St. Francis College

Catalogue 1985-1986

Established by the Congregation of the Religious Brothers Third Order Regular of St. Francis Franciscan Brothers

Brooklyn Civic Center
180 Remsen Street
Brooklyn Heights, New York 11201
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Directions to St. Francis College, 180 Remsen St., Brooklyn Heights (1/2 block from Remsen-Court Street intersection)

By Car:
From Manhattan: Brooklyn Bridge to Cadman Plaza West Exit. Turn left. After several blocks Cadman Plaza becomes Court St.
From Queens: Brooklyn Queens Expressway to Cadman Plaza Exit. Same as above.
From Staten Island: Brooklyn Queens Expressway to Cadman Plaza Exit. Turn right. Same as above.
Good street parking on Saturday. Convenient lot parking at Cadman Plaza and Pierrepont St.

By Subway:
IRT: 7th Avenue and Lexington Avenue lines to Borough Hall.
IND: A or F trains to Jay Street—Borough Hall.
BMT: D, N, B or Q trains to DeKalb Avenue. Change to M or RR trains; go two stops to Court-Montague Street stop.
From Staten Island: No. 7 bus to 95th Street and Fourth Avenue. Change to RR train; go to Court Street-Borough Hall stop.

By Bus:
Bus routes: B-25, B-26, B-37, B-38, B-41, B-45, B-52 or B-67 to Court Street—Borough Hall.

By Long Island Railroad:
To Flatbush Avenue Terminal. Take IRT Lexington or 7th Avenue subway two stops to Court Street—Borough Hall.
Fall 1985

Aug. 22 (Thursday)  
Registration for returning students begins

Aug. 30 (Friday)  
Holiday—Administrative Offices and Library closed

Sept. 2 (Monday)  
Holiday—Administrative Offices and Library closed

Sept. 9 (Monday)  
Classes begin—free program changes

Sept. 10 (Tuesday)  
Last day for free program changes

Sept. 13 (Friday)  
Last day for adding courses

Oct. 4 (Friday)  
Last day to file “Pass-Fail Course Requests”

Oct. 7 (Monday)  
Pre-registration for Spring 1986 begins

Oct. 14 (Monday)  
Holiday—no classes—Administrative Offices and Library closed

Oct. 25 (Friday)  
Last day for seniors to file “Application for Degree” for 1986

Oct. 28 (Monday)  
Mid-term grades due by noon in Registrar’s Office

Nov. 26 (Tuesday)  
Thanksgiving recess begins after last class. Administrative Offices and Library closed until Monday, Dec. 2

Dec. 2 (Monday)  
Classes resume—Last day to file Automatic Withdrawal (W) grade

Dec. 14 (Saturday)  
Last day of classes

Dec. 16-21 (Monday-Saturday)  
Final examinations

Dec. 23 (Monday)  
Final grades due by noon in Registrar's Office

Dec. 25, 26, 27, (Wed., Thu., Fri.)  
Holidays—Administrative Offices and Library closed

Dec. 31-Jan. 1 (Tuesday, Wednesday)  
Holidays—Administrative Offices and Library closed

Spring 1986

Jan. 13 (Monday)  
Registration for returning students begins

Jan. 20 (Monday)  
Holiday—Administrative Offices and Library closed

Jan. 27 (Monday)  
Classes begin—free program changes

Jan. 28 (Tuesday)  
Last day for free program changes

Jan. 31 (Friday)  
Last day for adding courses

Feb. 17-18 (Monday, Tuesday)  
Holidays—no classes—Administrative Offices and Library closed

Feb. 21 (Friday)  
Last day to file “Pass-Fail Course Requests”

Mar. 24 (Monday)  
Mid-semester grades due by noon in Registrar’s Office

Mar. 25 (Tuesday)  
Easter recess begins after last class. Administrative Offices and Library closed March 28-April 1 inclusive

Apr. 7 (Monday)  
Classes resume

Apr. 21 (Monday)  
Registration for Summer Sessions and Pre-Registration for Fall 1986 Semester begin

May 5 (Monday)  
Last day to file Automatic Withdrawal (W) grade

May 17 (Saturday)  
Last day of classes

May 19-24 (Monday-Saturday)  
Final examinations

May 26 (Monday)  
Holiday—Administrative Offices and Library closed
May 27 (Tuesday)
Final grades due by noon in Registrar's Office

June 4 (Wednesday)
Baccalaureate Mass

June 6 (Friday)
Commencement

Summer 1966

June 9 (Monday)
Summer Session begins

July 3 (Friday)
Holiday—no classes—Administrative Offices and Library closed

July 17 (Thursday)
Summer Session ends
General Information

Philosophy, Goals, Objectives, and History

Established in the City of Brooklyn in 1884 by the Congregation of the Religious Brothers of the Third Order Regular of St. Francis, St. Francis is today an independent, urban, non-residential, co-educational college. It is chartered by the State of New York and is accredited by the Middle States Association of Colleges and Schools. Drawn to the city primarily from the New York City metropolitan area, the College also enrolls a significant number of foreign students, having an objective at its founding to provide higher education for young men of modest means from Brooklyn. It continues to attract the majority of its students from comparable economic circumstances.

Legally, the College is authorized to establish and maintain an institution of higher learning at the college level and to conduct courses of instruction in the liberal arts and sciences and business administration leading to the degrees of bachelor of arts (B.A.), bachelor of science (B.S.), bachelor of business administration (B.B.A.), associate in arts (A.A.), associate in applied science (A.A.S.), and with power in the corporation to confer said degrees in course, and the honorary degrees of doctor of arts (D.A.), doctor of letters (D.Litt.), doctor of humane letters (D.H.L.), and doctor of commercial science (D.C.S.). In conformity with the rules of the Board of Regents of the University of the State of New York and the Regulations of the Commissioner of Education for the registration of institutions of higher education.

St. Francis is an undergraduate institution whose essential aim is to provide a liberal education that is fundamental and thorough. With its programs and components, firmly anchored in a core of liberal education, the College attempts to provide its students with the prerequisites for living a human life and a preparation for making a living in human society.

The commitment in all programs to liberal education is the source of the institution's purposes. Liberal education is the systematic cultivation of that which makes man excellent in reason, and the freedom grounded in that reason. It consists in the formation of intelligence, of character, of taste. Thus a liberal education seeks to develop free and individual men who are concerned with the pursuit of knowledge, conscious of their moral, religious, and social obligations, and who grasp the values of their common human heritage. Such men and women are best prepared to learn and understand the special skills of the professional and business disciplines and to become competent, responsible, and mature citizens of a democratic republic.

As a result of its Franciscan heritage, St. Francis offers a liberal education characterized by the ideals that flow forth from the natural world will discover avenues of the finite and the infinite, work is an imitation of Divine work.

To achieve these objectives of quality education, the cultivation of excellence in teaching and learning, in class and out of class, is taken seriously. St. Francis is a college community small enough to provide relationships that allow for personal teaching and learning, yet large enough to have resources for significant contributions to the city, state, nation, and, indeed, given the number of its foreign students, the international community.

The College aims to combine the ideals of liberal education with the practical demands of service to the communities in which it is situated. As a consequence, it defines itself in terms of the following specific objectives.

