, set-up for an immediate full denture, restoring aesthetics, fit and function. The procedures for rebases and surgical trays are also stressed. Removable portion of over denture is designed, constructed and supported by a clip bar substructure.

Prerequisite: Completion of all second-level courses or approval of chair

RESD 2313/DL 313**Removable Partial Dentures II**

1 cl hr, 6 lab hrs, 3 cr (fall only)

Finishing and polishing of metal frameworks, arranging teeth, waxing, flasking, packing, processing, finishing and polishing of acrylic attachments and various repair procedures.

Prerequisite: Completion of all second-level courses or approval of chair

RESD 2314/DL 314**Restorative Dental Ceramics II**

1 cl hr, 6 lab hrs, 3 cr (fall only)

Design and construction of individual metal copings and the design and construction of multiple-unit frameworks, investing and casting of non-precious metals, pre-soldering and post-soldering of non-precious metals, application and firing of opaques, contouring and firing of porcelains and glazing and staining of individual and multiple-unit bridges and crowns. All ceramic restorations (laminates) will also be emphasized.

Prerequisite: Completion of all second-level courses or approval of chair

RESD 2409/DL 409**Laboratory Operation, Ethics and Jurisprudence**

2 cl hrs, 2 cr (spring only)

Legal and ethical obligations of the dental technician under State Dental Practice Acts; the ethical responsibilities of the technician, the dental profession, the public and other dental technicians; and historical aspects of dentistry and dental technology. Fundamentals of laboratory operation and management.

Prerequisite: Completion of all third-level courses or approval of chair

RESD 2411/DL 411**Complete Dentures and Maxillofacial Concepts**

1 cl hr, 6 lab hrs, 3 cr (spring only)

A practical application of advanced-level techniques, including flexible partial

dentures and preliminary maxillofacial techniques, which includes the fabrication of an obturator denture.

Prerequisite: Completion of all third-level courses

RESD 2412/DL 412**Fixed Prosthodontics Practicum**

1 cl hr, 6 lab hrs, 3 cr (spring only)

A practical application of the techniques and procedures learned in the basic or specialized courses previously studied. Computer-aided design and computer-aided manufacturing (CAD/CAM) of dental prosthetic restorations will be emphasized. Applications of semi-precision dental attachments for specialized multi-unit bridgework combined with composite restorative materials are included. Actual impressions are used in all restorative dental cases in the classroom.

Prerequisite: Completion of all third-level courses

RESD 2414/DL 414**Restorative Dental Ceramics Practicum**

1 cl hr, 6 lab hrs, 3 cr (spring only)

A practical application, at an advanced-level, of the techniques and procedures learned in the basic or specialized courses previously studied. Actual impressions are used in all restorations. The course also includes fabrication of CAD/CAM PROCERA restorations.

Prerequisite: Completion of all third-level courses

RESD 2415/DL 415**Orthodontics**

1 cl hr, 3 lab hrs, 2 cr (spring only)

History of orthodontics, the types of normal occlusion and malocclusion, the varieties and types of appliances used to move teeth and the physiological actions that occur when teeth are moved through bone as a result of orthodontic treatment.

Prerequisite: Completion of all third-level courses

Vision Care Technology

Professor Robert J. Russo, Chair
 Pearl 312
 718.260.5298
 email: rrusso@citytech.cuny.edu

PROGRAM:

Ophthalmic Dispensing/AAS

FACULTY:

Professor: August
 Assoc Profs: Pasner, Russo, Siegel
 Instructor: Woods
 CLT: Strickler

Associate in Applied Science in OPHTHALMIC DISPENSING

The Vision Care Technology department prepares a student for a career in vision care. Successful completion of the degree qualifies graduates for the New York State licensing examination for ophthalmic dispensers and makes them eligible to take the New York State examination for certification as a contact lens fitter.

The ophthalmic dispenser/optician combines knowledge of scientific and clinical procedures with skills and the ability to work well with patients in the fitting and adapting of lenses and devices that aid in providing comfortable and efficient vision and in correcting ocular deficiencies.

The ophthalmic dispenser measures, adapts and fits eyeglasses to the face and, when further certified as a contact lens fitter, also fits and adapts contact lenses to the eyes for the correction of visual and ocular anomalies. The curriculum in ophthalmic dispensing represents a carefully planned balance of theory and clinical practice in all aspects of the profession.

A graduate of the program may become the proprietor of an ophthalmic dispensing firm or may secure a position as an ophthalmic dispenser, contact lens fitter, an ophthalmic assistant, an ophthalmic sales representative or an optical research technician. Among the employers of the graduates of this program are: independent opticians, ophthalmologists, optometrists, HMO's, Eye and Ear Hospitals, wholesale/retail optical establishments and national and international corporations.

Approximate Additional Costs

Malpractice insurance fee	\$15
New York State licensure fee	\$600
National licensure fee (ABO)	\$125
National licensure fee (NCLE)	\$125
Optical tool kit	\$165
All required textbooks (purchased over four semesters)	\$500
Lab coat, department insignia, safety glasses	\$60

The College will grant an associate in applied science degree (AAS) with a major in ophthalmic dispensing upon satisfactory completion of the required 62 credits listed. All candidates for graduation must be certified as computer literate. In addition, graduates of the program are eligible to pursue a baccalaureate degree in Health Services Administration.

Criteria for Admission into the Vision Care Technology Curriculum

Admission to the College and to the Vision Care Technology program requires a high school diploma or the equivalent. Students who have attended other colleges are welcome to apply as transfer students.

Students who wish to transfer into Vision Care Technology from other curricula within the College or CUNY will be accepted into the program after they have satisfactorily met prerequisite requirements.

After earning CUNY certification, students may be admitted to the Vision Care Technology department as space permits. Transfer students will be accommodated if they are CUNY-certified in mathematics and have a cumulative average of 2.0 or higher, provided there are places remaining in the first semester of the program. If the number of students meeting the stated criteria exceeds the available places in the program, seats will be allocated on the basis of the highest cumulative academic average.

Progression in and Graduation from Vision Care Technology

A minimum grade of "C" in each course designated with the prefix VCT/OD will be required for progression in and graduation from the Vision Care Technology program. Special conditions of equipment and faculty availability govern the repeating of vision care technology courses; course repetition will be permitted only after all students meeting the entrance requirements have been allotted seats.

No vision care technology course may be repeated more than once. In addition:

- No more than two vision care technology courses may be repeated during the entire course of study.
- A student may not fail more than one course in any one semester.

- If a student fails to meet any of these provisions, he/she will be required to withdraw from the Vision Care Technology department.

Additional information is available in the Vision Care Technology Student Handbook.

REQUIRED COURSES IN THE MAJOR		Credits
VCT 1101/OD 101	Ophthalmic Materials and Laboratory I	3
VCT 1105/OD 105	Principles of Optics	3
VCT 1201/OD 201	Ophthalmic Materials and Laboratory II	3
VCT 1212/OD 212	Anatomy and Physiology of the Eye	4
VCT 1237/OD 237	Contact Lenses I	3
VCT 2311/OD 311	Ophthalmic Materials and Laboratory III	2
VCT 2313/OD 313	Ophthalmic Dispensing I	5
VCT 2316/OD 316	Ophthalmic Dispensing Clinic I	1
VCT 2327/OD 327	Contact Lenses II	5
VCT 2413/OD 413	Ophthalmic Dispensing II	5
VCT 2415/OD 415	Introduction to the Principles of Refraction	3
VCT 2416/OD 416	Ophthalmic Dispensing Clinic II	1
VCT 2427/OD 427	Contact Lenses III	4
Subtotal		42
OTHER REQUIRED COURSES ²		
BIO 1101/BY 101	Biology I	4
ENG 1101/EG 101	English Composition I	3
MATH I ¹	Mathematics	4
COMM	Communications	3
LAP	Literature/Aesthetics/Philosophy	3
BS/SS	Behavioral Science/Social Science	3
Subtotal		20
TOTAL CREDITS REQUIRED FOR THE DEGREE		62

¹ Students without the requisite math background for MAT 1275/IMA 275 will be required to take MAT 1175/IMA 175. This will raise the number of credits required for the degree by four (4).

² See page 37 for a detailed explanation of core-required courses and categories.

COURSES:

**VCT 1101/OD 101
Ophthalmic Materials and Laboratory I***

2 cl hrs, 3 lab hrs, 3 cr
An introduction to the didactic and laboratory concepts involved in the identification, location and fabrication of prescription ophthalmic eyewear. Emphasis is placed on single vision physical and optical lens characteristics, physical frame and design characteristics, including: lens materials, index of refraction, spherical, cylindrical power and axis location. In addition, lens power transposition, lens cross, ophthalmic standards, diopter power formula, focal length, total lens power, relationship of radius of curvature and index of refraction and lens makers equation will be covered.
Prerequisite: CUNY certification in reading and mathematics; corequisite: MAT 1180/IMA 180, or equivalent

* Credit by examination available for this course with department approval required

**VCT 1105/OD 105
Principles of Optics I***

3 cl hrs, 3 cr
A study of the basic concepts and principles of light, physical characteristics and geometric properties of optics, rectilinear propagation of light and shadows, reflection of light at planes and spherical surfaces, effect of prism on the transmission and deviation of light and thin lens design theory and application will be covered.
Prerequisite: CUNY certification in reading, writing and mathematics; corequisite: MAT 1180/IMA 180, or equivalent

* Credit by examination available for this course with department approval required

**VCT 1201/OD 201
Ophthalmic Materials and Laboratory II**

2 cl hrs, 3 lab hrs, 3 cr
A continuation of the didactic and laboratory concepts involved in the identification, location and fabrication of prescription ophthalmic eyewear. Emphasis is placed on the calculated effects of prism using a single vision lens power and achieving prism through centration of optical centers. Identifying various ophthalmic lens-manufacturing techniques of factory finish, surfacing and casting methods to achieve lens powers, sphere and toric base curves will be covered. Multifocal lens and progressive lens characteristics are introduced, including powers, design, material, lens profiles, lens blank size, frame size and patient PD. In addition, continued application of ophthalmic standards of ANSI Z80.1, Z80.5 and ANSI Z 87 is emphasized. The laboratory component focuses on the practical aspect of identifying, measuring and fabrication of ophthalmic projects that require wanted prism and fabrication of multifocal lens designs that incorporate patient distant and near PD's.
Prerequisite: VCT 1101/OD 101

**VCT 1212/OD 212
Anatomy and Physiology of the Eye**

4 cl hrs, 4 cr
A study of the structure and function of the eye, bones of the orbit, cranial nerves in the visual system, lid physiology, tear film chemistry, corneal anatomy and function, corneal metabolism, uveal layer, lens accommodation mechanism, retina, photochemistry of vision, visual pathway and extraocular muscles and motility will be covered. In addition, ocular pathologies, anomalies,

deficiencies, etiology and treatment, eye examination and ancillary tests for visual screening, eye symptoms and emergencies and ocular pharmacology will be discussed.
Prerequisite: CUNY certification in reading and writing

**VCT 1237/OD 237
Contact Lenses I**

2 cl hrs, 3 lab hrs, 3 cr
The history and development of contact lenses, physical characteristics of various types of contact lenses, comparison of contact lens materials, contact lens nomenclature, ANSI specifications, corneal topography and astigmatism will be discussed. The laboratory develops skills in the radioscope, profile analyzer, diameter and thickness gauges, measuring magnifier, lensometer, lens modifications, slit lamp and keratometry.
Prerequisite: VCT 1101/OD 101

**VCT 2311/OD 311
Ophthalmic Materials and Laboratory III**

1 cl hr, 3 lab hrs, 2 cr
Advanced didactic and laboratory concepts involved in the selection, identification, location and fabrication of prescription eyewear. Lens aberrations and characteristics based on index of refraction and lens power is covered. Emphasis is placed on special procedures used in the material and fabrication of rimless, semi-rimless, nylon suspension and drill mounted lenses. In addition, ANSI Z 87.1 safety frames, ASTM F803 sports frames and ASTM F8003 are covered. The laboratory component focuses on the advanced practical aspect of fabrication of lenses and frames, fabrication of rimless, semi-rimless, nylon suspension and drilled mounted lenses. Repairs and customization of frames are also covered.
Prerequisite: VCT 1201/OD 201

**VCT 2313/OD 313
Ophthalmic Dispensing I**

4 cl hrs, 3 lab hrs, 5 cr
A study of the origin, ethics, practices and responsibilities of the Ophthalmic Dispenser will be discussed. The development of corrected curves and aspheric design will be detailed. Factors that affect the ophthalmic prescription, such as vertex distance, lens tilting and magnification will be expanded. The design and application of multifocals will be presented. Anatomical and physiological landmarks of the eye will be discussed and the fitting triangle concept will be developed and detailed. The development of the emmetropic eye and a thorough presentation of ametropias will be presented. Measurement of visual acuity will be detailed. An in-depth presentation of both single vision and presbyopic analysis will be covered. The laboratory sessions provide for an application of the theoretical knowledge presented in the lecture. Malpractice insurance is required.
Prerequisites: VCT 1105/OD 105, VCT 1201/OD 201, VCT 1212/OD 212; corequisite: VCT 2311/OD 311

**VCT 2316/OD 316
Ophthalmic Dispensing Clinic I**

3 cl hrs, 1 cr
An internship course designed to develop the student's clinical ophthalmic dispensing skills. The structure of a basic functioning clinic is detailed. The basic groundwork for patient management and ethical business practice is demonstrated. The students exercise their technical skills with clinical patients under the direct supervision of the clinical instructor. Malpractice insurance is required.
Prerequisites: VCT 1201/OD 201, VCT 1105/OD 105, VCT 1212/OD 212; corequisite: VCT 2313/OD 313, VCT 2311/OD 311, VCT 2327/OD 327

**VCT 2327/OD 327
Contact Lenses II**

4 cl hrs, 3 lab hrs, 5 cr
The study of anatomy, physiology and pathology of the anterior segment of the cornea and related structures, theory of flexible and non-flexible lens fitting, philosophies and optics of contact lenses will be covered. In addition, the theory and fitting of soft lenses and contact lens solutions will be discussed. The laboratory develops skills in keratometry, biomicroscopy illuminations and the fitting of soft lenses. Malpractice insurance is required.
Prerequisites: VCT 1237/OD 237, VCT 1212/OD 212, VCT 1201/OD 201, BIO 1101/BY 101

**VCT 2413/OD 413
Ophthalmic Dispensing II**

4 cl hrs, 3 lab hrs, 5 cr
A presentation of the licensing requirements and national certifications will be given. Lifestyle dispensing considerations will be detailed with the goal of meeting a patient's eyewear needs. Consideration will be given to analyzing complex prescriptions. The information presented will enable the practitioner to determine proper lens design recommendations for a patient's occupational and avocational needs. Lens extras such as absorptive tints and coatings will be discussed. Cataract surgery and visual correction options will be presented. The New York State Ophthalmic Dispensing Guide to Practice will be detailed and professional liability will be stressed. A detailed section on preparation for state licensing and national certification will be presented. The laboratory sessions provide for an application of the theoretical knowledge presented in the lecture. The sessions equip the student with the skills necessary at the dispensing table with the patient. Malpractice insurance is required.
Prerequisite: VCT 2313/OD 313

**VCT 2415/OD 415
Introduction to Principles of Refraction**

3 cl hrs, 3 cr
An introduction to the study of clinical refraction of the eye. Topics include: etiology, types, causes, symptoms, testing and treatment of eye abnormalities; accommodation and presbyopia; versions and vergences; anisometropia and aniseikonia; external examination, preliminary and subjective tests; retinoscopy, low vision aids; twenty-one point refractive examination.
Prerequisite: VCT 2313/OD 313

**VCT 2416/OD 416
Ophthalmic Dispensing Clinic II**

3 clinical hrs, 1 cr
An internship course designed to increase the basic clinical skills that have been acquired in Ophthalmic Dispensing Clinic I (VCT 2316/OD 316). Under the supervision of a clinical instructor, the interns operate a full service ophthalmic dispensing clinic. Malpractice insurance is required.
Prerequisites: VCT 2313/OD 313, VCT 2316/OD 316; corequisite: VCT 2413/OD 413

**VCT 2427/OD 427
Contact Lenses III**

3 cl hrs, 3 lab hrs, 4 cr
A comparison of spectacles vs. contacts, calculation of residual astigmatism, office procedure and office management and contact lens symptomatology are discussed. Additional topics include: the advanced fitting concepts of RGP lenses, astigmatic contact lenses, scleral lenses, keratoconus, presbyopia, extended wear and disposables, aphakia, therapeutic lenses and pediatric contact lens fitting. The laboratory continues development in the fitting of soft lenses and patient instruction and follow-up with patients. In addition, rigid lens fitting, insertion and removal techniques, patient instruction, fluorescein pattern evaluation will be covered. Malpractice insurance is required.
Prerequisite: VCT 2327/OD 327

SCHOOL OF TECHNOLOGY AND DESIGN

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LSAMP Coordinator
 V806 x5529

Adjunct Academy Investigator and Coordinator
 V806 x5411

Departments:

Advertising Design and Graphic Arts	Architectural Technology	Computer Engineering Technology
Computer Systems Technology	Construction Management and Civil Engineering Technology	
Electrical Engineering and Telecommunications	Engineering Technology	Entertainment Technology
Environmental Control Technology	Mechanical Engineering Technology	

Degree Programs:

Bachelor of Technology (BTech)

Architectural Technology	Communication Design	Computer Engineering Technology
Computer Systems	Entertainment Technology	Facilities Management
Graphic Arts Production Management	Telecommunication Engineering Technology	

Associate in Applied Science (AAS)

Art and Advertising Design	Architectural Technology	Computer Information Systems
Civil Engineering Technology	Construction Management Technology	Electrical and Telecommunications Engineering Technology
Electromechanical Engineering Technology	Environmental Control Technology	Industrial Design Technology
Graphic Arts Advertising Production Management	Mechanical Engineering Technology	
Microcomputer Business Systems	Telecommunication Engineering Technology	

Certificate Programs:

Air Conditioning Equipment Technician	Building and Housing Superintendent Technology	Construction Management
Desktop Publishing	Heating Equipment Technician	Lighting Systems
Scenery Construction	Show Control	Sound Systems

Mission

The School of Technology and Design specializes in technologies that form bridges from computer-based tools for design and modeling to real-world materials and production processes. The School is home to a unique combination of programs, including graphic communications and digital media, architecture and computer-aided design, live entertainment and interactive event technology, computing software, networking, security and data management, electronic systems, optical and wireless telecommunications, robotics and automation and construction and building systems. This range of departments and faculty represents broad technology expertise, from basic hardware and software to system integration for design and production. Technology and Design graduates are prepared for positions in industry, and many obtain additional degrees and professional licenses. Students are able to benefit from close relationships among topics, tools and curriculum modules coordinated between departments. In addition to opportunities for professional internships and research projects with faculty, students may take coursework in secondary areas of study to complement their major field with interdisciplinary experiences.

Advertising Design and Graphic Arts

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email: jmason@citytech.cuny.edu

Professor Lloyd Carr
Graphic Arts Program Director
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PROGRAMS:

Art and Advertising Design/AAS
Communication Design/BTech
Graphic Arts Advertising Production Management/AAS
Graphic Arts Production Management/BTech
Desktop Publishing/Cert

FACULTY:

Professors: Aptekar, Hayes, Holden, Mason
Assoc Profs: Carr, McVicker
Asst Profs: Adae, Biehl, Durham, Giuliani, Goetz, Michals, Mysan,
Petrillo, Quinn, Wong
Lecturer: Manigault
Chief CLT: Caputo
Sr CLTs: Miñon, Sherman, Vazquez
CLT: Saada

Associate in Applied Science in ART AND ADVERTISING DESIGN

The advertising design industry is one of the most creative and dynamic in the United States, employing over 284,000 people with annual expenditures of over \$300 billion. Advertising agencies, graphic design firms, corporate communications departments, publishing companies, television studios and other design-related operations offer many challenging and rewarding careers as advertising art directors, graphic designers, computer graphics and website designers, illustrators, comic book artists and packaging designers.

New York City, the leading center of advertising design in the United States, with over 2,000 advertising agencies, design studios, publishing and new media companies, offers graduates many possibilities for full-time or free-lance employment in the field.

Founded in 1946, the department has an outstanding 50+ year record of preparing men and women for creative careers in advertising, graphic design and communications media. It offers two degree programs in advertising design: a two-year lower-division program leading to the associate in applied science (AAS) in art and advertising design and a four-year program leading to the bachelor of

technology (BTech) degree in communication design. The department also offers a certificate program in desktop publishing and AAS and BTech degree programs in graphic arts production management. For the convenience of those employed in the advertising design industry or elsewhere, the department offers courses during day and evening hours on either a full- or part-time basis.

The AAS degree program in art and advertising design provides students with a solid foundation in theory and current practices of the advertising design industry and a core of liberal arts and science courses. Students are offered a broad range of foundation courses – from life drawing, design and color, painting, typography, photography and design studio procedures to advanced courses, including computer graphics, advertising, illustration, web design, packaging design and an advertising design internship. The program prepares students for successful entry into the advertising design profession with broad knowledge of the industry, a solid foundation in liberal arts and sciences and a well-rounded portfolio.

In recent years, graduates of the program have been employed by such organizations as JC Penney, ABC-TV, SONY, Saatchi & Saatchi Advertising, Marriot, Book-of-the Month Club, DC Comics, Metropolitan Transit Authority, Simon & Schuster, McGraw-Hill, FCB Advertising, Fairchild Publications, Citicorp, Grey Advertising and many others. Some graduates have opened their own agencies, while others have gone on to earn baccalaureate and graduate degrees in the fields of advertising design, graphic design, fine arts and art education.

Placement in the Associate Program

Placement in the associate in applied science program requires a high school diploma or GED. Students need not have majored in art in high school, but it is desirable that entering students have taken some prior courses in typography, layout, design and drawing or painting.

Advanced Standing Credits

The student admitted as a transfer is advised to go to the office of the registrar to obtain an application for advanced standing and file it with the registrar during the announced filing period. Since there are differences in advertising design and graphic arts course offerings from one college to another, each application for advanced standing credits will be reviewed individually. Credit will be granted for courses taken at other colleges, if the courses are considered equivalent to those offered at New York City College of Technology. Final determination of credits for advanced standing will be made by the registrar and the chair of the advertising design and graphic arts department.

Approximate Additional Costs other than Tuition and College-wide Fees

Textbooks	\$400
Professional Tools	\$300
Materials Fees	\$40
Supplies	\$600
Portfolio Preparation	\$150

REQUIRED COURSES IN THE MAJOR		Credits
ADV 1100/AD 100	Design and Color	3
ADV 1113/AD 113	Life Drawing	3
ADV 1117/AD 117.1	Typographic Design I	2
ADV 1160/AD 160	Desktop Publishing	2
GRA 1100/GA 110	Foundations in Graphic Communications	3
GRA 1130/GA 130	Photography for Design and Graphic Arts	2
ADV 1200/AD 200	Visual Communications	3
ADV 1217/AD 217	Typographic Design II	2
ADV 1230/AD 230	Digital Photography for Design	2
ADV 1260/AD 260	Digital Imaging	2
ADV 2300/AD 300.1	Advertising Design I	3
ADV 2317/AD 317	Typographic Design III	2
ADV 2360/AD 360	Vector Art	2
ADV 2400/AD 400.1	Advertising Design II	3
ADV 2417/AD 417	Advanced Problems in Typography	2
Select one of the following four courses for 2 credits:		
ADV 2121/AD 212	Three Dimensional Design	2
ADV 2213/AD 213.1	Structural Analysis	2
ADV 2215/AD 215	Printmaking	2
ADV 2220/AD 220	Painting and Composition	2
AD B: Select one of the following four courses for 2-3 credits ¹ :		
ADV 2313/AD 313.1	Illustration I	2
ADV 2412/AD 412	Packaging Design	2
ADV 2413/AD 413	Illustration II	2
ADV 2900/AD 900	Advertising Design Internship	3
Subtotal		40-41
OTHER REQUIRED COURSES²		
ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
LAP ³	Art History/ARTH 1100 series/HU 100 AFR 1301/AF 301 or AFR 1304/AF 304	3
BS/SS	Behavioral Science/Social Science	3
MATH I	Mathematics	4
SCI I	Laboratory Science	4
Subtotal		20
TOTAL CREDITS REQUIRED FOR THE DEGREE		60-61

¹ Additional electives with department permission: ADV 3540/AD 540, ADV 3550/AD 550, ADV 3640/AD 640, GRA 3160/GA 316

² See page 37 for a detailed explanation of core-required courses and categories.

³ Those pursuing the BTech degree must select an ARTH (Art History) course from the LAP elective category.

Bachelor of Technology in COMMUNICATION DESIGN

Today, advertising and communication design is dominated by digital technology: from large creative departments to small companies that outsource work to specialists; from traditional print and TV media to multimedia and interactive design. Although entry-level jobs are a first step for either AAS or BTech graduates, employees with a baccalaureate degree are considered more prepared for promotion in the industry. The upper-division courses in communication design are based on those in the AAS degree program. AAS foundation courses integrate design theory and practice. Baccalaureate-level coursework builds on that foundation and offers additional tools for professional advancement. In the bachelor's program, a choice of career tracks allows students to specialize in either advertising design, graphic design, web design or digital video/multimedia and explore the multi-faceted world of communication design. Advanced electives available to students in all four tracks will encourage them to investigate topics in advertising, graphic design, packaging design and typography. Students may further develop their design and communication skills by taking electives, including desktop publication design, digital video, 2-D and 3-D animation, multimedia, photography, speech, business management and advertising production management. A core of advanced design courses will prepare students to meet the challenges of the profession: senior project, portfolio, the design team and an internship. The department also continually modifies its curriculum to reflect current practices in the profession by offering new and experimental courses in the latest technical advances, including web design and animation. For more information about these courses, contact the department chairperson.

BTech graduates should expect rapid progress from entry-level positions to managerial positions in such job classifications as assistant art director to art director, assistant creative director to creative director, junior designer to senior designer and design studio assistant to design manager, to name a few progressions.

Admission to the Bachelor of Technology Program

There are many ways a student can enter the bachelor of technology program in communication design. Students who enter the program as freshmen must meet the College standards. For more information on these guidelines, see page 34. Students who do not meet these guidelines may be admitted into the AAS degree program in art and advertising design and apply to transfer into the BTech program after achieving CUNY certification in reading, writing and mathematics. Students may also enter from other programs either here at City Tech or from other colleges. It is not necessary to have earned an associate degree at all. Transcripts and portfolios of entering students will be evaluated to determine the courses they must complete for the bachelor of technology degree. The department also has articulation agreements with Borough of Manhattan, Bronx and Kingsborough community

colleges. Students from these colleges who complete all their course requirements will not be required to take more than 60 credits to complete the BTech program. Please consult the department for further information.

All students admitted to programs of upper-division study in The City University of New York are required to meet standards of proficiency in reading, writing and mathematics, demonstrated by passing CUNY skills assessment tests in these three areas to become eligible for baccalaureate-level courses. Those who do not achieve the necessary certification upon entry must complete developmental courses. Students who have not achieved certification in all three areas will be denied access to communication design courses.

Advanced Standing Credit

There are great differences in advertising design course offerings from one college to another. Credit will be granted for courses taken at other colleges if the courses are considered equivalent to those offered at New York City College of Technology. Final determination of credits for advanced standing granted to any student in this department will be made by the registrar of New York City College of Technology and the chair of the Advertising Design and Graphic Arts department.

Approximate Additional Costs other than Tuition and College-wide Fees for the Baccalaureate Degree Program

Textbooks	\$750
Materials and supplies	\$1500

REQUIRED COURSES IN THE MAJOR		Credits
AAS Degree in Advertising Design		60
ADV 4700/AD 700	The Design Team	2
ADV 4800/AD 800	The Portfolio	2
ADV 4830/AD 830	Senior Project	3
ADV 4900/AD 900.1	Internship in Advertising/Graphic/Web/Multimedia Design	3
Subtotal		10
OTHER REQUIRED COURSES		
ARTH 1100/HU 100	Art History	3
Subtotal		3
ELECTIVE COURSES		
Select one group from the following for 15 credits:		
Advertising Design		
ADV 3500/AD 500	Advertising Projects I	3
ADV 3502/AD 502	Topics in Advertising	3
ADV 3600/AD 600	Advertising Projects II	3
ADV 3620/AD 620	Digital Video Design I	3
GRA 3532/GA 532	Print Production for Designers	3

Graphic Design		
ADV 3501/AD 501	Graphic Design Projects I	3
ADV 3501/AD 503	Topics in Graphic Design	3
ADV 3601/AD 601	Graphic Design Projects II	3
ADV 3611/AD 611	Desktop Publication Design I	3
GRA 3532/GA 532	Print Production for Designers	3
Web Design		
ADV 3550/AD 550	Web Page Design and Implementation	3
ADV 3560/AD 560	Information Design for the WWW	3
ADV 3650/AD 650	Advanced Web Design	3
ADV 4750/AD 750	Advanced Web Animation	3
ADV 4850/AD 850	Advanced Web Strategies for Design	3
Digital Video/Multimedia		
ADV 3620/AD 620	Digital Video Design I	3
ADV 3630/AD 630	Digital Video Design II	3
ADV 4720/AD 720	Multimedia Design I	3
ENT 3390/ST 391	Sound for Multimedia	3
ADV 4860/AD 860	Streaming Media	3
Subtotal		15
OTHER AD ELECTIVE COURSES		
Select a total of three courses from the electives listed below: (Prerequisites: ADV 2400/AD 400.1 and ADV 2417/AD 417 or department permission)		
ADV 3500/AD 500	Advertising Projects I	3
ADV 3501/AD 501	Graphic Design Projects I	3
ADV 3502/AD 502	Topics in Advertising	3
ADV 3503/AD 503	Topics in Graphic Design	3
ADV 3530/AD 530	Advanced Photography Studio	3
ADV 3540/AD 540	Two Dimensional Animation	3
ADV 3550/AD 550	Web Page Design and Implementation	3
ADV 3620/AD 620	Digital Video Design I	3
ADV 3640/AD 640	3-D Animation and Modeling I	3
GRA 3532/GA 532	Print Production for Designers	3
(Prerequisites: See program advisor or College catalog for detailed information about courses below)		
ADV 3630/AD 630	Digital Video Design II	3
ADV 4711/AD 711	Desktop Publication Design II	3
ADV 4720/AD 720	Multimedia Design I	3
ADV 4740/AD 740	3-D Animation and Modeling II	3
ADV 4820/AD 820	Multimedia Design II	3
ADV 4860/AD 860	Streaming Media for the Web	3
GRA 2412/GA 412	Desktop Presentations	3
ENT 3390/ST 391 ¹	Sound for Multimedia	3
AC BUS 2425/AC 425	Business Management	3
ENG 3773/EG 533	Advanced Technical Writing	3

ARTH/HU	Art Elective	3
CST/CS ²	Computer Information Systems Web Module Courses	3
Subtotal		9
REMAINING BACCALAUREATE CORE DISTRIBUTION		
COMM	SPE 1300/TS 300 series (Speech)	3
ENG 3771/EG 171	Advanced Career Writing	3
MAT 1280/MA 280	Quantitative Mathematics	4
LAP ³	Literature	3
SCI II ³	Laboratory Science	4
BS ³	Behavioral Science	3
SS ³	Social Science	3
Subtotal		23
TOTAL CREDITS REQUIRED FOR THE DEGREE		120
¹ Requires entertainment technology department permission.		
² Requires computer systems technology department permission.		
³ See page 37 for a detailed explanation of core-required courses and categories.		

Associate in Applied Science in GRAPHIC ARTS ADVERTISING PRODUCTION MANAGEMENT

This program is designed for students seeking a career in the New York area's multi-billion dollar graphic arts industry, which includes advertising, printing, publishing, corporate communications, packaging, labeling and new media. Students learn theory followed by laboratory work using current industry specifications and standards. A knowledge base and skill sets are developed through courses in office systems, estimating, imaging, page assembly, prepress, presswork, binding and finishing, quality control and customer service. Students also learn about current industry developments through lectures, field trips, guest speakers and participation in industry events.

Students may obtain the AAS degree and then continue their studies in the BTech in graphic arts production management program. It is not necessary to complete the AAS degree to transfer to the baccalaureate program. This may be done after completing 24 credits and achieving CUNY certification in reading, writing and mathematics. The AAS degree will be earned upon completion of the required 60 credits.

Graduates of the AAS program qualify for such positions as assistant production managers, customer service representatives, sales people, estimators, desktop publishing operators, imaging and scanning operators, quality control specialists, prepress technicians and magazine book makeup coordinators.

Employers of graduates include Newsweek magazine, RR Donnelley, TanaSeybert, AOL-Time-Warner, Condé Nast Publications, Young & Rubicam Advertising Agency, The New York Times, Arlington Press, Quad Graphics and Quebecor World.

REQUIRED COURSES IN THE MAJOR		Credits
GRA 1110/GA 110	Foundations in Graphic Communications	3
GRA 1130/GA 130	Photography for Design and Graphic Arts	2
GRA 1150/GA 150	Graphic Arts Management Office Systems	3
ADV 1160/AD 160	Desktop Publishing	2
GRA 1209/GA 209	Impositions, Plates and Proofs	2
ADV 1260/AD 260	Digital Imaging	2
GRA 1213/GA 213	Black and White Press Work	2
GRA 2300/GA 300	Color Reproduction Theory	2
GRA 2301/GA 301	Ink and Color Analysis	2
GRA 2303/GA 303	Desktop Publishing Production I	3
GRA 2317/GA 317	Graphic Arts Estimating I	3
ADV 2360/AD 360	Vector Art	2
GRA 2406/GA 406	Production Management Systems I	3
GRA 2419/GA 419	Quality Control Management Systems	3

Select two of the following courses for 6 credits:

GRA 2313/GA 313	Color Presswork	3
GRA 2316/GA 316	Digital Imaging Production	3
GRA 2412/GA 412	Desktop Presentations	3
GRA 2417/GA 417	Graphic Arts Estimating	3
GRA 2900/GA 900	Graphic Arts Internship	3
ADV 3550/AD 550	Web Page Design and Implementation	3
MKT 1102/MK 102	Principles of Selling	3
MKT 1214/MK 214	Advertising	3
Subtotal		40

OTHER REQUIRED COURSES¹		Credits
ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
MAT 1180/MA 180	Mathematical Concepts and Applications	4
SCI I	Laboratory Science I	4
LAP	Literature/Aesthetics/Philosophy	3
BS/SS	Behavioral Science/Social Science	3
Subtotal		20

TOTAL CREDITS REQUIRED FOR THE DEGREE 60

The College will grant an associate in applied science degree (AAS) with a major in graphic arts advertising production management upon satisfactory completion of the required 60 credits listed.

¹ See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Technology in GRAPHIC ARTS PRODUCTION MANAGEMENT

The bachelor of technology degree (BTech) is for students who are motivated towards a career in the managerial and supervisory activities within the graphic arts fields: advertising, printing, publishing, graphic communications and new media.

The curriculum in the baccalaureate program provides students with managerial expertise and builds upon the skills learned in the AAS program. It offers production management with practical applications and enables the student to have the flexibility of making career changes among the major areas of the graphic arts. Emphasis is placed on the use of state-of-the-art equipment and technology with major use of computers and related systems. Students acquire proficiency in executive, sales, managerial, technical and supervisory activities. They also gain the knowledge and skills necessary to function as graphic arts production managers, responsible for monitoring, controlling and processing all print media and capable of interpreting graphic and visual information. As part of their program of study, students attend lectures, work in laboratories and go on field trips to leading advertising agencies, service bureaus, publishing houses, corporations and printing plants.

There are many ways a student can enter the bachelor of technology program in graphic arts production management. Students may enter the program as freshmen if they meet the general College criteria on page 34. These students will follow the graphic arts AAS curriculum for the first 60 credits and may earn the AAS along the way. Students may transfer in from the City Tech AAS program in graphic arts or art and advertising design before or after completing the AAS degree. Students may enter from other programs either here at City Tech or from other colleges if they meet College criteria for transfer admission. It is not necessary to have earned an associate degree in graphic arts, or to have earned an associate degree at all. Transcripts of entering students will be evaluated to determine the courses they must complete for the BTech degree. Please consult the admissions office or the department for further information.

Job titles for which graduates qualify may include production or traffic manager, quality control manager, prepress supervisor, color imaging manager, sales manager, purchasing agent, print buyer, book makeup coordinator, plant manager and manufacturing supervisor. Among the employers of BTech graduates are Newsweek magazine, RR Donnelley, TanaSeybert, AOL-Time-Warner, Condé Nast Publications, Young & Rubicam Advertising Agency, The New York Times, Arlington Press, Quad Graphics and Quebecor World.

REQUIRED COURSES IN THE MAJOR	Credits
Required Major Courses for Graphic Arts AAS Degree	40
Remaining Core Distribution for the AAS Degree	20
Subtotal of AAS Courses	60

REQUIRED COURSES IN THE MAJOR	Credits
GRA 3508/GA 508 Desktop Publishing Production II	3
GRA 3515/GA 515 Production Management Systems II	2
GRA 3516/GA 516 Binding and Finishing Operations	2
GRA 3600/GA 600 Topics in Graphic Arts Management	2
GRA 3607/GA 607 Digital Data Asset Management	3
GRA 3612/GA 612 Print-On-Demand Management	3
GRA 4712/GA 712 Portable Document Formats	2
GRA 4715/GA 715 Project Management and Workflow Analysis	2
GRA 4732/GA 732 Advanced Digital PreFLyt	3
GRA 4800/GA 800 The Graphic Arts Production Team	3
GRA 4900/GA 900.1 Graphic Arts Internship	3

Select three of the following courses for 9 credits:

GRA 3513/GA 513 Digital Color Presswork	3
GRA 3611/GA 611 Vector Art Editing	3
GRA 4817/GA 817 Estimating and Cost Control Systems	3
GRA 4830/GA 830 Senior Project	3
ADV 3550/AD 550 Web Page Design and Implementation	3
ADV 3620/AD 620 Digital Video Design	3
ADV 3650/AD 650 Advanced Web Design	3
ADV 4720/AD 720 Multimedia Design I	3

Subtotal 37

OTHER REQUIRED COURSES

ENG 3771/EG 171 Advanced Career Writing	3
ECON 1101/EN 101 Economics	3
HIS/HI 1 History	3
MAT 1280/MA 280 Quantitative Mathematics	4
LAP ¹ Literature	3
SCI II ¹ Laboratory Science II	4
COMM SPE 1300/TS 300 series (Speech)	3

Subtotal 23

TOTAL CREDITS REQUIRED FOR THE DEGREE 120

¹ See page 37 for a detailed explanation of core-required courses and categories.

Certificate in DESKTOP PUBLISHING

This 30-credit certificate program enables individuals currently working in the graphic arts industry to update their knowledge and gain new skills. Desktop publishing is used to produce newsletters, brochures, direct mail and a wide range of other materials, including new media.

Desktop publishing has had a major impact on the graphic communications industry. There is a strong demand for a trained workforce with specialized technical knowledge and skills. This program provides the training in a variety of areas, including: office systems, imaging, vector art graphics, page assembly, quality control management and applied color theory. Two essential courses are for Impositions, Plates and Proofs and Black and White Presswork.

Successful completion of the certificate program requires 30 credits, 24 credits in the major and 6 credits in liberal arts. Credits earned in the program are also transferable to the associate in applied science (AAS) degree in graphic arts advertising production management and to the bachelor of technology (BTech) degree in graphic arts production management.

Graduates may be promoted from their current positions to jobs working as desktop publishing operators, customer service representatives, printing specialists, vector art editors and magazine production coordinators.

REQUIRED COURSES IN THE MAJOR		Credits
GRA 1110/GA 110	Foundations in Graphic Communications	3
ADV 1160/AD 160	Desktop Publishing	2
GRA 1209/GA 209	Impositions, Plates and Proofs	2
GRA 1213/GA 213	Black and White Presswork	2
ADV 1260/AD 260	Digital Imaging	2
GRA 2300/GA 300	Color Theory and Practice	2
ADV 2360/AD 360	Vector Art	2
GRA 2419/GA 419	Quality Control Management Systems	3
Subtotal		18
Select two of the following six courses for 6 credits:		
GRA 1150/GA 150	Graphic Arts Management Office Systems	3
GRA 2303/GA 303	Desktop Publishing Production I	3
GRA 2313/GA 313	Color Presswork	3
GRA 2317/GA 317	Graphic Arts Estimating I	3
ADV 3550/AD 550	Web Design I	3
GRA 3513/GA 513	Digital Color Presswork	3
Subtotal		6
OTHER REQUIRED COURSES		
ENG 1101/EG 101	English Composition I	3
COMM	SPE 1300/TS 300 series (Speech)	3
Subtotal		6
TOTAL CREDITS REQUIRED FOR CERTIFICATE		30

COURSES:

ADV 1100/AD 100 Design and Color

1 cl hr, 5 lab hrs, 3 cr

The study of graphic elements and principles. Development of sensitivity to the nature of graphic relationships and their control within a given framework. The solution of problems of an abstract, conceptual, expressive and applied character, integrated with problems in color, its characteristics, physical properties and psychological effects in relation to visual expression and practical graphic application.

Corequisites: ENG 092R/DR 092 (ESOL 032/EL 032), ENG 092W/IEG 092 (ESOL 031/EL 031), or CUNY certification in reading, writing and mathematics

ADV 1113/AD 113 Life Drawing

1 cl hr, 5 lab hrs, 3 cr

A basic drawing course using the human figure to develop sensitivity to line, form, value, light, shadow, space and control of the picture plane. Various techniques and media are used.

Corequisites: ENG 092R/DR 092 (ESOL 032/EL 032), ENG 092W/IEG 092 (ESOL 031/EL 031), or CUNY certification in reading, writing and mathematics

ADV 1117/AD 117.1 Typographic Design I

1 cl hr, 2 lab hrs, 2 cr

Development of lettering skills and the rendering of letter forms. Introduction to the basic alphabet families and their uses in designing for print and digital media.