A. To provide undergraduate degree programs in the arts, sciences, and professional fields leading to the Bachelor's and the Associate's degrees. The programs are designed to serve the needs of students who seek careers immediately after graduation as well as those who are preparing to enter graduate school or professional training. The following aims are integral to each of the degree programs:

1. To prepare its students to read, write, and speak effectively in English, the liberal arts, and sciences.
2. To acquaint its students with the major interpersonal skills associated with academic, social, and professional obligations.
3. To develop the students' knowledge, in a systematic fashion, of a major field of study.

B. To prepare the intellectual, social, emotional, and physical development of the students and to develop an understanding of the importance of religious values.

C. To cultivate the insight of scholarship as a distinct value.

D. To serve the local community

1. by providing programs for those groups whose educational needs are not being met
2. by providing cultural activities in which the community can participate
3. by joining with other agencies to improve the social, economic, and cultural environment of the area.

In an urban setting so largely characterized by impersonality and anonymity, St. Francis has in the past provided, and should strive to maintain, a community of students and faculty which is personal and friendly. Its size permits it, and its commitment to life and education requires it. St. Francis has, to a significant degree, the minute values of educational tradition. It has felt the need for meaningful change in an era of the needs of its students and the requirements of its goals and objectives.

The task of a liberal education, whose aim is to sustain human excellence, is doubly justified when the student recognizes an urgency of pursuing the other part to which the student turns to resist. The College undertakes to continue to cultivate this spirit of
boldness and moderation in confronting the demand that it alter its constitutive purpose of providing liberal education. This consideration accounts for the position that the study of philosophy occupies in the educational program of the College. The purpose of the required Core courses in philosophy is to develop in the student an awareness of basic conceptual alternatives and the foundations and implications of the various types of discourse. The function of these courses is not to indoctrinate with an ideology, but to be one of the primary instruments, together with the rest of the Core Curriculum, by means of which the College seeks to realize its goal of liberal education, the formation of minds capable of responsible intellectual self-determination. It is to be understood that these goals and objectives are conceived and articulated as both ideal and real, prescriptive as well as descriptive.

The statement of general goals and objectives has been approved by the faculty at a meeting on February 15, 1976 and subsequently approved by the Board of Trustees at its meeting on February 28, 1976.

Memberships and Affiliations

St. Francis College is chartered by the Legislature of the State of New York, and is accredited by the Regents of the University of the State of New York and the Middle States Association of Colleges and Schools. It is a member of the Association of American Colleges, the National Commission on Accrediting, the Commission on Independent Colleges and Universities, the Brooklyn Education and Cultural Alliance, the Association of Catholic Colleges and Universities, the Council for Advancement and Support of Education, the National Association of Independent Colleges and Universities, the American Assembly of Schools and Colleges of Business and the Middle Atlantic Association of Colleges of Business Administration.

Location

St. Francis College is within two blocks of the Borough Hall station of all subways and is easily accessible from all parts of the metropolitan area. The campus is located on Remsen and Joralemon Streets in Brooklyn Heights, a national historic landmark district.

College Facilities

The St. Francis College campus consists of five interconnected buildings which provide instructional areas, library, student services, and office space for the College.

Arts Building

The seven-story Arts Building is served by four elevators. It contains a large cafeteria on the ground floor which provides food service and is a gathering place for students, 25 classrooms, 3 seminar rooms in which faculty and student meetings are also held; offices for the College President, Vice-President-Financial Affairs, Vice-President-Dean for Student Affairs, Vice-President-College Relations, Vice-President-Academic Dean, Admissions, Adult Services, Counseling and Career Planning Center, Financial Aid, Personnel, Registrar, Student Accounts, Student Activities, Faculty Members, Health Service Nurse, Security and Student Government and Student Publications.

Science Building

This six-story structure is adjacent to the Arts Building on Remsen Street. An escalator and an elevator provide access to both buildings. The Science Building houses nine classrooms. Its biology facilities comprise two laboratories for general biology, anatomy and physiology, one microbiology laboratory, one physiology laboratory, one genetics, embryology, histology and animal microtechniques laboratory, one radiation laboratory, an animal room with adjoining surgical room, and a greenhouse.

Chemistry facilities consist of four instructional laboratories, five instrumentation and/or balance rooms, two student/faculty research laboratories, one equipment stockroom, one chemical stockroom, one preparation room, one storage room, and one conference room.

One laboratory is provided for instruction in physics along with a preparation and equipment room and darkroom. The building also houses an earth sciences laboratory and equipment room, and a laboratory designed to support the experimental program in psychology.

Offices and research laboratories for the science faculty are located in the building as well as offices for the mathematics and health science departments. The Computer Center which provides support services for the College and is used for instruction in electronic data processing courses is located on the second floor.

On the main floor are a large lounge and study area and Founders Hall, a multi-purpose auditorium and classroom facility which seats 300 people.
Physical Education Building

This building is located behind the Science Building and connects to it and to the Arts Building. It consists of a gymnasium where physical education courses are taught and which provides the court for men’s and women’s intercollegiate basketball and a wide range of intramural activities, an Olympic-size swimming pool, weight training room, auxiliary gymnasium office space, and roof recreation area.

McGarry Library

The McGarry Library houses in excess of 140,000 volumes and more than 800 periodicals are currently received. Accessible for research and study are both bound and unbound journals, microfilms, pamphlets and other materials. The Library underwent a $2 million renovation-expansion which was completed in the winter of 1981-1982. It provides 7,000 square feet of additional space, increases book capacity to 200,000 volumes and furnishes seating for 260 persons. The Library provides subject orientations for students as well as individual bibliographic consultations on term paper projects. It houses the Apollo II Magnifier for the visually handicapped.

The Library is richly supplemented by other library facilities in the Metropolitan area.

The James A. Kelly Institute for Local Historical Studies

The James A. Kelly Institute for Local Historical Studies, named for the late Brooklyn Borough historian, was created in 1973.

It houses one of New York’s largest collections of primary source records on local history including original charters on the Dutch and English governors, Indian deeds, and town records.

The Congressmen John Rooney, Congressman Eugene Keogh, and Alderman Peter McGuinness Collections, Francis Sinnott papers, and a number of political scrapbooks and memorabilia are preserved here. The total collection of documents numbers more than three million items.

The Institute is open to the public, teachers and students at no charge and is located in the basement of the Science Building.

Identification Cards

In the interest of increasing the safety and security of the campus, the College requires that all members of the academic community have a properly validated photo identification card. Students must carry the card at all times and present it when requested by any College official. Presentation of the photo I.D. card is required in order to pick up refund checks at the Controller’s Office. Periodic I.D. card checks are conducted to assure that these conditions are met.

New students may obtain the I.D. card by reporting to the office of Student Activities (1M) after the first week of the Fall and Spring semester, according to the schedule publicized in the College. Continuing students require a validation sticker for each semester. Students must present their computer printout of courses stamped by the Controller’s Office which they receive during Registration. Validation stickers may be obtained in the Office of Student Activities on 1M.

Special Programs

Federal Aviation Administration Cooperative Education Program

Students enrolled in the Aviation Administration or Aviation Business Studies Program are eligible at the end of their Sophomore Year to apply for positions in the Federal Aviation Administration Eastern Region Cooperative Education Program. A stringent selection process is conducted by the FAA and successful candidates will be employed at FAA Air Traffic Control Facilities in the region. Upon completion of the two 26-week intern periods and graduation from St. Francis, the intern is offered full-time employment with the FAA as an air traffic controller.

Internship Opportunities

Excellent opportunities exist for paid and volunteer work experiences in a number of fields through various internship programs. Academic credit is often awarded by permission of department chairpersons and the academic dean.