Corequisites: ENG 092R/DR 092 (ESOL 032/EL 032), ENG 092W/IEG 092 (ESOL 031/EL 031), or CUNY certification in reading, writing and mathematics; pre- or corequisite: ADV 1160/AD 160

ADV 1160/AD 160 Desktop Publishing

1 cl hr, 2 lab hrs, 2 cr

Students learn basic typography and page assembly techniques, including elements, measurements, fonts, settings and configurations, proofreading mark-ups and corrections, altered file naming conventions and storage organizations. Emphasis is on the proper use of keyboard controls and the relationship that type has to page assembly using software such as QuarkXpress on the Macintosh operating system. *Corequisites: ENG 092R/DR 092, ENG 092W/IEG 092, or CUNY certification in reading, writing and mathematics; pre- or corequisite: ADV 1117/AD 117.1*

ADV 1200/AD 200 Visual Communications

1 cl hr, 5 lab hrs, 3 cr

The exploration of creative visual thinking. Media techniques and graphic elements in the communication of concepts and ideas. The development of basic skills in the preparation of roughs; visuals; comps for print, film and computer graphics. The integration of graphics and type.

Prerequisites: ADV 1100/AD 100, ADV 1113/AD 113, ADV 1117/AD 117.1, ADV 1160/AD 160, GRA 1110/GA 110

ADV 1212/AD 212 Three-Dimensional Design AD elective

1 cl hr, 2 lab hrs, 2 cr

Principles of three-dimensional design. Topics include: geometric solids, architectonic organization of space, light and shadow, relief, the modular unit, motion, form and structure in nature. Applications to packaging, architecture, sculpture, environmental graphics. Investigation of the relationship between material and form.

Prerequisites: ADV 1100/AD 100, ADV 1113/AD 113

ADV 1213/AD 213.1 Structural Analysis AD elective

1 cl hr, 2 lab hrs, 2 cr

Introduction to structural drawing and the rendering of three-dimensional form. Perspective, composition, light and shade. Merchandise and decorative drawing techniques from the preparatory and pre-rendered stages of representation through the layout stage. Use of dry media in both black and white and color.

Prerequisites: ADV 1100/AD 100, ADV 1113/AD 113

ADV 1215/AD 215 Printmaking AD elective

1 cl hr, 2 lab hrs, 2 cr

The study and practice of fine art printmaking techniques: etching, lithography, relief printing methods and silk-screen.

Prerequisites: ADV 1100/AD 100, ADV 1113/AD 113

ADV 1217/AD 217 Typographic Design II

1 cl hr, 2 lab hrs, 2 cr

Refinement of technical skills in rendering comps and finished letterforms. Assignments in composing headline and text type combined with computer-based applications. Introduction to creative typographic

problems, including logo and letterhead design.

Prerequisites: ADV 1117/AD 117.1, ADV 1160/AD 160

**ADV 1220/AD 220
Painting and Composition
AD elective**

1 cl hr, 2 lab hrs, 2 cr

The exploration of imagery and visual ideas in traditional painting genre, including still life and the figure. Interpretive use of graphic components and painting techniques in visual expression.

Prerequisites: ADV 1100/AD 100, ADV 1113/AD 113

**ADV 1230/AD 230
Digital Photography
for Design**

1 cl hr, 2 lab hrs, 2 cr

Introduction to the fundamentals of digital photography. The course builds on B&W concepts acquired in GA 130 and by studying the principles of color photography. Topics include comparison of analog and digital photography procedures, CMY and RGB color theory, digitizing photo proofs and transparencies, image file formats. Using professional hardware and software, the student will gain first-hand experience in creating, capturing and processing digital images.

Prerequisites: GRA 1130/GA 130, ADV 1260/AD 260

**ADV 1260/AD 260
Digital Imaging**

1 cl hr, 2 lab hrs, 2 cr

Basic digital imaging definitions, terminology and techniques, including: elements; measurements; formats; settings; art direction mark-ups and corrections; controls such as curves and levels; tools such as selection, quick mask, or clipping path; file naming conventions; and storage organizations are studied. Emphasis is on the proper use of keyboard controls. Students practice skills individually and in teams. Introduction to digital imaging through software such as Adobe Photoshop on the Macintosh operating system. Scanning and digital photography are integrated.

Prerequisites: ADV 1160/AD 160, GRA 1130/GA 130

**ADV 2300/AD 300.1
Advertising Design I**

1 cl hr, 5 lab hrs, 3 cr

The design of advertisements for print and digital media. Campaign planning, marketing. Developing concepts from rough visualization through comps to final digital output.

Prerequisites: ADV 1200/AD 200, ADV 1217/AD 217, ADV 1230/AD 230, ADV 1260/AD 260

**ADV 2313/AD 313.1
Illustration I**

1 cl hr, 2 lab hrs, 2 cr

Drawing techniques for advertising, comic and editorial art. Emphasis on basic drawing skills. The use of wet media in both black and white and color rendering.

Prerequisites: ADV 1213/AD 213.1, CUNY certification in reading, writing and mathematics

**ADV 2317/AD 317
Typographic Design III**

1 cl hr, 2 lab hrs, 2 cr

Practical application of professional skills in lettering and typography. Problems in the design of book covers, magazine spreads, logotypes and invitations. Preparation of finished digital output for portfolio presentation.

Prerequisites: ADV 1160/AD 160, ADV 1217/AD 217; *corequisite:* CUNY certification in reading, writing and mathematics

**ADV 2320
Introduction to Film and
Video Production Design**

4 cl hrs, 3 cr

An introduction to the basic components and practices of pre-production and production methodologies for content creation in commercial video and film production. Through lectures, reading assignments, screenings, and practice, students will learn the basics of all stages of production inclusive of the processes of forming and working in production management teams, creating effective production aesthetics in pre-production and production stages, scriptwriting and storyboarding, cinematography aesthetics (lighting and camera), and design and graphics functions in editing. Students will explore several modes of communication such as commercials, public service announcements, fictive works, documentary and journalism and learn how to convey information and messages to a target audience.

Prerequisites or co-requisite: GRA 1110/GA 110 or ADV 1200/AD 200

**ADV 2360/AD 360
Vector Art**

1 cl hr, 2 lab hrs, 2 cr

An overview of basic vector art definitions, terminology and techniques, including: elements, measurements, formats, settings, altered file naming conventions and storage organizations for digital linework such as logos and logotype. Emphasis on the proper use of keyboard controls and the development of professional work practices. Students practice skills

individually and in teams. Introduction to vector art through software such as Adobe Illustrator and scanning tools on the Macintosh operating system.

Prerequisite: ADV 1260/AD 260

**ADV 2400/AD 400.1
Advertising Design II**

1 cl hr, 5 lab hrs, 3 cr

Advertising agency and studio procedures. Portfolio preparation, direct-mail promotional and editorial design, television graphics, campaign planning. Imaginative use of photography and illustration in layouts. Integration of design and software applications.

Prerequisites: ADV 1260/AD 260, ADV 2300/AD 300.1, ADV 2317/AD 317; *pre- or corequisite:* ADV 2360/AD 360

**ADV 2412/AD 412
Packaging Design
Elective**

1 cl hr, 2 lab hrs, 2 cr

Graphic and structural aspects of packaging design, production and marketing. Methods of product protection and display are explored through a wide range of projects from the gift package to cartons and plastic containers.

Prerequisites: ADV 2300/AD 300.1, ADV 2360/AD 360, ADV 2313/AD 313.1, ADV 2317/AD 317

**ADV 2413/AD 413
Illustration II
Elective**

1 cl hr, 2 lab hrs, 2 cr

Problems in the creation and composition of finished illustrations. Exploration of the figure in a variety of interior and exterior spaces. Illustration for editorial, advertising, children's books and on-site reporting. Techniques include gouache, watercolor, wash, pen and ink.

Prerequisite: ADV 2313/AD 313.1

**ADV 2417/AD 417
Advanced Problems
in Typography**

1 cl hr, 2 lab hrs, 2 cr

Integration of typography and computer technology. Traditional and computer methods of copyfitting. Typographic problems with word processed files and software such as QuarkXpress. Exercises in punctuation, tracking, kerning, initial caps. Copy markup and proofreading. Design of tables, formal charts and graphs.

Prerequisite: ADV 2317/AD 317; *co-requisite:* ADV 2360/AD 360

**ADV 3500/AD 500
Advertising Projects I**

3 cl hrs, 3 cr

An in-depth exploration of the creative advertising campaign and related media. Working individually

and/or in groups, students research and develop creative concepts and design packaged goods and public service sector campaigns. Preparation of finished artwork using current software such as QuarkXpress.

Prerequisite: ADV 2400/AD 400.1-level courses or equivalent

**ADV 3501/AD 501
Graphic Design Projects I**

3 cl hrs, 3 cr

The role of the designer in the graphic communication process. In-depth exploration of identity programs and signage systems. Design projects with multiple components, presentation and design practice, preparation of finished artwork using software such as QuarkXpress, Adobe Photoshop and Adobe Illustrator.

Prerequisite: ADV 2400/AD 400.1-level courses or equivalent

**ADV 3502/AD 502
Topics in Advertising**

3 cl hrs, 3 cr

Historical development of the advertising agency; the "creative revolution" and its legendary practitioners, trends and outlook. Marketing concepts and advertising strategy: objectives, research, creative development and execution of the advertising campaign. Visual and copy solutions for print and electronic media. The role of advertising in direct marketing, interactive TV and the Internet. The growth of international advertising. Ethical issues and regulatory restraints. Research and creative assignments combined with illustrated lectures and discussion.

Prerequisite: ADV 2400/AD 400.1-level courses or equivalent

**ADV 3503/AD 503
Topics in Graphic Design**

3 cl hrs, 3 cr

The role of the graphic designer in contemporary visual communications with related design assignments and research. Graphic design trends; the impact of computer technology; examination of the work of major 20th century designers; global graphics; the ongoing dialogue between advertising and graphic design.

Prerequisite: ADV 2400/AD 400.1-level courses or equivalent

**ADV 3530/AD 530
Advanced Photography
Studio**

3 cl hrs, 3 cr

Exploration of advanced studio and darkroom techniques. Topics include color theory, films, color print materials and processing, tone control techniques, lighting. Creative assignments using the large

camera format.

Prerequisite: ADV 2400/AD 400.1-level courses or equivalent

**ADV 3540/AD 540
Two-Dimensional Animation**
1 cl hr, 2 lab hrs, 2 cr

Introduces students to the history, design principles and techniques of two-dimensional animation. Students create a variety of projects, including storyboards, flipbooks, camera-less films, cutouts and still-photo animation. Experiments in time-lapse, pixellation and object animation. Illustrated lectures and a field trip to an animation studio.
Prerequisite: ADV 2400/AD 400.1 or department approval required

**ADV 3550/AD 550
Web Page Design and Implementation**
2 cl hrs, 2 lab hrs, 3 cr

The design and construction of effective websites as both a graphic designer and programmer. Students learn how to analyze information and apply graphic design techniques to real-world scenarios. The goal is to develop effective websites that are web standards compliant, accessible to those with disabilities and forward compatible. Students will gain a solid foundation in current markup languages and applications, such as XHTML, CSS and Dreamweaver. A working knowledge of software such as Photoshop is required.
Prerequisites: ADV 2400/AD 400.1, computer-related AAS degree or department approval required

**ADV 3560/AD 560
Information Design for the WWW**
2 cl hrs, 2 lab hrs, 3 cr

Information Design is an essential component in developing websites. This course examines the leading concepts of user-centered design through readings, discussions and assignments. Practical concerns include evaluation of technology needed to create or maintain websites; and exploration of a step-by-step process for creating websites using flow charts, content trees and schematics. Students will also gain an understanding of issues surrounding usability on the Web, knowledge management and Web strategy.
Corequisite: ADV 3550/AD 550 or department approval required

**ADV 3600/AD 600
Advertising Projects II**
3 cl hrs, 3 cr

A continued exploration of the creative advertising campaign. Application of research, design principles and creative concepts to retail advertising, public relations,

business and international advertising. Preparation of finished artwork using software such as QuarkXpress, Adobe Illustrator and Adobe Photoshop.
Prerequisite: ADV 3500/AD 500

**ADV 3601/AD 601
Graphic Design Projects II**
3 cl hrs, 3 cr

Continuation of the development of skills learned in AD 501 as they apply to information graphics and exhibition design. Preparation and presentation of finished artwork using software such as QuarkXpress, Adobe Photoshop and Adobe Illustrator.
Prerequisite: ADV 3500/AD 500

**ADV 3611/AD 611
Desktop Publication Design I**
2 cl hrs, 2 lab hrs, 3 cr

Principles and practice of publication design. Analysis, research and design of the contemporary multi-page publication. Creative assignments leading to the design and production of a newspaper and magazine. Integration of design and production in the computer laboratory, using software such as QuarkXpress, Adobe Photoshop and Adobe Illustrator.
Prerequisite: ADV 3500/AD 500 or ADV 3501/AD 501

**ADV 3620/AD 620
Digital Video Design I**
2 cl hrs, 2 lab hrs, 3 cr

Through lectures, demonstrations and hands-on practice, students are exposed to the process of creating, producing and editing digital video. Topics include pre-production (creative concept, scripting, storyboards), production (shooting techniques, soundtrack, lighting) and post production (capturing, editing, sound mix and special effects). Students work with software such as Final Cut Pro, Adobe Premiere and SoundStudio.
Prerequisites: ADV 3500/AD 500, ADV 3501/AD 501 or ADV 3530/AD 530

**ADV 3630/AD 630
Digital Video Design II**
2 cl hrs, 2 lab hrs, 3 cr

Theory and practice in advanced forms of digital video. Emphasizes the integration of special effects incorporating typography, graphics and photography. Students create an advanced digital video project for output to the World Wide Web and/or DVD with software such as Adobe AfterEffects. Students also learn new protocols required for creating and delivering video for the World Wide Web and DVD.
Prerequisite: ADV 3620/AD 620 or department approval required

**ADV 3640/AD 640
Three Dimensional Animation and Modeling**
2 cl hrs, 2 lab hrs, 3 cr

An introduction to computer 3-D modeling, rendering and animation using software such as Cinema 4D XL. Students learn the tools and techniques for building models and scenes, rendering them with various surfaces for use in screen presentations (CD ROM, websites, video and film), and creating graphics for print media. While exploring 3-D design aesthetics, the course emphasizes the practical and technical features of the software. Students gain familiarity with advanced modeling techniques and the hierarchical structure of complex models.
Prerequisite: ADV 3540/AD 540 or department approval required

**ADV 3650/AD 650
Advanced Web Design**
2 cl hrs, 2 lab hrs, 3 cr

Building on skills learned in ADV 3550/AD 550, topics include advanced CSS, Javascript and Flash integration. Students work with clients to design and construct a professional working website following contemporary web and accessibility standards. Software such as Dreamweaver and Flash are used for construction and maintenance. A working knowledge of XHTML and CSS is required.
Prerequisite: ADV 3550/AD 550 or department approval required

**ADV 4700/AD 700
The Design Team**
1 cl hr, 2 lab hrs, 2 cr

Working individually or in teams, students consult with a variety of clients on the design and production of logos, posters, advertising campaigns, brochures and other promotional materials. Students are responsible for collecting research, conducting meetings, making presentations and following client guidelines. The role of deadlines and budgets is stressed. Students are expected to be involved in all phases of production. Coordinated with GRA 4800/GA 800, The Graphic Arts Production Team.
Prerequisite: ADV 3600/AD 600 or ADV 3601/AD 601

**ADV 4711/AD 711
Desktop Publication Design II**
2 cl hrs, 2 lab hrs, 3 cr

A continuation of ADV 3611/AD 611. Design principles and practice of publication design. Analysis, research and design of the contemporary multi-page publication. Creative assignments leading to the design and production of annual reports and

direct mail catalogs. Integration of design and production in the computer laboratory using software such as QuarkXpress, Adobe Photoshop and Adobe Illustrator.
Prerequisite: ADV 3600/AD 600 or ADV 3601/AD 601, ADV 3611/AD 611

**ADV 4720/AD 720
Multimedia Design I**
2 cl hrs, 2 lab hrs, 3 cr

This course is an introduction to the principles and practice of multimedia design. It explores ways of communicating concepts or information interactively. Students are expected to become skilled in manipulating data from a variety of sources, including audio, video, still images, animation, physical objects and text using appropriate interactive techniques. Creative assignments leading to the design and production of an interactive presentation either for CD-ROM, Web or kiosk using software such as Macromedia Director.
Prerequisite: ADV 3600/AD 600 or ADV 3601/AD 601

**ADV 4740/AD 740
3-D Animation and Modeling II**
2 cl hrs, 2 lab hrs, 3 cr

This is an advanced course in computer 3-D modeling, rendering and animation using software such as Cinema 4D XL. Students will learn advanced techniques for building models and scenes, animating characters, real-time content creation, programming with C.O.F.F.E.E., and rendering with complex surfaces for use in screen presentations (CD-ROM, websites, video and film), and creating graphics for print media. While exploring 3-D design aesthetics, the course will emphasize the practical and technical features of the software. Student will gain familiarity with advanced modeling techniques, complex surfaces, character animation, modeling for games and programming.
Prerequisite: ADV 3640/AD 640 or department approval required

**ADV 4750/AD 750
Advanced Web Animation**
2 cl hrs, 2 lab hrs, 3 cr

This course introduces advanced animation concepts, including scripting, and focuses on various techniques to enhance interactivity. The primary authoring tools are software such as Macromedia Flash, Shockwave and digital video. The capabilities of authoring environments are extended through ActionScripts. Object-oriented programming concepts such as variables, conditional statements and loops are covered in detail. At

the completion of the course each student is required to complete a complex animated website.

Prerequisite: ADV 3650/AD 650 or department approval required

ADV 4800/AD 800 The Portfolio

2 cl hrs, 2 cr

Development of each student's strategy for entering the design profession. Cumulative work is critiqued by faculty and professional advisors. Students edit and refine their portfolios to meet professional standards and add materials, as needed. The development of individual promotion pieces, résumé writing, job search and interviewing skills are emphasized.

Prerequisites: ADV 4700/AD 700, ADV 4720/AD 720; *corequisite:* ADV 4830/AD 830

ADV 4820/AD 820 Multimedia Design II

2 cl hrs, 2 lab hrs, 3 cr

This course is designed to provide an advanced knowledge of multimedia production using software such as Macromedia Director. The lectures are based on exploration of scripting, interactivity, template usage for Game Design and creation of advanced environments for enhanced CD-ROM and Web delivery. The goal is to study programming for the design process, and the production and presentation of advanced interactive environments.

Prerequisite: ADV 4720/AD 720

ADV 4830/AD 830 Senior Project

1 cl hr, minimum 6 independent study hrs, 3 cr

Students work with individual faculty to develop and complete a semester project for presentation. Assignments may include corporate identity programs, public service advertising campaigns, design and illustration of a children's book, redesign of a magazine.

Prerequisites: ADV 4700/AD 700, ADV 4720/AD 720; *corequisite:* ADV 4800/AD 800

ADV 4850/AD 850 Advanced Web Strategies for Designers

2 cl hrs, 2 lab hrs, 3 cr

This is an intensive course in design and development of dynamic websites. The course offers a combination of theoretical and practical information on how to combine the PHP scripting language with the MySQL database to produce interactive web content. Students are expected to have experience with advanced XHTML and its extensions in CSS. The goal of the course is to give

students the experience of designing dynamic web content and demonstrate tasks such as constructing a shopping cart, generating images dynamically, sending and managing email, facilitating user discussions and managing content.

Prerequisite: ADV 4750/AD 750 or department approval required

ADV 4860/AD 860 Streaming Media for the Web

2 cl hrs, 2 lab hrs, 3 cr

This advanced course facilitates the creative use of the audio and video technologies for the Web. Students are encouraged to develop prototypes or projects for commercial, artistic, journalistic, personal or documentary purposes. The course assignments include conceptual development, production assignments, discussions and critiques. Students learn skills to tackle all stages of streaming media processes, and they acquire a discipline of thought that encourages planning both for "live" and "on-demand" streaming.

Prerequisite: ADV 4850/AD 850 or department approval required

ADV 2900/AD 900 Internship in Advertising Design AAS degree

2 cl hrs, 120 field hrs/semester, 3 cr

Assignment to field work/study situations of approximately eight to ten hours per week at one of the following: advertising agency, graphic design studio, corporate communications design office, publishing art department, computer graphics design studio, photography or illustration studio. Each student keeps a log/journal to be shared in group seminars. Supervision is by faculty and by the job supervisor.

Prerequisites: ADV 2300/AD 300.1, ADV 2311/AD 311.1, ADV 2313/AD 313.1, ADV 2317/AD 317

ADV 4900/AD 900.1 Internship in Advertising/ Graphic Design BTech degree

2 cl hrs, 120 field hrs/semester, 3 cr

Assignment to fieldwork/study situations of approximately eight to ten hours per week at an internship site approved by the department Internship Director: an advertising agency, graphic design firm, corporate design office, publications art department, photography or illustration studio, TV or multimedia production company. Each student keeps a log/journal to be shared in group seminars. Supervision is by faculty and by the supervisor at the internship site. Internships may be undertaken during the fall, spring or

summer.

Prerequisites: ADV 4700/AD 700, ADV 4720/AD 720

GRA 1110/GA 110 Foundations in Graphic Communications

2 cl hrs, 2 lab hrs, 3 cr

An overview of how creativity and production share responsibilities in the design and graphic arts industries.

Presentation of advertising, commercial printing and publishing factors and functions: introduction to history, job descriptions and aptitudes, color, photography and imaging, vector art, desktop publishing, creative and production management, prepress concerns, postpress finishing and binding, repurposing information into various media, estimating and forecasting, related functions in telecommunications, data processing and law. Emphasis on printing processes, equipment, software and materials.

Corequisites: ENG 092R/DR 092, ENG 092W/IEG 092, or CUNY certification in reading, writing and mathematics

GRA 1130/GA 130 Photography for Design and Graphic Arts

1 cl hr, 3 lab hrs, 2 cr

Orientation and operating procedures of hand-held and studio cameras. Laboratory projects include still life and portrait subjects, lighting, special effects, such as freeze action and multiple exposure, image processing, enlarging and print finishing.

Corequisites: ENG 092R/DR 092, ENG 092W/IEG 092, or CUNY certification in reading, writing and mathematics

GRA 1150/GA 150 Graphic Arts Management Office Systems

2 cl hrs, 2 lab hrs, 3 cr

Orientation and operating procedures as practiced in the graphic arts industry by managers on a computer operating system. Proper operating system terminology and definitions for working knowledge of: desktop organization, necessary applications and equipment for production management and customer service. Basic theory and use of office computers for word processing, spreadsheet, database and presentation applications. Practice of proper start-up, file operations and maintenance procedures.

Corequisites: ENG 092R/DR 092, ENG 092W/IEG 092, or CUNY certification in reading, writing and mathematics

GRA 1209/GA 209 Impositions, Plates and Proofs

1 cl hr, 2 lab hrs, 2 cr

A study of printing press formats, plates and proof definitions, terminology and techniques.

Emphasis is on imposition. In-depth study includes: printing and binding specifications, production guides, plate characteristics for conventional and digital printing, proofing options and characteristics.

Discussion of the various printing associations; SNAP, GRACoL, SWOP and FIRST guidelines; current industry trends; calibration measurements and evaluations, using densitometers and spectrophotometers.

Prerequisites: GRA 1110/GA 110, GRA 1130/GA 130, GRA 1150/GA 150, ADV 1160/AD 160

GRA 1213/GA 213 Black and White Presswork

1 cl hr, 3 lab hrs, 2 cr

Operational principles of single color printing press production. Emphasis on learning the basic terminology, concepts and functions of the printing press in relationship to other factors in prepress and postpress operations. Lab work focuses on the functions of roller-groups, fountain solutions, feeding, delivery and safety controls. Students study and evaluate the characteristics and relationships among chemicals, plates, inks and stocks.

Pre- or corequisite: GRA 1110/GA 110

GRA 2300/GA 300 Color Theory and Practice

1 cl hr, 2 lab hrs, 2 cr

Fundamentals and theoretical aspects of color, as used in graphic arts. Study of nomenclature, measurements, gamuts, models, separations, controls and production procedures in conventional and digital media.

Practical production work by students includes calibrations for equipment to understand color management and device profiles. Emphasis on: SNAP, GRACoL, SWOP and FIRST guidelines; ink on press sequences; separation screen angles; monitor variations; current industry trends such as device profiling to ICC lookup tables; calibration measurements, using densitometers, spectrodensitometers and spectrophotometers.

Prerequisites: GRA 1209/GA 209, GRA 1213/GA 213

GRA 2301/GA 301 Ink and Color Analysis

1 cl hr, 2 lab hrs, 2 cr

The study of color inks in graphic arts production. Students practice

proper ink mixing for color matches and measurements, using densitometers, spectrodensitometers, spectrophotometers and other instruments specific to the investigation and understanding of ink technology. Discussions cover: manufacturing; shelf life and storage considerations; handling and appropriate press usage; ink formulations of colorant, vehicle and additives. Color analysis includes ink and paper, including paper stock categories, specifications, usage, absorption and reflection qualities that affect color. Ink relationships to SNAP, GRACoL, SWOP and FIRST guidelines are identified.
Prerequisites: GRA 1209/GA 209, GRA 1213/GA 213; *corequisite:* GRA 2300/GA 300

**GRA 2303/GA 303
Desktop Publishing
Production I**

2 cl hrs, 2 lab hrs, 3 cr
Continued development of the skills and concepts from courses in typography and digital imaging, giving students the opportunity to plan and execute basic techniques for page assembly. The students plan, develop and execute pages ready for a variety of media with a focus on matching specifications to SNAP, GRACoL, SWOP and FIRST guidelines. This course focuses on creating integrity for output and guidelines for previewing final layouts (PreFLy). Emphasis is made on the proper use of keyboard controls. Software such as QuarkXpress, continuous tone pictures and vector art logo files on the Macintosh operating system is used.
Prerequisites: GRA 1150/GA 150, GRA 1209/GA 209, ADV 1160/AD 160

**GRA 2313/GA 313
Color Presswork**

2 cl hrs, 2 lab hrs, 3 cr
This course continues the development of printing skills and concepts. Students plan and execute process color printing projects and rotate through complete press preparations on equipment such as a Heidelberg GTO press. Emphasis on make-ready, full color images, registration, print coverage, trapping and quality.
Prerequisite: GRA 1213/GA 213

**GRA 2316/GA 316
Digital Imaging Production**

2 cl hrs, 2 lab hrs, 3 cr
An advanced course that continues to develop the ability to capture, color correct, adjust tonal levels and curves and retouch bitmapped images. Students learn how digital cameras and high-end scanners

capture images and how to provide optimized files. Students are exposed to professional techniques for making corrections and altering pictures to match a client's instructions, using software such as Adobe Photoshop on the Macintosh operating system. The course is a priority for students planning to continue for the BTech degree.
Prerequisite: ADV 1260/AD 260; *corequisite:* GRA 2300/GA 300

**GRA 2317/GA 317
Graphic Arts Estimating I**

2 cl hrs, 2 lab hrs, 3 cr
A balance of basic estimating theory and practice tailored to the special needs of the graphic arts industries. The study of all phases of estimating from transactional analysis to the estimator's spreadsheet and the presentation of final estimations. This course introduces fundamental concepts of cost-based accounting and functions related to management information systems.
Prerequisites: GRA 1150/GA 150, GRA 1209/GA 209, GRA 1213/GA 213

**GRA 2406/GA 406
Production Management
Systems I**

2 cl hrs, 2 lab hrs, 3 cr
An overview of print production management and the problems facing modern graphic arts decision-makers in advertising, commercial printing, the internet and intranets, hardcover and softcover publishing, on-demand and variable data printing, wide format and portable document format production. Relationships are discussed between production and other factors such as deadlines, distribution, human resources, equipment and materials on-hand; development of scheduling plans and control procedures to maximize efficiency, manufacturing, quality controls and profits for organizations. Case studies and problem-solving exercises simulate competitive and internal environments.
Prerequisites: GRA 2303/GA 303, GRA 2317/GA 317

**GRA 2412/GA 412
Desktop Presentations**

2 cl hrs, 2 lab hrs, 3 cr
Introduction to the principles and practice of desktop presentations. Integration of text, graphics and simple animation through the use of software, such as Microsoft Powerpoint. Students complete business presentations based on graphic arts-related research.
Prerequisites: GRA 2303/GA 303, ADV 2360/AD 360

**GRA 2417/GA 417
Graphic Arts Estimating II**

2 cl hrs, 2 lab hrs, 3 cr
Advanced study of estimating and its relationship to costs, measurements and profits. Application of estimating principles to purchasing, storage, preparation and sales of graphic arts goods and services. Review of the yearly, monthly and weekly cost determination. Inventory turnover, cost centers, forecasting and control methods as well as comparison of actual and estimated costs. An emphasis is placed on real-world policies, procedures and applications used in current industry cost-based accounting for management information systems. This course is a priority for students planning to continue for the BTech degree.
Prerequisite: GRA 2317/GA 317

**GRA 2419/GA 419
Quality Control
Management Systems**

2 cl hrs, 2 lab hrs, 3 cr
An introduction to total quality management guidelines and concepts, including both analog and digital operations. An emphasis is focused on quality control programs; statistical process controls; setting standards, tolerances and their random variations; SNAP, GRACoL, SWOP and FIRST guidelines; material testing; ANSI standards; light variables; copy variables; metamerism, densitometry, colorimetry and spectrophotometry, color proofing processes; role of PreFLyting; pressroom variables; evaluating color bar ink traps, dot gain and print contrast; quality management, customer service and scheduling.
Prerequisites: GRA 2300/GA 300, GRA 2301/GA 301

**GRA 2900/GA 900
Graphic Arts Internship
AAS degree**

2 cl hrs, 120 field hrs/semester, 3 cr
Assignment to fieldwork/study situations of approximately eight hours per week at a graphic arts-related internship site approved by the department internship director. Sites may be in areas such as advertising, printing, corporate communications or publishing. Students keep a log/journal to be shared in group seminars. Supervision by faculty and by the supervisor at the internship site.
Prerequisite: GRA 2317/GA 317 or *department approval required*

**GRA 3508/GA 508
Desktop Publishing
Production II**

2 cl hrs, 2 lab hrs, 3 cr
An advanced course that continues to develop page assembly for a variety of media. Students learn how to master preferences, paragraph formats, tabs, style sheets, step and repeats, box shapes and color traps. Students are exposed to professional techniques for making corrections and altering final layouts to match a client's instructions. Software such as QuarkXpress and files representing bitmapped digital images and vector art logos are used on the Macintosh operating system.
Prerequisite: GRA 2303/GA 303

**GRA 3513/GA 513
Digital Color Presswork**

2 cl hrs, 2 lab hrs, 3 cr
Continues the development of digital printing skills and concepts, giving students the opportunity to plan and produce full color digital printing projects. Students use a digital printer, such as the Xerox DocuColor 2060, to learn how to merge marketing data into layouts to produce variable data materials in color. An emphasis is placed on safety, maintenance and calibration for digital color presswork systems.
Prerequisite: GRA 2313/GA 313

**GRA 3515/GA 515
Production Management
Systems II**

1 cl hr, 2 lab hrs, 2 cr
Interaction between design and production to meet industry requirements are studied to help prepare students for advertising, printing or publishing. Discussions and exercises covering conditions, deadlines, standards, materials, personnel, asset management and equipment, develop skills necessary for scheduling and preparation of job "tickets" and "bags." Also covers a survey of print production organization charts, traffic procedures in advertising, printing and publishing and comparisons of their differences and similarities.
Prerequisites: GRA 2406/GA 406, GRA 2419/GA 419

**GRA 3516/GA 516
Binding and Finishing
Operations**

1 cl hr, 2 lab hrs, 2 cr
An introduction to the operation and management of bindery services such as adhesive, coil, comb, loop stitch, notch, perfect, receipt-book, saddle stitch, sewn, spiral and wire-o binding and padding. Also included

are finishing services such as: counting; numbering; collating; spot gluing/tipping; cutting; indexing; stamping/embossing; drilling; scoring and folding; coating, laminating, die-cutting, eyeletting, imprinting, polybagging, inserting, labeling, stringing and tubing. An emphasis is placed on specifications for material preparation, deadlines and schedules, production decisions and purchasing requirements.

Prerequisite: GRA 1209/GA 209

GRA 3532/GA 532 Print Production for Designers

2 cl hrs, 2 lab hrs, 3 cr

This course focuses on current print production procedures. The class will examine a variety of finished print materials, including books, magazines, posters, folders and packaging. Topics include print media specifications, digital prepress, page imposition, proofing, type technology, preparation of color files. Case studies, problem-solving exercises and software such as QuarkXpress, Adobe Illustrator and Photoshop are used to demonstrate production techniques.

Prerequisites: ADV 3500/AD 500 or ADV 3501/AD 501 or department approval required

GRA 3600/GA 600 Topics in Graphic Arts Management

2 cl hrs, 2 cr

Current topics in graphic arts industry management are studied through current periodicals and a speaker symposium. Topics may include human resources guidelines, budgeting and forecasting trends, managerial considerations facing businesses and entrepreneurs, the on-demand print industry, and an analysis of the effects of desktop publishing in social, economic and sustainability terms. Methods for problem-solving and strategies for producing organizational change are introduced.

Pre- or corequisite: GRA 3515/GA 515

GRA 3612/GA 612 Print-On-Demand Management

2 cl hrs, 2 lab hrs, 3 cr

Digital publishing taught as an alternative to conventional offset printing. A study of print-on-demand (POD) terminology and techniques includes: distributed POD networks and satellite operations versus reprographic centers; remote proofing; personalization and customization applications; controller software; optical-

character-recognition (OCR), storage, image processing, in-line finishing, accounting and on-line customer service capabilities. Demonstration of POD hardware, software and workflows.

Consideration of format, design and finish as factors in POD output versus conventional offset printing.

Prerequisite: GRA 3515/GA 515

GRA 3607/GA 607 Digital Data Asset Management

2 cl hrs, 2 lab hrs, 3 cr

Students study the characteristics of various data forms and how they can be managed by sort fields or tags to work with situations such as archiving, repurposing of information, direct mail, electronic commerce, variable data publishing, etc. A focus is on organizing and maintaining assets, configuration and updating strategies, data distribution, reports, etc. An orientation to flat-file database systems, using applications such as Microsoft Access, and migrate data to relational database systems. By the end of the course, students should be able to identify various data asset needs, match appropriate systems to the needs, develop and maintain a digital data asset database.

Prerequisites: GRA 3508/GA 508, GRA 3515/GA 515

GRA 3611/GA 611 Vector Art Editing

2 cl hrs, 2 lab hrs, 3 cr

An advanced course that continues to teach how to create, correct and modify logos and logotype vector linework. Students learn how to simplify path points and specify the flatness value for printer pixels to provide optimized files. Students are exposed to professional techniques and tools for making corrections and altering art to match a client's instructions, using software such as Adobe Illustration on the Macintosh operating system.

Prerequisite: ADV 2360/AD 360

GRA 4712/GA 712 Portable Document Formats

1 cl hr, 2 lab hrs, 2 cr

Development of final pages into a portable document format (PDF) for preview, document distribution, output for printing and cross-platform publishing. Students learn how to simplify PostScript files, determine and set preferences, build hot links for multiple-page documents, verify a file's quality, and modify an existing PDF. Students are exposed to professional techniques

to match a client's instructions. Software such as Adobe Acrobat and Enfocus Instant PDF are used on the Macintosh operating system.

Prerequisite: GRA 3508/GA 508

GRA 4715/GA 715 Project Management and Workflow Analysis

1 cl hr, 2 lab hrs, 2 cr

A study of management rationale in graphic arts production, using project planning management applications and PERT or GANNT charts. Problems or costly situations are determined using a strategic method such as abstract summary, measurable objectives, financial considerations, inventory of resources, observations and recommendations. Students focus on making project plans, then evaluate workflow maps using five markers: review, decision, process, transfer and action. This course changes theoretical concepts into realistic production systems, getting graphic arts jobs done in predictable, reliable and profitable processes. Focus is on cost, profit centers and sustainability in graphic arts operations.

Prerequisites: GRA 3515/GA 515, GRA 3612/GA 612

GRA 4732/GA 732 Digital PreFlyt

2 cl hrs, 2 lab hrs, 3 cr

A practical problem-solving approach to various situations occurring in previewing final layouts for production. A variety of quality assurance methods are used, such as ripping to proofs for visual analysis and reading file codes or tags. Students work with realistic problem files to identify and fix errors such as missing or incorrect fonts, incorrectly defined colors, missing or incorrect color traps, scans supplied in the wrong file format and/or incorrect resolution, graphics not linked or missing, incorrect page settings and/or page set up and/or poorly defined or undefined safety/trim/bleed, inaccurate or missing proofs, inability to output and poorly defined or undefined submission materials. Students use software and hardware to gain real-world experience.

Prerequisite: GRA 3508/GA 508

GRA 4800/GA 800 The Graphic Arts Production Team

2 cl hrs, 2 lab hrs, 3 cr

An advanced course demonstrating the principles of professional teamwork and networking. Graphic arts degree candidates work with design students to produce

communications materials such as posters, publication pages, brochures, book covers, etc. GA students consult with design instructors and students, abstract relevant articles from industry and trade publications, and develop professional contacts in industry associations.

Prerequisites: GRA 4715/GA 715, GRA 4732/GA 732 or department approval required

GRA 4817/GA 817 Estimating and Cost Control Systems Management

3 cl hrs, 3 cr

A study of graphic arts information technologies that help provide estimating, production and accounting facts that are evaluated to make management decisions. Students develop management strategies after calculating realistic financial, personnel and environmental factors. The results of the course should help students identify sustainability strategies in graphic communications.

Prerequisites: GRA 2417/GA 417, GRA 3515/GA 515, GRA 4715/GA 715 or department approval required

GRA 4830/GA 830 Senior Project

2 cl hrs, 6 independent study hrs, 3 cr

Students develop and complete a semester project. Supervision is by faculty. Assignments may include graphic arts projects in advertising, printing or publishing. The results of the project should contribute to the student's professional experience.

Prerequisite: Department approval required

GRA 4900/GA 900.1 Graphic Arts Internship BTech degree

2 cl hrs, 120 field hrs/semester, 3 cr

Assignment to fieldwork/study situations of approximately eight hours per week at a graphic arts-related internship site approved by the department internship director. Sites may be in areas such as advertising, printing, or publishing. Students keep a log/journal to be shared in group seminars.

Supervision by faculty and the supervisor at the internship site.

Prerequisites: GRA 4715/GA 715, GRA 4732/GA 732 or department approval required

Architectural Technology

Professor Robert Zagaroli III, Chair
 Voorhees 818
 718.260.5262
 email: rzagaroli@citytech.cuny.edu

PROGRAMS:

Architectural Technology/AAS
 Architectural Technology/BTech

FACULTY:

Professors: Berensmann, Maldonado
 Assoc Prof: Bouratoglou, Edwards, Zagaroli
 Asst Profs: Azaroff, Benardete, Dikigoropoulou, King, Mishara,
 Smith, Trudell
 Instructor: Marinic
 Lecturer: Leonhardt
 CLT: Baez

Associate in Applied Science in ARCHITECTURAL TECHNOLOGY

The Architectural Technology program, the only one of its kind in the CUNY system, educates students to assist the architect and perform at a high level in design, contract documents and the construction stages of a building project. The pre-professional program familiarizes students with up-to-date architectural office practices and procedures, including computer-aided design and drafting. Studio work gives the students the opportunity to develop their talents by participating in various architectural projects from inception to final drawings and models.

There is a four-year baccalaureate degree (BTech) program and a two-year associate degree (AAS) program. The BTech degree has an emphasis on restoration and renovation of existing New York City buildings. Students enrolled in the AAS degree may transfer directly into the Bachelor of Technology degree program at any time upon meeting the requirements or upon completion of the AAS degree program at City Tech. Graduates of the AAS degree program who want a strong emphasis in design may transfer to a five-year architectural college. Interested students should consult a departmental advisor before completing their second semester.

A partial listing of positions that graduates of this program will qualify for includes: architectural technician, CADD drafter, architectural renderer, architectural model maker, manufacturer's representative, assistant specifications writer and clerk of the works. Employers of the graduates of these programs have included: Davis/Brody Architects, The Dormitory Authority of the State of New York, Gwathmey Siegel, HOK, Skidmore Owings & Merrill, Michael Lynn Associates, The Metropolitan Museum of Art, New York City Department of Parks, Robert A.M. Stern Architects, U.S. Government Corps of Engineers, Walker Group, Peter Brooks Associates (England), Heier & Monse Architects (Germany) and Christian Moreau Architects (France).

REQUIRED COURSES IN THE MAJOR

		Credits
ARCH 1100/AR 100	Architectural Drawing I	2
ARCH 1111/AR 111	Architectural Foundation I	3
ARCH 1121/AR 121	History of Architectural Technology	2
ARCH 1140/AR 140	Materials in Architecture	2
ARCH 1200/AR 200	Architectural Drawing II	2
ARCH 1211/AR 211	Architectural Foundation II	2
ARCH 1240/AR 240	Methods of Construction in Architecture	2
ARCH 1250/AR 250	Site Planning	2
ARCH 1290/AR 290	Architectural CADD	2
ARCH 2300/AR 300	Architectural Drawing III	2
ARCH 2311/AR 311	Architectural Design III	3
ARCH 2321/AR 321	History of 20th Century Architecture	3
ARCH 2370/AR 370	Architectural Environmental Systems	3
ARCH 2400/AR 401	Architectural Drawing IV	3
ARCH 2411/AR 411	Architectural Design IV	3
ARCH 2480/AR 480	Principles of Stability in Structures	3
ARCH 2491/AR 491	Computer Generated Architecture Presentation Drawings	2

Subtotal 41

ADDITIONAL REQUIRED COURSES

ENG 1101/EG 101	English Composition I	3
MAT 1275/MA 275 ²	College Algebra and Trigonometry	4
PHYS 1433/SC 433	Physics 1.2	4
LAP ¹	Literature/Aesthetics/Philosophy	3
BS/SS ¹	Behavioral Science/Social Science	3
COMM ¹	Communications	3

Subtotal 20

ELECTIVE	ADV 1100/AD 100 or ADV 1113/AD 113 or FMGT 3520/FM 520 or Advisor Approved Elective	3
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TOTAL CREDITS REQUIRED FOR THE DEGREE min. 64

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Or higher-level math course. Students without the requisite background for MAT 1275/MA 275 will be required to take a non-contributory MAT 1175/MA 175, 4 additional credits for the degree (68 credits).

Associate in Applied Science in ARCHITECTURAL TECHNOLOGY

Curriculum by Semester

The student will earn an associate in applied science degree (AAS) with a major in architectural technology upon completion of the courses listed (64 credits).

FIRST SEMESTER		Credits
ARCH 1100/AR 100	Architectural Drawing I	2
ARCH 1111/AR 111	Architectural Foundation I	3
ARCH 1121/AR 121	History of Architectural Technology	2
ARCH 1140/AR 140	Materials in Architecture	2
ENG 1101/EG 101	English Composition I	3
MAT 1275/MA 275	College Algebra and Trigonometry	4
Subtotal		16
SECOND SEMESTER		
ARCH 1200/AR 200	Architectural Drawing II	2
ARCH 1211/AR 211	Architectural Foundation II	2
ARCH 1240/AR 240	Methods of Construction in Architecture	2
ARCH 1250/AR 250	Site Planning	2
ARCH 1290/AR 290	Architectural CADD	2
BS/SS ¹	Behavioral Science/Social Science	3
COMM ¹	Communications	3
Subtotal		16
THIRD SEMESTER		
ARCH 2300/AR 300	Architectural Drawing III	2
ARCH 2311/AR 311	Architectural Design III	3
ARCH 2321/AR 321	History of 20th Century Architecture	3
ARCH 2370/AR 370	Architectural Environmental Systems	3
PHYS 1433/SC 433	Physics 1.2	4
Subtotal		15
FOURTH SEMESTER		
ARCH 2400/AR 401	Architectural Drawing IV	3
ARCH 2411/AR 411	Architectural Design IV	3
ARCH 2480/AR 480	Principles of Stability in Structures	3
ARCH 2491/AR 491	Computer Generated Architectural Presentation Drawings	2
LAP ¹	Literature/Aesthetics/Philosophy	3
ELECTIVE	Elective (from approved list)	3
Subtotal		17
TOTAL CREDITS REQUIRED FOR THE DEGREE		min. 64

¹ See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Technology in ARCHITECTURAL TECHNOLOGY

City Tech's bachelor degree pre-professional program in architectural technology is the only program of its kind in New York State. It prepares the student to be proficient in 21st century technologies that are required to manage all phases of professional practice in an architectural office.

The bachelor's degree focuses on the latest technologies currently being used in the renovation, restoration and preservation of existing buildings. The program provides a basic understanding and the practical skills needed to function in an architectural office.

Our program thoroughly familiarizes the student with up-to-date architectural office terminology, practices and procedures, including computer-aided drafting and design (CADD) techniques. Studio work gives students an opportunity to develop their own ideas and creative talents through participation in architectural projects from inception to final presentation drawings and the construction of models. As graduates, the students are well equipped to be a part of an architectural design team in a broad range of planning and construction coordination roles.

Graduates from our bachelor degree program will be qualified to work as project managers or job captains in architectural offices. They are provided with immediately marketable skills and a solid foundation for career advancement. Graduates from this program are qualified to go on to earn a master's degree in architecture (MArch I).

REQUIRED COURSES IN THE MAJOR		Credits
AAS Degree		64-65
ARCH 3511/AR 511	Architectural Design V	3
ARCH 3522/AR 522	A History of New York City Architecture	3
ARCH 3561/AR 561	Architectural Office Management	3
ARCH 3609/AR 609	Integrated Software in the Architectural Office	3
ARCH 3662/AR 662	Municipal Agencies and the Formal Approval Procedure	3
ARCH 4740/AR 740	Detail and Construction Technologies for Existing Buildings	3
FMGT 4880/FM 880	Space Planning	3
ARCH 4811/AR 811	Urban Design	4
ARCH 4880/AR 880	Survey of Structural Systems and Building Infrastructure	3
Subtotal		28

ELECTIVES BTech Electives		Credits
Select two courses from those listed below: If the AAS Degree is less than 64 credits, select three courses.		
ARCH 3591/AR 591	Computer Assisted Architectural Animation	3
ARCH 3611/AR 611	Theoretical Design	4
ARCH 4709/AR 709	Advanced 3D Modeling and Rendering	3
ARCH 4900/AR 900	Internship in Architectural Technology	3
FMGT 3620/FM 620	Building Systems I	3
FMGT 4720/FM 720	Building Systems II	3
FMGT 4780/FM 780	Programming and Introduction to Space Planning	3
MAT 1475/MA 475	Calculus I	4
Subtotal		6-11
CORE COURSES		
MAT 1375/MA 375	Precalculus	4
PHYS 1434/SC 434	Physics 2.2	4
COMM ¹	Communications	3
LAP ¹	One Literature Course	3
LAP ¹	Literature/Aesthetics/Philosophy	3
BS/SS ¹	Behavioral Science/Social Science	6
Subtotal		23
TOTAL CREDITS REQUIRED FOR THE BTech DEGREE		120-121

¹ See page 37 for a detailed explanation of core-required courses and categories.

ELECTIVE	BTech Elective	3
BS/SS ¹	Behavioral Science/Social Science	3
MAT 1375/MA 375	Precalculus	4
Subtotal		16
SEVENTH SEMESTER		
ARCH 4740/AR 740	Detail and Construction Technologies for Existing Buildings	3
FMGT 4880/FM 880	Space Planning	3
ELECTIVE	BTech Elective	3
PHYS 1434/SC 434	Physics 2.2	4
Subtotal		13
EIGHTH SEMESTER		
ARCH 4811/AR 811	Urban Design	4
ARCH 4880/AR 880	Survey of Structural Systems and Building Infrastructure	3
ELECTIVE	BTech Elective	3
LIT ¹	Literature Course	3
BS/SS ¹	Behavioral Science/Social Science	3
Subtotal		16
TOTAL CREDITS REQUIRED FOR THE DEGREE		120

¹ See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Technology in ARCHITECTURAL TECHNOLOGY

Curriculum by Semester

The student will earn a bachelor of technology degree (BTech) with a major in architectural technology upon completion of the courses listed beyond the AAS degree (120 credits minimum).

FIFTH SEMESTER		Credits
ARCH 3511/AR 511	Architectural Design V	3
ARCH 3522/AR 522	A History of New York City Architecture	3
ARCH 3561/AR 561	Architectural Office Management	3
COMM ¹	Communications	3
LAP ¹	Literature/Aesthetics/Philosophy	3
Subtotal		15
SIXTH SEMESTER		
ARCH 3609/AR 609	Integrated Software in the Architectural Office	3
ARCH 3662/AR 662	Municipal Agencies and the Formal Approval Procedure	3

COURSES:

ARCH 1100/AR 100 Architectural Drawing I

1 cl hr, 3 lab hrs, 2 cr
Introduction to the fundamental principles of architectural drafting and detail analysis. Surveying existing conditions, development of plans, elevations, sections and basic detailing are covered, as well as material applications and the use of drafting instruments. The student will develop an understanding of light wood frame construction and will learn how to develop a basic set of working drawings.
Prerequisite: CUNY certification in mathematics

ARCH 1111/AR 111 Architectural Foundation I

2 cl hrs, 3 lab hrs, 3 cr
Basic architectural visualization systems, with an emphasis on orthographic projections, parallel line drawings and preliminary three-dimensional models. The student will acquire skills with respect to the

visual interpretation of three-dimensional objects and the delineation of same, using standard projection systems and free hand sketching techniques to promote an ability to translate freely between two- and three-dimensional reality.
Prerequisite: None

ARCH 1121/AR 121 History of Architectural Technology (W)

2 cl hrs, 2 cr
The study of architectural technology from prehistoric times to the present, stressing the development of structural systems and the exploration of materials. This course will explore the interaction of building design and historic socio-economic determinants.
Prerequisite: CUNY certification in reading and writing

**ARCH 1140/AR 140
Materials in Architecture***2 cl hrs, 2 cr*

An introduction to basic materials of construction and their employment in the building construction industry, with emphasis on wood, masonry, steel and concrete.

Prerequisite or corequisite: ENG 1101/EG 101

**ARCH 1200/AR 200
Architectural Drawing II***1 cl hr, 3 lab hrs, 2 cr*

The continuation of the development of skills learned in ARCH 1100/AR 100. The course includes the production of architectural contract documents (working drawings) for a one-story incombustible commercial building.

Prerequisites: ARCH 1100/AR 100 and CUNY certification in reading and writing

**ARCH 1211/AR 211
Architectural Foundation II***1 cl hr, 2 lab hrs, 2 cr*

Topics to be covered include the methods of preparing architectural massing, study and finished presentation models. The course will include projects such as the construction of a staircase, a noteworthy contemporary house, a building in an urban environment and an interior space. Students will be required to explore different materials and techniques and incorporate the graphic presentation of skills learned in ARCH 1111/AR 111.

Prerequisites: CUNY certification in math and ARCH 1111/AR 111 or ENT 2200/ST 200

**ARCH 1240/AR 240
Methods of Construction in Architecture***2 cl hrs, 2 cr*

This course will study the use of contemporary building materials and methods of construction, including conventional materials, wall and ceiling assemblies, finishing materials, floor and roof systems, precast concrete construction and current structural innovations.

Pre- or corequisite: ENG 1101/EG 101

**ARCH 1250/AR 250
Site Planning***1 cl hr, 2 lab hrs, 2 cr*

The application of the fundamental techniques of site planning principles and the use of topographical maps and models. This course will explore the importance of site development as it

relates to architecture. Graphic and model presentation skills are required.

Prerequisites: ARCH 1100/AR 100; pre- or corequisite: ARCH 1211/AR 211

**ARCH 1290/AR 290
Architectural CADD***1 cl hr, 3 lab hrs, 2 cr*

Introduction to the use of the computer to assist in the production of construction and design drawings. This course will provide the student with the exposure necessary to use the computer as a drafting tool. The student will acquire skills through the use of the computer and equipment, including AutoCAD.

Prerequisites: CUNY certification in reading and writing and ARCH 1100/AR 100 or CMCE 1110/CT 110 or ENT 2200/ST 200

**ARCH 2300/AR 300
Architectural Drawing III***1 cl hr, 3 lab hrs, 2 cr*

The course is a continuation of architectural working drawings using the computer. Problems of intermediate complexity, including organizing, coordinating and executing relatively complete Contract Documents (working drawings) for a simple masonry shell building type. This course will focus on a complete coordinated set of construction drawings.

Prerequisites: ARCH 1200/AR 200 and ARCH 1290/AR 290

**ARCH 2311/AR 311
Architectural Design III***2 cl hrs, 4 lab hrs, 3 cr*

This course is an exploration of abstract architectural design theory in the formation of three-dimensional space. The creation of comprehensive architectural design projects are developed following a building program and incorporating elements of site, enclosure, structure, material and technology. A juried presentation will take place at the completion of each project.

Prerequisites: ARCH 1211/AR 211 or AR 221; pre- or corequisite: ARCH 1250/AR 250

**ARCH 2321/AR 321
History of 20th Century Architecture (W)***3 cl hrs, 3 cr*

A comprehensive study of 20th-century architects, buildings and principal architectural movements explored in relationship to their artistic, philosophical, historical and

technological contexts. This is a writing-intensive course combining lectures and seminars to explore modern architectural movements from the turn of the last century (1900+/-) until the present day. It will cover the mechanics of expository writing to include critical essays and research papers.

Prerequisites: ARCH 1121/AR 121 and ENG 1101/EG 101

**ARCH 2370/AR 370
Architectural Environmental Systems***3 cl hrs, 3 cr*

A general study and survey of service facilities and systems employed in buildings such as: plumbing, electrical, heating, ventilation and air conditioning. Applications, equipment and distribution will also be examined.

Prerequisites: ARCH 1140/AR 140, ARCH 1200/AR 200 and ARCH 1240/AR 240

**ARCH 2400/AR 401
Architectural Drawing IV***1 cl hr, 4 lab hrs, 3 cr*

The final course in a four-part sequence, this course requires the student to demonstrate an ability to create professional-quality construction documents as if in an office environment. This course will provide the student with the opportunity to generate original work as it relates to the production of construction documents and architectural details.

Prerequisite: ARCH 2300/AR 300

**ARCH 2411/AR 411
Architectural Design IV***2 cl hrs, 4 lab hrs, 3 cr*

The architectural process involved in designing small-to-medium-size projects for specific building types. Scope covers initial research and analysis, program development, flow diagrams, schematic design and massing studies through final presentation. Final presentations will entail drawings and models reviewed by a design jury.

Prerequisite: ARCH 2311/AR 311; pre- or corequisite: ARCH 2321/AR 321

**ARCH 2480/AR 480
Principles of Stability in Structures***3 cl hrs, 3 cr*

The analysis of architectural structures and their materials. A study of wood and steel structures using basic physical laws, the behavior of architectural materials

in stress and intuitive reasoning related to the mathematical treatment of equilibrium in static structures.

Prerequisites: MAT 1275/MA 275 and ENG 1101/EG 101; pre- or corequisite: PHYS 1433/SC 433

**ARCH 2491/AR 491
Computer-Generated Architectural Presentation Drawings***1 cl hr, 2 lab hrs, 2 cr*

The course is an introduction to the use of the computer to assist in the creation of architectural presentation drawings in three-dimensions. This course will provide the student with exposure to the use of the computer in the design studio. The student will acquire skills in the use of the computer and associated equipment for the three-dimensional modeling and rendering aspects of the AutoCAD program.

Prerequisites: ARCH 1290/AR 290 and MAT 1275/MA 275

**ARCH 3511/AR 511
Architectural Design V***2 cl hr, 4 lab hrs, 3 cr*

This course deals with the continuing design development and detailing of a new design problem introduced at the beginning of the semester. The class will focus on an interior renovation of an existing building. It differs significantly from previous design courses, which deal strictly with new construction. The course addresses the next level of design, including integration of structure, mechanical layout, lighting, plumbing fixture selection, interior materials, finishes, colors and furniture layout. Students will be required to meet current design and functional needs as well as code requirements.

Prerequisite: ARCH 2411/AR 411 or AAS degree in ARCH or a related field

**ARCH 3522/AR 522
A History of New York City Architecture (W)***3 cl hrs, 3 cr*

A historical analysis of the city's infrastructure, real estate development, municipal planning, ordinances and key buildings using the comparative method. The class will trace the course of architectural history from the village to the present role of the city as the commercial and cultural hub of the nation. This course will stress the dynamic socio-economic

determinants emerging as a result of improvements and growth in technology, transportation, infrastructure, real estate, commerce, housing and recreation. *Prerequisite: ARCH 2321/AR 321 or AR 361*

**ARCH 3561/AR 561
Architectural Office Management**

3 cl hrs, 3 cr

The course will provide an overview of basic business practices found in an architectural office, applying the principles, understanding the reasoning and offering examples in everyday office situations. The course will provide a comprehensive look at architectural practice, with emphasis on the management of firms and projects. The course is designed to help the student with an understanding of the everyday realities of practice and to help prepare for licensure.

Prerequisite: ARCH 2400/AR 401

**ARCH 3591/AR 591
Computer-Assisted Architectural Animation**

2 cl hrs, 2 lab hrs, 3 cr

This elective course is an introduction to the use of the computer to assist in the production of 2D architectural animations, composite renderings, 3D animated models, time lapse studies and other architectural design tools. This course involves the use of the computer, methods of architectural rendering and animation, and the drawing and storage of computer animations with different devices. *Prerequisites: ARCH 2400/AR 401, ARCH 2411/AR 411 and ARCH 2491/AR 491*

**ARCH 3609/AR 609
Integrated Software in the Architectural Office**

3 cl hrs, 3 cr

The course is designed to introduce the student to the variety of software that is being used in a design firm. The student will be provided with the guidelines for a better understanding of the integration of specialized software into all aspects of the architectural profession. The course focuses on managing a computerized office and understanding and using the latest technologies in a design firm. *Prerequisites: ARCH 2491/AR 491 and ARCH 3561/AR 561*

**ARCH 3611/AR 611
Theoretical Design**

2 cl hrs, 4 lab hrs, 4 cr

This elective course in theoretical design expands upon the knowledge and skills acquired in the core design curriculum. Emphasis is on development of individualized approaches to the design process through the investigation of architectural building typologies in the areas of site, program, and technology. The beginning of this course will focus on research and analysis. The second half of the course will be a synthesis of the research into a student's individual design. The final design will be presented to the class through architectural drawings and/or models. Ongoing critiques and final jury presentations will be an integral part of the course.

Prerequisites: ARCH 3511/AR 511 and AAS degree in ARCH or a related field

**ARCH 3662/AR 662
Municipal Agencies and the Formal Approval Procedure**

3 cl hrs, 3 cr

The course is an introduction to the process of seeking application and approval from various agencies for the right to construct architecture in New York City. The class explores the interface between the architect and these agencies to assist in the production of architecture in New York City. This course involves the familiarization of the student with the process and scope of the various municipal agencies involved with the construction of a building in an urban area.

Prerequisite: ARCH 3561/AR 561

**ARCH 4709/AR 709
Advanced 3D Modeling and Rendering**

3 cl hrs, 3 cr

This elective course focuses on 3-dimensional modeling, rendering, lighting and animation techniques. Most advanced aspects of the rendering software will be explored through a series of exercises designed to acquaint the student with the various commands found within the program used.

Prerequisites: ARCH 2491/AR 491, ARCH 3591/AR 591 and ARCH 3609/AR 609

**ARCH 4740/AR 740
Detail and Construction Technologies for Existing Buildings**

3 cl hrs, 3 cr

A continuation of the ARCH 1140/AR 140 and ARCH 1240/AR 240 series, this class will expand the student's knowledge of how to insert new technologies and construction into an existing building shell. This course will take a practical approach to evaluating, classifying and diagnosing construction deficiencies of existing buildings. The course will utilize a step-by-step approach to documenting, detailing and programming existing facilities.

Prerequisites: ARCH 2400/AR 401 and ARCH 3522/AR 522

**ARCH 4811/AR 811
Urban Design**

1 cl hr, 6 lab hrs, 4 cr

This architectural design course will explore a range of urban design issues and design opportunities found in New York City. Students will explore both the theoretical and pragmatic aspects of design applied in an urban environment. As a culmination of the design series of classes, this course will incorporate previous studio and lecture coursework to tie together the topics of urban planning, architectural design, environmental sustainability and historic preservation.

Prerequisite: ARCH 3511/AR 511; pre- or corequisite: ARCH 4740/AR 740

**ARCH 4880/AR 880
Survey of Structural Systems and Building Infrastructure**

3 cl hrs, 3 cr

Emphasis is placed on the theoretical and practical application of structural design principles for new and existing steel and concrete structures. The behavior of these various materials under stress, and the proper selection of each, will be discussed. Conditions encountered during renovations and their solutions will be included. The appropriate integration of the mechanical systems (HVAC, plumbing and electrical) for each of these structural applications will be examined.

Prerequisites: ARCH 2480/AR 480, MAT 1375/MA 375 and PHYS 1434/SC 434

**ARCH 4900/AR 900
Internship in Architectural Technology**

1 cl hr, 120 field hrs per semester, 3 cr

Assignment to field work/study situations of approximately eight-to-ten hours per week at one of the following: an architectural office, engineering office, interior design office, architecture, engineering or interior design branch of a municipal agency or corporate design office, construction administration or office practices branch of a construction firm. A drafting position with a non-architectural firm is subject to review. Each student will keep a log/journal to be shared in group seminars. Supervision will be by faculty and by the job supervisor.

Prerequisites: ARCH 2400/AR 401, ARCH 2411/AR 411 and approval of internship director

Computer Engineering Technology

Professor Aparicio Carranza, Chair
Voorhees 633
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PROGRAMS:

Electromechanical Engineering Technology/AAS
Computer Engineering Technology/BTech

FACULTY:

Professors: Razukas, Woytowich
Assoc Profs: Blank, Wotherspoon
Asst Profs: Carranza, Morton, Zia
Lecturer: Armstrong
CLTs: Carrington, Zaratan

Associate in Applied Science in ELECTROMECHANICAL ENGINEERING TECHNOLOGY

The Electromechanical Engineering Technology program, the only one of its kind within the CUNY system, was developed in response to the need to prepare competent technicians who had the special skills needed by the computer industry. It is multidisciplinary in nature, in that students are taught the basics of electrical and mechanical technology, computer hardware and software and data communications. It prepares students to diagnose and analyze electromechanical problems associated with the development, performance and servicing of computers and computer-based office automation equipment, complex electromechanical industrial equipment and systems, biomedical instrumentation and robotics. Fifty percent of the curriculum is devoted to individualized laboratory instruction using state-of-the-art equipment. Students build their own devices for take-home experimentation and will assemble, program and test their own IBM-compatible computer system. Students can earn the associate degree and then continue on, at City Tech, for the baccalaureate (BTech) degree in computer engineering technology. Students will be expected to purchase an IBM-compatible computer by the third semester of the associate program. Specific information on the models currently used may be obtained from the department. Graduates qualify for the following occupational titles: field engineer, computer-repair technician, business machines technician, data processing equipment specialist, electromechanical technician, laboratory technician, production assembly technician, biomedical instruments service technician and robotics service technician.

Manufacturers and users of computers and electromechanical equipment are potential employers of graduates. Among the employers of the graduates of this program are IBM, Verizon, Consolidated Edison, Canon, Eastman Kodak, the Metropolitan Transportation Authority, Xerox Corp and the elevator industry.

The electromechanical engineering technology curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

Statement of Requirements for the Associate of Applied Science (AAS) in Electromechanical Engineering Technology (Effective Spring 2008)

REQUIRED COURSES IN THE MAJOR		Credits
EMT 1111/EM 111	Logic and Problem-Solving	1
EMT 1120/EM 120.1	Technical Graphics	1
EMT 1130/EM 130	Electromechanical Manufacturing Lab	1
EMT 1150/EM 150	Electrical Circuits	5
EMT 1220/EM 220	Mechanisms	4
EMT 1250/EM 250	Digital Control	4
EMT 1255/EM 255	Electronics	4
EMT 2320/EM 320.1	Advanced Mechanisms	5
EMT 2370/EM 370	Computer Hardware Systems	2
EMT 2390L/EM 390L	Operating Systems Laboratory	1
EMT 2455/EM 455	Data Communications	2
EMT 2461/EM 461	Electromechanical Systems: Software Interface	2
EMT 2480L/EM 480L	Electromechanical Systems Laboratory	1
	Technical Elective ³	3
Subtotal		36
OTHER REQUIRED COURSES ¹		
ENG 1101/EG 101	English Composition I	3
MAT 1375/MA 375 ²	Precalculus	4
MAT 1475/MA 475	Calculus I	4
PHYS 1433/SC 433	Physics 1.2	4
PHYS 1434/SC 434	Physics 2.2	4
Subtotal		19
REMAINING CORE DISTRIBUTION		
COMM ¹	ENG 1121/EG 121 or ENG 1133/EG 133	3
LAP ¹	Literature/Aesthetics/Philosophy	3
BS/SS ¹	Behavioral Science/Social Science	3
Subtotal		9
TOTAL CREDITS REQUIRED FOR THE DEGREE		64

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Students without the requisite math background for MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 in preparation. This will increase the number of credits required for the degree by up to eight (8).

³ Choose from CST 2403/CS 403, Introductory C++ Language Programming, or CET 3910/EM 910, Mechanics or Materials

Associate in Applied Science in ELECTROMECHANICAL ENGINEERING TECHNOLOGY

Curriculum by Semester (Effective Spring 2008)

FIRST SEMESTER		Credits
EMT 1111/EM 111	Logic and Problem-Solving	1
EMT 1120/EM 120.1	Technical Graphics	1
EMT 1130/EM 130	Electromechanical Manufacturing Lab	1
EMT 1150/EM 150	Electrical Circuits	5
MAT 1375/MA 375 ²	Precalculus	4
ENG 1101/EG 101	English Composition 1	3
Subtotal		15
SECOND SEMESTER		
EMT 1220/EM 220	Mechanisms	4
EMT 1250/EM 250	Digital Control	4
EMT 1255/EM 255	Electronics	4
PHYS 1433/SC 433	Physics 1.2	4
Subtotal		16
THIRD SEMESTER		
EMT 2320/EM 320.1	Advanced Mechanisms	5
EMT 2370/EM 370	Computer Hardware Systems	2
EMT 2390L/EM 390L	Operating Systems Lab	1
MAT 1475/MA 475	Calculus I	4
LAP ¹	Literature/Aesthetics/Philosophy	3
COMM ¹	ENG 1121/EG 121 or ENG 1133/EG 133	3
Subtotal		18
FOURTH SEMESTER		
EMT 2455/EM 455	Data Communications	2
EMT 2461/EM 461	Electromechanical Systems Software Interface	2
EMT 2480L/EM 480L	Electromechanical Systems Lab	1
PHYS 1434/SC 434 ¹	Physics 2.2	4
BS/SS ¹	Behavioral Science/Social Science	3
	Technical Elective ³	3
Subtotal		15
TOTAL CREDITS REQUIRED FOR THE DEGREE		64

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Students without the requisite math background for MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 in preparation. This will increase the number of credits required for the degree by up to eight (8).

³ Choose from CST 2403/ICS 403, Introductory C++ Language Programming, or CET 3910/EM 910, Mechanics or Materials

Bachelor of Technology in COMPUTER ENGINEERING TECHNOLOGY

There are many ways a student can enter the bachelor of technology program in computer engineering technology. Students may enter the program as freshmen if they meet the general College criteria. These students will follow the electromechanical engineering technology AAS curriculum for the first 64 credits and may earn the AAS along the way. Students may transfer in from the City Tech AAS programs in electrical engineering technology or mechanical engineering technology areas before or after completing the AAS degree in these fields. Students may enter from other programs either here at City Tech or from other colleges if they meet College criteria for transfer admission. Students with questions are advised to consult the office of admissions. It is not necessary to have earned an associate degree in electromechanical engineering technology, or to have earned an associate degree at all. Transcripts of entering students will be evaluated to determine the courses they must complete for the bachelor of technology degree. The department chair may be called for further information.

The courses in the baccalaureate program build upon the knowledge gained at the AAS level, with an emphasis on computers, computer-controlled systems and networking. More emphasis is placed upon independent thinking and analysis. In addition to advanced coverage of computers and electronics, the curriculum includes programming and advanced mathematics. A wide field of technical electives, including topics from computer engineering technology, electrical and telecommunications engineering technology, mechanical engineering technology, computer programming and design give students considerable latitude to specialize in their own area of interest. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

Important Note: The number of credits and the courses required for the BTech degree in Computer Engineering Technology will be affected by the contents of the student's AAS preparation. The list below is for AAS graduates of the College's Electromechanical Engineering Technology program. Following this are additional requirements for students from a number of other majors. For transfer credit and requirements for majors not listed, please consult the Department.

For students with an AAS in Electromechanical Engineering Technology

Statement of Requirements for the Baccalaureate of Technology (BTech) in Computer Engineering Technology (Effective Spring 2008)

REQUIRED COURSES IN THE MAJOR

AAS Degree (in either EM, ET/TC or MT) or an Acceptable Equivalent		64
CET 3510/EM 510	Microcomputer Systems Technology	4
CET 3525/EM 525	Electrical Networks	4

	(Required only for students with AAS in EM or MT)	
CET 3550/EM 550	Analog and Digital Electronics	4
	(Required only for students with AAS in MT)	
CET 3615/EM 615	Instrumentation and Data Acquisition	4
CET 3625/EM 625	Applied Analysis Laboratory	1
CET 3640/EM 640	Software For Computer Control	3
CET 4705/EM 705	Component and Subsystem Design I	2
CET 4711/EM 711	Computer Controlled Systems Design I	2
CET 4762/EM 762	Electromechanical Devices	4
	(Required only for students with AAS in ET/TC)	
CET 4773/EM 773	Microcomputer Interfacing	4
CET 4805/EM 805	Component and Subsystem Design II	2
CET 4811/EM 811	Computer Controlled Systems Design II	2
CET 4864/EM 864	Feedback Control Systems	4
	Technical Elective ³	4
	(Required only for students with AAS in EM or ET/TC)	
	Technical Elective ⁴ or Internship or CS 403	3
Subtotal		39

OTHER REQUIRED COURSES

ENG 1121/EG 121	English Composition II (or higher) ⁵	
MAT 1575/MA 575	Calculus II	4
MAT 2580/MA 580	Introduction to Linear Algebra	3
MAT 2680/MA 680	Differential Equations	3
Subtotal		10

REMAINING CORE DISTRIBUTION¹

COMM ²	SPE 1330/TS 300 Series (Speech)	3
BS/SS ^{1&6}	Behavioral Science/Social Science	6
AESTH/PHIL	Aesthetics/Philosophy	3
LIT	Literature	3
Subtotal		15

TOTAL UPPER DIVISION CREDITS REQUIRED FOR THE DEGREE 64**TOTAL CREDITS REQUIRED FOR THE DEGREE 128**¹ See page 37 for a detailed explanation of the baccalaureate core courses and categories² Students who have not successfully completed ENG 1121/EG 121 or higher must do so. This may add an additional 3 credits to the number of credits required for graduation³ Select from CET 3910/EM 910, CET 4900 series (EM 900 series), CST 3500/CS 500 or higher, or TCET 3100/TC 500 or higher, w/ departmental permission⁴ Students who did not receive Associate degree credit for CST 2403/CS 403 (or an approved equivalent) must take CST 2403/CS 403. Otherwise, select from CET 3910/EM 910, CET 4900 series (EM 900 series), CST 3500/CS 500 or higher, or TCET 3100/TC 500 or higher, w/ departmental permission⁵ Taken as part of the AAS program. Other transfer students who have not taken this course (or an approved equivalent) at the AAS level must do so on a non-contributory basis.⁶ A one-year sequence in either Behavioral Science or Social Science is required. See page 37 for a detailed explanation of the baccalaureate core and categories

Students entering with an AAS in Electrical Engineering Technology or Telecommunications Engineering Technology or an equivalent degree must also complete MAT 1375/MA 375, Precalculus, and CET 4762, Electromechanical Devices, but are not required to take CET 3525, Electrical Networks and CET 3550, Analog and Digital Electronics.

Students entering with an AAS in Mechanical Engineering Technology or an equivalent degree must also complete CST 2403, Introductory C++ Language Programming, and CET 3550, Analog and Digital Electronics, but are not required to take the two technical electives.

The college will grant a bachelor of technology degree (BTech) with a major in computer engineering technology upon satisfactory completion of an AAS degree in any of the following fields: Electromechanical Engineering Technology, Electrical and Telecommunications Engineering Technology, Mechanical Engineering Technology OR AN ACCEPTABLE EQUIVALENT, and the required 64 credits listed above.

Bachelor of Technology in COMPUTER ENGINEERING TECHNOLOGY

Curriculum by Semester

Upper-division bachelor of technology in computer engineering technology for students with an AAS in electrical engineering technology

FIFTH SEMESTER		Credits
CST 2403/CS 403	Introductory C Language Programming	3
MAT 1575/MA 575	Calculus II	4
CET 3510/EM 510	Microcomputer Systems Technology	4
COMM ¹	Communications Elective	3
BS/SS ¹	Behavioral Science/Social Science	3
Subtotal		17

SIXTH SEMESTER		
MAT 2580/MA 580	Intro to Linear Algebra	3
MAT 2680/MA 680	Differential Equations	3
CET 3615/EM 615	Instrumentation and Data Acquisition	4
CET 3625/EM 625	Applied Analysis Laboratory	1
CET 3640/EM 640	Software for Computer Control	3
LAP ¹	Literature/Aesthetics/Philosophy	3
Subtotal		17

SEVENTH SEMESTER		
CET 4705/EM 705	Component and Subsystem Design I	2
CET 4711/EM 711	Computer-Controlled Systems Design I	2
CET 4762/EM 762	Electromechanical Devices	4

CET 4773/EM 773	Microcomputer Interfacing	4
CET/EM	Technical Elective	4
Subtotal		16
EIGHTH SEMESTER		
CET 4805/EM 805	Component and Subsystem Design II	2
CET 4811/EM 811	Computer-Controlled Systems Design II	2
CET 4864/EM 864	Feedback-Controlled Systems	4
BS/SS ¹	Behavioral Science/Social Science (Advanced)	3
LIT ¹	Literature: any ENG 2000 series, AFR, PRS 2200 series	3
Subtotal		14
TOTAL CREDITS		64

¹ See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Technology in COMPUTER ENGINEERING TECHNOLOGY

Curriculum by Semester

Upper-division bachelor of technology in computer engineering technology for students with an AAS in mechanical engineering technology

FIFTH SEMESTER		Credits
CST 2403/CS 403	Introductory C++ Language Programming	3
MAT 1575/MA 575	Calculus II	4
CET 3525/EM 525	Electrical Networks	4
CET 3550/EM 550	Analog and Digital Electronics	4
Subtotal		15
SIXTH SEMESTER		
MAT 2680/MA 680	Differential Equations	3
CET 3510/EM 510	Microcomputer Systems Tech	4
CET 3615/EM 615	Instrumentation and Data Acquisition	4
CET 3625/EM 625	Applied Analysis Laboratory	1
COMM ¹	Communications Elective	3
BS/SS ¹	Behavioral Science/Social Science	3
Subtotal		18
SEVENTH SEMESTER		
MAT 2580/MA 580	Intro to Linear Algebra	3
CET 3640/EM 640	Software for Computer Control	3
CET 4705/EM 705	Component and Subsystem Design I	2
CET 4711/EM 711	Computer-Controlled Systems Design I	2
CET 4773/EM 773	Microcomputer Interfacing	4

LAP ¹	Literature/Aesthetics/Philosophy	3
Subtotal		17
EIGHTH SEMESTER		
CET 4805/EM 805	Component and Subsystem Design II	2
CET 4811/EM 811	Computer Controlled Systems Design II	2
CET 4864/EM 864	Feedback Control Systems	4
BS/SS ¹	Behavioral Science/Social Science (Advanced)	3
LIT ¹	Literature Elective	3
Subtotal		14
TOTAL CREDITS		64

¹ See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Technology in COMPUTER ENGINEERING TECHNOLOGY

Curriculum by Semester

Upper-division bachelor of technology in computer engineering technology for students with an AAS in electromechanical engineering technology

FIFTH SEMESTER		Credits
MAT 1575/MA 575	Calculus II	4
CET 3510/EM 510	Microcomputer Systems Tech	4
CET 3525/EM 525	Electrical Networks	4
COMM ¹	Communications Elective	3
Subtotal		15
SIXTH SEMESTER		
MAT 2580/MA 580	Intro to Linear Algebra	3
MAT 2680/MA 680	Differential Equations	3
CET 3615/EM 615	Instrumentation and Data Acquisition	4
CET 3625/EM 625	Applied Analysis Laboratory	1
CET 3640/EM 640	Software for Computer Control	3
BS/SS ¹	Behavioral Science/Social Science	3
Subtotal		17
SEVENTH SEMESTER		
CET 4705/EM 705	Component and Subsystem Design I	2
CET 4711/EM 711	Computer-Controlled Systems Design I	2
CET 4773/EM 773	Microcomputer Interfacing	4
CET/EM	Technical Elective	4
BS/SS ¹	Behavioral Science/Social Science (Advanced)	3
LAP ¹	Literature/Aesthetics/Philosophy	3
Subtotal		18

EIGHTH SEMESTER

CET 4805/EM 805	Component and Subsystem Design II	2
CET 4811/EM 811	Computer-Controlled Systems Design II	2
CET 4864/EM 864	Feedback Control Systems	4
CET/EM	Technical Elective or Internship	3
LIT ¹	Literature: any ENG 2000 series, AFR, PRS 2200 series	3
	Subtotal	14

TOTAL CREDITS **64**

Note: This schedule assumes that CST 2403/CS 403 was completed as part of the AAS program.

¹ See page 37 for a detailed explanation of core-required courses and categories.

COURSES:**EMT 1111/EM 111
Logic and Problem-Solving**

2 lab hrs, 1 cr

This course introduces the foundations of problem-solving and computer programming as it is applied to electromechanical engineering technology. It provides a basic understanding of number systems and programming techniques with practical examples implemented in a modern programming language. Concepts are developed through hands-on laboratory exercises.
Prerequisite: CUNY certification in mathematics

**EMT 1120/EM 120.1
Technical Graphics**

3 lab hrs, 1 cr

Training in basic orthographic projection and isometric drawing using sketching as a tool. Included are standard symbols and representations used in the electromechanical field, assembly drawings, charts, graphs, electrical and electronic schematics and timing charts. Extensive use of electrical, electronic, mechanical and electromechanical visual aids.
Prerequisite: None

**EMT 1130/EM 130
Electromechanical
Manufacturing Lab**

3 lab hrs, 1 cr

Students gain insight into selected mechanical and electrical manufacturing processes by constructing their own digital trainer which is used in EMT1250L / EM250L to study digital electronics.
Prerequisite: None

**EMT 1150/EM 150
Electrical Circuits**

4 cl hrs, 3 lab hrs 5 cr

Introduction to the basic principles of direct and alternating current circuits. Topics include linear and nonlinear passive components, transient response and phase relationships. Laboratory work is performed both in school and at home (using student-purchased kits). The use of the multi-meter, oscilloscope and frequency generator is introduced; computers are used for problem-solving.
Pre- or corequisites: MAT 1175/MA 175 or higher, EMT 1120/EM 120, EMT 1130/EM 130

**EMT 1220/EM 220
Mechanisms**

3 cl hrs, 3 lab hrs, 4 cr

Levers, gears, cams, belts, chains and sprockets, intermittent motions, brakes and clutches. The application of these mechanisms as motion converters and electromechanical energy conversion

systems and their displacement, velocity and acceleration. Laboratory study of physical and operational characteristics of mechanical and electromechanical components through the technique of breadboarding. Standard industrial components are used for this purpose.
Prerequisites: EMT 1120/EM 120.1, EMT 1130/EM 130; *pre- or corequisites:* MAT 1275/IMA 275 or higher, PHYS 1433/SC 433

**EMT 1250/EM 250
Digital Control**

3 cl hrs, 3 lab hrs, 4 cr

Students learn how to implement and analyze control functions and arithmetic operations using digital IC's. Computer techniques are used to simulate systems and for troubleshooting. Laboratory problem-solving through the synthesis, breadboarding and testing of such systems. State-of-the-art integrated circuits are used with students working with their individual digital trainers.
Prerequisites: EMT 1111/EM 111, EMT 1130/EM 130, EMT 1150/EM 150

**EMT 1255/EM 255
Electronics**

3 cl hrs, 3 lab hrs, 4 cr

Non-linear behavior using semiconductor devices from diodes to CMOS IC's. A black box analysis of amplifiers and other circuits is introduced, as well as basic optical devices. Typical circuits are breadboarded, analyzed and tested in the laboratory. Computer simulations are used for the additional reinforcement of course material.
Pre- or corequisites: EMT 1250/EM 250, MAT 1375/IMA 375

**EMT 2320/EM 320.1
Advanced Mechanisms**

4 cl hrs, 3 lab hrs 5 cr

Representative components are studied in terms of how basic concepts previously covered are utilized to provide specialized devices that convert signal data to desired movements, motions and forces to perform specific actions. Typical items studied include pneumatics, solenoids, relays, stepping motors and computer peripherals. Applications in writing and reading data and power control are discussed in detail. The student evaluates the performance characteristics and limitations of these devices by constructing and testing breadboard subsystems. The computer disk drive is studied in detail as a representative system.
Prerequisites: EMT 1120/EM 120.1, EMT 1220/EM 220; *pre- or corequisite:* EMT 1255/EM 255

**EMT 2370/EM 370
Computer Hardware
Systems**

1 cl hr, 2 lab hrs, 2 cr

Computer hardware systems, along with several software concepts, are studied to understand the function and relationship of the CPU, memory and peripheral equipment. Course material is chosen for relevance to industry certification exams, such as A+. The peripheral equipment includes monitors, disk drives, scanners and printers. During laboratory exercises, computer systems, with monitor and operating system, are provided for analysis by students working in teams. However, as an option, each student can build, configure, analyze and troubleshoot his or her own IBM PC (or compatible) computer.

Prerequisite: EMT 11250/EM 250

**EMT 2390L/EM 390L
Operating Systems
Laboratory**

3 lab hrs, 1 cr

Students study the characteristics of operating systems used in IBM systems. They learn how to install the operating system and set it up to control the computer hardware. They also learn to use features of the operating system to manage the computer system.

Pre- or corequisite: EMT 2370/EM 370

**EMT 2455/EM 455
Data Communications**

1 cl hr, 2 lab hrs, 2 cr

This course introduces the foundations of data communications with applications in engineering technology. It provides a basic understanding of data communication systems and practical examples of communications networks. Topics include core network concepts, standards, physical layer propagation, a small Ethernet PC network, other LAN technologies, Wide Area Networks (WANs), TCP/IP internetworking, security, network management and systems administration, and network applications for computer-based control of devices.

Prerequisites: EMT 1250/EM 250, EMT 2370/EM 370

**EMT 2461/EM 461
Electromechanical Systems:
Software Interface**

1 cl hr, 2 lab hrs, 2 cr

How computer hardware and electromechanical systems control external devices, both electrically and mechanically. Students build a project to learn the interface of software and hardware for use as control element.

Prerequisites: EMT 1111/EM 111,

EMT 2370/EM 370; *pre- or corequisites:* EMT 2455/EM 455, EMT 2480L/EM 480L, MAT 1475/IMA 475

**EMT 2480L /EM 480L
Electromechanical Systems
Laboratory**

3 lab hrs, 1 cr

An actual electromechanical system used in biomedical technology, robotics, or a related field is chosen for study. Computer – aided drafting (CAD) is utilized to prepare drawings of one or more selected components. Computer – aided engineering (CAE) techniques are utilized to introduce concepts of applied mechanics and mechanics of materials needed to analyze the selected component(s). A student presentation (written and oral) is required.