Some examples of intern programs are: the New York City Summer Management Intern Program, Public Interest Research Group Internships, Urban Fellows Program, New York City Transit Authority Intern Program, New York State Assembly Session Intens and the Human Resources Administration.

Complete information about these and other internship opportunities may be obtained at the Career Placement Center.

Accounting Internship

Available to selected students, the programs provide guidance and practical experience in both industrial and public accounting.
Computer Laboratory

St. Francis has established a micro-computer laboratory located in 300S. This laboratory is for the use of students who are interested in broadening their understanding of computer technology. In addition, it is for the use of students enrolled in data-processing courses. For further information, please consult the Computer Center Supervisor.

Administrative Computer

St. Francis College has a PRIME 1450 Minkcomputer which is directly connected to several administrative offices. It handles transactions on an "on-line" basis. Modifications made in one department appear as changes in the data base, which is shared by all computer users. Although its primary function is to maintain the College's active and historic information, the PRIME 1450 is capable of providing other services with the aid of its peripheral equipment that includes a modem, a magnetic tape drive, two line printers and a letter-quality printer.

Junior Year Abroad

At the end of their sophomore year, students may elect to study abroad for one year and to apply this work toward their St. Francis College degree.

Students may select a course and place of study from among many programs sponsored by international education agencies such as the Institute of European Studies or the International Educational Exchange Service. They may also participate in the Inter-American Studies Program sponsored by the United States Government or other recognized educational institutions.

Interested students should consult their department chairperson and obtain program approval from the Office of the Academic Dean.

American Institute of Banking

St. Francis College accepts 32 semester hours of transfer credit upon successful completion of the Institute's Standard Program. These credits may be applied toward a Bachelor of Science degree in Accounting or Management or toward the Bachelor of Arts degree in Economics.

Non-traditional students may be interested in the Bachelor of Science degree in Special Studies which provides flexibility for those who wish to develop their own programs.

The following credits are accepted for transfer:

All fundamental courses—13 semester hours
Free choice, any single option—14 semester hours

United States Army Reserve Officers' Training Corps Program

Qualified full-time students may participate either in the Army ROTC Program at Polytechnic Institute of New York or in the Air Force ROTC Program at Manhattan College on a cross-enrollment basis. The two- or four-year program leads to a commission as a Second Lieutenant in the United States Army or the United States Air Force. Interested students should contact the Office of the Academic Dean of St. Francis College for further information.

Project Ahead

In conjunction with the United States Army, St. Francis College participates in a cooperative education program whereby qualified army personnel adopt St. Francis College as a "home" College of record and accumulate credits toward a regular degree program. The first 30 credits must be earned at St. Francis. Interested students should consult the Office of the Academic Dean for more information.
Admission to the Freshman Class

It is the policy of St. Francis College to admit as matriculated students only those applicants who present evidence that they can successfully pursue courses leading to a degree.

The College admits individuals of any race, color, national or ethnic origin to the rights, privileges, programs and activities offered students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or handicap in the administration of educational or admissions policies, scholarship and loan programs, or other college-based programs.

Students who desire admission should apply to the Office of Admissions for an official application form. The completed form should be returned to the same office.

Entrance Requirements

I. Recent High School Graduates:

Applicants seeking an Associate or Bachelor's degree who were graduated from high school within the past calendar year must present a transcript from an approved secondary school. In addition, all applicants are encouraged to present Scholastic Aptitude Test Scores (SAT). An SAT bulletin containing application procedures, a list of examination centers and test dates may be obtained from the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08540.

Applicants seeking an Associate or Bachelor's degree should have completed a minimum of sixteen (16) academic high school units, including four years of English, three years of History/Social Science, two years of Mathematics and one year of Natural Science.

Applicants seeking a Bachelor of Science degree should have completed 11th year high school Mathematics or its equivalent.

II. High School Equivalency Applicants:

Applicants seeking an Associate or Bachelor's degree who have a recognized High School Equivalency Diploma should present a transcript of the New York State (or other) General Educational Development (GED) test scores. The total score must be at least 250, with a minimum score of 45 on each individual part of the test.

III. Foreign Language Students:

Applicants seeking an Associate or Bachelor's degree for whom English is a second language should present the results of the test of English as a Foreign Language (TOEFL) and must achieve a score of at least 500 on the test.

Foreign students who seek admission should file an application, transcript of high school record, and proof of high school graduation. Because of the diversity of documentation, students must contact the Admissions Office to insure that all appropriate credentials will be filed well in advance of their anticipated entrance date. (The College is authorized by Federal Law to enroll non-immigrant aliens for the purpose of obtaining a degree.)

IV. Adult Applicants:

Applicants seeking an Associate or Bachelor's degree who have completed high school more than one (1) calendar year prior to their intended semester of first registration must be interviewed by the Admissions Office, submit official high school/college transcripts, appropriate letters of recommendation, and take College Placement Tests prior to enrollment.

Those students seeking an Advanced Business Certificate must present proof of high school graduation prior to completion of a certificate program.

V. Other Applicants:

Applicants seeking an Associate or Bachelor's degree program who do not meet the above-mentioned criteria may be admitted to St. Francis after review and assessment of their educational background. The number of such students admitted and the conditions for admission will be strictly controlled.

VI. Non-Degree Seeking Students:

Applicants who are not seeking Associate or Bachelor's degrees may apply for admission. Acceptance will be on a space-availability basis and after an assessment of the applicant's ability to do college-level work.

Admission with Advanced Standing
(Transfer Applicants)

The decision to admit to advanced standing and the determination of the amount and quality of transfer credit to be allowed rests with the staff of the Admissions Office.

A student who has attended another college or university must submit an official transcript showing courses and grades, a catalogue from each institution attended which has been marked to indicate courses for which credit is sought, and a statement from an administrative officer that the applicant has been honorably dismissed.

The student must also complete an application form and submit a secondary school transcript.

Credit will be allowed only for courses appropriate to the curriculum selected at St. Francis College. Credit will be granted for transfer course grades equivalent to or higher than the St. Francis grade of C.

Advanced Placement

Students who have completed a college-level course in high school may qualify for advanced placement by achieving an
acceptable score on the Advanced Placement Test of the College Entrance Examination Board. Questions regarding advanced placement should be addressed to the Office of Admissions. Information about Advanced Placement Tests may be obtained from the Educational Testing Service, P.O. Box 392, Princeton, New Jersey 08540.

Credit Through the College Level Examination Program

Advanced standing with credit will be granted upon successful completion of the College Level Examination Program, General Examination or Subject Examination, of the College Entrance Examination Board, Princeton, N.J.

Credit is also granted for satisfactory grades earned through the College Proficiency Examination Program conducted by the New York State Education Department.

Information may be obtained by contacting the respective agencies. Test results should be forwarded to the Admissions Office well in advance of the term in which the student proposes to begin classes and have credits evaluated.

Student Classification

Regular or Matriculated Students—Those who have fulfilled enrollment requirements and are pursuing a degree program.

Non-matriculated Students—Those who are enrolled in courses, but who have not fulfilled all requirements for admission to a degree program.

Transfer Students—Those who have withdrawn from another college or university and have been admitted to St. Francis College to complete their course of study, and holders of Associate Degrees earned at accredited two-year colleges.

Transient Students—Those whose academic work at St. Francis College will be transferred to another college or university in which they are regularly enrolled.