Prerequisites: EMT 2320/EM 320.1, PHYS 1433/SC 433, ENG 1101/EG 101

**CET 3510/EM 510
Microcomputer Systems
Technology**

3 cl hrs, 3 lab hrs, 4 cr

An introduction to microcomputer architecture and the basic concepts used in the Personal Computer (PC). Key features of the PC are explored by writing programs in a high-level language (such as C) to access them. Assembly language programs are utilized to gain insight into machine-level operations. Laboratory exercises support the lecture and are carried out in the context of currently available operating systems.

Pre- or corequisites: CST 2403/CS 403, MAT 1575/IMA 575; *prerequisite:* Previous course in digital electronics

**CET 3525/EM 525
Electrical Networks**

3 cl hrs, 3 lab hrs, 4 cr

Applications of principles of electrical circuit analysis to the solution of practical network problems, with emphasis on steady-state AC Circuits. Applications of Kirchoffs Laws, superposition and Thevenin's theorems.

Pre- or corequisite: MAT 1575/IMA 575 with grade of "C" or better

**CET 3550/EM 550
Analog and Digital
Electronics**

3 cl hrs, 3 lab hrs, 4 cr

Concepts of active circuit elements and non-linear behavior. Study of the properties of solid-state components, whether discrete (diodes and transistors) or combined into an integrated circuit (analog or digital). Topics from analog electronics include an overview of common devices, with detailed study of selected amplifier configurations. Topics from digital electronics include

Boolean algebra, binary arithmetic and use of logic gates (AND, OR, etc.) to form more complex circuits.

Laboratory experiments include practical amplifier applications and frequency-dependent behavior of analog circuits, as well as the use of digital components to construct common devices such as flip-flops, counters and adders.

Pre- or corequisites: MAT 1575/IMA 575, CET 3525/EM 525

**CET 3615/EM 615
Instrumentation and
Data Acquisition**

3 cl hrs, 3 lab hrs, 4 cr

An introduction to the concepts and techniques of instrumentation. Analog and digital techniques are used taking into account standards, precision, accuracy and sensitivity in the data-acquisition process. Interfacing with mechanical and electronic sensors. The lab emphasizes practical components and system analysis with evaluation of results, and utilizes computer-based data-acquisition systems as well as stand-alone instruments.

Prerequisites: MAT 1575/IMA 575 with grade of "C" or better, CET 3525/EM 525, PHYS 1434/SC 434, previous course(s) in analog and digital electronics

**CET 3625/EM 625
Applied Analysis Lab**

3 lab hrs, 1 cr

Students are introduced to the application of calculus and ordinary differential equations to the modeling and solution of advanced problems in engineering technology. This course is coordinated with MA 680 Differential Equations.

Prerequisite: MAT 1575/IMA 575 with grade of "C" or better; *corequisite:* MAT 2680/IMA 680

**CET 3640/EM 640
Software for
Computer Control**

2 cl hrs, 2 lab hrs, 3 cr

Programming concepts and software development techniques for computer-controlled systems. Laboratory exercises apply these concepts to a variety of systems and devices.

Prerequisites: CST 2403/CS 403, CET 3510/EM 510

**CET 3910/EM 910
Mechanics of Materials**

3 hrs, 3 cr

Review of principles of statics. Stress and strain, normal stresses, shear, torsion. Stresses on beams and columns. Characteristics of engineering materials: yield and ultimate strength, ductility. Application to selected components of electromechanical systems.

Prerequisites: PHYS 1433/SC 433,

MAT 1475/IMA 475 with a grade of C or better

**CET 4705/EM 705
Component and
Subsystem Design I**

1 cl hr, 2 rec hrs, 2 cr

Develops the foundations for performing electrical design in computer engineering technology applications. Typical systems are analyzed mathematically and graphically. Subsystems are designed to meet specific performance criteria. *Prerequisites:* MAT 2680/IMA 680 and CET 3625/EM 625 with grades of "C" or better, CET 3615/EM 615, previous course(s) in analog and digital electronics

**CET 4711/EM 711
Computer-Controlled
Systems Design I**

1 cl hr, 2 rec hrs, 2 cr

Modem design principles and methodologies. Software tools for systems design, including computer-aided design and computer-aided engineering. Students carry out the conceptual design of a complete device or system.

Prerequisites: MAT 2680/IMA 680 and CET 3625/EM 625 with grades of "C" or better, CET 3510/EM 510; *pre- or corequisite:* CET 4705/EM 705

**CET 4762/EM 762
Electromechanical Devices**

3 cl hrs, 3 lab hrs, 4 cr

Elements of spur gears, helical gears, worm gear sets and bevel gears. Design of simple, compound and reverted gear trains. Design of electrical control systems for machines using programmable logic controllers. Analysis of four-bar linkages, fundamentals of synchros and stepping motors. Laboratory experiments coordinate with lecture material.

Prerequisites: CET 3615/EM 615, MA 680 and CET 3625/EM 625 with grades of "C" or better

**CET 4773/EM 773
Microcomputer Interfacing**

3 cl hrs, 3 lab hrs, 4 cr

Electronic interfacing technologies and techniques required to connect computers to internal and external systems and other computers and components. Topics include Local Area Networks (LAN) and Wide Area Networks (WAN), timing and control signals, I/O requirements, bus standards and protocols.

Prerequisite: CET 3510/EM 510

**CET 4805/EM 805
Component and Subsystem
Design II**

1 cl hr, 2 rec hrs, 2 cr

Continuation of CET 4705/EM 705.

Further design of subsystems requiring solution by differential equations. Worst-case designs and component tolerances, development of control systems. A term project may be assigned.

Prerequisite: CET 4705/EM 705

CET 4811/EM 811 Computer-Controlled Systems Design II

1 cl hr, 2 rec hrs, 2 cr

A capstone course dealing with design and programming concepts of particular importance for computer-controlled systems. In the lab, students may choose to utilize their concept designs from EM 711, or to design a new device from scratch. Students apply their knowledge of component design, systems design, control theory and computer programming to carry out detailed design of their device or system, build a working model and program a computer to perform the desired measurement and/or control functions.

Prerequisite: CET 3640/EM 640, CET 4711/EM 711; *pre- or corequisites:* CET 4773/EM 773, CET 4805/EM 805, CET 4864/EM 864

CET 4864/EM 864 Principles of Feedback Control Systems

3 cl hrs, 3 lab hrs, 4 cr

Introduction to feedback concepts (positive and negative). Transient and steady-state analysis using Laplace transforms. Bode plots and stability criteria. Lab work includes the use of mathematical analysis and simulation.

Prerequisites: MAT 2680/MA 680, CET 4762/EM 762; *corequisites:* CET 3625/EM 625, CET 4805/EM 805

CET 4900/EM 900 Internship in Computer Engineering Technology

2 cl hrs bi-wkly, 120 field hrs, 3 cr

Assignment to field work/study situations of approximately eight hours per week at one of the following: small, medium, or large companies or governmental institutions. Students may work in design, manufacturing, installation, programming, troubleshooting, or other appropriate activities related to computer-controlled electromechanical devices or systems, computer hardware, or computer-based instrumentation and control systems. Students keep a log or journal to be shared in the group seminar. Supervision provided by faculty and by the job supervisor.

Prerequisites: CET 3510/EM 510, CET 4705/EM 705, CET 4711/EM 711, CST 2403/CS 403

TECHNICAL ELECTIVES

These courses are offered as the needs and preferences of the students require. Since some time may elapse between offerings, the content changes to reflect advances in the relevant technology.

CET 4930/EM 930 Applied Mechanics

3 cl hrs, 3 lab hrs, 4 cr

The practical application of the principles of statics and dynamics. Topics include force systems, resultant forces, beams and trusses. Also work, power energy and motion (rectilinear and curvilinear).

Prerequisites: PHYS 1433/SC 433, MAT 1575/MA 575 with grade of "C" or better

CET 4942/EM 942 Economics of Engineering and Management

3 cl hrs, 3 cr

The concepts of the interrelationship between time and money. Factors that go into cost analysis: material, labor, overhead, depreciation, present and future worth.

Prerequisite: MAT 1575/MA 575 with grade of "C" or better

CET 4950/EM 950 Heating, Ventilation and Air Conditioning

3 cl hrs, 3 cr

Applicable concepts in heat transfer, fluid mechanics and thermodynamics. Heating and cooling load characteristics. Energy conservation parameters for contemporary design.

Prerequisites: MAT 2680/MA 680 and CET 3625/EM 625 with grades of "C" or better

CET 4952/EM 952 Robotics Technology

3 cl hrs, 3 lab hrs, 4 cr

Geometric configurations and classifications of robots, work envelope, drive components (electric, hydraulic, pneumatic), computer controls and interfacing, sensors and data acquisition/ handling and conversion. Lab projects using a robot/computer system.

Prerequisites: CET 3510/EM 510; *pre- or corequisite:* MAT 2580/MA 580

CET 4960/EM 960 Applied Digital Technology

3 cl hrs, 3 lab hrs, 4 cr

An introduction to the use of the digital computer for measurements of real-world signals and control of real-world devices. Students program data acquisition and control hardware in a high-level language such as C.

Prerequisites: CST 2403/CS 403, MAT 1575/MA 575 with grade of "C" or better

CET 4962/EM 962 Applied Software Technology

3 cl hrs, 3 lab hrs, 4 cr

Development of hardware-oriented programming skills. Students write programs to access external devices via the serial port or other interfaces.

Prerequisites: CST 2403/CS 403, MAT 1575/MA 575 with grade of "C" or better

CET 4963/EM 963 Modern Communications Electronics

3 cl hrs, 3 cr

Introduction to digital communication via RF and microwave as well as optical communication over fiber optic links. Noise theory, S/N ratio, AM and FM.

Prerequisites: MAT 2680/MA 680 and CET 3625/EM 625 with grades of "C" or better

CET 4964/EM 964 Electro-Optical Technology and Applications

3 cl hrs, 3 lab hrs, 4 cr

Combines the principles of optics and electronics. Theory and applications of modern devices, including lasers, LEDs and fiber optics. Background material in classical optics (refraction, total internal reflection, interference, wave/particle duality).

Prerequisites: CET 1255/EM 255, PHYS 1434/SC 434

CET 4970/EM 970 Design of Electrical Equipment Installations

3 cl hrs, 3 cr

Introduction to generation and distribution systems. Distribution systems used in buildings for power and light, including code requirements. Load factors for typical mechanical and electrical equipment. Analysis of a complete design and specification of a selected project. Elements of estimating and contracts, including pricing.

Prerequisites: CET 3525/EM 525, MAT 1575/MA 575 with grade of "C" or better

CET 4971/EM 971 Linear Integrated Circuit Applications

3 cl hrs, 3 lab hrs, 4 cr

The use of linear ICs for the control of mechanical and electronic systems. Topics include op. amps, power amplifiers, D/A converters, regulators and opto-isolators.

Prerequisites: MAT 2680/MA 680 and CET 3625/EM 625 with grades of "C" or better, CET 4960/EM 960 or equivalent

CET 4972/EM 972 Digital Integrated Circuits

3 cl hrs, 3 lab hrs, 4 cr

Design and analysis of ICs in digital applications. Functional differences and design considerations.

Prerequisite: CET 3510/EM 510

CET 4974/EM 974 Introduction to Computer-Aided Design

3 cl hrs, 3 lab hrs, 4 cr

Theory and concepts of CAD and CAM using industry standard graphics work stations. Coordinate systems, drafting practices, computational methods, database management and manufacturing considerations.

Prerequisites: CET 3510/EM 510, MAT 2680/MA 680 and CET 3625/EM 625 with grades of "C" or better

CET 4980/EM980 Special Projects in Technology

or

CET 4981/EM 981 Special Projects in Technology

or

CET 4982/EM 982 Special Projects in Technology

1 to 3 cr (credits vary by scope and depth of project)

Projects chosen for their particular or current interest to students.

Students work on their own and must select a project topic and work with a faculty mentor.

Prerequisite: Approval of department chair

CET 4983/EM 983 Engineering Technology III

2 cl hrs 3 lab hrs 3 cr

Solution of complex real-world problems, including complete engineering documentation. Topics change to reflect current technology and industrial need.

Prerequisites: CET 4705/EM 705, CET 4710/EM 710 or CET 4711/EM 711; *pre- or corequisites:* CET 4805/EM 805, CET 4810/EM 810 or CET 4811/EM 811

Computer Systems Technology

Professor Candido Cabo, Chair
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718.260.5170
email: ccabo@citytech.cuny.edu

PROGRAMS:

Computer Information Systems/AAS
Microcomputer Business Systems/AAS
Computer Systems/BTech

FACULTY:

Professor: Braneky
Assoc Profs: Bellehsen, Cabo, Malyuta
Asst Profs: Elhadary, Guidone, H. Li, X. Li, Moody, Oudjehane, Pinto, Shahidullah
Lecturers: Archibald, Ebbers, Holley, Milonas, Simmons, Viglina
CLTs: Duong, Graham, Liu, Rodney

Associate in Applied Science in MICROCOMPUTER BUSINESS SYSTEMS

The Computer Systems Technology department offers three degree programs as well as a variety of computer courses for students in other curricula. Some of the courses are designed for students in specific majors, such as accounting, telecommunications technology or legal assistant studies, while some are intended to provide computer literacy to students in any major.

This microcomputer business systems program, the only one of its kind in CUNY, offers strong preparation for those planning microcomputer careers. Students will be introduced to microcomputer concepts, operating systems, application packages such as word processing, spreadsheet, database systems and programming, networks, microcomputer operating systems, principles of electricity, electronics and computer maintenance.

Careers, such as specialist in PC support, hardware/software, LAN administrator, database programmer, applications package advisor/instructor, will be available to the graduate of the program.

Progression in Microcomputer Business Systems

A grade of "C" or better in each course designated with the prefix MST/MS and CST/CS will be required for progression in and graduation from the Microcomputer Business Systems program.

REQUIRED COURSES IN THE MAJOR

		Credits
CST 1101/CS 101	Computer Programming and Problem-Solving	3
MST 1101/MS 101	Introduction to Microcomputers	3
MST 1204/MS 204	Database Systems and Programming I	3
MST 1205/MS 205	Microcomputer Systems	3
MST 2304/MS 304	Database Systems and Programming II	3
MST 2307/MS 307	Local Area Networks	4
CST 2406/CS 406	Introduction to Systems Analysis and Design	3
MST 2405/MS 405	Microcomputer Operating Systems	4

Subtotal **26**

OTHER REQUIRED COURSES

ACC 1101/AC 101	Principles of Accounting I	4
BUS 2425/AC 425	Business Management	3
ETN 1302/ET 429	Principles of Electricity, Electronics and Computer Operations	4
ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
MAT 1375/MA 375 ¹	Precalculus	4
LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3
SPE ²	Speech	3
SCI ²	Laboratory Science	4

Subtotal **34**

TOTAL CREDITS REQUIRED FOR THE DEGREE **60**

¹ Students without the requisite math background for MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 in preparation. This will increase the required number of credits for the degree by up to eight (8).

² See page 37 for a detailed explanation of core-required courses and categories.

Associate in Applied Science in COMPUTER INFORMATION SYSTEMS

The Computer Information Systems program offers superior instruction for those interested in mainframe computer careers. Students are introduced to mainframe programming in COBOL, online programming using systems such as CICS, database programming, SQL, programming systems using C++, in addition to operating systems and systems analysis and design, introduction to microcomputer concepts and application packages and principles of electricity, electronics and computer maintenance.

Progression in Computer Information Systems

A grade of "C" or better in each course designated with the prefix CST or MST will be required for progression in and graduation from the Computer Information Systems program.

REQUIRED COURSES IN THE MAJOR		Credits
CST 1101/CS 101	Computer Programming and Problem-Solving	3
MST 1101/MS 101	Introduction to Microcomputers	3
CST 1205/CS 205	Operating Systems and MVS Control Systems	2
CST 1202/CS 202	COBOL Programming I	3
CST 2302/CS 302	COBOL Programming II	3
CST 2303/CS 303	Online Programming (CICS)	3
CST 2304/CS 304	Database Programming	3
CST 2403/CS 403	Introductory C++ Language Programming	3
CST 2406/CS 406	Systems Analysis and Design	3
Subtotal		26
OTHER REQUIRED COURSES		
ACC 1101/AC 101	Principles of Accounting I	4
BUS 2425/AC 425	Business Management	3
ETN 1302/ET 429	Principles of Electricity, Electronics and Computer Operations	4
ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
MAT 1375/MA 375 ¹	Precalculus	4
LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3
SPE ²	Speech	3
SCI I ²	Laboratory Science	4
Subtotal		34
TOTAL CREDITS REQUIRED FOR THE DEGREE		60
¹ Students without the requisite math background to enter MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 in preparation. This will increase the number of required credits for the degree by up to eight (8).		
² See page 37 for a detailed explanation of core-required courses and categories.		

Bachelor of Technology in COMPUTER SYSTEMS

This is the only comprehensive curriculum in CUNY that addresses the specific needs of the information technology industry by integrating theory, hands-on experience and industry exposure to applied skills through a required internship degree program component. It provides the student with the flexibility of choice in specialization areas, such as:

- Object-Oriented Systems Analysis and Design
- Programming Design and Unix
- Database Systems Design
- Local Area Networks
- Client/Server Technology
- Web Design

Progression in Computer Systems courses

A grade of C or better in each course designated with the prefix MST/MS or CST/CS will be required for progression in and graduation from the computer systems program.

The program's structures will allow for timely changes in specialization course offerings as the information technology field evolves. As our professional consulting board perceives a need in industry for expertise in some new area, an additional three-course module could be designed and offered as a supplementary elective option.

Goals of the Bachelor of Technology in Computer Systems

- Provide highly qualified professionals who can understand, apply, manage and anticipate cutting-edge technology,
- Prepare marketable candidates for positions in the information technology field,
- Provide students with the command of applied skills in technical fields that require a solid foundation in scientific and mathematical theory as well as excellent communications, problem-solving and critical-thinking skills, allowing students to anticipate the direction of technology, not just to follow it,
- Provide graduates of related AAS programs in computer systems the opportunity to transfer into this program and earn a BTech degree required for progression in and graduation from the Computer Systems program.

REQUIRED COURSES IN THE MAJOR		Credits
AAS Degree		60
Workplace Component		
CST 4900/CS 900	Internship	3
Students must complete all courses in any three of the following seven modules for 27 credits:		
Programming Design and UNIX		
CST 3503/CS 503	Structured Program Design	3
CST 3603/CS 603	Object-Oriented Programming	3
CST 4703/CS 703	UNIX	3
Object-Oriented Systems Analysis and Design		
CST 3506/CS 506	Object-Oriented Systems Analysis	3
CST 3606/CS 606	Object-Oriented Systems Design	3
CST 4706/CS 706	Design of Object-Oriented Distributed Systems	3
Local Area Network		
CST 3507/CS 507	Advanced Single-LAN Concepts	3
CST 3607/CS 607	Introduction to Local Area Network Connectivity	3
CST 4707/CS 707	LAN-Internet Connection	3
Client/Server Technology		
CST 3508/CS 508	Design of Graphic User Interfaces	3
CST 3608/CS 608	Distributed Application Processing	3
CST 4708/CS 708	Client/Server Technologies	3

Database Systems Design		
CST 3504/CS 504	Design of Microcomputer Databases	3
CST 3604/CS 604	Design of Distributed Databases	3
CST 4707/CS 704	Data Warehousing	3
Web Design		
CST 3509/CS 509	Web Page Design and Implementation	3
CST 3609/CS 609	Web Programming	3
CST 4709/CS 709	Installing and Maintaining Web Servers	3
Information Security		
CST 3510/CS 510	Computer Security	3
CST 3610/CS 610	Network Security Fundamentals	3
CST 4710/CS 710	Advanced Security Technologies	3
Subtotal		30
OTHER REQUIRED COURSES		Credits
BUS 3525/BU 525	Strategic Management	3
CST 4800/CS 800	Project Management	3
CST 4801/CS 801	Special Topics in Information Technology	1
PSY 2404/PS 404	Personnel/Organizational Psychology	3
Subtotal		10
BACCALAUREATE CORE DISTRIBUTION¹		
ENG 3773/EG 533	Advanced Technical Writing	3
MAT 1475/MA 475	Calculus I	4
LAP	Literature/Aesthetics/Philosophy	3
LIT	Literature Elective	3
BS/SS	Behavioral Science/Social Science	3
SCI II	Laboratory Science	4
Subtotal		20
TOTAL CREDITS REQUIRED FOR THE DEGREE		120

¹ See page 37 for a detailed explanation of core-required courses and categories.

COURSES:

CST 1100 Introduction to Computer Systems

2 cl hrs, 2.0 lab hrs, 3 cr
An overview of machine architecture, software development, software engineering, data organization, ethics, computer security, and the theory of computing. The course will cover algorithms - the introduction of computer programming - and historical and evolutionary developments of computers. Individual lab assignments and team projects will require Microsoft Office applications to create Word documents, charts (Excel),

presentations (PowerPoint), and manipulation of databases (Access)
Pre- or corequisite: CUNY certification in reading, writing and mathematics or if the course is taken as part of a Learning Community: CUNY certification in mathematics and reading and co-requisite ENG 092W/IEG 092

CST 1101/CS 101 Computer Programming and Problem-Solving

2 cl hrs, 2 lab hrs, 3 cr
This course introduces the student to concepts of programming using a visual environment. The student uses code and concepts of programming

to solve various common problems.
Prerequisites: CUNY certification in reading, writing and mathematics: corequisites: MST 1101/MS 101

CST 1202/CS 202 Sequential Mainframe Programming

2 cl hrs, 2 lab hrs, 3 cr
Introductory course in the COBOL programming language. Topics include input-stream, data input, printer output, alphanumeric and numeric editing, the IF and EVALUATE statements, as well as the concepts of Structured Programming. Programming problems are assigned and executed through the CUNY Computer Center VM/MVS system.
Prerequisites: CST 1101/CS 101, MST 1101/MS 101, MAT 1175/MA 175; corequisites: MAT 1275/IMA 275, CST 1205/CS 205

CST 1205/CS 205 Operating Systems and MVS Job Control Language

2 lab hrs, 2 cr
This course provides an overview of computer hardware and operating system concepts used on personal and business computer systems. Students will problem-solve using the command line interface in the Windows, Linux and UNIX environment. Focus will be on command syntax, disk organization and writing simple-to-complex batch files. Students will partition the hard drive and install Windows 2000. Students will also use Linux and UNIX operating systems to execute problem-solving exercises. Topics such as Data Security and Data Mining will be covered.
Prerequisites: CST 1101/CS 101, MST 1191/MS 101; corequisite: CST 1202/CS 202

CST 2206 Introduction to Information Systems and Technologies

3 cl hrs, 2 lab hrs, 4 credits
This course is designed to teach students how information systems and technologies are part of businesses. Information technologies (IT) continually change the basic ways business transactions are implemented. Students need to understand the dynamic nature of today's network-enabled business climate, recognize the risks and opportunities Internet-based applications offer and gain knowledge about how the entire business industry is affected by technological changes.
Prerequisite: Eligible for ENG 1101/IEG 101 and MAT 1275/IMA 275

CST 2302/CS302 Sequential Mainframe Programming II

2 cl hrs, 1 lab hr, 3 cr
This course is a continuation of CS

202, Sequential Main-Frame Programming I. It covers advanced COBOL topics, including control breaks, summary report writing, validity checking, one- and two-dimensional tables, the SORT statement, the techniques used in designing and writing structured COBOL programs involved in the maintenance of sequential datasets created and stored on direct access storage devices (DASD) and the creation and usage of VSAM data sets. Programming problems are assigned and executed through the CUNY Computer Center VM/MVS system.
Prerequisites: CST 1202/CS 202 and CST 1205/CS 205; corequisite: MAT 1375/IMA 375

CST 2303/CS 303 Online Programming (CICS)

2 cl hrs, 2 lab hrs, 3 cr
An introduction to real-time programming concepts. A hands-on programming experience will be gained using CICS and COBOL software on a mainframe. Topics include interactive pseudo-conversational programming, full-screen mapping and real-time program file management (add, delete, update and browse) of records in VSAM files.
Prerequisites: CST 1202/CS 202 and CST 1205/CS205; corequisite: CST 2302/CS 302, MAT 1375/IMA 375

CST 2304/CS 304 Database Systems

2 cl hrs, 2 lab hrs, 3 cr
This course will introduce the student to ANSI standard Structured Query Language (SQL). The course will cover the various syntax that governs this language. In-depth discussions and practice will be given so that the student will be able to manipulate (insert, update, delete and retrieve) data in a relational database.
Prerequisites: CST 1202/CS 202 and CST 1205/CS 205 or MST 1205/MS 205

CST 2403/CS 403 Introductory C++ Programming Language Part I

2 cl hrs, 2 lab hrs, 3 cr
This course is an intensive introduction to computer programming intended for CIS majors. Initial topics include the implementation in the C++ language of data types, operations, expressions, decision statements and loops. Other topics include functions and subprogram structure, pointers, arrays and structures. The course will teach the fundamental programming assignments aimed at reinforcing the material covered in class.
Prerequisites: CST 1101/CS 101, MAT 1275/IMA 275 or higher

CST 2406/CS 406
Systems Analysis and Design

3 cl hrs, 1 lab hrs, 3 cr

An introduction to systems analysis and design concepts and tools, including the three basic phases of the System Development Life Cycle: system analysis, system design and system implementation and maintenance. CASE tools are introduced to perform data process modeling.

Prerequisites: CST 2302/CS 302, CST 2304/CS 304 or MST 2304/MS 304 and ENG 1121/EG 121

CST 3503/CS 503
C++ Programming Part II

4 cl hrs, 3 cr

This course is an intensive description of object-oriented programming intended for BTech majors. Central to this object orientation is the concept of a class, which is a programmer-defined data type. Initial topics include implementation in the C++ language. The construction of class is based on both structures and functions, member functions, friend function, operator overloading. Other topics include inheritance, virtual functions and polymorphism and class templates.

Prerequisite: CST 2403/CS 403

CST 3504/CS 504
Design of Microcomputer Databases

2 cl hrs, 2 lab hrs, 3 cr

This course provides a general introduction to database design. The three main phases in database design are covered; that is, conceptual, using Entity Relational Diagram (ERD) and Unified Modeling Language (UML); logical, using relational model; and physical, using a Database Management System. The basics of relational data model (concepts of relation, attribute, primary key and foreign key) are reviewed, and mapping the conceptual model to the relational model is discussed. Advanced concepts of relational theory normalization and denormalization are included. Physical implementation is described with the help of a particular Relational Database Management System (RDBMS). The students must be familiar with SQL.

Prerequisites: (MST 2304/MS 304 or CST 2304/CS 304) and CST 2406/CS 406

CST 3506/CS 506
Object-Oriented Systems Analysis

2 cl hrs, 2 lab hrs, 3 cr

This course introduces the concepts of Object-Oriented Analysis through the use of CASE tools. Object-Oriented Analysis is the method that

brings together the concepts of process modeling and data modeling into a unified framework. Abstract concepts will be explained and demonstrated as concrete examples using business situations with CASE tools. Topics will include objects and attributes; classification structures; assembly structures; subjects, attributes and services; transition to Object-Oriented Design.

Prerequisites: CST 2406/CS 406 and MAT 1375/IMA 375 or higher

CST 3507/CS 507
Advanced Single-LAN Concepts

2 cl hrs, 2 lab hrs, 3 cr

This course is designed as a second local area network course. Its main points of reference are the various protocols used in the available network operating systems, Novell NetWare, Windows NT, UNIX. It also addresses TCP/IP protocols. Building on a base of introductory network concepts, this course is a guide to troubleshooting network problems and those problems that arise with network-specific applications development. The student will be taught to create a troubleshooting process that identifies and isolates network problems in a consistent manner. The student will be introduced to LAN-network topics, including current technology and emerging trends. Third-party diagnostic tools will be presented together with native diagnostic utilities. The setting for the course will be a lab with multiple LANs, one of each two computers serving as a server and the other as a workstation. Each pair of students will be responsible for its individual LAN.

Prerequisites: MST 2307/MS 307 and MAT 1375/IMA 375 or higher

CST 3508/CS 508
Design of Graphic User Interfaces

Visual Basic

2 cl hrs, 2 lab hrs, 3 cr

At the end of the course, students will be able to build programs that use a modern "visual" programming environment. They will be able to write object-oriented programs emphasizing object reusability and build state-of-the-art user interfaces for their programs. They will also be able to write programs with client/server capabilities using DDE and OLE, and that interact as clients and servers with respect to a database. Classroom exercises and additional exercises will demonstrate these concepts.

Prerequisites: CST 1101/CS 101 and CST 2304/CS 304 or MST 2304/MS 304 and MAT 1375/IMA 375 or higher

CST 3509/CS 509
Web Page Design and Implementation

2 cl hrs, 2 lab hrs, 3 cr

This course focuses on how to design and maintain interactive and dynamic websites using HTML, Cascading Style Sheets (CSS) and client-side scripting with JavaScript. The students will also learn basic Web Page design principles. The goal is to develop effective, pleasing and useful websites. In the JavaScript part of the course, students will develop real-world projects to learn JavaScript programming, the JavaScript Object Model, JavaScript event handlers and how to integrate JavaScript programs in a HTML document. Students will apply this knowledge to create pop-up windows and scrolling messages as well as to validate forms and enhance the use of images and form objects. Client-side scripting technology will also be used to create cookies and shopping cart applications. A course goal is for students to publish their work on external information servers where FREE email and web-space are available, make class presentations and write web content and proposals. At the end of the semester, all students must give their professor a complete copy of their class projects.

Prerequisites: CST 1101/CS 101 or CST 2403/CS 403; pre- or corequisite: MST 2307/MS 307

CST 3510/CS 510
Computer Security

2 cl hrs, 2 lab hrs, 3 cr

This course is a practical guide to security issues facing computer professionals today. Students will acquire the knowledge and skills to maintain the integrity, authenticity, availability and privacy of data. It covers computer viruses, authentication models, certificates, group policy, cryptography and access control. It also introduces the fundamental security issues of programming, database and web server. Other topics include how to monitor the system for suspicious activity and fend off attacks, to keep spies and Spam out of email, to take ultimate control of security by encrypting data, to design Active directory, blocking ports and locking down the registry.

Prerequisite: MST 2307/MS 307, MST 2405/MS 405

CST 3603/CS 603
Object-Oriented Programming

2 cl hrs, 2 lab hrs, 3 cr

This course introduces students to the powerful Visual C++ .NET with Visual Studio and the .NET platform and to Microsoft's Windows integrated development environment. The

extensive coverage of Graphical User Interface will give students the tools to build compelling and fully interactive unmanaged and managed application programs. The course will introduce the concepts implemented with managed code that enables Visual C++ .NET to use .NET framework class libraries that are shared among Microsoft's .NET languages. This course also will teach students to understand basic database model and queries, to understand and use ADO.NET's model and to use classes and interfaces of namespace System::Data and System::Data::OleDb to manipulate.

Prerequisite: CST 3503/CS 503

CST 3604/CS 604
Design of Distributed Databases

2 cl hrs, 2 lab hrs, 3 cr

This course is a continuation of the course "Design of Microcomputer Databases" (CST 3504/CS 504). This course concentrates on the physical design of databases, as well as the general introduction to the design of distributed relational databases. Such problems as database management, query processing, transaction management, reliability and security are discussed. Important issues of physical design, including the distribution of the database, are discussed under different architectures of distributed information systems. Such aspects of distributed databases as fragmentation, allocation and replication of data are discussed in detail. The course covers the special problems that occur from the distribution of data semantic control, reliability and transaction management, as well as the techniques used to solve these problems.

Prerequisite: CST 3504/CS 504

CST 3606/CS 606
Object-Oriented Systems Design

2 cl hrs, 2 lab hrs, 3 cr

This course introduces the concepts of Object-Oriented Design through the use of CASE tools. The course covers the transition from object modeling to the coding in object-oriented procedure languages and object-oriented database management systems. Topics will include replicated objects, distribution of services throughout the system, code generation, reverse engineering, procedural abstraction, data abstraction, encapsulation, inheritance legacy conversions. Concepts will be demonstrated with the use of CASE tools on business examples.

Prerequisite: CST 3506/CS 506

**CST 3607/CS 607
Interconnectivity***2 cl hrs, 2 lab hrs, 3 cr*

This course is designed for the student who has a firm foundation in supervision of a single local area network and needs to integrate several existing computers and network architectures into a Windows NT environment. The student will examine the several prominent network cabling standards, protocols and hardware devices used in most enterprise-wide networks. It will teach how the most popular network operating systems solve various network connectivity problems. And finally, it will describe the technologies for making enterprise networks reliable and manageable. The setting for the course will be a lab with multiple LANs, several NT servers, several NetWare servers and the remaining PC's acting as workstations.

*Prerequisite: CST 3507/CS 507***CST 3608/CS 608
Distributed Application Processing***2 cl hrs, 2 lab hrs, 3 cr*

This course covers the new approaches in client/server application development. The core of the course is the concept of business objects that serve as building blocks for distributed applications. Students will learn how to perform analyses, design and implement business objects in Visual Basic and how to utilize these objects for building multitier distributed applications.

*Prerequisite: CST 3508/CS 508***CST 3609/CS 609
Web Programming***2 cl hrs, 2 lab hrs, 3 cr*

This course focuses on how to design and maintain interactive and dynamic Web applications using server-side scripting. Students will learn server-side scripting by using Active Server Pages (ASP). Students will learn the elements of the VBScript language and the ASP Object Model to program interactive Web applications. Processing of HTML forms on the web server as well as file management on the web server will be discussed in detail. An important component of this course is the construction of data-driven websites that interact with databases using ActiveX Data Objects (ADO). Other server-side technologies (PHP, Cold Fusion) will be introduced.

*Prerequisite: CST 3509/CS 509***CST 3610/CS 610
Network Security Fundamentals***2 cl hrs, 2 lab hrs, 3 cr*

This course is designed to provide a comprehensive overview of network security. It covers authentication methods along with common network attacks and how to safeguard against them. It also teaches important communication security aspects related to the use of remote access, the Web, directory and file transfer, and wireless data. The roles of firewalls, routers, switches and other network hardware in security are examined. Security considerations for transmission and storage media are discussed as well as network security topologies and Network Operating System vulnerabilities. In the lab, students will study how network attacks occur and how to defend against them.

*Prerequisites: MST 2405/IMS 405 and CST 3510/CS 510***CST 4703/CS 703
UNIX Networking and the Internet***3 cl hrs, 2 lab hrs, 3 cr*

This course covers UNIX communications and networking and how to access the Internet services from the local system. Topics cover networking basics as applied to the UNIX operating systems, network file systems, modem and high-speed communications, UNIX communications programs, UUCP utilities, remote log-in programs, file transferring using FTP, the IP network addressing, the TCP/IP protocol stack and SNMP. In addition, students will be introduced to the Internet, electronic mail, telnet, gopher, usenet, the World Wide Web and other on-line services.

*Prerequisite: CST 3603/CS 603***CST 4704/CS 704
Data Warehousing***2 cl hrs, 2 lab hrs, 3 cr*

This course is designed to introduce the student to the principles of data warehousing. Through this course, students are taught how to plan and design a data warehouse and integrate its use through an organizational network. Theoretical and practical models are covered and extensive use is made of case studies, as well as practical exercises to relate theory and practice.

*Prerequisite: CST 3604/CS 604***CST 4706/CS 706
Design of Object-Oriented Distributed Systems***2 cl hrs, 2 lab hrs, 3 cr*

This course introduces the concepts of designing systems for client/server

implementation. Building on the concepts of object-oriented analysis and design, the principles of designing an enterprise-wide distributed information system will be explained. Business examples will be demonstrated using CASE tools. Topics will include technology architecture, data architecture, application architecture, distributed databases, connectivity, middleware and interoperability.

*Prerequisite: CST 3606/CS 606***CST 4707/CS 707
The LAN - Internet Connection***2 cl hrs, 2 lab hrs, 3 cr*

Students plan for and connect a hypothetical company's existing integrated LANs with the Internet and its resources. Study of Internet and intranet protocols. Students will build a business case for interconnection. A needs assessment, user requirements and expectations assessment, hardware and software requirements, cost and benefits estimates, and end-to-end connectivity issues will be researched and documented. Student teams will implement actual connection and utilization of Internet resources.

*Prerequisite: CST 3607/CS 607***CST 4708/CS 708
Client/Server Technologies***2 cl hrs, 2 lab hrs, 3 cr*

The definitions, requirements, benefits and terminology of client/server computing. Topics in this course will cover the client and the server hardware and software components, defining the role and functions of each component. The architecture of distributed processing and the client/server technologies, and emerging trends. Students will write applications embodying different forms of client/server relationships, including a simple Web application.

*Prerequisite: CST 3608/CS 608***CST 4709/CS 709
Installing and Maintaining Web Servers***2 cl hrs, 2 lab hrs, 3 cr*

This course is designed to teach students how to install, configure, administer and secure a Web Server. The lectures will give the student a solid understanding of how a Web Server works in a computer network. In the lab, the student will apply the concepts learned in the lectures by using Internet Information Services (IIS) 5.0 and Apache Web Servers. The student will install IIS 5.0 server and will configure WWW Services and FTP Services. Once the servers are installed and configured, the student will play the role of Web

master and perform various tasks, including hosting multiple websites on a single computer with the Microsoft Management Console and other administrative tools. The student will also learn about the risks of connecting a computer to the Internet. Network security, operating system hardening and how to secure the IIS and Apache Web Servers will be discussed. Students will also learn important concepts about secure communications like encryption and digital signatures and how those can be implemented in a Web server using the secure sockets layer (SSL) protocol.

*Prerequisite: CST 3609/CS 609***CST 4710/CS 710
Advanced Security Technologies***2 cl hrs, 2 lab hrs, 3 cr*

This is an advanced network security course and it provides a comprehensive look at advanced security technologies in the real-world, such as Firewalls, Virtual Private Network (VPN), Network Intrusion Detection Systems (IDS), Network Intrusion Prevention Systems (IPS) and their deployments with other network security components to secure networks. It also includes network security design, evolving security strategies, the evolution of identity and access management, policy and risk management. The students will be working on projects in the information security laboratory.

*Prerequisites: CST 3507/CS 507 and CST 3610/CS 610***CST 4713/CS 713
Application Architecture Using Java***2 cl hrs, 2 lab hrs, 3 cr*

This course is designed for students who have knowledge of the fundamental concepts of computer programming and object-oriented programming. Subsequently, students will learn the fundamentals of Java GUI and the application of Java Applet. The details of advanced topics will be introduced that include Multithreading, Servlets and concept of Java Beans. Network programming concepts will be discussed extensively through working with TCP/IP socket and Datagram sockets and developing the client/server applications.

*Prerequisites: CST 3603/CS 603***CST 4714/CS 714
Database Administration***2 cl hrs, 2 lab hrs, 3 cr*

This course concentrates on the advanced issues of database management and administration.

The course discusses what activities are needed to sustain reliable and secure database with good performance. Managing of database storage (data, log and backup files), database objects (tables, indexes, clusters, etc) and procedural objects (triggers, stored procedures) for delivering the database properties mentioned above are discussed in detail. Also, such issues as security, administrating users and recourses, tuning the applications and monitoring the performance of database are included.

Prerequisites: CST 3604/CS 604

CST 4800/CS 800 Project Management

3 cl hrs, 3 cr

This course covers the most modern techniques for managing large projects, with particular emphasis on projects involving the development of computer software. The course combines the discipline of project management with that of general management and the management of people. A case study follows students through the course, as they work on problems in project scheduling, resource allocation and project control, using current project-management software on a microcomputer.

Prerequisites: Completion of two 3600/600-level courses

CST 4801/CS 801 Topics in Information Technology

1 cl hr, 1 cr

This course explores the new and emerging trends in hardware and software that are at the leading edge of information technology. Topics will be selected from beyond the work of the 700-level courses in each of the six specialty modules. Topics will differ each semester, depending on what is the present state of the art in information technology. Students will gather information on these topics by use of the Internet, attending seminars and trade shows and attending industry briefings. Students are expected to research an advanced topic and present it in verbal and written form. In addition, students will prepare for a job search through review of résumé preparation, interviewing techniques, etc.

Prerequisites: Completion of two 3600/600-level courses

CST 4900/CS 900 Internship in Computer Systems

1 cl hr, 120 field hrs/semester, 3 cr
Supervised work experience in the Information Technology field. The

experience can be in small, medium or large companies or governmental agencies. Students should gain experience in one of their areas of concentration. A minimum of 120 hours for a minimum of six weeks is required. Each student keeps a log/journal to be submitted to the faculty member at a minimum of twice during the semester. Final oral and written presentation of the internship experience will be shared with the entire internship group.

The worksite supervisor will evaluate the intern, in addition to the faculty evaluation. Required for all students in the BTech program.

Prerequisites: Completion of two 3600/600-level courses

CST 4905/CS 905 Information Systems Project

3 cl hrs, 120 field hrs/semester, 3 cr

The course gives students hands-on experience in working with advanced programming tools in designing and building an information system (IS). Projects will be solicited from industry, non-profit organizations and the College or individual faculty members. The course allows students to utilize the knowledge in several areas of information technology and go through the main steps of IS life cycle: planning, design, development, implementation and maintenance. Students are organized in teams for different projects. Students will attend scheduled classes as well as work independently in teams. Students can schedule additional meetings with faculty members.

Prerequisites: Completion of 3600/600-level courses from at least two modules, Grade of B- in each of the 3600/600-level courses, permission from the chairperson and/or the internship coordinator.

MST 1101/MS 101 Introduction to Microcomputers

2 cl hrs, 2 lab hrs 3 cr

This course is specially designed to provide the students with a basic knowledge of computers and the computer industry. It is designed to give the student an understanding of the various facets of computing. The course will provide an overview of microcomputer operating systems and their role in hardware, software and data management. The student is introduced to the concept of binary and hexadecimal systems. In addition, students will receive instructions on the use of a commonly used word processor, Internet browser, presentation graphics software and spreadsheet software. The students will learn

how to use the Internet as a research tool. The course will introduce the student to the basic concepts of telecommunications, local area network and today's issues of computer security.

Prerequisite: CUNY certification in reading, writing and mathematics;
corequisite: CST 1101/CS101

MST 1204/MS 204 Database Systems and Programming

2 cl hrs, 2 lab hrs, 3 cr

This course introduces students to the principles and techniques of programming a relational database on the example of MS Access database management system. Special attention is dedicated to Structured Query Language (SQL), the standard language of programming relational databases. Students will learn how to create a database and tables, and how to manipulate (insert, update, delete and retrieve) data.