Special Students—Those who do not wish to complete a degree. They may be admitted with permission, but must submit credentials for all preparatory work and may pursue only those studies for which they are qualified.

Regular students are further classified as follows:

Lower Division:

FRESHMEN—Those who have earned fewer than 28 credit hours.

SOPHOMORES—Those who have earned 28 to 59 credit hours.

Upper Division:

JUNIORS—Those who have earned 60 to 89 credit hours.

SENIORS—Those who have earned 90 credit hours.
The Trustees of St. Francis College exert every effort to keep tuition costs as low as possible consistent with sound educational policy. The Trustees reserve the right to make changes in tuition and fees when necessary.

**Tuition and Fees**

<table>
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<th>Fee Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Tuition per credit hour</td>
<td>$134.00</td>
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<tr>
<td>Experiential fee per petitioned credit</td>
<td>45.00</td>
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**Regular Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Application fee (non-refundable)</td>
<td>20.00</td>
</tr>
<tr>
<td>Readmit application fee (non-refundable)</td>
<td>20.00</td>
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<tr>
<td>Preregistration fee</td>
<td></td>
</tr>
<tr>
<td>- Upon registration this fee will be credited toward tuition</td>
<td>55.00</td>
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<tr>
<td>Matriculation Fee</td>
<td></td>
</tr>
<tr>
<td>- This fee is payable only once</td>
<td>25.00</td>
</tr>
<tr>
<td>Service fee for students taking 12 or more credits</td>
<td>50.00</td>
</tr>
<tr>
<td>Service fee for students taking fewer than 12 credits</td>
<td>20.00</td>
</tr>
<tr>
<td>Service fee for Summer Session</td>
<td>20.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td></td>
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<tr>
<td>- This fee is applicable to full-time matted students taking 50% or more courses before 6 p.m.</td>
<td>25.00</td>
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**Laboratory Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
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<tbody>
<tr>
<td>Science laboratory fee per lab hour</td>
<td>134.00</td>
</tr>
<tr>
<td>(effective for students entering or reentering Fall 1984)</td>
<td></td>
</tr>
<tr>
<td>Speech laboratory fee per semester for</td>
<td></td>
</tr>
<tr>
<td>- Speech 308</td>
<td>165.00</td>
</tr>
<tr>
<td>- Speech 401</td>
<td>100.00</td>
</tr>
<tr>
<td>All other laboratory fees per lab hour</td>
<td>25.00</td>
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</table>

**Special Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Evaluation</td>
<td>20.00</td>
</tr>
<tr>
<td>Special Collection</td>
<td>25.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>75.00</td>
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<tr>
<td>Graduation</td>
<td></td>
</tr>
<tr>
<td>- Bachelor Degree</td>
<td>50.00</td>
</tr>
<tr>
<td>- Associate Degree</td>
<td>30.00</td>
</tr>
<tr>
<td>Change of Program</td>
<td></td>
</tr>
<tr>
<td>(change of degree, major, session, composite record, etc.)</td>
<td>10.00</td>
</tr>
<tr>
<td>Re-evaluation of Transfer Credit</td>
<td>10.00</td>
</tr>
<tr>
<td>Special Examination</td>
<td>5.00</td>
</tr>
<tr>
<td>Transcript</td>
<td></td>
</tr>
<tr>
<td>- For all students per each transcript</td>
<td>2.00</td>
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<tr>
<td>- For special handling</td>
<td>5.00</td>
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<tr>
<td>Maintenance of Matriculation</td>
<td>15.00</td>
</tr>
<tr>
<td>Placement Credentials</td>
<td></td>
</tr>
<tr>
<td>- (First two no fee)</td>
<td>10.00</td>
</tr>
<tr>
<td>Locker Fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Life Experience Evaluation</td>
<td></td>
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<tr>
<td>- Payable when the student accepts the credit assigned</td>
<td>500.00</td>
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</table>

**Payment Procedure**

All charges for tuition are payable at registration. All payments must be by check or money order made payable to St. Francis College. A transcript of a student’s record will not be issued by the Registrar’s Office until a student’s financial obligations to the College have been paid.

A student is liable for all charges for courses with he or she registers. If there is a change in the original registration during the first week of classes, the change must be approved by the Registrar and reported to the Office of Student Accounts. The payment of additional tuition incurred by a student as a result of the change is due on the day of the change.

No students will be considered for a degree until all financial obligations to the College have been satisfied.

There is no deferred payment plan at St. Francis.

**Refund Procedures**

1. When a student finds it necessary to withdraw from the college or from one or more courses, he or she will file notice with the Registrar and the Office of Student Accounts on an official form furnished by the Registrar.

2. A "Request for Refund" is to be completed and filed in the Office of Student Accounts. The amount to be refunded will be determined from the date the official withdrawal form has been completed and filed with the Registrar.

3. For Fall and Spring Semester a proportionate refund of tuition is made according to the following schedule:
   - Withdrawal during the first 2 weeks of term: 80%
   - Withdrawal during the 3rd week of term: 60%
   - Withdrawal during the 4th week of term: 40%
   - Withdrawal during the 5th week of term: 20%
   - Withdrawal after the 5th week of term: No Refund

4. For Summer Session a proportionate refund of tuition is made according to the following schedule:
   - Withdrawal during the first 2 days of session: 80%
   - Withdrawal during the 3rd day of session: 60%
   - Withdrawal during the 4th day of session: 40%
   - Withdrawal during the 5th day of session: 20%
   - Withdrawal after the 5th day of session: No Refund

5. Payment of tuition refund will be made upon written request, in person or by mail, to the Office of Student Accounts. In no case will a refund be made to a student who is dismissed or who withdraws while under disciplinary action.

6. Exception to the Published Policy on Refunds A student who feels that his or her individual circumstances warrant an exception from these published policies on refunds should address a written appeal to the Director of Student Accounts. The director's decision may be appealed to the Vice-President—Financial Affairs.
St. Francis College has a comprehensive financial aid program, designed to ensure that no otherwise-eligible student is prevented from attending the College solely because of inadequate finances.

Eligible students may be offered a financial aid "package" offering some combination of scholarships, grants, loans, and student employment.

Students who wish to be considered for any aid must file the Financial Aid Form (FAF) of the College Scholarship Service, as well as the appropriate College forms. For the academic year 1986/1987, it is recommended that incoming freshmen apply by February 15, 1986. Currently enrolled students should apply by April 15, 1986. Students who apply after these dates will be considered as long as funds remain available. An application is completed annually and a new application is required each year for renewal of any award.

Students who desire either application form or a brochure detailing the kinds of financial aid and the process by which one applies for them should contact the Office of Financial Aid.

General Eligibility Requirements

In general, to be considered for financial aid awarded by St. Francis College, a student must:

— be accepted for admission to the College
— have completed matriculation requirements for a degree program
— be enrolled at least half-time in a program of study
— be in good academic standing and making satisfactory progress toward degree requirements
— be a U.S. citizen or permanent resident

Financial Aid Programs Available at St. Francis College

To be considered for any of the following programs a student must file the Financial Aid Form (FAF) along with all forms and documents required by the College.

Grants:

— Pell Grants, formerly known as Basic Educational Opportunity Grants (BEGO)
— Supplemental Educational Opportunity Grant (SEOG)
— State Aid, New York State residents may apply for the Tuition Assistance Program, Regents Scholarship Program, Child of Deceased or Disabled Veteran Award, Vietnam Veterans Award, Aid for Part-Time Study, and other New York State Programs
— St. Francis College Presidential Scholarships
— St. Francis College Athletic Grant-in-Aid
— St. Francis College Grant-in-Aid
— St. Francis College Special Scholarships

Loans:

— National Direct Student Loans (NDSL)
— Guaranteed Student Loans (GSL)

Student Employment:

— College Work-Study Program (CW-SF)
— Student Assistance Program. The number of students employed under this program is limited

Veterans

Veterans' benefit forms are processed by the Office of Financial Aid.

Scholarships

The Most Reverend Thomas E. Molloy Memorial Scholarship, established by the Board of Trustees in memory of the late Bishop of Brooklyn, a distinguished alumnus of St. Francis College.

The Right Reverend Msgr. Joseph V. McEneny Memorial Scholarship, established by the children of the Catholic schools in memory of their distinguished superintendent, an alumnus of St. Francis College.

The Right Reverend Msgr. Daniel O. Hanahan Scholarship, established by the friends of Brother Austin Sullivan, O.S.F., this scholarship is solely for a graduate of St. Francis Preparatory School.

Chase Manhattan Bank, I.F.A. Scholarship. This Scholarship was awarded in January, 1985, to a freshman who had demonstrated exceptional academic achievement and showed promise of continued success, as assessed by a secondary school average and performance on the Scholastic Aptitude Test. The recipient will receive up to $2,000 a year for four years, provided that he makes satisfactory progress toward his or her degree and maintains a minimum quality-point index of 3.0. In January, 1989 this will be awarded as a full scholarship to cover tuition and fees for four years of study (less PELL, State Aid and any other "Portables" Financial Aid for which the student is eligible).

Manufacturer's Hanover Trust Scholarship. This Scholarship was awarded in September, 1984 to a freshman who had demonstrated exceptional academic achievement and showed promise of continued success, as assessed by a secondary school average and performance on the Scholastic Aptitude Test. The recipient will receive up to $1,000 a year for four years, provided that he makes satisfactory progress toward his or her degree and maintains a minimum quality-point index of 3.0. In September, 1989 this will be awarded as a full scholarship to cover tuition and fees for four years of study (less PELL, State Aid and any other "Portables" Financial Aid for which the student is eligible).

Dr. Scholl Foundation Scholarship. This scholarship was awarded in January, 1985 to a freshman who has demonstrated exceptional academic achievement and showed promise of continued success, as assessed by a secondary school average and performance on the Scholastic
Aptitude Test. The recipient will receive up to $2000 a year for four years, provided that s/he makes satisfactory progress toward his or her degree and maintains a minimum quality-point index of 3.0.

Presidential Scholarships. These scholarships are awarded to a restricted number of entering students who have demonstrated exceptional academic achievement and show promise of continued success, as assessed by a secondary school average and performance on the Scholastic Aptitude Test. The scholarship is a full tuition-and-fees award, less Pell, State Aid, and any other "Portable" financial aid for which the student may be eligible. The award is for four full years of study, provided that the recipient makes satisfactory progress toward his or her degree and maintains a quality-point index of at least 3.0.

The Catholic Accountants Guild Scholarship. This scholarship is solely for accounting students in the senior class.

John Fitzgerald Kennedy Scholarship. Established in memory of the late President by the student government, this scholarship is granted to three senior students each year, based on combinations of need, scholastic achievement, and extracurricular activities.

Academic Eligibility for Receipt of Financial Aid

Students must satisfy two academic requirements in order to be eligible for financial assistance. They must pursue a program of study and make satisfactory progress toward the completion of the program's academic requirements. Both requirements must be met for each semester of study for which financial aid is received.

Program pursuit is defined as the number of courses which must be completed with a passing or failing grade while taking a full-time course load. (A full-time course load is equivalent to 12 or more credits). Students must attain such a grade in 50% of the minimum full-time course load in the first year for which an award is made. This percentage increases to 75% in the second year and to 100% in the third year for which awards are made.

Satisfactory academic progress is defined as the total number of college credits earned. Students are not expected to have earned any college credit before receiving their first financial aid payment. Subsequent payments, however, will be awarded only if students meet specified credit and grade-point index criteria, which are presented in the chart below. Both of these requirements became effective September 1, 1981.

In extraordinary circumstances, a student may be granted a waiver of program pursuit and satisfactory progress requirements. This is available only once during one's entire undergraduate career. If a waiver is granted, the student must use the semester for which it is given to advance to the level necessary to make him/her eligible for the receipt of further financial aid. The waiver does not change the total number of semesters for which a student is eligible to receive aid. (New York State Awards, for instance, are limited to not more than eight full semesters.)

<table>
<thead>
<tr>
<th>STANDARDS OF SATISFACTORY PROGRESS FOR ELIGIBILITY FOR FINANCIAL AID</th>
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<tbody>
<tr>
<td>BEFORE BEING CERTIFIED FOR THIS SEMESTER</td>
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<tr>
<td>A STUDENT MUST HAVE ACCRUED AT LEAST THIS MANY CREDITS</td>
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<tr>
<td>WITH AT LEAST THIS QUALITY-POINT INDEX</td>
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<tr>
<td>DURING THIS PAYMENT PERIOD A STUDENT MUST EARN A, B, C, D, E, or P GRADES IN THIS NUMBER OF CREDIT HOURS</td>
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<th>Sixth</th>
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<th>Eighth</th>
<th>Ninth</th>
<th>Tenth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
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<td>9</td>
<td>21</td>
<td>33</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
</tr>
<tr>
<td>Index</td>
<td>0</td>
<td>1.00</td>
<td>1.20</td>
<td>1.20</td>
<td>1.40</td>
<td>1.50</td>
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<tr>
<td>Credits</td>
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<td>6</td>
<td>9</td>
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<td>12</td>
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Only students in three-year programs approved pursuant to Section 146-2.7 of the Regulations are eligible for more than eight semesters of undergraduate award payments.
Student Services and Activities

Student services at St. Francis College begin with pre-admission counseling and orientation of freshmen and continue with educational, vocational, spiritual, and personal guidance, as well as student extra- and co-curricular activities, and job placement. All services are designed to assist students in making a successful adjustment to the collegiate environment and to enable them to pursue their studies with maximum efficiency.

Freshman Orientation

Freshmen are invited by the Student Government to attend Orientation before classes begin. Faculty, administrators, and upperclass students are on hand to welcome freshmen and introduce them to the traditions, policies, and resources of St. Francis College.

Programs and exhibitions are scheduled to assist these new students to familiarize themselves with the academic program, the services offered, and the opportunities which exist for participation in student activities.

Foreign Student Advisor

The Foreign Student Advisor may be found in the Office of Student Activities on the first floor mezzanine. She is available to advise international students on visa and immigration regulations, and to explain academic procedures and aspects of American culture which may be unfamiliar to them.

Academic Support Services

Under the auspices of the Office of Academic Support Services, the following services are provided to all students registered at St. Francis College:

Academic Advisement

Advisement is an important aspect of each student’s academic career. It is the responsibility of each student to know and meet graduation and other school requirements and to make every reasonable effort to obtain adequate academic advisement. Advisement insures an understanding of the registration process and course selection appropriate to a student’s educational goals. Consequently each full-time degree student is assigned a faculty member to be his/her Academic Advisor. Students who have declared a major will be assigned an advisor who is a member of that student’s major department. Students who have not declared a major will be assigned a Faculty Advisor.