Prerequisites: MST 1101/MS 101 and CST 1101/CS 101

MST 1205/MS 205 Microcomputer Systems

2 cl hrs, 2 lab hrs, 3 cr

The operating system is the most fundamental program of any computer. It controls all the computer's resources and provides the base upon which the application programs can be written. This course provides an in-depth study of computer hardware and operating system concepts. Focus will be on the command line interface. Students will problem-solve using the command line interface in the Windows environment. Focus will be on command syntax, disk organization, writing simple to complex batch files, troubleshooting and connectivity with local and wide area networks and analysis and backup of the Windows Registry.

Prerequisites: MST 1101/MS 101 and CST 1101/CS 101

MST 2304/MS 304 Database Systems and Programming II

2 cl hrs, 2 lab hrs, 3 cr

This course covers programming for microcomputer databases using a visual programming language external to the database. It covers all the features of the programming language needed to interact with and process the database, including the data control and the data-aware controls. It includes the processing of tables and queries that have already been defined in the database using the database software. Students will run programming problems on a

microcomputer, using a recent version of the applicable software.
Prerequisites: MST 1204/MS 204

MST 2307/MS 307 Local Area Networks

3 cl hrs, 3 lab hrs, 4 cr

Study of the current standard local area network. Basic network concepts and the OSI model are discussed. Topics include: topology, servers, workstations, printers and other devices on the LAN, the network operating system, utilities, applications run on the network and LAN management. The network operating system Netware 5.1 is discussed: NDS, network file system, managing users and groups, security, printing, log-in scripts, operating server console. Each student will be given an account with Administrator privileges and will perform network administration tasks.

Prerequisites: MST 1205/MS 205, MAT 1275/MA 275

MST 2405/MS 405 Microcomputer Operating Systems

3 cl hrs, 3 lab hrs, 4 cr

This is a study of microcomputer operating systems, and the usage of selective features of popular microcomputer-based systems. The course introduces the operating systems concepts via study of MS DOS and MS Windows 2000. Main focus will be on Windows 2000 Server OS. Comparison topics cover the file system, processor management, memory management, device management. Other topics will cover multitasking, security, client/server systems, communications and networking support. All concepts will be demonstrated through laboratory assignments.

Prerequisites: MST 1205/MS 205, MST 2307/MS 307

Construction Management and Civil Engineering Technology

Professor Anthony Cioffi, P.E., Chair
Voorhees 434
718.260.5575
email: tcioffi@citytech.cuny.edu

PROGRAMS:

Civil Engineering Technology/AAS
Construction Management Technology/AAS
Construction Management/Certificate

FACULTY:

Professor: Cioffi
Assoc Prof: Stegmaier
Asst Profs: Behzadan, Shields
Sr CLT: Santiago

Associate in Applied Science in CIVIL ENGINEERING TECHNOLOGY

The curriculum in civil engineering technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET 111 Market Place, Suite 1050, Baltimore, MD 21202-4012) as an engineering technology program. The program prepares students for positions as engineering technicians in a broad range of public works projects, including structures, transportation facilities, water supply, waste water treatment, geotechnical as well as construction inspection, material testing and surveying. Included in the curriculum are courses in the theory of structures, hydraulics, surveying, soils, materials testing and training for American Concrete Institute certification as Field Inspector (Level 1) of Fresh Concrete. Computer applications are incorporated into all technical courses. Graduates of this program find immediate employment with consulting engineering firms, testing laboratories, industrial organizations, governmental agencies involved with providing public works services and safeguarding our environment. Occupational titles include junior engineer, engineering technician, surveyor, construction inspector and CADD operator.

Recent graduates of this program have been employed in entry-level construction management positions as well.

Government-related agencies and organizations which regularly employ these graduates include: The Dormitory Authority of the State of New York, The Port Authority of New York and New Jersey and The New York City Department of Transportation. Recent employers of the graduates of this program include numerous general contractors, engineering consulting firms and construction management firms such as Arnell Construction Co, Slattery Construction Co, Turner

Construction Co., Future Tech Consultants, Forest City Ratner Corp., DMJM+Harris, Parsons Brinkerhoff, HNTB Engineers, Mercator Land Surveying, Cole Consulting, Greenman Peterson and STV Inc.

Applicants are urged to complete at least two years of academic mathematics in high school to avoid delaying their progress in this curriculum.

Bachelor of Technology in Facilities Management

Students who have successfully completed the requirements for this degree are eligible for transfer into the Bachelor of Technology in Facilities Management program. See page 202 for a complete description.

REQUIRED COURSES IN THE MAJOR

		Credits
CMCE 1152/CV 152	Surveying	3
CMCE 1252/CV 252	Route Surveying	3
CMCE 1255/CV 255	Computer Applications in Engineering Technology	3
CMCE 2351/CV 351	Hydraulics	3
CMCE 2352/CV 352	Soil Mechanics (Laboratory)	3
CMCE2452/CV 452	Engineering Drawings - CADD	2
CMCE 2454/CV 454	Applied Hydraulics: Water Supply and Sewerage Treatment	2
CMCE 2455/CV 455	Materials and Methods of Construction (Civil Technology)	2
CMCE 1104/CT 104	Statics and Strength of Materials I	2
CMCE 1110/CT 110	Construction Drawings I	2
CMCE 1204/CT 204	Statics and Strength of Materials II	3
CMCE 2315/CT 315 ³	Elements of Structural Design-Steel	3
CMCE 2306/CT 306	Materials Testing Laboratory	2
CMCE 2415/CT 415 ³	Elements of Structural Design-Concrete	3
Subtotal		36

OTHER REQUIRED COURSES

MAT 1375/MA 375 ¹	Precalculus	4
MAT 1475/MA 475	Calculus I	4
PHYS 1433/SC 433	Physics 1.2	4
PHYS 1434/SC 434	Physics 2.2	4
ENG 1101/EG 101	English Composition I	3
BS/SS ²	Behavioral Science/Social Science	3
LAP ²	Literature/Aesthetics/Philosophy	3
COMM ²	ENG 1121/EG 121 or ENG 1133/EG 133	3
Subtotal		28

TOTAL CREDITS REQUIRED FOR THE DEGREE

64

¹ Students without the requisite math background to enter MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 in preparation. This will increase the number of required credits for the degree by up to eight (8).

² See page 37 for a detailed explanation of core-required courses and categories.

³ See the course descriptions for an important message regarding these courses.

Associate in Applied Science in CIVIL ENGINEERING TECHNOLOGY

Curriculum by Semester

The College will grant an associate in applied science degree (AAS) with a major in civil engineering technology upon satisfactory completion of the required 64 credits listed.

FIRST SEMESTER		Credits
CMCE 1152/CV 152	Surveying	3
CMCE 1104/CT 104	Statics and Strength of Materials I	2
CMCE 1110/CT 110	Construction Drawings I	2
MAT 1375/MA 375 ²	Precalculus	4
PHYS 1433/SC 433	Physics 1.2	4
ENG 1101/EG 101	English Composition I	3
Subtotal		18
SECOND SEMESTER		
CMCE 1252/CV 252	Route Surveying	3
CMCE 1255/CV 255	Computer Applications in Engineering Technology	3
CMCE 1204/CT 204	Statics and Strength of Materials II	3
MAT 1475/MA 475	Calculus I	4
PHYS 1434/SC 434	Physics 2.2	4
Subtotal		17
THIRD SEMESTER		
CMCE 2351/CV 351	Hydraulics	3
CMCE 2352/CV 352	Soil Mechanics (Laboratory)	3
CMCE 2315/CT 315 ³	Elements of Structural Design-Steel	3
LAP ¹	Literature/Aesthetics/Philosophy	3
COMM ¹	ENG 1121/EG 121 or ENG 1133/EG 133	3
Subtotal		15
FOURTH SEMESTER		
CMCE 2452/CV 452	Engineering Drawings-CADD	2
CMCE 2454/CV 454	Applied Hydraulics/Water Supply and Sewerage Treatment	2
CMCE 2455/CV 455	Materials and Methods of Construction (Civil Technology)	2
CMCE 2415/CT 415 ³	Elements of Structural Design-Concrete	3
CMCE 2306/CT 306	Materials Testing Laboratory	2
BS/SS ¹	Behavioral Science/Social Science	3
Subtotal		14
TOTAL CREDITS REQUIRED FOR THE DEGREE		64

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Or higher-level mathematics course. Students without the requisite background for MAT 1375/MA 375 will be required to take MAT 1275/MA 275 in preparation. This will increase the number of credits required for the degree by four (4).

³ See the course descriptions for an important message regarding these courses.

Associate in Applied Science in CONSTRUCTION MANAGEMENT TECHNOLOGY

The Construction Management Technology program is the only one of its kind in the CUNY system. It prepares students for careers as managers and technicians in the field of construction. All facets of the construction process are studied, including construction materials, methods, management and mechanical systems as well as all elements of design. Both the public and private sectors are studied from the time the project is conceptualized until it is turned over to an owner. The program combines an emphasis on construction management with components of engineering technology.

This degree includes within its core of construction management courses important components of both mathematics and physics to give the entry-level construction manager a variety of technical skills, including an understanding of basic structural analysis and design. Additional technical skills are developed as they relate to building layout (surveying) and materials testing, including training for The American Concrete Institute certification as Field Inspector (Level 1) of Fresh Concrete. The students learn to interpret and read construction drawings through a hands-on approach. All technical courses incorporate computers. There is a separate course in computer-aided drawing. Graduates are prepared for immediate employment in every phase of building technology. Occupational titles include: assistant construction superintendent, assistant estimator, assistant project manager, surveyor, construction inspector, structural drafter, CAD operator.

Recent employers of the graduates of this program include numerous general contractors and construction management firms such as Turner Construction, Builders Group, Delta Contracting, Cole Construction, Arnell Construction Co, Slattery Construction Co, BMI Construction, Forest City Ratner Corp. and Urbahn Architects. Government-related agencies and organizations that regularly employ these graduates include The Dormitory Authority of the State of New York, The Port Authority of New York and New Jersey and The New York City Departments of Transportation.

Applicants are urged to complete at least one year of academic mathematics in high school to avoid delaying their progress in this curriculum.

Bachelor of Technology in Facilities Management

Students who have successfully completed the requirements for this degree are eligible for transfer into the Bachelor of Technology in Facilities Management program. See page 202 for a complete description.

REQUIRED COURSES IN THE MAJOR		Credits
CMCE 1104/CT 104	Statics and Strength of Materials I	2
CMCE 1110/CT 110	Construction Drawings I	2
CMCE 1114/CT 114	Methods and Materials of Construction I	3
CMCE 1204/CT 204	Statics and Strength of Materials II	3
CMCE 1220/CT 220	Construction Management I	3
CMCE 1224/CT 224	Methods and Materials of Construction II	2
CMCE 2315/CT 315 ³	Elements of Structural Design-Steel	3
CMCE 2452/CV 452	Engineering Drawings - CADD	2
CMCE 2320/CT 320	Construction Management II	3
CMCE 2306/CT 306	Materials Testing Laboratory	2
CMCE 2412/CT 412	Construction Estimating	2
CMCE 2415/CT 415 ³	Elements of Structural Design-Concrete	3
CMCE 2419/CT 419	Building Service Systems	2
CMCE 2420/CT 420	Construction Management III	2
CMCE 1152/CV 152	Surveying	3
CMCE 1255/CV 255	Computer Applications in Engineering Technology	3
Subtotal		40
OTHER REQUIRED COURSES		
MAT 1275/MA 2752	College Algebra and Trigonometry	4
MAT 1375/MA 375	Precalculus	4
PHYS 1433/SC 433	Physics 1.2	4
ENG 1101/EG 101	English Composition I	3
BS/SS ¹	Behavioral Science/Social Science	3
LAP ¹	Literature/Aesthetics/Philosophy	3
COMM ¹	ENG 1100 or SPE 1300 series	3
Subtotal		24
TOTAL CREDITS REQUIRED FOR THE DEGREE		64
CMCE 2900/CT 900	Construction Management Internship (Optional)	3

¹ See page 37 for a detailed explanation of core-required courses and categories.

² Or higher-level math course. Students without the requisite background for MAT 1275/MA 275 will be required to take MAT 1175/MA 175 in preparation. This will increase the number of credits required for the degree by four (4).

³ See the course descriptions for an important message regarding these courses.

Associate in Applied Science in CONSTRUCTION MANAGEMENT TECHNOLOGY

Curriculum by Semester

The College will grant an associate in applied science degree (AAS) with a major in construction management technology upon satisfactory completion of the required 64 credits listed.

FIRST SEMESTER		Credits
CMCE 1104/CT 104	Statics and Strength of Materials I	2
CMCE 1110/CT 110	Construction Drawings I	2
CMCE 1114/CT 114	Methods and Materials of Construction I	3
CMCE 1152/CV 152	Surveying	3
MAT 1275/MA 2751	College Algebra and Trigonometry	4
ENG 1101/EG 101	English Composition I	3
Subtotal		17
SECOND SEMESTER		
CMCE 1204/CT 204	Statics and Strength of Materials II	3
CMCE 1220/CT 220	Construction Management I	3
CMCE 1224/CT 224	Methods and Materials of Construction II	2
CMCE 1255/CV 255	Computer Applications in Engineering Technology	3
PHYS 1433/SC 433	Physics 1.2	4
Subtotal		15
THIRD SEMESTER		
CMCE 2306/CT 306	Materials Testing Laboratory	2
CMCE 2315/CT 315 ³	Elements of Structural Design-Steel	3
CMCE 2452/CV 452	Engineering Drawings - CADD	2
CMCE 2320/CT 320	Construction Management II	3
LAP ²	Literature/Aesthetics/Philosophy	3
COMM ²	ENG 1100 series, ENG 1121 or higher, or SPE 1300 series (Speech)	3
Subtotal		16
FOURTH SEMESTER		
CMCE 2412/CT 412	Construction Estimating	2
CMCE 2415/CT 415 ³	Elements of Structural Design-Concrete	3
CMCE 2419/CV 419	Building Service Systems	2
CMCE 2420/CT 420	Construction Management III	2
MAT 1375/MA 375	Precalculus	4
BS/SS ²	Behavioral Science/Social Science	3
Subtotal		16
TOTAL CREDITS REQUIRED FOR THE DEGREE		64

¹ Or higher-level math course. Students without the requisite background for MAT 1275/MA 275 will be required to take MAT 1175/MA 175 in preparation. This will increase the number of credits required for the degree by four (4).

² See page 37 for a detailed explanation of core-required courses and categories.

³ See the course descriptions for an important message regarding these courses

Certificate in CONSTRUCTION MANAGEMENT

The Department of Construction Management and Civil Engineering Technology offers an 18-credit certificate in construction management.

The certificate has been designed to enhance the opportunities for those already employed in the construction industry without any formal academic or technical background in construction management, as well as to appeal to those seeking entry-level opportunities in the field. It is ideal for construction management personnel and their employees, for small contractors and for individuals wishing to pursue their own small contracting businesses. It serves those individuals seeking just a few courses, rather than a full degree program, on such topics as estimating, plan reading, reading and interpreting specifications, etc.

All courses are the same credit-bearing courses as those offered in the AAS degree programs within the department, and may be used ultimately toward the AAS degree in construction management technology as well as the bachelor's degree (construction management concentration of the bachelor of facilities management). Course prerequisites may require evaluation of a candidate's experience by a representative of the department.

REQUIRED COURSES IN THE MAJOR

		Credits
CMCE 1110/CT 110	Construction Drawings I	2
CMCE 1114/CT 114	Materials and Methods of Construction I	3
CMCE 1224/CT 224	Materials and Methods of Construction II	2
CMCE 1220/CT 220	Construction Management I	3
CMCE 2320/CT 320	Construction Management II	3
CMCE 2412/CT 412	Construction Estimating	2
CMCE 1255/CV 255	Computer Applications in Engineering Technology	3

TOTAL CREDITS REQUIRED FOR THE CERTIFICATE 18

COURSES:

CMCE 1104/CT 104 Statics and Strength of Materials I

2 cl hrs, 2 cr

This course provides an introduction to the basic theory necessary for structural analysis and design. It emphasizes the use of standard charts and tables in conjunction with a calculator, for the solution of elementary statics and strength of materials problems. The concepts of force, stress, strain and equilibrium are explored in depth. Student projects include the use of desktop computer programs.

Pre- or corequisite: MAT 1175/IMA 175

CMCE 1110/CT 110 Construction Drawings I

1 cl hr, 2 lab hrs, 2 cr

This course will introduce the student to the basic drafting techniques that are required in the construction field. Students will learn the proper use of drafting equipment. Through actual drawings and projects, the student will develop an understanding of architectural working drawings relating to wood frame residential buildings and commercial buildings and their use in construction projects. Topics will include drafting techniques and equipment,

lettering, line work, geometric constructions, site plans, foundation drawings, floor plans, electrical, plumbing and heating/air conditioning plans.

Prerequisite: None

CMCE 1114/CT 114 Materials and Methods of Construction I

2 cl hr, 3 lab hrs, 3 cr

This course introduces the student to wood and masonry construction and the study of modern building techniques. The student applies the theory through the construction of a scaled detailed project of a residential dwelling. In addition, the student will be introduced to the basic principles of construction management.

Prerequisite: None

CMCE 1204/CT 204 Statics and Strength of Materials II

3 cl hr, 3 cr

This course is a continuation of CT 104 and provides additional theory necessary for structural analysis and design. Engineering concepts for shear and bending moment diagrams, section properties, beam analysis and truss analysis are explored in depth. Student projects include the use of a desktop computer for the solution of beam analysis, section properties and trusses.

Prerequisite: CMCE 1104/CT 104

CMCE 1220/CT 220 Construction Management I

3 cl hrs, 3 cr

This course introduces the student to the basic practice of construction management in the erection and construction of a building project. The course is designed to give the student a thorough understanding of the construction process and the elements that comprise this process leading to a successful completion. Topics covered will include the discussion of the design and construction process, types of contracts, responsibilities of participating parties, zoning and building codes, specifications and drawings, construction bidding and award of contracts, law and labor relations, ethics, risk allocation and liability sharing.

Prerequisites: CMCE 1110/CT 110, CMCE 1114/CT 114, certification in reading and writing

CMCE 1224/CT 224 Materials and Methods of Construction II

1 cl hr, 2 lab hrs, 2 cr

This course provides the student with an understanding of the

fundamentals of the three major categories of any building construction project namely the foundation, substructure and superstructure. Current methods and materials of construction are emphasized. Topics will include cast-in-place and precast concrete frame construction, masonry stone construction, steel frame construction, glass and glazing and curtain wall construction systems.

Prerequisites: CMCE 1110/CT 110, CMCE 1114/CT 114, certification in reading and writing

CMCE 2306/CT 306 Materials Testing Laboratory

1 cl hr, 2 lab hrs, 2 cr

This course will explore the mechanical properties of steel, timber and concrete through laboratory testing. Standard tension, compression, shear, torsion, ductility and bending tests are performed in accordance with ASTM standards. Principles of field inspection of fresh concrete are covered as well. Students are given the opportunity to earn certification by the American Concrete Institute as "Field Inspectors, Level 1, of Fresh Concrete."

Pre- or corequisites: CMCE 2315/CT 315, certification in reading and writing

CMCE 2315/CT 315 Elements of Structural Design—Steel

3 cl hrs, 3 cr

This course provides a working knowledge of the basic concepts encountered in the analysis and design of structural steel elements. The American Institute of Steel Construction (AISC) specifications for the design, fabrication and erection of structural steel for buildings are studied, particularly as they apply to the design of beams, columns and connections. Analysis methods and procedures are developed for solving practical problems encountered in civil engineering. Students will learn to use the charts, tables, design aids and specifications available for simple structural design, which are contained in the "AISC Steel Handbook." Student projects include the use of desktop computers.

Prerequisite: CMCE 1204/CT 204; Note: Students should not register for both CMCE 2315/CT 315 and CMCE 2415/CT 415 simultaneously without departmental approval.

CMCE 2320/CT 320
Construction Management II
 3 cl hrs, 3 cr

This course introduces the student to site organization and management techniques that are required in construction project management. Students will gain a thorough understanding of all aspects of field supervision and contract administration. Topics will include field office setup, record keeping, reports, meeting minutes, change orders, measurement and payment, quality control, claims and disputes.

Prerequisites: CMCE 1110/CT 110, CMCE 1220/CT 220, CMCE 1224/CT 224

CMCE 2412/CT 412
Construction Estimating

1 cl hr, 3 lab hrs, 2 cr

This course prepares the student to estimate the cost of various types of construction. A detailed material takeoff is made from typical construction documents. Pricing, including the cost of labor, material, equipment, subcontracts, overhead, contingencies and profit is discussed. Annually updated costs from Means' "Building Construction Cost Data" are used in preparing the cost estimate. Commercial computer software is used in this class.

Prerequisites: CMCE 1220/CT 220, CMCE 1224/CT 224

CMCE 2415/CT 415
Elements of Structural Design—Concrete

3 cl hrs, 3 cr

This course provides a working knowledge of the basic concepts encountered in the analysis and design of reinforced concrete elements. The Building Code Requirements for Reinforced Concrete (ACI latest edition) is studied as it applies to the design and analysis of concrete beams, slabs, columns and footings for buildings. Analysis methods and procedures are developed for solving practical problems encountered in civil engineering. Students will learn to use tables and select design aids for simple structural designs. Basic detailing and inspection criteria are also introduced. Student projects include the use of desktop computers.

Prerequisite: CMCE 1204/CT 204; *Note: Students should not register for both CMCE 2315/CT 315 and CMCE 2415/CT 415 simultaneously without departmental approval.*

CMCE 2419/CT 419
Building Service Systems

2 cl hrs, 2 cr (Spring only)

Analysis of plumbing, heating, ventilating, air conditioning and electrical equipment appropriate for residential and commercial-industrial buildings are explored. Modern methods and current equipment are emphasized.

Pre or corequisite: CMCE 1224/CT224, PHYS 1433/SC 433

CMCE 2420/CT 420
Construction Management III

1 cl hr, 2 lab hrs, 2 cr

This course teaches current practices in preparing project schedules, including bar charts and Critical Path Method (CPM). Emphasis will be placed on using industry standard computer scheduling software.

Pre or corequisite: CMCE 1255/CV255, CMCE 2320/CT 320

CMCE 2900/CT 900
Construction Management Internship (Optional)

3 cr, see Department Chair

CMCE 1152/CV 152
Surveying

1 cl hr, 4 lab hrs, 3 cr

This course enables students to perform actual surveying work using traditional surveying equipment. Fundamental theory of plane surveying, surveying procedures, including measurements of distances, elevations and direction are studied. Principles and use of field equipment, including tapes, levels, transits, theodolites and electronic distance meters (EDM), field and office work, including traverses, topographic surveys and mapping, construction surveys, earthwork computations, stadia, note-keeping and office calculations. Computer applications for traverse computations will be covered.

Pre- or corequisites: MAT 1275/MA 275, CMCE 1110/CT 110

CMCE 1252/CV 252
Route Surveying

1 cl hr, 4 lab hrs, 3 cr

Theory and practice of route surveying, including horizontal curves, vertical curves, spirals, earthwork, profiles and mapping are covered in this course. Advanced surveying projects in field and office, including computer applications are covered.

Prerequisite: CMCE 1152/CV 152

CMCE 1255/CV 255
Computer Applications in Engineering Technology

2 cl hrs, 2 lab hrs, 3 cr

This course provides a working knowledge of computers and their application in the fields of Construction and Civil Engineering. Topics include microcomputer systems and attendant hardware, computer terminology, disk operating system, (DOS and Windows), word processing programs such as Word, spreadsheets such as Excel and presentation software such as Powerpoint. Visual basic is also introduced in this course. The student will learn how to use these tools to manage construction projects, prepare estimates, work proposals and to present oral presentations. Each topic assignment is based on a specific construction management or civil engineering topic.

Pre- or corequisites: MAT 1275/MA 275, CMCE 1104/CT 104, certification in reading and writing

CMCE 2351/CV 351
Hydraulics

3 cl hrs, 3 cr (fall only)

Fundamentals of hydraulics for civil engineering technicians, including properties of fluids, fluid statics, manometers, forces on submerged plane and curved surfaces, buoyancy, principles of fluid flow, flow measurements, nozzles, Venturi meters, head losses. Hydraulic problems will be solved using a desktop computer, including commercial and non-commercial software as well as standard nomographs.

Pre- or corequisites: CMCE 1204/CT204, MAT 1375/MA 375, PHYS 1433/SC 433

CMCE 2352/CV 352
Soil Mechanics (Laboratory)

2 cl hrs 3 lab hrs, 3 cr

This course combines soil theory, field practice and lab procedures. The student will learn the origin and nature of soils, soil classifications, sampling, soil properties, strength characteristics, soil water relationships, settlement and consolidation concepts, lateral earth pressure and subsurface stresses. Methods and procedures are developed for solving practical soil mechanics type problems encountered in civil engineering projects. Laboratory tests, related calculations and computer applications are all incorporated into this course.

Pre- or corequisites: CMCE 1204/CT 204, MAT 1375/MA 375, PHYS 1433/SC 433

CMCE 2452/CV 452
Engineering Drawing (CADD)

1 cl hr, 3 lab hrs, 2 cr

This course provides the students with a working knowledge of Computer-Aided Drafting. Through the use of structural drawings for steel, wood and concrete, students build on their basic knowledge of both civil engineering and construction drawing principles and standards. Methods and procedures are developed for solving practical drafting problems encountered in construction projects using Computer-Aided Drafting methods. Students will learn the sequence of commands and/or steps required to start, create, save and plot CAD drawings. Improved skills are also developed in the reading and interpretation of typical working drawings from civil engineering and construction projects.

Prerequisites: CMCE 1110/CT 110, CMCE 1152/CV 152; *pre- or corequisite:* CMCE 1224/CT 224 or CMCE 2455/CV 455

CMCE 2454/CV 454
Applied Hydraulics: Water Supply and Sewerage Treatment

2 cl hrs, 2 cr (spring only)

The student will learn the principles of water supply and sewerage collection and treatment, with an emphasis on NYC's water supply and sewerage treatment systems. Storm water and sewerage design concepts and theory will be explored as well as elementary hydrology, including surface and aquifer systems. Considerations of pipe flow, minor losses, series vs. parallel pipe systems, pumping systems as well as open channel flow will be covered.

Prerequisites: CMCE 2351/CV 351, MAT 1375/MA 375

CMCE 2455/CV 455
Materials and Methods of Construction (Civil Technology)

2 cl hrs, 2 cr

Construction materials and methods used in building construction of all public works facilities are studied. Also covered are office and field practices involved in such projects. Current materials, methods and practices of construction using NYC Building and Zoning codes, as well as A.A.S.H.T.O. codes as reference are covered. Introduction to the basic principles of construction management, including the design and construction process, scheduling and contracts.

Pre-or corequisite: CMCE 1110/CT 110, CMCE 1252/CV 252

Electrical and Telecommunications Engineering Technology

Professor Mohammad Razani, Chair
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PROGRAMS:

Electrical Engineering Technology/AAS
Telecommunications Engineering Technology/AAS
Telecommunications Engineering Technology/BTech

FACULTY:

Professors: Ayen, Goykadosh, Kalechman, Mynbaev
Assoc Profs: Kouar, Markowitz, Razani
Asst Profs: Jang, Marantz, Ummu, Vladutescu, Wei
Sr CLTs: Ginty, Nguyen
CLTs: Tang, Yuan

Associate in Applied Science in ELECTRICAL ENGINEERING TECHNOLOGY

The Electrical Engineering Technology program is designed to prepare graduates for careers as electronic technicians. The curriculum includes a balanced distribution of lecture and laboratory courses, which provide an introduction to the design and development of basic electronic circuits. Laboratory construction projects range from elementary circuit analysis to microprocessors. The personal computer (PC) is used as a learning tool throughout the curriculum. The department provides graduates with a deep knowledge of technology coupled with a sound general education.

Responsibilities of electronic technicians are mostly in maintenance and control of the installed equipment; however, there is a tendency to involve them in design, development and research. The electronic technician usually works as part of an engineering team, which may include electrical engineers, engineering technicians and draftsmen. In a group concerned with engineering design, the electronic technician may determine the positions of electronic components on a panel or chassis, suggest design modifications to facilitate production, perform design calculations for engineers, prepare specifications for materials and components, estimate cost of design alternatives and help write user and technical manuals for electronic equipment users.

When working in research and development, the electronic technician may construct breadboard layouts of electronic devices,

make experimental chassis and cabinets for prototype equipment, set up special environmental and performance tests for new products, design and construct test fixtures and apparatus, plot graphs of test results and write reports, inspect and calibrate test equipment.

Employers of the graduates of this program include a variety of companies, such as Con Edison, IBM, ITT, Avaya, USPS, NYPD, MTA, JPMorgan Chase and Verizon.

To be admitted to the electrical engineering technology associate degree program, an entering student must be certified in reading and mathematics.

The electrical engineering technology curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board of Engineering and Technology (TAC/ABET). Graduates of this program have the opportunity to continue their education toward a bachelor of technology in telecommunications engineering technology at New York City College of Technology or in other programs at several other senior colleges.

REQUIRED COURSES IN THE MAJOR		Credits
EET 1102/ET 100	Techniques of Electrical Technology	2
EET 1122/ET 162	Circuit Analysis I	4
EET 1202/ET 205	Electrical Drafting	1
EET 1222/ET 242	Circuit Analysis II	5
EET 1240/ET 212	Electronics	4
EET 1241/ET 252	Electronics Laboratory	1
EET 2120/ET 342	Advanced Circuit Analysis	3
EET 2140/ET 313	Communications Electronics	3
EET 2141/ET 352	Communications Electronic Laboratory	1
EET 2150/ET 322	Electric Machines Theory	3
EET 2162/ET 382	Digital Electronics I	3
EET 2171/ET 351	Projects Laboratory	1
EET 2220/ET 432	Electronic Controls	3
EET 2251/ET 452	Electric Machines Lab	1
EET 2262/ET 482	Digital Electronics II	3
EET 2271/ET 451	Circuits Analysis Lab	1
Subtotal		39
OTHER REQUIRED COURSES		
ENG 1101/EG 101	English Composition I	3
MAT 1375/MA 375 ¹	Precalculus	4
MAT 1475/MA 475	Calculus I	4
PHYS 1433/SC 433	Physics 1.2	4
PHYS 1434/SC 434	Physics 2.2	4
COMM ²	ENG 1121/EG 121 or ENG 1133/EG133	3
LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3
Subtotal		28
TOTAL CREDITS REQUIRED FOR THE DEGREE		67

The College will grant an associate in applied science degree (AAS) with a major in electrical engineering technology upon satisfactory completion of the required 67 credits listed.

¹ Students without the math background for MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 prior to taking MAT 1375/MA 375. This will increase the number of credits required for the degree by up to eight (8).

² See page 37 for a detailed explanation of core-required courses and categories.

Associate in Applied Science in ELECTRICAL ENGINEERING TECHNOLOGY

Curriculum by Semester

Students will earn an associate in applied science degree (AAS) with a major in electrical engineering technology upon satisfactory completion of the courses listed (67 credits).

FIRST SEMESTER		Credits
EET 1102/ET 100	Techniques of Electrical Technology	2
EET 1122/ET 162	Circuit Analysis I	4
MAT 1375/MA 375 ¹	Precalculus	4
PHYS 1433/SC 433	Physics 1.2	4
ENG 1101/EG 101	English Composition I	3
Subtotal		17
SECOND SEMESTER		
EET 1202/ET 205	Electrical Drafting	1
EET 1222/ET 242	Circuit Analysis II	5
EET 1240/ET 212	Electronics	4
EET 1241/ET 252	Electronics Laboratory	1
MAT 1475/MA 475	Calculus I	4
PHYS 1434/SC 434	Physics 2.2	4
Subtotal		19
THIRD SEMESTER		
EET 2120/ET 342	Advanced Circuit Analysis	3
EET 2140/ET 313	Communications Electronics	3
EET 2141/ET 352	Communications Electronics Laboratory	1
EET 2150/ET 322	Electrical Machines Theory	3
EET 2162/ET 382	Digital Electronics I	3
EET 2171/ET 351	Projects Laboratory	1
COMM ²	ENG 1121/EG 121 or ENG 1133/EG 133	3
Subtotal		17
FOURTH SEMESTER		
EET 2220/ET 432	Electronic Controls	3
EET 2251/ET 452	Electric Machines Laboratory	1

EET 2262/ET 482	Digital Electronics II	3
EET 2271/ET 451	Circuit Analysis Laboratory	1
BS/SS ²	Behavioral Science/Social Science	3
LAP ²	Literature/Aesthetics/Philosophy	3
Subtotal		14

TOTAL CREDITS REQUIRED FOR THE DEGREE 67

EET 2000/ET 9003	INTERNSHIP	3
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¹ Students without the math background for MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 prior to taking MAT 1375/MA 375. This will increase the number of credits required for the degree by up to eight (8).

² See page 37 for a detailed explanation of core-required courses and categories.

³ Internship is an elective course that can be taken as early as the second semester and will allow students to gain some industrial experience.

Associate in Applied Science in TELECOMMUNICATIONS ENGINEERING TECHNOLOGY

This program prepares students to enter the rapidly expanding field of telecommunications and provides them with a wide range of skills needed for employment, and continuing education in this high tech industry as telecommunications technicians.

Two degree programs are available – an associate in applied science (AAS) in telecommunications engineering technology, and a bachelor of technology (BTech) in telecommunications engineering technology. See page 189 for information about the BTech program in the catalog.

Students in the associate degree program learn to install, test, maintain and operate a wide spectrum of telecommunication networks for voice, data and video transmission and networking, as well as the technical principles and theories on which these devices and systems are based. The PC is used as an instructional tool throughout the curriculum. The theories of telephony, data communications and transmission are reinforced in up-to-date laboratories built in close collaboration with regional industry.

Graduates may work as communications engineering technicians and continue their education to earn a bachelor's degree. Additional job titles for AAS graduates include PBX technician, fiber optics technician, telecommunications service representative and field engineer, data communications technician, network operations technician and communications engineering technician. Employers of recent graduates include LIRR, MTA, Citicorp, Board of Education, Verizon, AST, Western Union, SIAC, Avaya, NYPD, JPMorgan Chase and IST.

To be admitted to the telecommunications engineering technology associate degree program, an entering student must be certified in reading and mathematics.

Verizon Next Step Program

The College is one of a consortium of colleges in the Northeast participating in the Verizon Next Step program, in which selected Verizon employees enroll in a customized telecommunications associate degree program sponsored and funded by the company and the Communications Workers of America. Enrollment in this program is limited to Verizon employees who have been selected for the program. The aim of the program is to create a workforce with advanced technical skills coupled with teamwork and team-building skills, an aptitude for critical thinking and problem-solving and for forming good interpersonal relations.

REQUIRED COURSES IN THE MAJOR		Credits
EET 1102/ET 100	Techniques of Electrical Technology	2
EET 1122/ET 162	Circuit Analysis I	4
EET 1222/ET 242	Circuit Analysis II	5
EET 1240/ET 212	Electronics	4
EET 1241/ET 252	Electronics Laboratory	1
EET 2140/ET 313	Communications Electronics	3
EET 2141/ET 352	Communications Electronics Laboratory	1
EET 2162/ET 382	Digital Electronics I	3
TCET 1100/TC 100	Intro to Telecommunications	2
TCET 2102/TC 320	Analog and Digital Telephony	4
TCET 2202/TC 420	Data Communications and Systems	4
TCET 2220/TC 410	Transmission Systems	3
TCET 2242/TC 430	Microcomputer Interfacing	3
Subtotal		39
OTHER REQUIRED COURSES		
ENG 1101/EG 101	English Composition I	3
MAT 1375/MA 375 ¹	Precalculus	4
MAT 1475/MA 475	Calculus I	4
PHYS 1433/SC 433	Physics 1.2	4
PHYS 1434/SC 434	Physics 2.2	4
COMM ²	ENG 1121/EG 121 or ENG 1133/EG 133	3
LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3
Subtotal		28
TOTAL CREDITS REQUIRED FOR THE DEGREE		67

¹ Students without the math background for MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 prior to taking MAT 1375/MA 375. This will increase the number of credits required for the degree by up to eight (8).

² See page 37 for a detailed explanation of core-required courses and categories.

Associate in Applied Science in TELECOMMUNICATIONS ENGINEERING TECHNOLOGY

Curriculum by Semester

Students will earn an associate in applied science degree (AAS) with a major in telecommunications engineering technology upon satisfactory completion of the courses listed (67 credits).

FIRST SEMESTER		Credits
EET 1102/ET 100	Techniques of Electrical Technology	2
EET 1122/ET 162	Circuit Analysis I	4
TCET 1100/TC 100	Introduction to Telecommunications	2
MAT 1375/MA 375 ¹	Precalculus	4
ENG 1101/EG 101	English Composition I	3
Subtotal		15
SECOND SEMESTER		
EET 1222/ET 242	Circuit Analysis II	5
EET 1240/ET 212	Electronics	4
EET 1241/ET 252	Electronics Laboratory	1
PHYS 1433/SC 433	Physics 1.2	4
COMM ²	ENG 1121/EG 121 or ENG 1133/EG 133	3
Subtotal		17
THIRD SEMESTER		
EET 2140/ET 313	Communications Electronics	3
EET 2141/ET 352	Communications Electronics Laboratory	1
EET 2162/ET 382	Digital Electronics I	3
TCET 2102/TC 320	Analog and Digital Telephony	4
PHYS 1434/SC 434	Physics 2.2	4
MAT 1475/MA 475	Calculus I	4
Subtotal		19
FOURTH SEMESTER		
TCET 2202/TC 420	Data Communications and Systems	4
TCET 2220/TC 410	Transmission Systems	3
TCET 2242/TC 430	Microcomputer Interfacing	3
BS/SS ²	Behavioral Science/Social Science	3
LAP ²	Literature/Aesthetics/Philosophy	3
Subtotal		16
TOTAL CREDITS REQUIRED FOR THE DEGREE		67
TCET 2000/TC 900 ³	Internship	3

¹ Students without the math background for MAT 1375/MA 375 will be required to take MAT 1175/MA 175 and/or MAT 1275/MA 275 prior to taking MAT 1375/MA 375. This will increase the number of credits required for the degree by up to eight (8).

² See page 37 for a detailed explanation of core-required courses and categories.

³ Internship is an elective course that can be taken as early as the second semester and will allow students to gain some industrial experience.

Bachelor of Technology in TELECOMMUNICATIONS ENGINEERING TECHNOLOGY

The curriculum in the baccalaureate program in telecommunications engineering technology builds upon the skills learned in the first two years and adds more advanced study in data communications, coding, computer systems, probability and statistics, satellite transmission, fiber-optic communications, traffic control, economics, programming, network management, regulatory and legal issues and advanced mathematics. The graduates work as telecommunications technologists.

There are several ways a student can enter the bachelor of technology program in telecommunications engineering technology. Students may enter the program as freshmen if they meet the general College criteria for baccalaureate admissions. These students will follow the AAS curriculum for the first 67 credits and earn the AAS degree. Students may transfer in from the City Tech AAS program in telecommunications engineering technology before or after completing the AAS degree. Students transferring from another college must have an AAS degree from an ABET-approved program with a GPA in their major courses of 2.5 or better. Non-ABET degrees will be evaluated course by course. Students with questions are advised to consult the Office of Admissions. Transcripts of entering students will be evaluated to determine the courses they must complete for the bachelor of technology degree. Please consult the department for further information.

Students entering the program without the necessary background in mathematics, science and telecommunications will have to do additional work in these areas.

BTech degree holders may obtain positions such as technical operation manager, network designer, system technologist, traffic analyst, data communication manager and telecommunication consultant.

Employers of recent graduates include LIRR, Citicorp, MTA, Board of Education, AST, Western Union, SIAC, Verizon, JPMorgan Chase, IST and NYPD. Graduates may continue towards a master's degree in electrical engineering at City College or other institutions of higher learning.

REQUIRED COURSES IN THE MAJOR		Credits
AAS Degree		67
TCET 3102/TC 500	Analog and Digital Communications I	4
TCET 3120/TC 520	Switching and Automata Theory	3
TCET 3142/TC 570	Computer Systems	3
TCET 3202/TC 620	Analog and Digital Communications II	4
TCET 3222/TC 610	Satellite Transmission	3
TCET 4102/TC 700	Fiber-Optic Communications	3
TCET 4120/TC 750	Legal and Regulatory Issues in Telecommunications	2

TCET 4140/TC 740	Telecommunications Network Management	3
TCET 4202/TC 800	Advanced Telecommunications	3
TCET 4220/TC 870	Telecommunications Seminar	2
Subtotal		30

OTHER REQUIRED COURSES

ACC 1162/AC 162	Elements of Accounting	3
CST 2403/CS 403	Intro C Language Programming	3
ENG 1121/EG 121	English Composition II	3
ENG 3771/EG 171	Advanced Career Writing	3
ENG 3773/EG 533	Advanced Technical Writing	3
ECON 1101/EN 101	Macroeconomics	3
MAT 1372/MA 372	Probability and Statistics	3
MAT 1575/MA 575 ¹	Calculus II	4
PHIL 2106/PH 106	Philosophy of Technology	3
LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3
Subtotal		34

TOTAL CREDITS REQUIRED FOR THE DEGREE 131

The College will grant a bachelor of technology degree (BTech) with a major in telecommunications engineering technology upon satisfactory completion of the AAS in telecommunications engineering technology or the equivalent and the required 64 credits listed.

¹ Students without the mathematics background for MAT 1575/MA 575 will be required to complete MAT 1175/MA 175, MAT 1275/MA 275, MAT 1375/MA 375 and/or MAT 1475/MA 475, increasing the credits required for graduation.

² See page 37 for a detailed explanation of core-required courses and categories.

Based on a thorough study of trends in modern telecommunications technology and the present and future job markets in this area, the Department of Electrical and Telecommunications Engineering Technology is offering the following three tracks (areas of concentration) within the existing baccalaureate program in telecommunications engineering technology: wireless communications, optical communications and telecommunications network management. Students can choose either general the BTech program or any of these areas of concentrations. The general BTech program is recommended for those students who want to obtain a general well-integrated education in telecommunications technology. For those students who are interested in a deeper specialization, one of the tracks is recommended.

REQUIRED COURSES IN THE WIRELESS COMMUNICATIONS TRACK		Credits
TCET 3102/TC 500	Analog and Digital Communications I	4
TCET 3120/TC 520	Switching and Automata Theory	3
TCET 3142/TC 570	Computer Systems	3
TCET 3222/TC 610	Satellite Transmission	3
TCET 3202/TC 620	Analog and Digital Communications II	4
TCET 4102/TC 700	Fiber-Optic Communications	3

TCET 4110/TC 710	Electromagnetics and Antenna Design	3
TCET 4132/TC 720	Wireless Communications	3
TCET 4202/TC 800	Advanced Telecommunications	3
TCET 4210/TC 811	Fundamentals of Microwave Remote Sensing	3
Technical Elective	See Choices Below	4
Subtotal		36

OTHER REQUIRED COURSES

CST/CS	Elective	3
ENG 3771/EG 171	Advanced Career Writing	3
ENG 3773/EG 533	Advanced Technical Writing	3
CET 4942/EM 942	Economics of Engineering and Management	3
MAT 1572/MA 572	Probability and Mathematical Statistics I	3
MAT 1575/MA 575 ¹	Calculus II	4
PHIL 3212/PH 212	Engineering Ethics	3
Subtotal		22

REMAINING CORE DISTRIBUTION

LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3
TOTAL CREDITS REQUIRED FOR THE DEGREE		64

REQUIRED COURSES IN THE OPTICAL COMMUNICATIONS TRACK Credits

TCET 3102/TC 500	Analog and Digital Communications I	4
TCET 3120/TC 520	Switching and Automata Theory	3
TCET 3142/TC 570	Computer Systems	3
TCET 3222/TC 610	Satellite Transmission	3
TCET 3202/TC 620	Analog and Digital Communications II	4
TCET 4152/TC 730	Optical Network Components	3
TCET 4162/TC 760	Photonic Devices	3
TCET 4132/TC 720	Wireless communications	3
TCET 4202/TC 800	Advanced Telecommunications	3
TCET 4232/TC 830	Optical Networks	3
Technical Elective	See Choices Below	4
Subtotal		36

OTHER REQUIRED COURSES

CST/CS	Elective	3
ENG 3771/EG 171	Advanced Career Writing	3
ENG 3773/EG 533	Advanced Technical Writing	3
CET 4942/EM 942	Economics of Engineering and Management	3
MAT 1572/MA 572	Probability and Mathematical Statistics I	3
MAT 1575/MA 575 ¹	Calculus II	4
PHIL 3212/PH 212	Engineering Ethics	3
Subtotal		22

REMAINING CORE DISTRIBUTION

LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3

TOTAL CREDITS REQUIRED FOR THE DEGREE 64**REQUIRED COURSES IN THE NETWORK MANAGEMENT TRACK Credits**

TCET 3102/TC 500	Analog and Digital Communications I	4
TCET 3120/TC 520	Switching and Automata Theory	3
TCET 3142/TC 570	Computer Systems	3
TCET 3242/TC 670	Advanced Communication Network	3
TCET 4102/TC 700	Fiber-Optic Communications	3
TCET 4140/TC 740	Telecom Network Management	3
TCET 4120/TC 750	Legal and Regulatory Issues in Telecom	2
TCET 4172/TC 770	Telecommunications Protocols and Network Performance	3
CST 3610/CS 610	Network Security Fundamentals	3
TCET 4220/TC 870	Telecommunications Seminar	2
CST/CS	Elective	3
Technical Elective	See Choices Below	4
Subtotal		36

OTHER REQUIRED COURSES

CST/CS	Elective	3
ENG 3773/EG 533	Advanced Technical Writing	3
ENG 3771/EG 171	Advanced Career Writing	3
CET 4942/EM 942	Economics of Engineering and Management	3
MAT 1572/MA 572	Probability and Mathematical Statistics I	3
MAT 1575/MA 575	Calculus II ¹	4
PHIL 3212/PH 212	Engineering Ethics	3
Subtotal		22

REMAINING CORE DISTRIBUTION

LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3

TOTAL CREDITS REQUIRED FOR THE DEGREE 64

¹ Students without the mathematics background for MAT 1575/MA 575 will be required to complete MAT 1175/MA 175, MAT 1275/MA 275, MAT 1375/MA 375 and/or MAT 1475/MA 475, increasing the credits required for graduation.

² See page 37 for a detailed explanation of core-required courses and categories.

These tracks differ from the general BTech program by offering two or three specialized courses and two technical elective courses, while preserving the total number of required credits. In addition, Engineering Ethics is offered, among other required courses.

List of Elective (ELECT) Courses:

Technical electives as they apply to each track

TCET/TC ELECT

TCET 3202/TC 620 – Analog and Digital Communications II
 TCET 3242/TC 670 – Advanced Communication Network
 TCET 4110/TC 710 – Electromagnetics and Antenna Design
 TCET 4132/TC 720 – Wireless Communications
 TCET 4152/TC 730 – Optical Network Components
 TCET 4120/TC 750 – Legal and Regulatory Issues in Telecommunications
 TCET 4140/TC 740 – Telecommunications Network Management
 TCET 4162/TC 760 – Photonic Devices
 TCET 4172/TC 770 – Telecommunications Protocols and Network Performance
 TCET 4210/TC 811 – Remote Sensing
 TCET 4232/TC 830 – Optical Networks
 TCET 4202/TC 800 – Advanced Telecommunications
 TCET 4220/TC 870 – Telecommunications Seminar
 TCET 4000/TC 901 – Internship

CST/CS ELECT

CST 2403/CS 403 – C++ Programming I
 CST 2406/CS 406 – Systems Analysis and Design
 CST 3503/CS 503 – C++ Programming II
 CST 3504/CS 504 – Design of Microcomputer Database
 CST 3509/CS 509 – Web Page Design and Implementation
 CST 3510/CS 510 – Computer Security
 CST 3603/CS 603 – Object-Oriented Programming
 CST 3604/CS 604 – Design of Distributed Database
 CST 3609/CS 609 – Web Programming
 CST 3610/CS 610 – Network Security
 CST 4703/CS 703 – UNIX Networking and the Internet
 CST 4704/CS 704 – Data Warehousing
 CST 4706/CS 706 – Design of Object-Oriented Distributed Systems
 CST 4710/CS 710 – Advanced Network Security
 CST 4801/CS 801 – Topics in Information Technology

MAT/MA ELECT

MAT 3787/MA 787 – Applied Mathematics: Finite Fields

Other Elective Courses

ELECT Electives with Department Approval

Bachelor of Technology in TELECOMMUNICATIONS ENGINEERING TECHNOLOGY

Curriculum by Semester

Students will earn a bachelor of technology degree (BTech) with a major in telecommunications engineering technology upon completion of the courses listed (64 credits).

FIRST SEMESTER

		Credits
TCET 3102/TC 500	Analog and Digital Communications I	4
TCET 3120/TC 520	Switching and Automata Theory	3
TCET 3142/TC 570	Computer Systems	3
MAT 1575/MA 575 ¹	Calculus II	4
ENG 1121/EG 121	English Composition II or	
ENG 3773/EG 533	Advanced Technical Writing	3
	Subtotal	17

SECOND SEMESTER

TCET 3202/TC 620	Analog and Digital Communications II	4
TCET 3222/TC 610	Satellite Transmission	3
ECON 1101/EN 101	Macroeconomics	3
MAT 1372/MA 372	Probability and Statistics	3
ENG 2700/EG 171	Advanced Career Writing	3
	Subtotal	16

THIRD SEMESTER

TCET 4102/TC 700	Fiber-Optic Communications	3
TCET 4120/TC 750	Legal and Regulatory Issues in Telecommunications	2
TCET 4140/TC 740	Telecommunications Network Management	3
CST 2403/CS 403	Introductory C Language Programming	3
PHIL 2106/PH 106	Philosophy of Technology	3
	Subtotal	14

FOURTH SEMESTER

TCET 4202/TC 800	Advanced Telecommunications	3
TCET 4220/TC 870	Telecommunications Seminar	2
ACC 1162/AC 162	Elements of Accounting	3
LAP ³	Literature/Aesthetics/Philosophy	3
BS/SS ³	Behavioral Science/Social Science	3
PHIL 321 ²	Engineering Ethics	3
	Subtotal	17

TOTAL CREDITS REQUIRED FOR THE DEGREE

TCET 4000/TC 901 ⁴	INTERNSHIP (Optional)	3
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¹ Students without the mathematics background for MAT 1575/MA 575 will be required to complete MAT 1175/MA 175, MAT 1275/MA 275, MAT 1375/MA

375 and/or MAT 1475/IMA 475, increasing the credits required for graduation.

² Student takes course not taken in AAS

³ See page 37 for a detailed explanation of core-required courses and categories.

⁴ Internship is an elective course that can be taken as early as the second semester to allow students to gain industrial experience and add three (3) credits to their degree.

COURSES:

EET 1102/ET 100 Techniques of Electrical Technology

1 cl hr, 2 lab hrs, 2 cr

An introduction to the use of computers for analysis of electrical and electronic circuits by using state-of-the-art software for computer simulation of circuits. Pre- or corequisite: MAT 1175/MA 175

EET 1122/ET 162 Circuit Analysis I

3 cl hrs, 3 lab hrs, 4 cr

Introduction to dc circuits. Topics include series, parallel and series-parallel circuits, network theorems, equivalent circuits, capacitive and inductive circuits, timing circuits and measuring instruments. Laboratory experiments include breadboarding, measurement techniques and troubleshooting. The writing of laboratory reports is taught and written reports are required. Pre- or corequisites: EET 1102/ET 100, MAT 1275/IMA 275, PHYS 1433/SC 433 or equivalent

EET 1202/ET 205 Electrical Drafting

3 lab hrs, 1 cr

This course provides the student with the fundamental knowledge and skills involved in modern electrical drafting. Practical applications in the electrical and electronic disciplines are discussed and implemented, using CAD procedures and software. Pre- or corequisite: EET 1102/ET 100

EET 1222/ET 242 Circuit Analysis II

4 cl hrs, 2 lab hrs, 5 cr

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: EET 1122/ET 162; pre- or corequisites: MAT 1375/IMA 375, ENG 1101/EG 101, PHYS 1434/SC 434

EET 1240/ET 212 Electronics

4 cl hrs, 4 cr

Characteristics and applications of semiconductor elements such as diodes, bipolar junction transistors and field effect transistors are covered. Applications include dc power supplies, voltage regulators, small signal amplifiers (single and multi-stage) and operational amplifiers.

Pre- or corequisite: EET 1222/ET 242

EET 1241/ET 252 Electronics Laboratory

3 lab hrs, 1 cr

Experiments based on material in EET 1240/ET 212 give the students experience in using the oscilloscope, signal generator and function generator for analyzing and testing electronic circuits.

Pre- or corequisites: EET 1240/ET 212, EET 1222/ET 242

EET 2000/ET 900 Internship

2 cl hrs bi-wkly: 130-field hrs/semester, 3 cr

Ten hours per week of assigned field/study work applying classroom principles and theory to real-world electrical engineering technology problems. Interns assist engineers in building and testing circuits, performing hardware and software diagnostics, testing/measurements and preventive maintenance as well as generating supporting documentation. Students must maintain a log/journal to be shared in group seminars.

Prerequisites: Completion of all third-semester courses with a GPA of 2.8 or better and approval of the department internship director

EET 2120/ET 342 Advanced Circuit Analysis

2 cl hrs, 2 lab hrs, 3 cr

Transient response of RL, RC and RLC circuits utilizing both classical and Laplace transform techniques. Laboratory exercises and computer simulation software included.

Prerequisite: EET 1222/ET 242; corequisite: MAT 1475/IMA 475

EET 2140/ET 313 Communications Electronics

3 cl hrs, 3 cr

An intermediate course in theory and applications of modern electronics in communications. Filters, oscillators, transmitters and receivers as applied to amplitude-modulation and frequency-modulation transmission systems are discussed. Introduction to noise and its effect on communications electronics is given.

Prerequisite: EET 1240/ET 212

EET 2141/ET 352 Communications Electronic Laboratory

3 lab hrs, 1 cr

An intermediate course in developing skills required of technicians in experimenting with electronic circuits, interpreting and analyzing data to verify principles and writing technical reports. Experiments in application of transistors, diodes, integrated circuits, resonant circuits, radio frequency voltage and power amplifiers, oscillators, amplitude modulation and demodulation are performed.

Prerequisite: EET 1241/ET 252; pre- or corequisite: EET 2140/ET 313

EET 2150/ET 322 Electric Machines Theory

3 cl hrs, 3 cr

Principles and characteristics of DC and AC machines. Topics include: DC generators and motors, construction characteristics and ratings, alternators, transformers polyphase induction motors, single-phase motors and synchronous motors.

Prerequisites: EET 1222/ET 242, PHYS 1433/SC 433

EET 2162/ET 382 Digital Electronics 1

2 cl hrs, 3 lab hrs, 3 cr

Fundamentals of digital electronics, using Boolean algebra, truth tables, Karnaugh maps and waveforms to analyze and understand digital logic circuit design. Logic gates (AND, NAND, OR, NOR, EX-OR), binary arithmetic, flip-flops, counters and registers are analyzed in experiments.

Prerequisites: EET 1240/ET 212, EET 1241/ET 252

EET 2171/ET 351 Projects Laboratory

3 lab hrs, 1 cr

A basic course in the use of specialized tools and fabrication techniques, as related to electrical and electronic circuit fabrication, with simulation software. Layout and fabrication of printed circuits are covered.

Prerequisites: EET 1202/ET 205, EET 1241/ET 252

EET 2220/ET 432 Electronic Controls

3 cl hrs, 3 cr

The course introduces discrete and continuous control systems. Open-loop and closed-loop systems are analyzed. Laplace transforms and other advanced mathematical techniques are applied to servomechanisms and power control. Instrumentation for feedback systems and other topics are discussed.

Prerequisites: EET 2120/ET 342, MAT 1475/IMA 475

EET 2251/ET 522 Electric Machines Laboratory

3 lab hrs, 1 cr

Experiments are performed to enhance the understanding of the principles of operation of machines studied in EET 2150/ET 322 to develop proficiency in wiring the machines and associated controls, checking circuitry and using power test equipment in report writing.

Prerequisite: EET 2150/ET 322

EET 2261/ET 482 Digital Electronics II

2 cl hrs, 3 lab hrs, 3 cr

Theory and hands-on experience with microprocessors using assembly language, are covered. Emphasis on usage of serial and parallel ports

interfacing a digital controller to other devices.

Prerequisite: EET 2162/ET 382; *pre- or corequisite:* EET 2271/ET 451

**EET 2271/ET 451
Circuit Analysis Laboratory**

3 lab hrs, 1 cr

Covers analytical and measurement techniques to evaluate a digital project. Each student is assigned an individual project, consisting of designing a circuit, bread-boarding the design and performing various tests and analyses with formal report and presentation.

Prerequisite: EET 2171/ET 351; *pre- or corequisite:* EET 2162/ET 382

**ETN 1102/ET 363
Principles of Electricity and Electronics**

For non-ET/TC majors

3 cl hrs, 3 lab hrs, 4 cr

An introduction to the principles of electricity and electronics, DC circuit theory, problem-solving using Ohm's Law in series, parallel and series-parallel resistive, capacitive and inductive circuit elements excited by a sinusoidal waveform. Transistor and solid state linear and digital circuits and fractional horsepower AC and DC motors are also studied. Laboratory exercises introduce students to various types of electronic equipment.

Prerequisite: MAT 1275/IMA 275 or equivalent

**ETN 1202/ET 473
Principles of Computer Maintenance**

For non-ET/TC majors

3 cl hrs, 3 lab hrs, 4 cr

This course concerns the hardware aspects of computers and computer architecture. Processor units, monitors, keyboards and peripherals are studied. Maintenance, repair and software system upgrade in practical approach are introduced to students. Laboratory experiments and projects support the theory.

Prerequisite: ETN 1102/ET 363 or PHYS 1442/SC 442

**ETN 1302/ET 429
Principles of Electricity, Electronics and Computer Operation**

For non-ET/TC majors

2 cl hrs, 4 lab hrs, 4 cr

An introduction to the principles of electricity and electronics, DC and

AC circuit theory, capacitive and inductive circuit elements. Transistor and solid state linear and digital circuits and introduction to computer hardware and operating systems. Laboratory exercises introduce the student to various types of electronic and computer equipment.

Prerequisite: MST 1205/MS 205 or CST 1205/CS 205; *corequisite:* MAT 1375/IMA 375

**TCET 1100/TC 100
Introduction to Telecommunications**

2 cl hrs, 2 cr

The basic concepts of telecommunications begin with a survey of communications systems, using the concepts of transmitter, receiver, transmission medium and information. Electrical representation of information and the distinction between analog and digital transmission are discussed. The evolution of the public telephone network is considered, with a focus on its topology and switching technologies. Various kinds of information sources are considered, such as voice, data, video, signaling and switching, with a discussion of how each type is transmitted through the network. Concludes with a general discussion of data transmission, including an introduction to digital services.

Prerequisite: CUNY certification in reading

**TCET 2000/TC 900
Internship (for AAS in TC program)**

2 cl hrs bi-wkly, 130 field hr semester, 3 cr

Ten hours per week of assigned field/study work applying classroom principles and theory to real-world telecommunications technology problems. An intern works as a technician to assist engineers and network administrators, build LAN networks, install hardware/software, perform online and offline testing and generate supporting documentation. Students must maintain a log/journal to be shared in group seminars.

Prerequisites: Completion of all third-semester courses with a GPA of 2.8 or better and approval of the department internship director

**TCET 2102/TC 320
Analog and Digital Telephony**

3 cl hrs, 3 lab hrs, 4 cr

This course is an introduction to modern telephone networks and interfaces. Telephone sets, the central office and the Public Switched Telephone Networks are discussed in detail. Private (PBX) and public switches both digital and analog are discussed, with emphasis on features, signaling and technology. Concludes with the transmission of audio signals through different networks.

Laboratory experiments supplement the course and expose students to the fundamentals of telephony. *Prerequisite:* TCET 1100/TC 100; *corequisites:* EET 2140/ET 313, EET 2162/ET 382, PHYS 1433/SC 433

**TCET 2202/TC 420
Data Communication Systems**

3 cl hrs, 3 lab hrs, 4 cr

Introduction to analog and digital communications systems, synchronous transmission of information and binary transmission. Multiplexing and various binary codes used in communication systems are explored. Distortion, noise and test equipment are discussed. Modems are analyzed. The RS 232 interface, protocols and line testing (loopback, analog and digital) are covered. Laboratory exercises emphasize fault isolation and systems troubleshooting techniques. The protocol analyzer is used for monitoring, troubleshooting and emulation. *Prerequisite:* TCET 2102/TC 320; *pre- or corequisite:* TCET 2242/TC 430 or EET 2261/ET 482

**TCET 2220/TC 410
Transmission Systems**

3 cl hrs, 3 cr

Introduction to the analysis of microwave communications and systems. Transmission line theory, the Smith chart and mathematical analysis are incorporated. Various transmission media, such as two-wire, twisted telephone wires, coaxial cable, waveguides, fiber and satellite are studied. Study of microwave components, Tee connectors, attenuators, slotted lines and cavities are included. Antenna design and radio-wave propagation are also covered (introduced).

Concludes with a study of microwave applications and systems.

Prerequisite: EET 2140/ET 313; *pre- or corequisite:* MAT 1475/IMA 475

**TCET 2242/TC 430
Microcomputer Interfacing**

2 cl hrs, 3 lab hrs, 3 cr

An introduction to assembly language and programming of microprocessors. The design of memory and microprocessor I/O interfaces. Laboratory experiments provide training in interrupts, masking, counters, timers, flashing and moving messages, BSC model and encoders/decoders. Serial and parallel ports are studied and practical experiments utilizing switches, LED's and speakers are performed.

Prerequisite: EET 2162/ET 382

**TCET 3102/TC 500
Analog and Digital Communications I**

3 cl hrs, 3 lab hrs, 4 cr

The course introduces basic concepts in analog and digital communications. Topics covered include spectral analysis of electrical signals, Fourier series, Fourier transform, signal and noise filtering and amplification. Amplitude, frequency and phase modulation techniques as well as amplitude and pulse-code modulation in Analog to Digital converters are covered. Introduction to traffic engineering is studied in the laboratory.

Prerequisites: EET 2140/ET 313, EET 2141/ET 352, MAT 1475/IMA 475

**TCET 3120/TC 520
Switching and Automata Theory**

2 cl hrs, 3 lab hrs, 3 cr

The course covers synchronous state machines. VHDL techniques are used to cover state transition analysis, synthesis and optimization techniques. VHDL concepts are used to develop simulation waveshapes of all of the circuits involved. The course is involved with the study of combinational networks, counters, shift registers and sequential machines.

Prerequisite: TCET 2242/TC 430 or EET 2261/ET 482

TCET 3142/TC 570**Computer Systems**

2 cl hrs, 3 lab hrs, 3 cr

The skills needed to install, configure and troubleshoot a computer network are covered. A wide range of materials, starting with computer hardware, operating systems, wiring, protocols and installation are discussed. Troubleshooting various networks, utilizing engineering analysis tools is covered. Discovering practical problems in interfacing computer networks in various configurations is covered in the laboratory.

Prerequisite: AAS Degree in ET, TC, CS, EM or equivalent

TCET 3202/TC 620**Analog and Digital Communications II**

3 cl hrs, 3 lab hrs, 4 cr

Theory and practice of transmission and filtering of analog and digital signals are covered. Fundamental parameters of digital communication systems, various modulation techniques such as Pulse Code Modulation (PCM) and Delta Modulation (DM) and their performance in terms of bandwidth efficiency and signal to noise ratio (SNR), line coding and pulse shaping are analyzed.

Introduction to information theory and error correcting codes such as block coding and convolutional coding. Emerging technologies. Software simulation and hard-wired experiments dealing with PCM, DM and line coding are parts of laboratory exercises.

Prerequisites: TCET 3102/TC 500, TCET 3120/TC 520

TCET 3222/TC 610**Satellite Transmission**

2 cl hrs, 3 lab hrs, 3 cr

An overview of the basic concepts and techniques used in satellite communications is introduced. The three major segments of a satellite system: the space segment, the earth segment and the link between these segments are described. A short introduction to satellite launching, followed by a discussion of the methods of determining antenna look angles. The antenna gain and beam-width equations are examined, with emphasis on the parabolic antenna. Uplink and downlink

budgets are examined. Carrier to noise ratio, bit energy to noise density ratio and gain to noise temperature ratio are studied. Frequency modulation and multiphase modulation methods are investigated.

The laboratory uses several software simulation tools to analyze the different segments of the satellite communication networks. The link budget analysis, launching phase analysis and others are performed to improve understanding of the theoretical concepts. Dish antenna, transmitter/receiver, waveguides and spectrum analyzer are utilized to enhance experiments.

Prerequisites: TCET 2220/TC 410, TCET 3102/TC 500

TCET 3242/TC 670**Advanced Communication Network**

2 cl hrs, 3 lab hrs, 3 cr

The primary objective of this course is to help students to master Local Area Networks (LANs) and Wide Area Networks (WANs). This course will cover IP addressing, routing, switching, network troubleshooting and network management skills to interconnect LANs and WANs.

Prerequisites: MAT 1575/IMA 575, TCET 3142/TC 570

TCET 4000/TC 901**Internship (for BTEch program)**

2 cl hrs bi-wkly, 130 field hr/semester, 3 cr

Ten hours per week of assigned field/study work applying classroom principles and theory to real-world telecommunications technology problems. Interns work as technologists to assist engineers and network administrators design and build LAN/WAN networks, install hardware/software, perform online and offline testing and generate supporting documentation. Each student must maintain a log/journal to be shared in group seminars.

Prerequisites: Completion of all sixth semester courses with a GPA of 2.8 or higher and approval of the department internship director

TCET 4102/TC 700**Fiber-Optic Communications**

2 cl hrs, 3 lab hrs, 3 cr

Devoted to all aspects of fiber-optic communication technologies. Optical fibers, LEDs, laser diodes,

photodiodes, passive components, optical amplifiers and all basic units of a fiber-optic communications system are discussed. Transmission aspects of fiber-optic networks are also studied. The laboratory familiarizes students with basic components, measuring and troubleshooting tools and techniques, for optical communications applications.

Prerequisite: TCET 3202/TC 620

TCET 4110/TC 710**Electromagnetics and Antenna Design**

3 cl hrs, 3 cr

This course introduces the characteristics of electromagnetic waves and their behavior during the propagation through a space. Maxwell's equations, RF path loss, reflection, multi-path fading, noise, interference, polarization distortion and other related topics are discussed. Different types of antennas, as well as antenna in a system and antenna measurements are also discussed. Included in the course are software packages used in antenna design, along with examples using these packages.

Prerequisites: TCET 3222/TC 610, MAT 1575/IMA 575

TCET 4120/TC 750**Legal and Regulatory Issues in Telecommunications**

2 cl hrs, 2 cr

Legal terminology and legal analysis skills necessary to understand state and federal regulations as they have an impact on the rapidly expanding telecommunications industry are discussed. Legal issues raised by the deregulation of the telecommunications industry are studied. The role of the courts, legislature and administrative agencies are discussed. Relevant policies that affect current and future telecommunication systems are explored.

Prerequisites: TCET 3142/TC 570, TCET 3202/TC 620

TCET 4132/TC 720**Wireless Communications**

2 cl hrs, 3 lab hrs, 3 cr

The course covers concepts of wireless systems. It discusses propagation effects, including loss, dispersion, fading, transmission and

reception; mobile systems, including analysis and design principles of base and mobile units; micro cells and pico cells; cell division, including frequency use and reuse; concepts of FDMA, TDMA and CDMA; error rates and outage probability. Computer simulations and hard wired experiments dealing with RF spectrum, outdoor and indoor propagation, cellular concept, DSSS, IEEE 802.11 WLAN and CDMA are parts of laboratory exercises.

Prerequisites: MAT 1372/IMA 372, MAT 1572/IMA 372, MAT 1575/IMA 575, TCET 3102/TC 500

TCET 4140/TC 740**Telecommunications Network Management**

3 cl hrs, 3 cr

This course deals with the technical management of a telecommunication network, personnel tasks, staffing patterns suitable to diverse telecommunications firms and users, with an overview of the issues facing the network manager. Included are studies of cost and trade-offs involved in the design and operation of a telecommunications network. Reliability, MTBF, RFP and MTTR life cycle are analyzed. Traffic patterns and the study of equipment/manpower balance considerations are covered.

Prerequisite: TCET 3142/TC 570; *pre- or corequisite:* ECON 1101/EN 101

TCET 4152/TC 730**Optical Network Components**

2 cl hrs, 3 lab hrs, 3 cr

This course concentrates on components for optical networks, such as multimode and single-mode optical fibers, transmitters, receivers, passive components and active components. The principal objective is teaching students to understand technical documentation through the prism of the scientific and engineering foundation of the discussed components. The course pays special attention to new trends, e.g., expansion of the components functionality by making use of tunable devices and the increase of the level of component integration.

Prerequisites: TCET 3202/TC 620; *corequisites:* TCET 4162/TC 760

**TCET 4162/TC 760
Photonic Devices***2 cl hrs, 3 lab hrs, 3 cr*

This course provides a broad overview of photonic devices, including the underlying principles and applications for communications. Planar waveguides, semiconductor photonic devices, including light emitting diodes (LEDs) and laser diodes, devices for polarization and modulation, photodetectors and optical sensors are discussed. The course also considers system performance of photonic devices and their applications in practical modules.
Prerequisites: TCET 3202/TC 620

**TCET 4172/TC 770
Telecommunication
Protocols and Network
Performance***2 cl hrs, 3 lab hrs, 3 cr*

Telecommunication protocols and network performance, including high-speed networks and gigabit networks, form the focus of the course. As the level of traffic on the network grows, and congestion occurs, all packet delivery is slowed. Design issues related to two types of networks are considered: Internets based on the Internet Protocol (IP) and the entire TCP/IP protocol suite, and ATM (asynchronous transfer mode) networks. The course explores the design approaches shared by these two technologies. The course will cover high-speed network performance modeling and estimation, effects of congestion, traffic management, link control mechanisms, ATM traffic-related attributes, integrated services architecture and telecommunication protocols for Quality of Service (QoS) support.
Prerequisites: MAT 1575/IMA 575, TCET 3142/TC 570

**TCET 4202/TC 800
Advanced
Telecommunications***2 cl hrs, 3 lab hrs, 3 cr*

Discrete time signals are studied in time and frequency domains using Z transform. The properties of the DFT are studied as well as its applications. Linear convolution and circular convolution are presented. The FFT is covered. Up sampling,

down sampling and up/down sampling are considered in both time and frequency domains as well as for filter requirements. Basic FIR and IIR discrete filters are studied. Software simulation is used to supplement the theory, augmented by Digital Signal Processing and its applications in telecommunications.
Prerequisites: TCET 3222/TC 610, TCET 4102/TC 700

**TCET 4210//TC 811
Fundamentals of Microwave
Remote Sensing***3 cl hrs, 3 cr*

This course covers the concept and applications of microwave remote sensing. Other topics covered are remote sensing platforms, data collection and analysis methods and types of microwave remote-sensing sensors. The combination of Geographic Information System (GIS) and microwave remote sensing provides even more valuable information about the target under study. Use of selected software packages developed for the analysis of remotely sensed data will also be included in this course.

*Prerequisites: TCET 3222/TC 610***TCET 4220/TC 870
Telecommunications
Seminar***2 cl hrs, 2 cr*

A senior-level course covering current topics and concerns in the telecommunications field. Students conduct research of the current literature on topics and information that are timely and important to the technology. In addition, guest speakers and video presentations of current issues address the most recent developments in the industry. Students make oral presentations of their research in class. Typical topics: photonic switches and their architecture, video, television, high resolution video, compressed video, ATM and ATM switches, backbones (FDDI, DBDQ, SONET), mobile/wireless communications, B-ISDN, TCP/IP are discussed.

*Prerequisites: TCET 4102/TC 700, TCET 4140/TC 740***TCET 4232/TC 830
Optical Networks***2 cl hrs, 3 lab hrs, 3 cr*

This course concentrates on optical networks. The topics include evolution and classification of optical networks; architecture, protocols and standards; switching and routing in optical networks, including circuit switching and trends in packet and burst switching along with label switching; design issues in optical networks; management of optical networks, including tests, measurements and monitoring. A special session is devoted to accessing optical networks. The main focus of this course is the current status and future trends in the developing optical networks, providing students with advanced career preparation.
Prerequisites: TCET 4152/TC 730, TCET 4162/TC 760

Entertainment Technology

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PROGRAMS:

Entertainment Technology/BTech (STB)
Lighting Systems Technology/Cert (LSC)
Scenery Construction/Cert (SCC)
Show Control/Cert (SHC)
Sound Systems Technology/Cert (SSC)

FACULTY:

Professor: Scott, Huntington, Wortzel
Assoc Prof: Smith
Asst Prof: Brandt, Choi, Higgins, Spevack
Instructor: Schneider
CLTs: Eberle, Robinson

Bachelor of Technology in ENTERTAINMENT TECHNOLOGY

The entertainment industry has grown tremendously in the last 20 years. The increasing prominence of the theme park, the arena concert, the marriage of mall development and amusement, the use of immersive technologies in advertising and marketing, and the expansion of cable and independent television has created an entirely new job market for technicians, managers and designers. City Tech's Entertainment Technology program, the only one of its kind in the Northeast, and one of the few in the world, is designed to address these changes and provide students with the specialized technical coursework that is required to work in a variety of professional environments.

The program seeks to provide highly competent graduates for careers as scenery, lighting, sound, video and show control technicians, technical and production managers, equipment marketing representatives and personnel for distributors and rental houses in the entertainment industry. The program offers additional career options for technicians in the allied fields of film and television production: architectural lighting: display design and construction: trade show exhibitions, club, casino and theme-park operations and all related performing arts production. Students desiring careers as designers or content creators can also benefit from the integrated technical and production components, and the degree provides a compelling stepping stone to more advanced work at the graduate level

The curriculum recognizes the need for specialized technical coursework as part of the necessary education for modern stage technicians and managers. The program allows applied science to enhance applied art, giving students a solid foundation of technical principles on which to build their careers.

Recent high school graduates and people with some background in the industry are equally suited to enter the program. Designed as a four-year baccalaureate degree, the program admits entry-level students in the freshman year who meet the general College criteria for baccalaureate admissions pages 8, 34. In general, this means that the student must be certified in reading, writing and mathematics, to be admitted directly into a baccalaureate program.

Through a cooperative agreement with Brooklyn College, City Tech entertainment technology students will have the opportunity to enrich their studies by taking design courses at Brooklyn College. The agreement also permits Brooklyn College students to take specialized technical courses at City Tech. As well, CUNY e-permit guidelines allow students to take courses in many of the other CUNY campuses.

Approximate additional costs other than tuition, student fees and material fees will range from \$700 to \$1,400 for textbooks and tools over the four years of the program.

Entertainment Technology alumni can be found in the professional theatre, in design, installation and manufacturing shops, in television and concert venues, as well as working with many theatre-related companies in their respective communities. Student technicians receive valuable training by participating in the lighting, sound, costume, video, show control, production, publicity and scenery crews for performances each year. For further information, call 718.260.5588 at the Entertainment Technology office in Voorhees Hall.

REQUIRED COURSES IN THE MAJOR		Credits
ENT 1101/ST 101	Introduction to Entertainment Technology	2
ENT 1102/ST 150	Health and Safety in Production	1
ENT 1103/ST 103	Basic Electricity for Live Entertainment	1
ENT 1110/ST 110	Scenery Construction	3
ENT 1250/ST 250	Lighting Technology	3
ENT 1270/ST 271	Sound Technology	3
ENT 2120/ST 120	Technical Production I	1
ENT 2200/ST 200	Theatrical Drafting	3
ENT 2220/ST 220	Technical Production II	1
ENT 2280/ST 280	Entertainment Control Systems	3
ENT 3320/ST 320	Technical Production III	1
ENT 3420/ST 420	Technical Production IV	1
ENT 4421/ST 421	Technical Production V	1
ENT 4430/ST 430	Project Management	3
ENT 4499/ST 499	Culmination Project	2
ENT 4900/ST 900	Internship in Entertainment Technology	3
Subtotal		32
OTHER REQUIRED COURSES		
IND 1112/DD112	Engineer Drawing 1	2
CST 1101/CS 101	Computer Programming and Problem-Solving	3
THE 1380/TH 380	Play Analysis and Aesthetics	3
Subtotal		8

DESIGN CORE

Select two of the following three courses for 6 credits:

ENT 4450/ST 450	Lighting Design	3
ENT 4470/ST 471	Sound Design	3
ENT 4480/ST 480	Show Control	3
Subtotal		6

BACCALAUREATE CORE DISTRIBUTION

42-43 credits

ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121 or higher	Communications Elective	3
ENG 2002/EG 202	Introduction to Literature II Drama	3
MATH I and II	Mathematics	7-8
SCI I and II	Laboratory Science	8
PHIL I	Philosophy Elective	3
BS/SS	Behavioral Science/Social Science	9
THE 1280/TH 280	History of the Physical Theater	3
SPE 1330/TS 330 or higher ¹	Communications Elective	3
Subtotal		42-43

ELECTIVE COURSES²

Select 31-32 credits including at least eight elective courses from the following:

ENT 2140/ST 140	Basic Welding	2
ENT 2210/ST 211	Advanced Scenery Construction	3
ENT 2350/ST 351	Lighting Controls for Stage and Studio	3
ENT 2370/ST 371	Sound Engineering	3
ENT 3300/ST 300	Theatrical CAD	2
ENT 3310/ST 310	Monster Shop	2
ENT 3330/ST 330	Entertainment Video Systems	2
ENT 3360/ST 130	Scene Painting	2
ENT 3390/ST 391	Sound for Multimedia	3
ENT 3410/ST 410	Stage Rigging and Mechanics	2
ENT 4422/ST 422	Technical Production VI	1
ENT 4491/ST 900.1	Entertainment Technology Internship II	3
ENT/ST	A Third Course from the Design Core List	3
Subtotal		31-32

TOTAL CREDITS REQUIRED FOR THE DEGREE 120

¹ See page 37 for a detailed explanation of core-required courses and categories.

² An individual plan of study will be developed with the departmental advisor to tailor courses for each individual student from a wide variety of course listings. A sample listing of elective courses is available in the department office.

CAREER LADDER CERTIFICATE PROGRAMS**Entertainment Technology Certificate Programs**

City Tech's Entertainment Technology Program offers four certificates - in sound systems technology, lighting systems technology, scenery construction and show control. These certificates are designed for working professionals who want to update their skills and recent BFA/BA graduates who want to expand their technical skills or gain experience with state-of-the-art equipment. Primary and secondary education teachers needing professional development courses can also benefit. Each certificate represents about three semesters of study, although it may take more or less time to complete, depending on course scheduling and the student's work schedule. The basics of each discipline are covered in the first courses; the studies then progress to advanced coursework in a highly sophisticated lab with individual student use of all equipment and software for each area. Each certificate has its own laboratory with state-of-the-art facilities.

Requirements for admission to Career Ladder Certificate Program:

CUNY certification in reading, writing and mathematics

Requirements for Matriculates:

The following may be required, based upon placement examinations in reading, writing and mathematics:

- ENG 092W/EG 092 Developmental Writing (if required)
- ENG 092R/DR 092 Developmental Reading (if required)
- MAT 0605/MA 065 Developmental Math (if required)

Certificate in SOUND SYSTEMS TECHNOLOGY

Sound Systems Technology covers basic and advanced sound reinforcement, playback systems, rigging and performance audio.

REQUIRED COURSES IN THE MAJOR

		Credits
ENT 1270/ST 271	Sound Technology	3
CST 1101/CS 101	Computer Programming and Problem-Solving	3
ENT 2120/ST 120	Technical Production I	1
ENT 2370/ST 371	Sound Engineering	3
ENT 3410/ST 410	Stage Rigging and Mechanics	2
ENT 4470/ST 471	Sound Design	3

TOTAL CREDITS REQUIRED FOR CERTIFICATE 15

Certificate in LIGHTING SYSTEMS TECHNOLOGY

Lighting Systems Technology covers lighting practices, rigging, including moving lights, console programming and technical lighting system design and planning.

REQUIRED COURSES IN THE MAJOR		Credits
ENT 1250/ST 250	Lighting Technology	3
ENT 2120/ST 120	Technical Production I	1
ENT 2200/ST 200	Theatrical Drafting	3
ENT 2350/ST 351	Lighting Controls for Stage and Studio	3
ENT 3410/ST 410	Stage Rigging and Mechanics	2
ENT 4450/ST 450	Lighting Design	3
TOTAL CREDITS REQUIRED FOR CERTIFICATE		15

Certificate in SCENERY CONSTRUCTION

Scenery Construction covers scenery construction techniques from beginning to advanced, with basic drafting and welding techniques.

REQUIRED COURSES IN THE MAJOR		Credits
ENT 1102/ST 150	Health and Safety in Production	1
ENT 1110/ST 110	Scenery Construction	3
ENT 2120/ST 120	Technical Production I	1
ENT 2140/ST 140	Basic Welding	2
ENT 2200/ST 200	Theatrical Drafting	3
ENT 2210/ST 211	Advanced Scenery Construction	3
ENT 3300/ST 300	Theatrical CAD	2
ENT 3410/ST 410	Stage Rigging and Mechanics	2
TOTAL CREDITS REQUIRED FOR CERTIFICATE		17

Certificate in SHOW CONTROL

Show Control, an advanced certificate for those who have experience in one or more entertainment disciplines (lighting or sound, etc) covers networking and synchronization of entertainment control systems for applications, including system contracting, live shows, theme parks, cruise ships, corporate and special events and themed-retail projects.

REQUIRED COURSES IN THE MAJOR		Credits
ENT 2350/ST 351	Lighting Control Systems for Stage and Studio	3
ENT 2370/ST 371	Sound Engineering	3
CST 1101/CS 101	Computer Programming and Problem-Solving	3
ENT 2280/ST 280	Entertainment Control Systems	3
CST 2403/CS 403	Introductory C Programming	4
	or	
ETN 1102/ET 363	Principles of Electronics	3
ENT 4480/ST 480	Show Control	3
TOTAL CREDITS REQUIRED FOR CERTIFICATE		18-19

COURSES:

ENT 1101/ST 101 Introduction to Entertainment Technology

2 cl hrs, 2 cr
An introduction to the live entertainment technology industry, including: working methods: processes: equipment and facilities for theatre, opera, dance, concert productions: theme parks: themed-retail: cruise ship venues and corporate special events. Related current events and career opportunities will be discussed. Attendance at several of the type of events listed above is required.
Prerequisites: None

ENT 1102/ST 150 Health and Safety in Production

1 cl hr, 1 cr
A survey of hazards specifically associated with working in theaters and fabrication shops. Topics include chemicals in pigments and polymer plastics; vapors, fumes and ventilation; shop conditions; proper preparation and planning; current OSHA and EPA standards; hazards associated with welding; firearm safety; fire codes. Course is to be taken in the first year as an entertainment technology major.
Prerequisite: None

ENT 1103/ST 103 Basic Electricity for Live Entertainment

1 cl hr, 1 cr
An introduction to and overview of the use of electricity in live entertainment. Voltage, current, power and resistance are introduced, and Ohm's and Watts' laws are covered, using practical examples from the entertainment field. Power generation and distribution, three phase power and the National Electric Code sections pertaining to live entertainment are covered. Specific applications for lighting, sound, video, scenic automation will

be used throughout the class.
Prerequisite: None

ENT 1110/ST 110 Scenery Construction

2 cl hrs, 2 lab hrs, 3 cr
A survey of scenery, display and exhibit construction methods, involving materials, equipment, counterweight rigging and performance/exhibit spaces. Introduces the use of shop tools and safety procedures, scenery flat construction, stairs, soft goods and platform units. Students will read working drawings and prepare projects by working in teams. Basic repair and maintenance procedures for equipment and spaces as used in the scenery process will also be investigated.
Prerequisite: ENT 1101/ST 101; pre- or corequisites: ENT 1102/ST 150

ENT 1250/ST 250 Lighting Technology

2 cl hrs, 2 lab hrs, 3 cr
Introduction to stage lighting equipment and its mechanical, optical and electronic design. Hanging, alignment, focusing, maintenance and operation of various types of stage lighting fixtures. Field visits to New York rental shops or manufacturing facilities. Introduction to operation of automated fixtures and peripheral devices.
Pre- or corequisite: ENT 1103/ST 103

ENT 1260 Music Technology

4 hrs, 2 cl hrs, 2 lab hrs, 3 cr
An experimental course being offered during the spring 2007 and fall 2007 semesters.
An introduction and overview of the basic techniques and components used in commercial electronic music production. Students will work on individual workstations with a variety of software. Rudiments of music theory will be covered.