In addition, an Academic Advisement counselor is available to both day and evening students throughout the year to help students clarify their goals, discuss their progress, direct them to further assistance, and provide overall help with educational matters. Academic Advisement office is located in Room 302S. Every student must have selected courses approved by an Academic Advisor before registration.

Learning Center

The Learning Center, located in room 303S, is a support service provided to all students registered at St. Francis College. The center’s trained personnel assist students in upgrading their basic skills (reading, writing and mathematics). In addition, the center provides specialized assistance in reading and writing English to students for whom English is a second language. Throughout the semester the center also conducts workshops in academic skills such as note-taking, textbook usage, test-taking techniques and study skills.

Placement Tests

All new degree students must take the College’s placement test prior to Academic Advisement and registration. The results of the tests are used to advise students as to the appropriate mathematics or English courses. Basic subject areas included in the placement test are sentence structure, reading and mathematics.

Career Placement Center

The professional staff and resources of the Career Placement Center are available to assist students in making wise and suitable career choices and secure appropriate post-graduate employment. Toward these ends, the Center provides a substantial library of print and audio-visual career planning reference materials, as well as an excellent computer-assisted career search system. The staff of the Center is available for career guidance and counseling on an individual basis, and regularly offers workshops in such essential aspects of the career planning process as resume writing, preparation for the employment interview, and effective job search skills and techniques.

Members of the senior class may take advantage of the substantial number of placement interview opportunities offered each spring with representatives of major corporations and others seeking St. Francis graduates; all students may avail themselves of the several part-time employment opportunities which are made available through the Center throughout the year.

The staff is also able, on a limited basis, to provide assistance to any student who is experiencing personal problems which are interfering with his or her academic performance.
Campus Ministry

The Director of Campus Ministry, with offices in Room 107-A, endeavors to strengthen students' spiritual growth and development. He provides spiritual guidance and counseling, holds pre-Cana conferences for prospective marital partners, arranges an annual student retreat, and celebrates a weekly Mass in the College Chapel.

Health Service

The Student Health Service is staffed by a registered nurse on Mondays and Wednesdays from 9 a.m. to 4 p.m. and on Tuesdays, Thursdays, and Fridays from 9 a.m. to 3 p.m. The Medical Suite, in the student lounge on the mezzanine, is equipped to provide emergency first-aid attention, and contains a cot and other short-term facilities. Appointments can be made with a local general practitioner when necessary. Several hospitals are in the immediate vicinity of the College. The nurse is available for general health and nutrition counseling on a walk-in basis and by appointment.

Bookstore

The College bookstore, operated by Barnes & Noble, is located in the basement of the Science building. The store provides all necessary books, materials and supplies, as well as incidental items. The bookstore is open from 9 a.m. to 6:30 p.m., Monday through Thursday, and 9 a.m. to 4 p.m. on Friday. During the first two weeks of each term bookstore hours are 9 a.m. to 8 p.m., Monday through Thursday and 9 a.m. to 7 p.m. on Friday. These hours are subject to change without notice.

Student Lounge and Cafeteria

The student lounge, located on the first floor of the Science Building, provides an area for students to meet together informally and is used for various social, cultural, and recreational activities.

The cafeteria, located in the Arts Building, offers an extensive array of foods and beverages at comparatively low cost. This facility is open from 7:30 a.m. through 4 p.m., Monday through Friday, throughout the regular academic year.

Medical-Accident Insurance Program

Provided that the College is able to negotiate a policy on behalf of the students, full-time day students will be covered by a medical-accident plan.

The benefits and limitations of this plan are:

1. It pays the actual medical expense incurred within 60 days from the date of an accident for injuries sustained while participating in, directly going to or returning from activities sponsored and supervised by St. Francis College.

2. Payment will be made up to $5,000 for each injury. Additionally, a flat sum of $5,000 will be paid in the event of accidental death, and up to $5,000 for dismemberment.

3. The plan does not cover replacement or repair of eyeglasses or prescriptions, dental X-rays, or loss due to acts of war. Dental expense is covered only to the extent of that incurred as a result of injury to sound natural teeth and will not exceed an aggregate of $100 for any one accident.

It also includes expense of medical treatment, dental care, or attention by any doctor, intern, nurse or other person employed or retained by the school. Loss while in military or naval service is not covered. This plan also does not cover injuries sustained as the result of practice or play in interscholastic sports. Information or advice on claims is handled by the Personnel Office. For information concerning insurance for students participating in interscholastic sports, contact the Athletic Director.
Student Activities

The College offers an extensive program of co-curricular and extracurricular activities broad enough to satisfy a wide variety of tastes and to meet the needs and interests of most students. Co-curricular activities are related to specific disciplines and curricular programs. Extracurricular activities offer students the opportunity to develop new interests and leadership skills, to relax and provide a welcome change from daily study routines.

The student activity program is supervised by the Faculty Committee on Student Activities and by the Student Government, and is administered by the Director of Student Activities.

Students are encouraged to involve themselves in the activities which provide opportunities for personal growth and development complementing those of the classroom and laboratory.

The Student Government of St. Francis College is concerned with the affairs of students in their relations with the College and surrounding communities. Student Government acts as a sounding board for all student interests, and provides efficient and productive leadership for the students. Elected annually by the student body, the Student Government derives its power from, and is essentially responsible to, the students. Student Government is responsible for representing the student body before the various groups involved with life in the college community.

Alpha Kappa Delta is a national sociology honor society whose purpose is to encourage scholarship among sociology majors, to stimulate interest in sociology, and to sponsor research into sociological problems. The St. Francis Chapter was founded in 1973. Membership is open to junior and seniors who have completed at least 10 credit hours in sociology and have attained a cumulative index of 3.0 both as a cumulative index and index in sociology.

Alpha Kappa Psi is a professional business fraternity whose Zeta Zeta Chapter was established at St. Francis in 1964. The fraternity's aims are to further the welfare of its members; to foster research in all facets of business; to appreciate and demand higher ideals from the business world; and to promote and advance in colleges and universities courses leading to degrees in business administration. In accordance with these goals, the fraternity annually conducts a professional program intended to educate and broaden the interests of its members.

Alpha Psi Omega, Pi Zeta Chapter of the National Drama Society.

Chi Beta Phi, Alpha Xi Chapter, is a national science honor fraternity established in 1969. It is open to junior and senior biology, chemistry, and psychology majors who have a minimum cumulative index of 2.8 and a major or science index of 3.0.

Eta Sigma Gamma, Alpha Chi Chapter, is a national professional honorary society in health science (education) whose principal purpose is to elevate the standards, ideals, competence and ethics of professionally trained men and women in the discipline of health science. The College chapter was founded in 1979. Membership is open to those with a cumulative index of 2.7 who have completed 12 credits in health science with an index of 3.2.

Kappa Delta Pi is a national society dedicated to fostering scholarship among students in education. The St. Francis College Xi Rho Chapter was established in 1973. Membership is limited to juniors and seniors participating in teacher training programs at the College. They must have completed 12 credits in the professional study of education, and must have a cumulative index of 3.2.

Kappa Phi Epsilon, New York Theta Chapter of the national mathematics honor society, is a vehicle for discussion and undergraduate research in mathematics. Membership is limited to sophomores, juniors and seniors who have an index in mathematics of 3.0 and a cumulative index of 2.75 or better. Members must be mathematics majors and have completed at least 12 credits in mathematics.

Omega Delta Epsilon, Eta Chapter, is an international economics honorary fraternity. The St. Francis Chapter is limited to juniors and seniors who have a cumulative index of 3.0 and have earned 12 credits in economics with a better than 3.0 average.

Phi Alpha Theta is a national history honor society whose Eta Phi Chapter was established at St. Francis College in 1961. Membership is limited to juniors and seniors who have an index in history of 3.0 and a cumulative index higher than 2.8. Members must have completed at least 1.2 semester hours of history.

Phi Gamma Pi is a national professional honor society in business. Beta Psi Chapter was established at St. Francis College in 1975. A 3.0 index is required for membership.

Psi Chi, the national honor society in psychology, serves to recognize psychology as a diverse science by encouraging students to develop research and clinical interests, attend regional and national conventions and become familiar with academic and clinical settings in the metropolitan area.

Sigma Delta Pi is the national Spanish honor society whose St. Francis Chapter was formed at St. Francis in 1967. Membership is limited to juniors and seniors who have an index in Spanish of 3.0 and rank in the top 25 percent of their class.

Sigma Tau Delta is the national English honor society.

Theta Alpha Kappa is the national religious studies/theology honor society whose Eta Chapter was founded at St. Francis College in 1978. Membership is limited to students who have completed a minimum of 12 credits in religious studies with a 3.0 average and a cumulative index of 3.0. The purpose of this society is to encourage scholarship among its members, to further the study of religious studies on the undergraduate level, and to bring students, teachers, and writers of religion together both intellectually and socially.

The Delta Sigma Kappa Honor Society primarily aims to encourage among students a love and desire for excellence in scholarship and service to all the activities of the college. Its secondary aim is to honor and recognize worthy students who, by outstanding achievement, have won the esteem of their fellow students, members of the administration and faculty. To be eligible for membership a student must have completed 60 semester hours and two years of residence at St. Francis College. Applicants must have an index of 3.5 and must show satisfactory evidence of distinguished participation in at least two extra-curricular activities at the College. When requesting the membership application, prospective candidates will be
given a detailed explanation of the requirements for membership. At commencement each member wears the red and blue tassel reserved for society members. Membership does not cease at graduation. Alumni and other distinguished persons who have rendered outstanding service to the College may be elected as honorary members.

The Accounting Society seeks to stimulate interest in the profession of accounting through a program of guest speakers, field trips, and other activities.

The Black Students Organization is the successor of the Afro-American Club and serves the needs of black students.

The Botanical Society maintains the greenhouse and generally tries to beautify various areas of the College with plants.

The Cheerleaders attend and support all athletic events at the College home games and many of the away games.

The Finance Club provides opportunities for students interested in the field of finance to discuss issues relevant to the discipline and to visit financial centers.

The Fine Arts Club is organized to provide opportunities for students to take advantage of the wealth of artistic and cultural events in New York City and to develop students’ interests in and appreciation of the Arts by attending cultural, historical, and artistic functions.

The Foreign Students Association is an organization comprised of students from various countries attending St. Francis College. It promotes the academic and social interests of its members by seeking to satisfy the needs of all foreign students. It also works to foster greater understanding among its members and other students at St. Francis College.

The History and Political Science Society is composed of students dedicated to the advancement of the social sciences. It is open to any major.

The Ice Hockey Club was formed in 1968 and helped organize a league. This club is student-sponsored and student-supported.

The Latin American Club has campaigned to foster an interest in Hispanic culture at St. Francis by means of lectures, movies, and its most noted function—the Spanish Fiesta. Each year the club awards the Honorary Roberto Clemente Medal to the graduating member who has exhibited outstanding scholastic achievement in Spanish and has actively participated in the attainment of club goals.

The Management Marketing Society exists to foster study and research in the management and marketing fields and to better develop public understanding of these fields.

The Music Club provides opportunities for students who sing or play a musical instrument to make music together and to perform at college functions.

The National Association of Black Accountants, St. Francis College chapter, was founded to familiarize minority students in particular but all students in general with the career opportunities available in the Accounting Field.

The Philosophy Club offers opportunity for members to enter into discussions of interdisciplinary topics.

The Psychology Club stimulates interest in psychology, especially in those areas that are not specifically covered in course work. This goal is achieved by means of guest lecturers and field trips.

The St. Francis Prayer Group provides an opportunity for students of the Christian faith to participate in spiritual discussions and prayer.

The Science Society serves the combined interests of students in chemistry, biology and pre-medicine.

The Ski Club plans and conducts ski trips during winter vacations and weekends.

The St. Thomas More Pre-Law Society seeks to inform the potential law student of the many facets of the profession. During the year representatives of law schools and other professionals address the members. Information about requirements for the Law School Admission Test is also presented.
The Troupers, founded in 1925, is the College's dramatic organization. The members act in, produce and direct several full-length and one-act plays each year. Guests from the professional theater demonstrate techniques at meetings. Its aims are not only cultural and literary, but also practical since it offers experience in theater craft.

Social Fraternities and Sororities

Fraternities and sororities offer social advantages that appeal to many students. Alpha Phi Delta, Beta Sigma Chapter, was established in 1961.

Pi Sigma, Delta Chapter, a sorority, was founded in 1970. Its basic aims are the promotion of friendship and social interaction, the diffusion of liberal culture and the advancement of equality in college affairs. The sorority wields a beneficial influence on its members and on college life.

Publications

The Cord, the College handbook, contains statements of student rights and responsibilities, a directory of student services, the Student Government Constitution, and other items of importance to students.

The Franciscan, the College yearbook, is published annually by members of the senior class to record class history and important college activities of the year.

Montage, founded in 1977, is the student literary magazine. It affords student writers and artists an opportunity for publication of their work.

The Voce, is the student newspaper. It is edited and published by members of the student body.

Athletics

Under the supervision of the Director of Athletics and his staff, the College's athletic program provides opportunities for students with exceptional talent to participate in a wide variety of intercollegiate athletic competition.

St. Francis College, a member of the Eastern Collegiate Athletic Conference and NCAA Division I, is represented by varsity teams in the following sports:
- **Men:** basketball, soccer, baseball, swimming and water polo
- **Women:** basketball, volleyball and swimming
- **Coed:** bowling, cross-country, tennis and indoor track.

### Intramurals

Under the direction of the Intramurals Supervisor, the College provides a well-rounded program of intramural sports and recreational activities.

Intramural sports, with teams for men and women in most cases, include basketball, softball, volleyball, floor hockey, indoor soccer, water basketball, billiards and table tennis.

Students are encouraged to take advantage of the swimming pool, gymnasium and weight room for recreational use.

All of these activities and programs are described in a brochure which is available in the Intramurals Office.
Credit Hours

One credit hour represents one hour of regular class participation in a lecture or two or more hours in a laboratory session each week.

Registration Procedure

Registration is contingent upon a record of satisfactory marks for the previous semester.

Students are required to have their course selections for the following semester approved by their respective advisor during the advisement period.

Final registration days are indicated on the College calendar. Any changes in the course program outlined during the advisement period must be approved by the advisor at the time of final registration.

Registration will not be complete until the payments required by the Controller's Office have been made. Students may not report for any course for which they have not registered. They must attend the section selected unless permission has been obtained from the Registrar to change from one section to another. They may not register for a course unless all prerequisites have been satisfied.

Late Registration

Enrollment after the designated registration days will be permitted only with the consent of the Registrar and only for a satisfactory reason. Late registrants will be charged a fee of $75.00, and will be held responsible for all absences caused by late registration.