Introduction to synthesis, sequencing, sampling and loop-based composition will be covered. A brief history of music technology, a detailed exploration of the MIDI specification and the techniques of configuring hardware and software systems for optimal effectiveness will also be covered.

Pre- or corequisites: ENT 1103/ST 103

ENT 1270/ST 271 Sound Technology

2 cl hrs, 2 lab hrs, 3 cr

An introduction to the use of sound in entertainment, its natural properties and physical components. Topics include microphones, recording equipment, control consoles, reproduction techniques, amplification, distribution, loudspeaker systems, frequency response, decibels and dynamic range. Live and recorded sound techniques and the assembly of small audio systems from diagrams.

Pre- or corequisite: ENT 1103/ST 103

ENT 1280 Ins and Outs of Physical Computing

2 cl hrs, 2 lab hrs, 3 cr

An introduction to interactive technology with a focus on how we use technology to express ourselves and interact with our environment. This class will combine a hands-on exploration of sensors and microcontrollers with concepts of interaction design employing a structured design process. Students will work on creative group projects and provide on-line documentation of their work. An array of sensing technologies from simple switches to video tracking will be introduced. Students will use the simple programming of microcontrollers to process incoming data from sensors.

Pre- or corequisites: CST 1101/CS 101, ENT 1250/ST 250, ENT 1260 or ENT 1270/ST 271

ENT 1290 Video Studio Operations

2 cl hrs, 2 lab hrs, 3 cr

An introduction to and overview of the basic techniques and components used in commercial video and film production. Students will work in teams and individually to explore principles of production. Introduction to equipment, process, and terminology will be reinforced by readings, lectures, and hands on exposure. A study of the preproduction process, shooting schedules, camera, lighting, and audio operation, and post-production techniques will be explored. Differences between studio and location shooting will be covered. This course is intended as the first of a series of courses designed to provide greater competency in both technical and

artistic aspects of this important industry.

Pre- or corequisites: ENT 1101/ST 101, ENT 1103/ST 103

ENT 2120/ST 120, ENT 2220/ST 220, ENT 3320/ST 320, ENT 3420/ST 420, ENT 4421/ST 421, ENT 4422/ST 422 Technical Production I, II, III, IV, V, VI, respectively

45 lab hrs, 1 cr

Supervised laboratory in the technical areas of production. Hands-on experience in the planning, construction, rigging and running of productions to learn backstage procedures and operations in a performance situation. Emphasis placed on careful pre-planning, appropriate safety procedures and on follow-up critiques and evaluation of the work done. Assignments will be made on the basis of the ability and the prior achievements of each student, assuring a variety of work experiences. Each succeeding semester will involve a greater degree of production responsibility.

Pre- or corequisites for ENT 2120/ST 120: ENT 1110/ST 110, ENT 1250/ST 250, ENT 1260/ST 260 or ENT 1270/ST 271; prerequisite for each succeeding level is successful completion of the prior course

ENT 2140/ST 140 Basic Welding

1 cl hr, 2 lab hrs, 2 cr

Study of welding techniques, including MIG and electric arc welding; use of circuit and current controls, protective devices; and care of equipment and accessories. Metallurgical considerations, electrode and base metal, electrode classifications and welding symbols. Carbon arc welding, oxy-acetylene cutting, MIG, physical testing and analysis of weld specimen are included.

Prerequisite: ENT 1110/ST 110

ENT 2200/ST 200 Theatrical Drafting

2 cl hrs, 2 lab hrs, 3 cr

Graphic standards for the entertainment industry, including the drafting and interpretation of ground plans, sections, sight line studies, working drawings of individual scenery elements and light plots. Hand drafting, computer-aided drafting programs and related techniques are covered and used.

Pre- or corequisite: ENT 1110/ST 110 or ENT 1250/ST 250

ENT 2210/ST 211 Advanced Scenery Construction

2 cl hrs, 2 lab hrs, 3 cr

Advanced methods of scenery,

display and exhibit construction, with an emphasis on technical problem-solving and research on the use of materials and techniques.

Technical drafting of working drawings and the combining of complex scenery elements are examined. Methods of scene shifting and motion control are introduced.

Prerequisites: ENT 1110/ST 110, ENT 2120/ST 120 and ENT 2200/ST 200

ENT 2280/ST 280 Entertainment Control Systems

2 cl hrs, 2 lab hrs, 3 cr

An introduction to the basics of entertainment control systems, which underlie systems in sound, lighting, machinery, video, projection, pyrotechnics and other entertainment disciplines. The course starts with basic control concepts and data communications. Once the groundwork is laid, control protocols specific to lighting, sound and machinery will be covered. The course also introduces students to Ethernet and show control protocols.

Prerequisites: ENT 1250/ST 250 and ENT 1270/ST 271

ENT 2350/ST 351 Lighting Controls for Stage and Studio

2 cl hrs, 2 lab hrs, 3 cr

An advanced study of lighting control systems, console programming and automated lighting control. Control system architecture, set-up and communication protocols will be used to study advanced programming techniques. Automated fixtures, advanced dimming systems, color scrollers and traditional lighting fixtures will be studied in a fully functional moving light lab. Students will receive individual instruction using computer emulation, WYSIWYG simulation and hands-on programming sessions on a variety of consoles.

Prerequisite: ENT 1250/ST 250

ENT 2370/ST 371 Sound Engineering

2 cl hrs, 2 lab hrs, 3 cr

Students will learn to assess acoustics of performance spaces and analyze the results both with instruments and by ear. With these results, students will then learn to design amplification, acoustical modification and communications systems for professional productions. As a part of the course, they will set up and learn to operate computerized and non-computerized sound control reinforcement and playback systems.

Prerequisite: ENT 1270/ST 271

ENT 3200 Introduction to Scene Design

2 cl hrs, 2 lab hrs, 3 cr

A design course taught from the point of view of the scenic aspects of a collaborative project, with a focus on the tools used by the designer to communicate with the entire team of designers, engineers, technical staff and performers. Students will study the vast resources and mediums that are part of the creative process and learn how scenery, lighting, costumes, props, paint, and graphics are integrated into a performance project.

Pre- or corequisites: ENG 1101/EG 101, ENT 1250/ST 250, ENT 2200/ST 200

ENT 3300/ST 300 Theatrical CAD

1 cl hr, 2 lab hrs, 2 cr

A continuation of ENT 2200/ST 200 covering CAD drafting and interpretation of stage plans, 3D modeling and working drawings of complex three-dimensional scenery elements. Light plots, section views and sound plots will also be covered in depth.

Prerequisite: ENT 2200/ST 200

ENT 3310/ST 310 Monster Shop

1 cl hr, 2 lab hrs, 2 cr

Special uses of plastics and metals in the fabrication of stage scenery and scenery elements. The major emphasis will be placed on the forming and shaping of various plastics, molds and casting, problems of safety and toxicity and the selection and use of metals.

Prerequisites: ST 2140/ST 140, ENT 2210/ST 211

ENT 3330/ST 330 Entertainment Video Systems

2 cl hrs, 2 lab hrs, 3 cr

Provides a theoretical and practical foundation in temporary and permanent video systems technology for entertainment applications such as theatre, corporate events, hotel/ballroom A/V work, theme parks, museums and other related applications. After an introduction to video signals and formats, the student will explore the application and use of a wide variety of video equipment, such as tape- and disc-based video playback devices, production switchers, scan converters, frame synchronizers and video projectors. The second half of the class will focus on practical applications, and the student will design and build video systems for live events and permanent installations and will evaluate the performance of these systems with the aid of test signals and video test

equipment. The course will be of interest to students of Entertainment Technology, Electrical Engineering and Art/Advertising Design.

Prerequisites: ENT 2280/ST 280 or department approval required

ENT 3350 Lighting Production Techniques

2 cl hrs, 2 lab hrs, 3 cr

An advanced study of the applications of lighting technology in entertainment venues. The areas of film, video, stage and concert lighting production will be covered in depth, with production management techniques being emphasized. Specific skills in drafting, lighting databases, electrical practice, shop preparation, rigging, grip equipment use, load-ins, focusing, color use, cueing, and performance support will be covered.

Pre- or corequisites: ENT 1250/ST 250, ENT 2200/ST 200

ENT 3360/ST 130 Scene Painting

1 cl hr, 3 lab hrs, 2 cr

An introduction to methods and techniques of painting scenery and properties for the stage. This includes layout for large-scale perspective drawing, the process of working from painter's elevations; use of primers, preservatives, proper brushes; and when to use special application methods, materials and textures. The class will focus on interpretation and reproduction of a variety of professional scenery painters' techniques.

Prerequisite: ENT 1110/ST 110

ENT 3390/ST 391 Sound for Multimedia

2 cl hrs, 2 lab hrs, 3 cr

Introduction to the use of sound in multimedia. Digital multitrack recording and editing is explored, with an emphasis on integration with visual components. Students develop techniques of recording and editing on industry-standard software and hardware systems. Digital audio formats, compression protocols, streaming audio, synchronization and integration with multimedia elements are covered. MIDI and basic sequencing, as used in Internet-based playback systems. Importing and exporting audio protocols between a variety of applications. Students will work in an intensive, project-oriented environment, using a variety of applications on the Macintosh platform. It is recommended that AD students bring existing multimedia projects of their own

creation to explore how to enhance with additional audio effects.

Prerequisites: ADV 3620/AD 620 or ADV 3650/AD 650 or ADV 4720/AD 720 or ENT 1270/ST 271 or department approval required

ENT 3410/ST 410 Stage Rigging and Mechanics

1 cl hr, 2 lab hrs, 2 cr

A study of the principles and methods used in the rigging and flying of stage scenery, and mechanical means of moving scenery on the stage. Emphasis will be on hemp, counterweight and motorized systems; cable drive wagons and turntables; attention to rigging safety and proper care and maintenance of all systems. Field trips include lecture and laboratory demonstrations in working theatrical spaces.

Prerequisites: ENT 2210/ST 211 or ENT 2350/ST 351 or ENT 2370/ST 371

ENT 4410 Technical Production

2 cl hrs, 2 lab hrs, 3 cr

An in-depth analysis of the planning, budgeting and construction processes used in the production of scenery. Students will apply their knowledge of construction and drafting techniques and process to generate shop drawings, develop budget estimates and plan construction schedules. Lab work will focus on creating prototypes, introducing new construction materials, and developing jigs and fixtures that increase productivity and accuracy in the scene shop.

Pre- or corequisites: ENT 2210/ST 211, ENT 3300/ST 300, ENT 3200

ENT 4430/ST 430 Project Management

3 cl hrs, 3 cr

An introduction to the methods and problems of running a professional shop and managing projects. Subjects to be covered include: contracts, bidding, estimates, procurement, government regulations, wage/time studies, shop layouts, workflow, the assembly and staffing of a show for performance, budgeting, scheduling, problem-solving, special problems (metric vs. US standard measurements, language barriers, conflict resolution, etc.) and political/social issues that affect working relations.

Prerequisites: ENT 3320/ST 320 and (ENT 2210/ST 211 or ENT 2350/ST 351 or ENT 2370/ST 371)

ENT 4450/ST 450 Lighting Design

2 cl hrs, 2 lab hrs, 3 cr

An introduction to the aesthetics of scenery lighting as a visual art. Analysis of a script for lighting and the development of a workable design concept. Through this concept and an evaluation of the performers' spatial relationships in the production, students will generate light plots and all of the associated paper work common to a production. Computer software and hardware for this purpose will be used in the laboratory. Additional lab work will include color and angle studies, focusing procedures, the design of projected images, and cueing and record keeping for various production formats.

Pre- or corequisite: ENT 2350/ST 351, ENT 3200, ENT 3350

ENT 4470/ST 471 Sound Design

2 cl hrs, 2 lab hrs, 3 cr

An investigation of the techniques and practices of sound design, emphasizing the use of modern computer-based recording and playback techniques. Sampling, hard disk playback systems, sequencing, MIDI, systems integration, the use of surround systems, low-frequency elements and specials to achieve a variety of effects will be covered. Sound design practices will include script analysis, sound cue construction, integration with director and communication with other members of the design team. Additional areas of concentration will be: development of cues based on functional, transitional, underscoring, surreal and hyper-real techniques; integration of musical and soundscape aesthetics; practice on Macintosh computer platforms using Digital Performer, Pro-Tools and a variety of plug-ins; programming of automation equipment and development of robust redundant systems capable of sustaining a high-use theatrical environment.

Pre- or corequisite: ENT 2370/ST 371 or ENT 2390/ST 391

ENT 4480/ST 480 Show Control

2 cl hrs, 2 lab hrs, 3 cr

An investigation of the advanced techniques and practices of the field of show control, emphasizing the use of modern computer-based entertainment control systems. Techniques for integration of lighting, sound, machinery, video and other control systems, as in live performances, theme parks, themed retail, museum exhibits, and new hybrid entertainment forms.

Students will get intensive hands-on experience with many entertainment control systems.

Prerequisites: CST 1101/CS 101 and ENT 2280/ST 280

ENT 4499/ST 499 Culmination Project

1 cl hr, a minimum of 5 independent study hrs per wk, 2 cr

This course serves as the senior thesis project. The student will either: 1) act in a principal supervisory role in a production as a designer or technical director; 2) propose, design and build a specialized piece of show equipment; or 3) develop a project which utilizes his/her skills in a new and innovative way that relates to or has an impact on the entertainment industry. All projects must be approved by the advisor and should demonstrate management, technical design and presentation skills. Documentation of planning, design and realization will be presented to a committee of instructors, both in entertainment technology and related disciplines, as well as industry professionals; all are to be selected by the students and approved by the advisor. Though students will enroll in the course during their senior year, development of the project should begin during the second semester of the junior year.

Prerequisites: ENT 4421/ST 421, ENT 4430/ST 430 and (ENT 4450/ST 450 or ENT 4470/ST 471 or ENT 4480/ST 480)

ENT 4900, 4901/ST 900, 900.1 Internship in Entertainment Technology

2 cl hrs every other wk, 135

internship hrs, 3 cr

Work experience at a professional scenery fabrication shop, rental/supply house, off-Broadway theater, or any related industry organization approved by the advisor. This will serve to bridge the student's academic and commercial careers by giving the student professional work experience and industry contacts before the end of the senior year. Each student will keep a log/journal to be shared in group seminars. Supervision will be by faculty and a manager at the internship site.

Prerequisites: ENT 4450/ST 450 or ENT 4470/ST 471 or ENT 4480/ST 480

Environmental Control Technology

Professor Anthony Treglia, Chair
Environmental Center 206
718.260.5160
email: atreglia@citytech.cuny.edu

PROGRAMS:

Environmental Control Technology/AAS
Facilities Management/Btech
Air Conditioning Equipment Technician/Cert
Building/Housing Superintendent Technology/Cert
Facilities Manager/Cert
Heating Equipment Technician/Cert

FACULTY:

Asst Profs: Polchinski, Treglia
Lecturer: Santos
CLT: Sadej

Associate in Applied Science in ENVIRONMENTAL CONTROL TECHNOLOGY

Environmental Control Technology is the study of the science, equipment and systems that are essential to creating and maintaining a comfortable indoor environment. Sophisticated air conditioning, heating and refrigeration systems are required to maintain the healthful indoor air quality that enables us to live and work in an urban setting, while conserving and utilizing energy resources wisely.

The Environmental Control Technology curriculum contains the theory, design and practical laboratory courses that enable our graduates to secure substantial employment immediately upon graduation and to continue their professional growth. They can continue their education to the baccalaureate level in the Facilities Management degree with no loss of credit, or elect to study for mechanical engineering degrees elsewhere.

Graduates are able to pursue a wide variety of jobs in many different sectors of the economy. Among the many available careers are operating engineers, designers and CADD specialists, sales engineers, estimators and project managers. Commercial office buildings, large residential complexes, hospitals and health care agencies, museums, schools, consulting engineers and service contractors all seek graduates from this curriculum.

Employers of our graduates include Trane Air Conditioning, Brooklyn Hospital, Methodist Hospital, Donnelly Mechanical, New York University, Jaros Baum & Bolles, Albert Weiss Air Conditioning, J.T. Falk Consulting Engineers, New York City Transit Authority and The Accardi Companies.

Other Degree Opportunities

Students who have successfully completed the requirements for the AAS degree are eligible for transfer into the bachelor of

technology in facilities management program. See page 202 for a complete description. They may also continue their education toward a baccalaureate degree at other colleges. Transfer credit granted will depend upon each institution's requirements.

Alternate Format

An alternate format AAS is offered in environmental control technology. Please consult the department for eligibility requirements and further information.

REQUIRED COURSES IN THE MAJOR

		Credits
ENVC 1110/EC 110	Principles of Air Conditioning I	3
ENVC 1111/EC 111	Air Conditioning Systems Laboratory I	1
ENVC 1120/EC 120	HVAC Systems Graphics	2
ENVC 1210/EC 210	Combustion Processes and Equipment	3
ENVC 1211/EC 211	Heating Systems Laboratory	1
ENVC 1220/EC 220	Hydronic Systems Design	3
ENVC 1250/EC 250	Fire Protection, Plumbing and Electrical Systems for Buildings	3
ENVC 2311/EC 311	Refrigeration Laboratory I	1
ENVC 2312/EC 312	Principles of Refrigeration	3
ENVC 2321/EC 321	Air Conditioning Systems Laboratory II	1
ENVC 2322/EC 322	Principles of Air Conditioning II	3
ENVC 2340/EC 340	Air Conditioning Systems Design	3
ENVC 2411/EC 411	Refrigeration Laboratory II	1
ENVC 2420/EC 420	Principles of HVAC Systems Controls	3
ENVC 2432/EC 432	Advanced Air Conditioning Systems Design	3

Select one of the following five courses for 3 credits:		3
ENVC 2421/EC 421	Air Conditioning Systems Laboratory III	
ENVC 2436/EC 436	HVAC Systems Cost Estimating	
ENVC 2442/EC 442	Principles of Environmental Protection	
ENVC 2452/EC 452	Principles of Facility Energy Management	
ENVC 2900/EC 900	Internship	

Select one of the following three courses for 4 credits:		4
BIO 1101/BY 101	Principles of Chemistry and Biology	
CHEM 1110/CH 110	General Chemistry I	
PHYS 1433/SC 433	Physics I.2	

Subtotal **41**

OTHER REQUIRED COURSES

ENG 1101/EG 101	English Composition I	3
MAT 1275/MA 275 ¹	College Algebra and Trigonometry	4
COMM ³	Communications	3
LAP ³	Literature/Aesthetics/Philosophy	3
BS/SS ³	Behavioral Science/Social Science	3
ELECTIVE	COMM, BS/SS, MAT, SCI II, LAP, AFR, PRS, FL ² , or MST 1101 ²	3

Subtotal **19**

TOTAL CREDITS REQUIRED FOR THE DEGREE **60**

¹ Students without the requisite math background for MAT 1275/MA 275 will be required to take MAT 1175/MA 175 in preparation. This will increase the number of credits required for the degree by four (4).

² These courses, with the exception of PHYS 1434/ISC 434, are not transferable into the BTech degree.

³ See page 37 for a detailed explanation of core-required courses and categories.

Bachelor of Technology in FACILITIES MANAGEMENT

Administered by the departments of Architectural Technology, Construction Management Technology, Environmental Control Technology, Law and Paralegal Studies

Professor Anthony Treglia, Program Director
Environmental Center 206
718.260.5160
email: atreglia@citytech.cuny.edu

PROGRAMS:

Facilities Management/BTech

The Facilities Management baccalaureate degree prepares graduates for careers as facility managers in large commercial buildings, hospitals, residential complexes, universities and other institutions.

The program was designed as the upper level of associate degree programs in architectural, civil, construction and environmental control technologies. It adds the financial, legal, project management and additional technical courses that meet the demanding needs of the facilities management industry. This associate and baccalaureate degree format gives students an underlying expertise and a “can do” ability that is a hallmark of City Tech graduates. In addition, there are elective courses in facilities management that allow students to further develop their specialty in building engineering, construction management, or space planning.

In addition to this 2+2 program, there are two other tracks to the bachelor of technology degree in facilities management:

- City Tech students can elect a lower-level curriculum that includes several courses from each of the articulated associate degree programs.
- Students who already have an associate degree in a different discipline, from City Tech or other colleges, can enter the baccalaureate program after taking approximately 20 credits of prerequisite courses from one of the articulated associate programs. Liberal arts and science credits may be transferable, and courses from their previous major can enhance their capabilities and enable them to develop their own niche in facilities management.

Employment from entry level to top management can be found throughout New York, with over 900,000 properties and facilities. For those wishing to relocate to other areas, employment is

available worldwide and is not dictated by market forces and outsourcing trends.

Lower-Division Course Requirements

AAS degree in Construction Management Technology (FMC)
AAS degree in Environmental Control Technology (FME)
AAS degree in Architectural Technology (FMA)
AAS degree in Civil Engineering Technology (FMV)
60 credits of lower-division courses (FMB)

Upper-Division Course Requirements

The upper division of the facilities management bachelor of technology curriculum is given below. The statement of requirements varies depending on the associate level degree granted (Architectural Technology, Civil Engineering Technology, Construction Management Technology, Environmental Control Technology, or equivalent degree). Consult the program director.

REQUIRED COURSES IN THE MAJOR		Credits
AAS Degree		60
FMGT 3510/FM 510	Financial Analysis for Facilities Managers I	3
FMGT 3520/FM 520	Anatomy of a Building	3
FMGT 3610/FM 610	Project Management for Facilities Managers	3
FMGT 3620/FM 620	Building Systems I	3
FMGT 3640/FM 640	Principles of Facilities Management	3
FMGT 4710/FM 710	Financial Analysis for Facilities Managers II	3
FMGT 4720/FM 720	Building Systems II	3
FMGT 4740/FM 740	Personnel Relations	3
FMGT 4900/FM 900 ¹	Internship Project or	3
FMGT 4902/FM 902 ¹	Special Projects in Facilities Management	3
LAW 2306/LS 306	Legal Issues for Facilities Managers	3
Subtotal		30

CONCENTRATION AREAS

Select one of the four concentration areas:

Construction Management

FMGT 4760/FM 760	Construction Planning and Management I	3
FMGT 4860/FM 860	Construction Planning and Management II	3

Select one of the following three courses for 3 credits:

FMGT 4750/FM 750	Mechanical Systems Operation and Maintenance I	3
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FMGT 4780/FM 780	Programming and Introduction to Space Planning	3
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ELECTIVE (Program approval required)

Space Planning and Design

FMGT 4780/FM 780	Programming and Introduction to Space Planning	3
FMGT 4880/FM 880	Space Planning	3

Select one of the following three courses for 3 credits:	3	ENVC 1210/EC 210	Combustion Processes and Equipment	3
FMGT 4750/FM 750	Mechanical Systems Operation and Maintenance I	ENVC 1250/EC 250	Fire Protection, Plumbing and Electrical Systems for Buildings	3
FMGT 4770/FM 770	Urban Housing Management I	ENVC 2321/EC 321	Air Conditioning Systems Laboratory II	1
ELECTIVE	(Program approval required)	ENVC 2322/EC 322	Principles of Air Conditioning II	3
Facility Engineering				
Select one of the following two courses for 3 credits:	3	Select one course from the following two:		
FMGT 4750/FM 750	Mechanical Systems Operation and Maintenance I	ARCH 2370/AR 370	Architectural Environmental Systems	3
FMGT 4850/FM 850	Mechanical Systems Operation and Maintenance II	CMCE 2419/CT 419	Building Service Systems	2
				Subtotal
				28-29
OTHER REQUIRED COURSES				
Select one of the following three courses for 3 credits:	3	ENG 1101/EG 101	English Composition I	3
FMGT 4760/FM 760	Construction Planning and Management I	MATH I ²	Mathematics	4
FMGT 4780/FM 780	Programming and Introduction to Space Planning	SCI I	Laboratory Science	4
ELECTIVE	(Program approval required)	SOC 1102/SO 102	Urban Sociology	3
Urban Housing Management				
FMGT 4770/FM 770	Urban Housing Management I	SPE 1330/TS 330	Effective Speaking	3
FMGT 4870/FM 870	Urban Housing Management II	LAP ¹	Literature/Aesthetics/Philosophy	6
Select one of the following three courses for 3 credits:				
FMGT 4750/FM 750	Mechanical Systems Operation and Maintenance I	BS/SS ¹	Behavioral Science/Social Science	3
FMGT 4760/FM 760	Construction Planning and Management I	ELECTIVES ¹		5-6
ELECTIVE	(Program approval required)	Subtotal		
				31-32
				TOTAL CREDITS REQUIRED FOR LOWER DIVISION
				60
¹ See page 37 for a detailed explanation of core-required courses and categories.				
² Students without the requisite math background for MATH I will be required to take lower-level MA in preparation. This will increase the number of credits required for the degree by four (4).				
Subtotal				
9				
REMAINING CORE DISTRIBUTION AND ELECTIVES²				
Required courses depend on the courses used to satisfy the AAS degree requirements. Students should consult their advisor.				
Subtotal				21
TOTAL CREDITS REQUIRED FOR THE DEGREE				120
¹ The program faculty will determine if appropriate to take FMGT 4900/FM 900 or FMGT 4902/FM 902. Those students without sufficient experience in the facilities management field will be required to take FMGT 4900/FM 900. All others will take FMGT 4902/FM 902.				
² See page 37 for a detailed explanation of core-required courses and categories.				

CERTIFICATE PROGRAMS

The Environmental Control Technology Department has four certificate programs: Facilities Manager, Air Conditioning Equipment Technician, Heating Equipment Technician and Building/Housing Superintendent Technology, which fulfill the needs of individuals who: a) already have a degree in another field but are looking for a career change; b) already are employed in the field and are looking to advance; or c) are looking to attain employment skills. While the certificates are a meaningful credential, individuals without a degree are encouraged to complete a degree program to further enhance their opportunities.

Transfer Opportunities

All the environmental control technology and facilities management courses in the certificate programs can be applied toward degrees in their respective majors. Only the four specific building/housing superintendent technology courses cannot be applied toward a degree.

Evening Program

All courses in the certificate programs curriculum are offered in the College's evening session. Certificate requirements can be completed without taking courses during the day.

FMB lower-level course requirements for students electing the 0–4 BTEch FM option.

REQUIRED FOR DEGREE	Credits	
ARCH 1121/AR 121	History of Architectural Technology	2
ARCH 1140/AR 140	Materials in Architecture	2
CMCE 1110/CT 110	Construction Drawings	2
ENVC 1110/EC 110	Principles of Air Conditioning I	3
SUPT 1104/SU 104	Building Management, Sanitation and Codes	3
ARCH 1240/AR 240	Methods of Construction in Architecture	2
ARCH 1290/AR 290	Architectural CADD	2

ADMISSIONS REQUIREMENTS

Facilities Manager Certificate:

Admission to the Facilities Manager certificate program requires a bachelor's degree from an accredited institution. Individuals without a degree can enter our degree programs.

Admission to the Air Conditioning Equipment Technician, Heating Equipment Technician and Building/Housing Superintendent programs require the following qualifications:

- High school diploma or General Equivalency Diploma.
- Students must take the CUNY proficiency tests in writing, reading and mathematics. Transfer students with baccalaureate degrees are exempt from this provision.
- Students must be placed in the appropriate developmental courses.
- Students must be CUNY-certified in reading, writing and mathematics to receive a certificate.

Certificate in FACILITIES MANAGEMENT

Today's facilities contain a variety of telecommunication, building and energy management, life safety and other sophisticated systems, and facilities managers are faced with increasingly difficult options. This certificate meets the needs of individuals who are already employed or are looking to be employed in some aspect of facilities or real estate management. The courses will provide technical and managerial skills that will enable them to meet the needs of this complex environment and to improve their opportunities for career growth.

REQUIRED COURSES IN THE MAJOR **Credits**

Certificate candidates who lack work experience in facilities management will also be required to take ENVC 1110/EC 110 – Principles of Air Conditioning I and ENVC 1250/EC 250 – Fire Protection, Plumbing and Electrical Systems for Buildings, in addition to those listed below.

FMGT 3520/FM 520	Anatomy of a Building	3
FMGT 3610/FM 610	Project Management for Facilities Managers	3
FMGT 3620/FM 620	Building Systems I	3
FMGT 4720/FM 720	Building Systems II	3
LAW 2306/LS 306	Legal Issues for Facilities Managers	3
Subtotal		15

Electives: Students will be required to take three courses from among those listed below. The student's records and experience will be reviewed by an advisor to direct the student to the most beneficial courses in light of the student's prior education and work experience.

FMGT/FM Electives

FMGT 3510/FM 510	Financial Analysis for Facilities Managers I	3
FMGT 3640/FM 640	Principles of Facilities Management	3

FMGT 4710/FM 710	Financial Analysis for Facilities Managers II	3
FMGT 4740/FM 740	Personnel Relations	3
FMGT 4750/FM 750	Mechanical Systems Operation and Maintenance I	3
FMGT 4760/FM 760	Construction Planning and Management I	3
FMGT 4780/FM 780	Programming and Introduction to Space Planning	3
FMGT 4850/FM 850	Mechanical Systems Operation and Maintenance II	3
FMGT 4860/FM 860	Construction Planning and Management II	3
FMGT 4880/FM 880	Space Planning	3
Subtotal		9
TOTAL CREDITS REQUIRED FOR CERTIFICATE		24

Certificate in AIR CONDITIONING EQUIPMENT TECHNICIAN

This curriculum provides the theoretical, design and practical knowledge that is essential to being able to service, design and install modern industrial, commercial and residential refrigeration and air conditioning systems. Students begin the program by learning lower-level fundamentals, and progress to the refrigeration and air conditioning courses.

REQUIRED COURSES IN THE MAJOR **Credits**

ENVC 1110/EC 110	Principles of Air Conditioning I	3
ENVC 1111/EC 111	Air Conditioning Systems Laboratory I	1
ENVC 1120/EC 120	HVAC Systems Graphics	2
ENVC 2311/EC 311	Refrigeration Laboratory I	1
ENVC 2312/EC 312	Principles of Refrigeration	3
ENVC 2321/EC 321	Air Conditioning Systems Laboratory II	1
ENVC 2322/EC 322	Principles of Air Conditioning II	3
ENVC 2340/EC 340	Air Conditioning Systems Design	3
ENVC 2411/EC 411	Refrigeration Laboratory II	1
Select one of the following four courses for 3 credits:		3
ENVC 2421/EC 421	Air Conditioning Systems Laboratory III	
ENVC 2436/EC 436	HVAC Systems Cost Estimating	
ENVC 2442/EC 442	Principles of Environmental Protection	
ENVC 2452/EC 452	Principles of Facility Energy Management	

TOTAL CREDITS REQUIRED FOR CERTIFICATE **21**

Certificate in HEATING EQUIPMENT TECHNICIAN

Advances in heating equipment, and an increased emphasis on energy conservation and pollution control, have created a need for well-trained, technically qualified service technicians. Students begin the program by learning the underlying principles of heat transfer, and advance to upper-level courses where they learn combustion processes, hydronic systems design, sizing and selection of pumps and domestic hot water systems, wiring practices, testing, service and adjustment of oil and gas-fired heating systems.

REQUIRED COURSES IN THE MAJOR		Credits
ENVC 1110/EC 110	Principles of Air Conditioning I	3
ENVC 1111/EC 111	Air Conditioning Systems Laboratory I	1
ENVC 1120/EC 120	HVAC Systems Graphics	2
ENVC 1210/EC 210	Combustion Processes and Equipment	3
ENVC 1211/EC 211	Heating Systems Laboratory	1
ENVC 1220/EC 220	Hydronic Systems Design	3
ENVC 1250/EC 250	Fire Protection, Plumbing and Electrical Systems for Buildings	3
TOTAL CREDITS REQUIRED FOR CERTIFICATE		16

Certificate in BUILDING/HOUSING SUPERINTENDENT TECHNOLOGY

This 30-credit certificate program in Building/Housing Superintendent Technology prepares students to operate, maintain and manage multi-family residential buildings. Graduates can have careers as superintendents, assistant superintendents, directors of maintenance, maintenance mechanics, building managers, building services contractors, building custodians and building owners.

The Building/Housing Superintendent curriculum encompasses heating, boilers and combustion of fuels, building maintenance and repair, operation of building mechanical systems, electrical systems and multi-family building management, sanitation and codes.

Classroom lectures and demonstrations give a solid theoretical foundation. Intensive practical training is presented in modern and well-equipped air conditioning, combustion and tool skills laboratories.

Graduates and undergraduates from other institutions can transfer to City Tech's Superintendent Technology program. The College grants credit for general education courses and for technical courses that are similar in content to building/housing superintendent technology.

REQUIRED COURSES IN THE MAJOR		Credits
SUPT 1103/SU 103	Building/Housing Superintendent Carpentry Laboratory	1
SUPT 1104/SU 104	Multi-Dwelling Management, Sanitation and Codes	3
SUPT 1206/SU 206	Building/Housing Superintendent Plumbing Laboratory	1
SUPT 1261/SU 261	Building Maintenance and Repair Laboratory	2
ENVC 1110/EC 110	Principles of Air Conditioning I	3
ENVC 1111/EC 111	Air Conditioning Systems Laboratory I	1
ENVC 1120/EC 120	HVAC Systems Graphics	2
ENVC 1210/EC 210	Combustion Processes and Equipment	3
ENVC 1211/EC 211	Heating Systems Laboratory	1
ENVC 1250/EC 250	Fire Protection, Plumbing and Electrical Systems for Buildings	3
Subtotal		20
OTHER REQUIRED COURSES		
ENG 1101/EG 101	English Composition I	3
MAT 1175/MA 175	Fundamentals of Mathematics	4
BS/SS ¹	Behavioral Science/Social Science	3
Subtotal		10
TOTAL CREDITS REQUIRED FOR CERTIFICATE		30

¹ See page 37 for a detailed explanation of core-required courses and categories.

COURSES:

ENVC 1110/EC 110 Principles of Air Conditioning I

3 cl hrs, 3 cr

An introductory lecture course which teaches the basic principles, equations and analytical approaches used in the design of air conditioning systems. Students learn the physical principles of work, power, energy, pressure, specific volume, density, heat and enthalpy. They learn fundamental properties of steam and air, the pressure-temperature relationships of gases, basic principles of hot water and steam heating systems, and procedures for calculating heat losses from buildings.

Prerequisite: None

ENVC 1111/EC 111 Air Conditioning Systems Laboratory I

3 lab hrs, 1 cr

An introductory laboratory course in which students become familiar with piping, tubing, ductwork, soldering,

brazing, swaging, threading and flaring. Different types of gauges, manometers, measuring and testing instruments will be used to measure air velocity, pressures and densities of substances. Elements of electricity, basic electrical control circuits and electrical test instruments will be introduced.

Prerequisite: None

ENVC 1120/EC 120 HVAC Systems Graphics

1 cl hr, 2 lab hrs, 2 cr

A drafting course designed to train students to read and represent graphically in the heating, ventilating and air conditioning field. They learn to letter, draw linework, 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: None

**ENVC 1210/EC 210
Combustion Processes
and Equipment***3 cl hrs, 3 cr*

A lecture course which teaches the design and operation of combustion equipment and boilers. Students learn the properties and handling of fuels, the chemistry of combustion, flame safety controls, boiler design and rating, gas and oil burners, boiler maintenance and safety, design of breeching and stacks, and the control of air pollution caused by combustion.

*Prerequisite: ENVC 1110/EC 110***ENVC 1211/EC 211
Heating Systems Laboratory***3 lab hrs, 1 cr*

A laboratory course in which students work on oil burners, gas burners, steam and hydronic boilers, draft and combustion efficiency testing, boiler and burner safety and operating controls, reading control wiring diagrams and wiring electrical control components. Individual reports are required for each laboratory exercise.

*Prerequisite: ENVC 1111/EC 111; corequisite: ENVC 1210/EC 210***ENVC 1220/EC 220
Hydronic Systems Design***2 cl hrs, 2 lab hrs, 3 cr*

A theory, design and drafting course that teaches the procedures used in designing, analyzing and laying out hydronic systems.

Students learn how to calculate the heating load of a building and piping friction losses, and the design criteria for boilers, convectors, valves, pumps and compression tanks. Students do design projects, including the drafting and designing of a complete hydronic system.

*Prerequisites: ENVC 1110/EC 110, ENVC 1111/EC 111, ENVC 1120/EC 120***ENVC 1250/EC 250
Fire Protection, Plumbing
and Electrical Systems
for Buildings***3 cl hrs, 3 cr*

A lecture course that surveys selected features and code requirements of building fire protection, plumbing and electrical systems. Students learn the basic principles of building fire safety, with regard to building construction and means of egress, fire and smoke detection systems, sprinkler and standpipe systems and building fire safety personnel. The

plumbing section of the course provides the student with information on plumbing system design, and how to determine the capacity and size of water supply and sanitary piping. Lighting design and selection, wiring and codes are covered in the electrical systems portion of the course.

*Prerequisites: ENVC 1110/EC 110, ENVC 1120/EC 120; pre- or corequisite: ENVC 1211/EC 211***ENVC 2311/EC 311
Refrigeration Laboratory I***3 lab hrs, 1 cr*

A laboratory course in which students receive experience in installing, operating and maintaining refrigeration equipment. They learn methods of joining piping and tubing; compressor assembly and disassembly; use of analog and digital temperature and pressure instrumentation; and procedures for recovery, evacuation and charging of refrigeration systems under EPA guidelines. The final project requires students to work as team members to assemble, wire and install a complete refrigeration system. Individual reports are required for each laboratory exercise.

*Pre- or corequisite: ENVC 2312/EC 312***ENVC 2312/EC 312
Principles of Refrigeration***3 cl hrs, 3 cr*

A lecture course that covers refrigeration theory, applications, equipment and systems. Students learn the properties of various refrigerants, temperature-pressure relationships of saturated vapors, compression refrigeration and heat pump cycles, operating principles of compressors, characteristics of evaporators and condensers, refrigerant flow control devices, applications of pressure-enthalpy diagrams of refrigerants, cooling tower theory and operation, selection and matching of refrigeration system components, and the operation and uses of absorption refrigeration systems.

*Prerequisite: ENVC 1110/EC 110***ENVC 2321/EC 321
Air Conditioning
Systems Laboratory II***3 lab hrs, 1 cr*

A laboratory course that teaches methods to evaluate the performance of air handling and air conditioning systems. Students learn how to use a sling psychrometer,

balometer, pitot tube and draft gauge, Anor Velometer, anemometers, computer data loggers and sound level meters. They are introduced to operating, testing and calibrating procedures for HVAC system pneumatic controls. Students will work with different types of air conditioning equipment, from residential and small commercial split and packaged air conditioning and heat pump systems, to a larger chilled water system, which uses a cooling tower and chilled water distribution to separate air handlers. Students write individual laboratory reports on the performance testing of ducts, diffusers, controls and air conditioning systems.

*Prerequisites: ENVC 1110/EC 110, ENVC 1111/EC 111; pre- or corequisite: ENVC 2322/EC 322***ENVC 2322/EC 322
Principles of Air
Conditioning II***3 cl hrs, 3 cr*

A lecture course that teaches psychrometrics and cooling load calculation methodologies. Students learn to use psychrometric charts to determine the properties of air at various conditions, and the sensible and latent energy changes required to maintain specified comfort levels in occupied spaces. They also learn to calculate cooling loads, using both computerized modeling software and manual methods in accordance with accepted industry practices.

*Prerequisite: ENVC 1110/EC 110***ENVC 2340/EC 340
Air Conditioning
Systems Design***2 cl hrs, 2 lab hrs, 3 cr*

A computerized drafting and design course that teaches the procedures used in designing, analyzing and laying out air handling systems. Students learn to perform the calculations and analyses necessary to size ducts and accessories, determine pressure drops, lay out mechanical equipment rooms, specify fans and select diffusers and registers. They utilize AutoCad Computer-Aided Design and Drafting software to complete their drawing and design projects.

*Prerequisites: ENVC 1110/EC 110, ENVC 1120/EC 120; pre- or corequisite: ENVC 2322/EC 322***ENVC 2411/EC 411
Refrigeration Laboratory II***3 lab hrs, 1 cr*

A laboratory course in which students continue their experience in installing, operating and maintaining refrigeration equipment. They learn how to install refrigeration electrical controls and motors, procedures for testing and troubleshooting electrical systems, and how to operate chilled water systems. Individual reports are required for each laboratory exercise.

*Prerequisites: ENVC 2311/EC 311, ENVC 2312/EC 312***ENVC 2420/EC 420
Principles of HVAC
Systems Controls***3 cl hrs, 3 cr*

A lecture course that introduces the principles of HVAC control systems design. Students are introduced to the theory of control and learn the methods of control of air conditioning, heating and refrigeration systems. They study HVAC control instrumentation, control devices, pneumatic control systems and electric and electronic control systems.

*Prerequisite: ENVC 2322/EC 322***ENVC 2421/EC 421
Air Conditioning Systems
Laboratory III***2 cl hrs, 2 lab hrs, 3 cr*

A laboratory course in which students perform evaluations of chilled water air conditioning systems, cooling tower water treatments and indoor air quality. They learn the operation of boilers with dual fuel burners, and hydronic heating systems. Also included are computerized HVAC Direct Digital Control systems, and acoustic and vibration analysis of mechanical equipment. Individual laboratory reports are required.

*Prerequisites: ENVC 2321/EC 321, ENVC 2322/EC 322***ENVC 2432/EC 432
Advanced Air Conditioning
Systems Design***2 cl hrs, 2 lab hrs, 3 cr*

An advanced theory and design course in which students specify and design a complete heating, air conditioning and ventilation system. Students calculate heating and cooling loads, write specifications, utilize building and energy codes, determine ventilation requirements, and specify mechanical systems and integrate them with the building

construction. AutoCad and computerized load calculation software are utilized.

Prerequisites: ENVC 1220/EC 220, ENVC 2322/EC 322, ENVC 2340/EC 340, MAT 1275/IMA 275

ENVC 2436/EC 436 HVAC Systems Cost Estimating

3 cl hrs, 3 cr

A lecture course that teaches how to estimate the costs of HVAC systems. Students learn the different types of estimates, estimating forms and methods, and company overhead, mark-up, and budget prices. They also learn to estimate the costs of mechanical heating and cooling equipment, fans and blowers, cooling towers, pumps, tanks, piping, ductwork, air distribution devices, insulation, HVAC system controls and electrical power wiring. Students will be required to complete a cost estimate for an entire air conditioning system project.

Prerequisites: ENVC 1210/EC 210, ENVC 1220/EC 220, ENVC 2340/EC 340, MAT 1275/IMA 275; *corequisites:* ENVC 2420/EC 420, ENVC 2432/EC 432

ENVC 2442/EC 442 Principles of Environmental Protection

3 cl hrs, 3 cr

A lecture course that covers the sources and control of air pollution caused by oil burners and incinerators, indoor air quality and noise control in HVAC systems. Students learn how residual oil burners are operated, controlled and maintained to minimize air pollution. They also learn how indoor air quality is maintained by HVAC systems and how an indoor air quality investigation is planned and performed. Basic acoustic terminology is also covered, along with sound level measurement procedures and noise control codes. Students complete term projects.

Prerequisites: ENVC 1210/EC 210, ENVC 1211/EC 211, ENVC 2321/EC 321

ENVC 2452/EC 452 Principles of Facility Energy Management

3 cl hrs, 3 cr

A lecture course in which students are taught the management tools and procedures which will enable them to track and control energy consumption in a large facility. The energy use characteristics of many

types of facilities will be covered and analyzed. The course also provides students with the ability to perform an energy audit and to successfully implement a facility energy conservation program. Students will be required to assemble an energy conservation plan for a building and write a report as their final project.

Prerequisites: ENVC 1210/EC 210, ENVC 1250/EC 250, ENVC 2322/EC 322, ENVC 2340/EC 340

ENVC 2900/EC 900 Internship

3 cr

120 hours of work experience in a heating, ventilating and air conditioning company, consulting engineering firm, or other related industry organization approved by the advisor. Each student will keep a log/journal to be shared in group seminars. Supervision will be by faculty and by a supervisor at the internship site.

Prerequisites: ENVC 2340/EC 340, ENVC 2321/EC 321

FMGT 3510/FM 510 Financial Analysis for Facilities Managers I

3 cl hrs, 3 cr

This course will teach students how to analyze and report on a facility's financial performance. Topics include revenue, operating and capital budgets and the use of tax incentives for financing facilities development. Present value techniques for analyzing a facility's long-term financing options and for evaluating capital improvement projects will also be covered. The use of computers to perform financial analyses is required.

Prerequisite: MAT 1275/IMA 275

FMGT 3520/FM 520 Anatomy of a Building

3 cl hrs, 3 cr

This course will provide students with a systems perspective of facilities. Students will view buildings as a synthesis of interrelated and dependent systems, and observe these systems at various stages throughout their rated life to see the effects of aging, wear and maintenance on their performance. Students will also examine the characteristics that are typical of different types and ages of buildings.

Prerequisite: ENVC 1250/EC 250 or CMCE 2419/CT 419 or ARCH 2370/IAR 370 or equivalent

FMGT 3610/FM 610 Project Management for Facilities Managers

3 cl hrs, 3 cr

An introduction to the procedures for project management. How to maintain control of time and cost, allocate labor and other personnel effectively and apply these principles to actual situations. How computers are used to effectively manage projects is emphasized.

Prerequisite: FMGT 3510/FM 510

FMGT 3620/FM 620 Building Systems I

3 cl hrs, 3 cr

This course will teach students the fundamentals of utility services, costs, incoming power distribution systems, electrical maintenance and lighting systems. Topics covered will include rate classifications, service protection, uninterruptible and emergency power supplies, co-generation systems, electrical distribution equipment and alternatives to existing utilities and vendors.

Prerequisite: FMGT 3520/FM 520

FMGT 3640/FM 640 Principles of Facilities Management

3 cl hrs, 3 cr

Through case studies, students will learn the diverse skills that facilities managers must have to successfully fulfill their responsibilities in a variety of settings; commercial, institutional, health care, residential, governmental. This course will also prepare them to develop plans for the repair or replacement of a major building system, understand the impact of government regulations on the operation of a facility, and keep abreast of the technical changes affecting the facilities management industry.

Prerequisites: FMGT 3510/FM 510, FMGT 3520/FM 520

FMGT 4710/FM 710 Financial Analysis for Facilities Managers II

3 cl hrs, 3 cr

Students learn how to analyze expenses, identify controllable items, make comparisons to benchmark standards, establish achievable targets and develop and manage a cost control program. Examples of proven cost saving techniques will be used and the net effect upon the short- and long-term profitability and value of a facility will be determined. Topics covered will include energy costs,

telecommunications costs, insurance premiums, labor costs and taxes.

Prerequisite: FMGT 3510/FM 510

FMGT 4720/FM 720 Building Systems II

3 cl hrs, 3 cr

Students will become familiar with facility management and building management computer systems, voice and data telecommunications systems, networking systems and the supporting infrastructure for all of these systems. They will also be taught the fundamentals of disaster planning, emergency management, environmental strategies, and the issues which need to be addressed in planning for common and extraordinary occurrences that affect buildings.

Prerequisite: FMGT 3520/FM 520

FMGT 4740/FM 740 Personnel Relations

3 cl hrs, 3 cr

The management principles and practices involved in maintaining productive relationships with personnel will be emphasized. Students will understand the leadership role of the facilities manager, learn how to work effectively within the structure of organizations, and develop the techniques that are used to make successful presentations to staff and higher levels of management. Topics covered will also include conflict resolution techniques, personnel management and training, work rules, OSHA and other labor laws and the collective bargaining process.

Prerequisite: FMGT 3510/FM 510

FMGT 4750/FM 750 Mechanical Systems Operation and Maintenance I

3 cl hrs, 3 cr

Heating, domestic hot water and other ancillary systems in residential, commercial and institutional buildings. Study of computerized and manual techniques for managing, operating and maintaining these systems. Topics covered will include preventive maintenance, work orders, staff scheduling, diagnostic techniques, types of burners and boilers, heat distribution systems, direct and indirect fired domestic hot water systems and vertical transportation systems.

Prerequisite: FMGT 3520/FM 520

**FMGT 4760/FM 760
Construction Planning
and Management I***3 cl hrs, 3 cr*

Introduction to the basic principles of construction management. The relationship of the owner, designer and contractor in the construction process is discussed in detail. The main parts of a building contract are studied. This course emphasizes the role of the engineer, the on-site inspector and the superintendent. The fundamentals of the Critical Path Method and computer programs used in construction will be covered.

*Prerequisite: FMGT 3610/FM 610***FMGT 4770/FM 770
Urban Housing Management I***3 cl hrs, 3 cr*

This course shows students how the relationships between tenants, owners, managers, banks, lenders, regulatory agencies and community groups affect urban housing management. Topics covered will include financial management, how to meet the immediate housing needs of tenants, how to provide a secure and habitable community, how facility managers can provide leadership and the different types of property and ownership. Term projects are required.

*Prerequisites: FMGT 3510/FM 510, FMGT 3520/FM 520***FMGT 4780/FM 780
Programming and
Introduction to Space
Planning***2 cl hrs, 2 lab hrs, 3 cr*

Lecture and design course presenting procedures for programming a facility renovation, expansion or relocation. Introduction to space planning. Topics covered include procedures for determining if a facility renovation is necessary, roles and responsibilities of project management and management review teams, preparation of preliminary floor plans, establishment of space standards and basic design elements, workstations, space requirements questionnaires, blocking plans and stacking plans. Term projects are required.

*Prerequisites: FMGT 3610/FM 610, FMGT 3620/FM 620***FMGT 4850/FM 850
Mechanical Systems
Operation and Maintenance II***3 cl hrs, 3 cr*

Air conditioning, refrigeration and ventilation systems in residential, commercial and institutional facilities. Use of computerized and manual techniques for managing, operating and maintaining these systems. Topics covered will include preventive maintenance, compression and absorption refrigeration systems, air handling refrigeration systems, air handling systems, cooling towers and high-pressure boilers.

*Prerequisite: FMGT 4750/FM 750***FMGT 4860/FM 860
Construction Planning and
Management II***3 cl hrs, 3 cr*

The main parts of a building contract and the details of the relationships between the owner, designer and contractor in the construction process will be discussed. Bidding documents, financing, bonds, insurance and inspection as they relate to the construction industry will be covered.

*Prerequisite: FMGT 4760/FM 760***FMGT 4870/FM 870
Urban Housing Management II***3 cl hrs, 3 cr*

A course in multi-family housing management that addresses the particular needs and concerns of urban housing, regarding capital planning, resource allocation, operations and maintenance and security. Students learn how to comply with government agency regulations, complete reporting forms, follow procedures for filings and hearings, and manage the maintenance of multi-family housing mechanical, electrical and plumbing systems. Management techniques for avoiding and resolving conflicts with tenants by providing timely service, maintenance and repairs will also be covered. Term project reports are required.

*Prerequisite: FMGT 4770/FM 770***FMGT 4880/FM 880
Space Planning***2 cl hrs, 2 lab hrs, 3 cr*

Lecture and design course presenting procedures for space planning for a facility renovation, expansion or relocation. Topics covered include scheduling and budgeting, schematic design, design

development and preparation of construction documents.

*Prerequisites: FMGT 4780/FM 780 or ARCH 1111/AR 111, ARCH 3561/AR 561***FMGT 4900/FM 900
Internship Project***3 cl hrs, 3 cr*

120 hours of work experience in a facilities management organization or any related industry organization approved by the advisor. Each student will keep a log/journal to be shared in group seminars. Supervision will be by faculty and by a supervisor at the internship site. The program faculty will determine if students will be required to take FM 900 or FM 902. Those without sufficient experience in the facilities management field will take FM 900. All others will take FM 902.

*Prerequisites: FMGT 2610/FM 610, FMGT 3710/FM 710, FMGT 3720/FM 720***FMGT 4902/FM 902
Special Projects in Facilities
Management***3 cl hrs, 3 cr*

Projects, supervised by a faculty advisor, that are chosen for their special interest to students and their relevance to facilities management. Examples of individual projects are: developing maintenance, energy conservation, or emergency management plans for a facility; studying the effect of variable air volume systems on indoor air quality; and determining the effect of utility deregulation on the costs of operating buildings. An example of a group project would be two to four students from different disciplines preparing an assessment and capital improvement plan for a facility. The program faculty will determine if students will be required to take FM 900 or FM 902. Those without sufficient experience in the facilities management field will take FM 900. All others will take FM 902.

*Prerequisites: FMGT 2610/FM 610, FMGT 3710/FM 710, FMGT 3720/FM 720***SUPT 1103/SU 103
Building/Housing
Superintendent
Carpentry Laboratory***3 lab hrs, 1 cr*

This course introduces students to basic carpentry techniques, both new construction and repairs, typically employed in maintaining multi-dwelling buildings. Students

become familiar with basic carpentry tools and their usage, e.g., tools for fastening, cutting, drilling holes, layout and gauging and clamping; wood construction materials and their appropriate usage; wall and ceiling construction and repair, e.g., drywall, wood and lathe walls; installation of interior and exterior doors and lock sets; and finished carpentry.

*Prerequisite: None***SUPT 1104/SU 104
Multi-Dwelling
Management, Sanitation
and Codes***3 cl hrs, 3 cr*

A lecture course that surveys the City of New York Housing Maintenance Code, the New York State Multiple Dwelling Law and other codes, laws and regulatory agencies that affect the role and functions of building superintendents. Employee management, contracting, purchasing and record keeping are also covered. The instructor demonstrates the operation and repair of key multi-dwelling building components and equipment.

*Pre- or corequisite: ENG 092R/DR 092 or ESOL 031W/EL 031 or their equivalents***SUPT 1206/SU 206
Building/Housing
Superintendent Plumbing
Laboratory***3 lab hrs, 1 cr*

This course introduces students to components of the plumbing systems of buildings. The installation and repair of water closets, tubs, faucets, mixing valves and drain cleaning are included in the course.

*Prerequisite: ENVC 1111/EC 111***SUPT 1261/SU 261
Building Maintenance
and Repair Laboratory***1 cl hr, 2 lab hrs, 2 cr*

This course introduces students to the procedures used to maintain and repair both interior and exterior components of buildings. The maintenance and repair of electrical systems, lighting systems, fire protection systems, room air conditioners, valves, door systems and locks, windows, exterior walls and roofs are included in the course.

Prerequisite: ENVC 1111/EC 111

Mechanical Engineering Technology

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PROGRAMS:

Mechanical Engineering Technology/AAS
Industrial Design Technology/AAS

FACULTY:

Assoc Profs: Berri, Vaisman, Zhang
Asst Profs: Brahimi
Instructor: Gailani
CLTs: Bennani, Martinez

Associate in Applied Science in MECHANICAL ENGINEERING TECHNOLOGY

The Mechanical Engineering Technology program, accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET), provides the fundamental knowledge and skills necessary for success in a broad range of technical careers. A balanced curriculum provides a solid foundation in the scientific and mathematical principles on which mechanical design is based, as well as ample hands-on experience in our well-equipped laboratories. Since no design can succeed in today's competitive environment unless it can be manufactured economically, studies in machine design, advanced solids modeling, applied mechanics, production methods and CNC/rapid prototyping (CAD/CAM) are integrated into the program. To prepare students for the rapid pace of technological change in the workplace, the program seeks to develop the kinds of creative design and problem-solving capabilities, which never become obsolete.

Mechanical engineering technology graduates find employment in industrial product design; automotive industry; implementation and operation; aerospace; mass-transit or marine vehicle design and production; design and construction of power generating stations; manufacturing industry; or public utility system planning and operation. Graduates may be employed as mechanical designers, engineering aides, robotics applications and service technicians, plant layout and production planning assistants, metallurgical technicians and materials testing technicians or in other similar capacities. Employers of graduates of this program include NASA/Columbia University Astrophysics Laboratory, Con Edison, Keyspan, Verizon, Electrotech Service Equipment, Karp Associates Inc, Mazak Co, Scott Jordan Furniture Inc, Comco Plastics Inc, Metallized Carbon Co, Research laboratories, Architecture and Construction companies and NYC Department of Environmental Protection.

Graduates of the curriculum may proceed directly into a bachelor's degree program in engineering technology, such as the program offered by SUNY Farmingdale in manufacturing engineering technology and by City Tech's Computer Engineering Technology department, formerly called electromechanical engineering technology.

Alternatively, graduates may wish to pursue a bachelor's degree in engineering or engineering science available at a number of senior colleges around the metropolitan area. Transfer credits granted will depend on the policies and requirements of the individual institution.

REQUIRED COURSES IN THE MAJOR

		Credits
MECH 1101/MT 101	Manufacturing Processes Laboratory	1
MECH 1201/MT 201	Computer-Aided Manufacturing Systems	3
MECH 1222/MT 222	Computer-Aided Engineering Graphics	2
MECH 1233/MT 233	Statics and Strength of Materials	3
MECH 1240/MT 240	Computer Applications in Mechanical Engineering Technology	2
MECH 2322/MT 322	Engineering Materials	3
MECH 2333/MT 333	Strength of Materials II	3
MECH 2335/MT 335	Kinematics and Dynamics of Machines	3
MECH 2410/MT 410	Machine Design	4
	or	
MECH 2900/MT 900.1	Internship to Mechanical Engineering Technology	4
MECH 2426/MT 426	Materials Testing Laboratory	1
MECH 2430/MT 430	Thermodynamics	3
IND 1112/DD 112	Engineering Drawing I	2
IND 2304/DD 304	Advanced Solids Modeling	2
	Subtotal	32

OTHER REQUIRED COURSES

ENG 1101/EG 101	English Composition I (core)	3
EET 1122/ET 162 ¹	Networks I	4
MAT 1375/MA 375 ¹	Precalculus (core)	4
MAT 1475/MA 475	Calculus I	4
PHYS 1433/SC 433 ²	Physics 1.2 (core)	4
PHYS 1434/SC 434	Physics 2.2	4
COMM ²	ENG 1121/EG 121 or ENG 1133/EG 133	3
LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3
	Subtotal	32

TOTAL CREDITS REQUIRED FOR THE DEGREE

64

¹ May require preparatory coursework. Students without requisite mathematics preparation will be required to take up to 8 credits of additional math coursework. Students without prerequisites for EET 1122/ET 162 may need up to 8 additional credits.

² See page 37 for a detailed explanation of core-required courses and categories.

Associate in Applied Science in MECHANICAL ENGINEERING TECHNOLOGY

Curriculum by Semester

The College will grant an associate in applied science degree (AAS) with a major in mechanical engineering technology upon satisfactory completion of the required 64 credits listed.

FIRST SEMESTER		Credits
MECH 1101/MT 101	Manufacturing Processes Laboratory	1
IND 1112/DD 112	Engineering Drawing I	2
MAT 1375/MA 375 ¹	Precalculus	4
ENG 1101/EG 101	English Composition I	3
PHYS 1433/SC 433	Physics 1.2	4
Subtotal		14
SECOND SEMESTER		Credits
MECH 1201/MT 201	Computer-Aided Manufacturing Systems	3
MECH 1222/MT 222	Computer-Aided Engineering Graphics	2
MECH 1233/MT 233	Statics and Strength of Materials	3
MECH 1240/MT 240	Computer Applications in Mechanical Engineering Technology	2
MAT 1475/MA 475	Calculus I	4
COMM	ENG 1121/EG 121 or ENG 1133/EG 133	3
Subtotal		17
THIRD SEMESTER		Credits
IND 2304/DD 304	Advanced Solids Modeling	2
MECH 2322/MT 322	Engineering Materials	3
MECH 2333/MT 333	Strength of Materials II	3
MECH 2335/MT 335	Kinematics and Dynamics of machines	3
PHYS 1434/SC 434	Physics 2.2	4
Subtotal		15
FOURTH SEMESTER		Credits
MECH 2410/MT 410	Machine Design	4
MECH 2900/MT 900.1	Internship to Mechanical Engineering Technology	4
MECH 2426/MT 426	Materials Testing Laboratory	1
MECH 2430/MT 430	Thermodynamics	3
EET 1122/ET 162	Networks I	4
LAP ²	Literature/Aesthetics/Philosophy	3
BS/SS ²	Behavioral Science/Social Science	3
Subtotal		18
TOTAL CREDITS REQUIRED FOR THE DEGREE		64

¹ May require preparatory coursework. Students without requisite mathematics preparation will be required to take up to 8 credits of additional math coursework. Students without prerequisites for EET 1122/ET 162 may need up to 8 additional credits.

² See page 37 for a detailed explanation of core-required courses and categories.

Associate in Applied Science in INDUSTRIAL DESIGN TECHNOLOGY

The Industrial Design Technology (IND) program is designed to provide students with a wide variety of valuable skills enabling them to utilize a number of 2D, 3D and animation/simulation software packages in several diverse fields. Job titles for graduates of this program include, design manager, animation developer, industrial design systems manager, industrial product designer, project manager, CAD/CAM programmer and mechanical designer.

The core of the program is a sequence of courses in CAD, beginning with the fundamental concepts of orthographic projection. Students begin to utilize CAD in the first and second semesters of a sequence with an emphasis on three-dimensional design. In the third semester, students learn industrial design processes and animation. They also learn to utilize CAD and other design software to produce technical illustrations, which can be integrated into conventional computer-based publications. In the final semester, students learn to utilize one or more additional CAD software packages appropriate to industrial product design and to transfer CAD data to computer-aided manufacturing (CAM) systems. They learn to apply engineering design methodologies to real-world engineering problems, using computer simulation and animation.

Building on the fundamental concepts of mathematics and physics, the program also develops the student's creative problem-solving capabilities with courses in strength of materials and computer programming. In addition, a course in engineering materials gives the student a storehouse of practical knowledge about the behavior of materials. Finally, a course in industrial design processes provides students with an opportunity to utilize all of these capabilities to carry out original design projects, similar to those encountered in industry.

Employers of graduates of this program include industrial product design companies, automotive industry, aerospace industry, architecture and construction companies, Scott Jordan Furniture Inc, Con Edison, Keyspan, Verizon, Comco Plastics Inc, Metallized Carbon Co. and the New York City Department of Environmental Protection.

While the primary purpose of this program is to prepare students for employment, graduates may transfer to a variety of four-year degree programs in technology, industrial design or other fields. Program graduates are eligible for the bachelor of technology in computer engineering technology (formerly called electromechanical

engineering technology) offered at City Tech. Students considering transfer to other colleges are urged to consult with the program coordinator or other faculty members as soon as possible, in order to select courses which will provide the maximum possible number of potential transfer credits. In all cases, actual transfer of credit depends on the policies of the receiving institution.

REQUIRED COURSES IN THE MAJOR:		Credits
IND 1112/DD 112	Engineering Drawing I	2
IND 2313/DD 213	Industrial Design I	2
IND 2304/DD 304	Advanced Solids Modeling	2
IND 2305/DD 305	Industrial Management	2
IND 2340/DD 340	Engineering Structures	2
IND 2401/DD 401	Design for Product Manufacturing	2
IND 2406/DD 406	CAD Plant Layout	2
IND 2410/DD 410	Industrial Design II	3
IND 2420/DD 420	Engineering Animation and Presentation	2
MECH 1101/MT 101	Manufacturing Processes Laboratory	1
MECH 1201/MT 201	Computer-Aided Manufacturing Systems	3
MECH 1222/MT 222	Computer-Aided Engineering Graphics	2
MECH 1233/MT 233	Statics and Strength of Materials	3
MECH 1240/MT 240	Computer Applications in Mechanical Engineering Technology	2
MECH 2322/MT 322	Engineering Materials	3
Subtotal		33
OTHER REQUIRED COURSES		
ENG 1101/EG 101	English Composition I	3
MAT 1275/MA 275	College Algebra and Trigonometry	4
MAT 1375/MA 375	Precalculus	4
PHYS 1433/SC 433	Physics 1.2	4
COMM ¹	Communications	3
LAP ¹	Literature/Aesthetics/Philosophy	3
BS/SS ¹	Behavioral Science/Social Science	6
Subtotal		27
TOTAL CREDITS REQUIRED FOR THE DEGREE		60

¹ See page 37 for a detailed explanation of core-required courses and categories.

COURSES:

IND 1112/DD 112 Engineering Drawing I*

1 cl hr, 3 lab hrs, 2 cr

Introduction to CAD working environment, basic 2-D geometric construction and orthographic projections, utilizing CAD systems.

Prerequisite: None

* Credit by examination, for those with appropriate experience, available for this course with department approval required

IND 2313/DD 213 Industrial Design I

2 cl hrs, 3 lab hrs, 2 cr (fall only)

This course introduces students to the field of industrial design. It provides a framework for the development of design methodology. Students will use computers to create visual features of forms, configurations, patterns and ornaments involved in the product design. Emphases will be placed on the multidisciplinary approach and the integration of design and engineering. Students are required to utilize the knowledge they gained to produce various design projects.

Prerequisites: MAT 1175/MA 175, IND 1112/DD 112

IND 2304/DD 304 Advanced Solids Modeling

1 cl hr, 3 lab hrs, 2 cr

Advanced modeling-applications of design software in product design. Creation of 3-D surfaces and solids from primitive shapes. Mass and surface areas are computed.

Products designed by the student are rendered and shaded, using CAD software. Data file conversions are developed for CNC application.

Prerequisite: MECH 1222/MT 222

IND 2305/DD 305 Industrial Management

2 cl hrs, 2 cr (fall only)

Management of modern industrial establishments; costing, product development, research and design for manufacturing, as components of the industrial enterprise as a whole. Introduction to computer-managed production systems.

Prerequisite: None

IND 2340/DD 340 Engineering Structures

1 cl hr, 2 lab hrs, 2 cr (fall only)

This course will introduce students to the engineering structures used in building, roadway and bridge

constructions as well as those used in mechanical systems. First, students will be exposed to different types of structures and the corresponding loadings that they carry. Then, students will perform basic analysis on key structural components. Emphasis will be placed on the practical applications of the structures in each engineering field. Finally, students will produce design drawings using CAD software in major areas of engineering structures.

Prerequisites: MECH 1222/MT 222, MECH 1233/MT 233

IND 2401/DD 401 Design For Product Manufacturing

1 cl hr, 3 lab hrs, 2 cr (spring only)

A course on the methods and tooling required for modern product manufacturing. Computer-aided design of cutting tools, jigs, fixtures, dies and specialized tooling will be explored. Computer-aided manufacturing CAM/Computer-integrated manufacturing CIM will be introduced.

Prerequisites: MECH 1222/MT 222, MECH 1233/MT 233, MECH 2322/MT 322

IND 2406/DD 406 CAD Plant Layout

1 cl hr, 3 lab hrs, 2 cr (spring only)

Applications of CAD software in industrial plant design. Creation of 2-D floor layouts with consideration given to production quantities, material flow, inventory control, personnel requirements, environmental conditions and restraints, heating and lighting, equipment specifications. Alternate equipment placement configurations are developed to meet changing production needs. The student utilizes CAD software to develop the concepts and completes the term project with a 2-D plant layout and a 3-D rendering of the required facility.

Prerequisites: MECH 1201/MT 201, MECH 1222/MT 222

IND 2410/DD 410 Industrial Design II

2 cl hrs, 2 lab hrs, 3 cr (spring only)

Continuation of IND 2313 Industrial Design I. This course adopts a hands-on approach to design problems. Students will use CAD/CAE programs to solve industrial design problems. Students will use rendering, shading, texture mapping and animation techniques to simulate effects of

materials, finishes and moving parts related to machine design, civil architectural structures and product development. Students will be introduced to the advanced design features in solid modeling and will utilize the knowledge they gained from statics, strength of materials, material science and structural designs in various design projects.
Prerequisites: IND 2313/DD 213, MECH 1233/MT 233; *pre- or corequisite:* IND 2304/DD 304 and MECH 1240/MT 240

IND 2420/DD 420 Engineering Animation and Presentation

1 cl hr, 2 lab hrs, 2 cr (fall only)
The goal of the course is to apply engineering design methodologies to real-world engineering problems, using the computer as the central design tool, with emphasis on how to effectively test design concepts using computer simulation and animation. Students will learn techniques to present their design ideas through proper rendering of the 3D models. Students shall demonstrate the abilities to design and animate common motions used in mechanical systems as well as in architectural fly-around.
Prerequisites: MECH 1233/MT 233, IND 2304/DD 304

MECH 1101/MT 101 Manufacturing Processes Laboratory

4 lab hrs, 1 cr
The lathe, horizontal and vertical milling machines, drill press and grinder (surface and pedestal). Basic operations performed on these different machine tools provide hands-on experience in basic manufacturing techniques and give students a better understanding of the processes they may eventually be called upon to recommend, design or update.
Prerequisite: None

MECH 1201/MT 201 Computer-Aided Manufacturing Systems

2 cl hrs, 2 lab hrs, 3 cr
A continuation of Industrial Processes with emphasis on semi-production and the function of the methods engineer. Medium run production equipment setup, economy, tolerance, fixtures, CNC programming, using CAD/CAM and related planning are covered. Also covered are press work, time and motion, machinability, feeds, speeds

and job-cost estimating. Students' end-of-term reports include completion of a finished product incorporating modern manufacturing methods.
Prerequisite: IND 1112/DD 112, MECH 1101/MT 101; *pre- or corequisite:* MAT 1275/IMA 275

MECH 1222/MT 222 Computer-Aided Engineering Graphics

1 cl hrs, 3 lab hrs, 2 cr
The application of the principles developed in IND 1112 to more complex detail and assembly drawings. Subject areas covered are: tolerancing for interchangeable manufacturing, design and layout of gears, gear trains, linkages and double auxiliary views. Laboratory work utilizes computer-aided drafting (CAD) systems.
Prerequisite: IND 1112/DD 112; *pre- or corequisite:* MAT 1275/IMA 275

MECH 1233/MT 233 Statics and Strength of Materials

3 cl hrs, 1 lab hr, 3 cr
The foundation for most of the courses in the mechanical engineering technology curriculum and the basis of machine and structural design. Included are the basics in problem-solving, significant figures, dimensional analysis and engineering graphs. In addition, the following are covered in depth: statics, stress and strain, properties of materials, joints, thin-walled pressure vessels, centroid and center of gravity, moment of inertia and beam analysis and design.
Prerequisites: IND 1112/DD 112, MAT 1275/IMA 275

MECH 1240/MT 240 Computer Applications in Mechanical Engineering Technology

1 cl hr, 3 lab hrs, 2 cr
Computer applications in mechanical engineering technology that give the student a working knowledge in using the computer as a tool. The student develops programming skills in a modern high-level programming language and applies these skills in performing engineering and technical calculations, data entry and data retrieval. The computer is also applied as a design tool. The student is introduced to computer graphics and to using the computer as a machine controller.
Prerequisites: IND 1112/DD 112, MAT 1275/IMA 275

MECH 2322/MT 322 Engineering Materials

2 cl hrs, 2 lab hrs, 3 cr
An introduction to physical metallurgy and engineering materials. Structure of materials and their applications. Properties of materials, ferrous and non-ferrous metals, alloys, polymers, ceramics composites, adhesives and lubricants. Heat treatment, cold and hot working, phase diagrams and microstructure. Experiments are performed on hardness, plastic deformation, annealing, nondestructive testing, metallurgy and computer problem-solving.
Pre- or corequisite: PHYS 1433/SC 433 or equivalent

MECH 2333/MT 333 Strength of Materials II

3 cl hrs, 3 cr
A continuation of MT 233 - Statics and Strength of Materials. Topics covered (with computer applications) are review of beam design, torsion, combined stresses, columns, working stresses, sharing and screw fasteners.
Prerequisites: IND 1112/DD 112, MECH 1233/MT 233; *corequisite:* MAT 1375/IMA 375

MECH 2335/MT 335 Kinematics and Dynamics of Machines

2 cl hrs, 2 lab hrs, 3 cr
Introduces students to the concepts of planar mechanisms, such as linkages and cams. Students learn the basic knowledge of velocity, acceleration and force analysis of mechanisms using analytical, experimental and computer methods. They learn Newton's laws, work, energy, impulse, momentum, conservative force fields and impact. Rotation and plane motion of rigid bodies is introduced.
Prerequisites: MECH 1222/MT 222, MECH 1233/MT 233, MECH 1240/MT 240; *corequisite:* MAT 1375/IMA 375

MECH 2410/MT 410 Machine Design

3 cl hrs, 2 lab hrs, 4 cr
Application of basic principles of design and analysis of selected machine elements, such as: brakes, clutches, springs, screws, shafts, bearings, cams, gears and gear trains. Students learn how to design simple and complex mechanical components and systems. The student should be able to synthesize a reasonable solution to a given design problem, analyze the proposed solution, judge its

suitability and produce engineering drawings. End-of-term project with computer-aided oral presentation.
Prerequisites: MAT 1375/IMA 375, IND 2304/DD 304; *corequisites:* MECH 2335/MT 335, MECH 2333/MT 333

MECH 2426/MT 426 Materials Testing Laboratory

2 lab hrs, 1 cr
Physical properties of steel, cast iron, concrete, timber and non-ferrous materials are determined using standard tension, compression, shear, torsion, ductility, bending and hardness tests which are performed in accordance with ASTM standards. Utilization of strain gauges is introduced.
Prerequisites: MECH 1233/MT 233, MECH 1240/MT 240; *pre- or corequisites:* MAT 1475/IMA 475, MECH 2333/MT 333

MECH 2430/MT 430 Thermodynamics

3 cl hrs, 3 cr
Basic concepts of thermal energy conversion. Dual use of S.I. and English engineering units, gas laws, fluid processes, first and second laws of thermodynamics, theoretical cycles, internal combustion engines, gas turbines and jet engines, refrigeration cycles and the heat pump. Heat transfer through radiation, conduction and convection. Computer problem-solving.
Prerequisites: MECH 1233/MT 233, MAT 1375/IMA 375, PHYS 1433/SC 433; *corequisites:* MAT 1475/IMA 475, PHYS 1434/SC 434

MECH 2900/MT 900.1 Internship in Mechanical Engineering Technology

1 cl hr, 8 field hrs, 4 cr
An alternative course to MT 410. Assignment to field work/study situations of approximately nine hours per week at one of the following; a local manufacturer, an engineering research company, or an engineering laboratory. Each student keeps a log/journal to be shared in group seminars and also completes a term report. Supervision by faculty and job supervisors.
Prerequisites: MECH 1201/MT 201, MECH 1222/MT 222, MECH 1240/MT 240

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Brooklyn Bureau of Community Services Inc.

Brooklyn Community Housing and Services Inc.

Brooklyn Developmental Disabilities Center

Brooklyn Domestic Violence Court

Brooklyn Hospital

Brooklyn Residential Center-OCFS

Caribbean Women's Center

Catholic Charities of Brooklyn

Center for Family Life

Chelsea Adult Day Health Center

Cobble Hill Nursing Home

ComAlert

Community Counseling & Mediation

Community Mediation Services, Inc.

Concord Family Services, Inc.

Covenant House

Crown Heights Service Center

Day Top Village

Dominican Sisters Family Health Service

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Family Justice Center

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I.S. 59

I.S. 126 The Albert Shanker School

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Middle School 126

Middle School 352

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New York City Human Resources Administration

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New York University Hospital for Joint Diseases

Office of the District Attorney (Kings County)

Park Slope Shelter

Parkway Hospital

Planned Parenthood

Project Ace (NADAP)

Project Chance

Project Teen Aid

PSCH

P.S. 44

P.S. 137

P.S. 151

P.S. 161

Queens Center for Progress

Queens Village Committee for Mental Health for J-CAP, Inc.

RAICES

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Safe Horizon-Families of Homicide Victims Program

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SCO Family of Services

Self Help Community Services, Inc.

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United Community Centers

Urban Strategies Day Care II

Urban Women's Shelter

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Course Code Conversion Chart

The College will soon institute a new course numbering system. That is, each course currently offered by the College will have a new course number in September 2007. Rather than two letters and three numbers, courses will then have three or four letters and four numbers. For example, EG 101, English Composition, will become ENG 1101. In its course listings, this catalogue lists both course numbers, the new and the old. Printed to the right is a chart listing the new course code prefixes, that will be put in place for September 2007, and the old course code prefixes (the two letters currently at the start of the course number). You may want to use this chart when you are registering for your September 2007 courses, for ease in looking up the courses electronically or for finding them in printed lists.

NEW PREFIXES	OLD PREFIXES
ACC	AC
ADV	AD
AFR	AF
ANTH	AN
ARCH	AR
ARTH	HU
BIO	BY
BUS	BU
CET	EM (BT)
CHEM	CH
CMCE	CT
CMCE	CV
CST	CS
DEN	DH
DPT	DP
ECON	EN
EDU	ED
EET	ET
EMT	EM (AAS)
ENG	EG
ENG	DR
ENT	ST
ENVC	EC
ESOL	EL
FMGT	FM
FREN	FR
GEOG	GE
GOV	GO
GRA	GA
HAS	HL
HEA	HE
HIS	HI
HMG	HM
HUS	HS
IND	DD
LAW	LS
MAT	MA
MECH	MT
MKT	MK
MST	MS
MUS	HU
NUR	NU
PERF	PA
PHIL	PH
PHYS	SC
PSY	PS
PRS	PR
RAD	RT
RESD	DL
SOC	SO
SPA	SP
SPE	TS
STS	AS
SUPT	SU
TCET	TC
THE	TH
VCT	OD

Index

Academic Access 101	63	Collaborative Programs, Office of	67
Academic Advisement	45	College Now	67
Academic Integrity	52	Computer User Responsibilities	53
Academic Departments and Programs	69	College English as a Second Language (CESL)	76
Academic Programs	43	College Laboratory Technicians	224
Academic Progress	23	College Learning Centers	63
Academic Services and Special Programs	63	Computer Engineering Technology Department	168
Academic Standards Policy	31	Computer Literacy Requirement	35
Academic Standards, Policy and Procedures	42	Computer Science	86
Access for Women	65	Computer Systems Technology Department	175
Accident Insurance	68	Construction Management Certificate	184
Accreditation	3	Construction Management Technology	181
Administration	213	Continuing Education, Division of	65, 216
Admissions	8	Continuing Studies Center	65
Adult Learning Center	65	COPE Program	44
Advertising Design and Graphic Arts Department	152	Core Courses by Category	37
Advisory Commissions	225	Counseling and Student Services	44
Affirmative Action Statement	57	Course Code Conversion Chart	231
African-American Studies Department	72	Course Substitution Policy	36
Air Conditioning Equipment Technician	204	CUE Initiative	64
Alcohol and Substance Abuse Counseling Studies (CASAC)	125	CUNY/ACT Skills Assessment Test	12
Alumni Association	7	CUNY Proficiency Examination	12, 35
Apartment House Institute	65	CUNY Testing and Placement Information	12
Appealing a Final Grade	28	Degree Requirements	34
Applied Mathematics, Bachelor of	87	Dental Hygiene Department	111
Arabic	80	Desktop Publishing	157
Architectural Technology Department	163	Disabled Students, Services for	44
Art and Art History	81	Dismissal	32
Arts and Sciences, School of	71	Dropping Courses	26
Arts and Sciences Department		Economics	94
AA Program	84	Education Goals	3
AS Program	84	Education Records and Directory Information under FERPA	60
Associate Degree Core	37	Electrical and Telecommunications Engineering Technology Department	186
Athletics	46	Emeriti Faculty	223
Attendance and Lateness	30	English Department	76
Biological Sciences Department	74	Entertainment Technology Department	196
Baccalaureate Degrees	34	Environmental Control Technology Department	201
Baccalaureate Programs	9	Exemptions from Required Courses	42
Bachelor's Degree Core	37	Facilities Management	202
Bookstore	68	Faculty	216
Brooklyn Educational Opportunity Center (BEOC)	67	Family Educational Rights and Privacy Act (FERPA)	60
Building/Housing Superintendent Technology	205	Fees	14
Business Department	100	Financial Aid/Scholarships	16
Business and Industry Training Center	65	First Year (Freshman) Program	64
Bylaws of CUNY, Article XV—Students	47	Food Services	68
Campus Security and Public Safety	60	Fraudulent Document Submission	11
Campus Services and Facilities	68	Freedom of Information Law	33
Career and Technology Teacher Education Department	104	French	80
Change of Curriculum	10, 32	Foundation	7
Chemistry Department	75	General Education/Core Curriculum	36
Children's Center	45	Government	95
Chinese	80	Grace Gallery	64
City University Bachelor's Program (CUNY BA)	35	Grades	27
Civil Engineering Technology	181	Appeals	18, 28
Clinical Associates	230		

Cumulative Average	29	Public Order, Maintenance of	50
Grade Point Average	28	Latin American Studies	83
Policy on F or D Grades	27	Radiologic Technology and Medical Imaging Department	141
Incomplete Grades	27	Readmission of Students	32
Semester Average	29	Records	32
Graduation, Filing for	36	Recreation	46
Graphic Arts	155	Refund Policy	14
Health Education Courses	126	Registration	26
Health Services Administration Program	114	Religious Beliefs and Attendance	53
Heating Equipment Technician	205	Repeating Courses	27
High School Transitions	66	Residency for Tuition Purposes	25
History	95	Restorative Dentistry Department	145
Honors	29	Scenery Construction	198
Honors Scholars Program	29	Scholarships	25
Hospitality Management Department	116	Second-Degree Students	42
Human Services Department	122	SEEK Program	44
Human Services Field Practicum	230	Senior Citizens	9
Humanities Department	80	Sexual Harassment Policy	57
Immunization Requirements	10	Show Control	198
Impounds	26	Social Science Department	94
Independent Study Course	29	Sociology	98
Industrial Design Technology	210	Sound Systems Technology	197
Information Services Center	45	Spanish	82
International Students	8	Speech	82
Intramurals	46	Student Complaints Policy	47, 58
Introduction to the College	6	Student Conduct Regulations	47
Language Immersion Program	66	Student Health Services Center	46
Leave of Absence	31	Student Lounges	68
Law and Paralegal Studies Department	129	Student Records	32
Liberal Arts and Sciences Programs	84	Student Rights and Responsibilities	47
Library, Urula C. Schwerin	63	Student Support Services Program	44
Lighting Systems Technology	198	Study Abroad Program	10, 17
Lockers	68	Suspension or Dismissal	50
Lost and Found	68	Tech Prep	67
Mathematics Department	86	Technology and Design, School of	151
Mechanical Engineering Technology Department	209	Technology Teacher Education	106
Mission Statement	3	Telecommunications Engineering Technology	187
Music	81	Testing	12
New Student Center	45	Theatreworks	64
New Student Orientation	45	This is City Tech	6
New York State Financial Aid Programs	16	Title IV Appeal Process	18
Non-Degree Students	9	Transcript of Records	32
Non-Discrimination Statement	57	Transfer Credit	42
Nursing Department	134	Transfer Opportunities	42
Participating Agencies	230	Transfer Students	8
PELL Grant, Federal	18	Tuition and Fees	14
Perkins Loan, Federal	19	Undocumented and Out of Status Aliens	14
Permit, Courses on	26	Veterans Tuition Assistance Program	24
Physics Department	92	Vision Care Technology Department	148
Placement Information	12	Withdrawal Procedures	30
Placement Office	45	Workforce Development Center	66
Probation, Academic	32	Workplace Violence Policy and Procedures	61
Professional Studies, School of	99	Work Study, Federal	19
Program Changes	26		
Psychology	97		

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