Change in Degree Program

Students who wish to change their major field of study must obtain permission first from the chairman of the department in which they wish to enroll and then from the Vice-President-Academic Dean.

Declaration of major or change of major forms may be obtained in the Registrar's Office.

Students who wish to change from day session to evening session or from evening session to day session must seek this permission by writing to the Vice-President-Academic Dean. If a conference is necessary, an appointment will be arranged.

All summer courses are open to students in good standing, regardless of their session status during the regular academic year.

Students enrolled in one session may register for some or all of their classes in another session with permission of the advisor. This does not constitute permission to transfer to the other session; such permission must be obtained as explained above.

Placement Testing

St. Francis requires all full-time, new students to be tested in English and mathematics. The test results are utilized for advisement and placement of students in appropriate courses. For further information concerning time and location of testing, please consult the Admissions Office and/or the Office of Academic Support Services.

Credit Hour Loads

Full-time students may not carry fewer than 12 nor more than 18 credit hours a semester. Permission to take more than 18 hours may be granted by the Vice-President-Academic Dean. A day student on probation may not take more than 15 hours. An evening student on probation may not take more than six hours. Evening students may not carry more than 12 hours per semester without permission of their advisor.

Attendance

Generally, when a student is absent for more than 10 percent of the total class meetings of a course, he or she is subject to a grade of F for excessive absences.

Seniors with a 2.0 cumulative Index or better may be entitled to privileged attendance. This will be granted at the discretion of the individual instructor and such policy will be announced at the first class meeting.

Grade Points and Credit Hours

Scholastic achievement reflects the combined results of class work and examinations. It is computed according to the following percentage scale:

- A 90-100
- B 80-90
- C 70-79
- D 60-69
- F below 60

Withdrawal from a Course

A student withdrawing from a course must complete a special form in the Registrar's Office. An automatic grade of "W" will be given to the withdrawn student before the first Monday in December during the Fall semester and before the first Monday in May during the Spring semester and before the fifth week during the Summer semester. The date of withdrawal is the day the student informs the Registrar's Office.

Course Repetition

Students must repeat any required course which they have failed the next semester it is offered.
Written approval of the department chairperson is required before a student can receive credit for a major field course completed with a D grade.

Under a special faculty ruling, students may not expect to receive a passing grade in any course in which they fail to maintain standards of good English in essays, examinations, and other written requirements.

Report of Grades

As soon as each term as all grades have been reported and recorded, students will receive a report of their grades. This report should be taken to each course with their respective advisor.

Scholastic Achievement

Scholastic achievement is recorded by means of quality points. Points are assigned as follows for each credit hour completed:

- Grade A (90-100) 4.0 points
- Grade B (80-89) 3.0 points
- Grade C (70-79) 2.0 points
- Grade D (60-69) 1.0 point
- Grade F (below 60) no quality points

The Quality Point Index, QPI, is obtained by dividing the total number of quality points by the total number of credit hours.

When a course is repeated and a higher grade is achieved, the previous grade is not included in the index provided the student has filled a "Repeat Course Form."

Probation

Probation indicates that a student's academic work is below the expected standard. It is determined as follows:

- Freshmen (fewer than 28 credit hours completed) will be placed on probation if their QPI is below 1.50.
- Sophomores (28 to 59 credit hours completed) will be placed on probation if their QPI is below 1.75.
- Juniors (60 or more credit hours completed) will be placed on probation if their QPI is below 2.0.

A QPI of 2.0 is required for graduation.

No student may remain on probation for more than two consecutive terms. Any student may be subject to academic dismissal at any time for poor academic standing.

Only courses completed at St. Francis College are evaluated for purposes of the Quality Point Index and honors. Courses taken under the Junior Year Abroad Program and under the Medical Technology Program are included in the total index.

Honors

Each semester a list of honor students is published by the Vice-President, Academic Dean. This honor list recognizes students' academic achievements and includes those students who have achieved a Quality Point Index of 3.0 or better and have carried the following number of credit hours:

- Full Time—12 or more credit hours.
- Part Time—9 or more credit hours.

Election to the Duns Scotus Honor Society is made each year and is limited to juniors and seniors. Only those students are eligible who have attained high scholarship and have demonstrated their service to the ideals and activities of the College. Election entitles the student to wear the key of the Society which is conferred at a special convocation each year.
Juniors and seniors, who are not on probation, may select one elective course each term to be recorded on their permanent record on a pass-fail basis. This privilege may be used for a maximum of four terms; only one elective course may be selected each term. Courses required in the core curriculum or major department may not be selected for pass-fail status.

The student must designate the course which he or she wishes to take pass-fail on a special form provided by the Registrar’s Office no later than the end of the fourth week of the school term (second week of summer session). This privilege does not excuse students from required work of the particular class. Once the request is submitted, it may not be revoked.

Withdrawal from College

Students obliged to withdraw from the College should notify the Registrar’s Office for further instructions.

Courses at Other Institutions

The College does not grant permission to pursue courses at other institutions except when a required course is not being offered during the semester at St. Francis. When such permission is granted, the combined programs may not exceed 18 credit hours per semester.

Permission may be granted to attend the summer session at another institution provided that the courses sought are required and are not being offered at St. Francis. In no case may a student take a total of more than six credits during a five-week summer session. Permission may be granted to take courses at another institution under the following conditions only:

1. The student has not entered senior year.
2. The student has a Quality Point Index of 2.0.
3. Written approval for the required courses has been granted by the chairperson of the department concerned and the Office of the Academic Dean.
4. Official permission of the Office of the Academic Dean has been obtained before the end of the preceding semester.

Credit will be transferred only for courses completed with a grade of C or better.

Official Bulletin Boards

The official bulletin boards, located at the main entrance to the Science Building, and on each floor of the Arts Building near the elevators, carry announcements of interest to the entire student body, to certain groups of students, or to individuals. These announcements, for example, may be changes in schedule, revisions of rules and regulations, or calls for students to appear at one of the administrative offices. Students are held responsible for reading these bulletin boards, and are obliged to acknowledge announcements pertaining to them within 24 hours after such announcements are posted.

Retention of Students

Retention statistics for the 468 full-time, first-time freshmen entering St. Francis College in Fall, 1978, show that 173 of them remained to complete their studies and received bachelor's degrees before Fall, 1984. Out of 97 transfer students entering St. Francis in Fall, 1978, 58 remained and received degrees before Fall, 1984.
Requirements for Degrees

Programs of Study

St. Francis College awards the following undergraduate bachelor degrees:

Bachelor of Arts (B.A.) with majors in:
- Communication Arts
- Economics
- English
- French
- History
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Social Studies
- Sociology
- Spanish

Bachelor of Science (B.S.) with majors in:
- Accounting
- Accounting and Business Practice
- Aviation Administration
- Aviation Business Studies
- Biology
- Bio Medical Science (preparatory for New York College of Podiatric Medicine)
- Chemistry
- Health Care Management
- Health Sciences
- Health Services Administration
- Management
- Mathematics
- Medical Technology
- Physical Education
- Special Studies

The College awards the following associate degrees:
- Associate in Applied Science (A.A.S.) in Business Administration and Criminal Justice
- Associate in Science (A.S.) in Electronic Data Processing

Teacher Training

Candidates for the B.A. degree in English, social studies, or Spanish; and the B.S. degree in mathematics may elect Teacher Training for the Elementary School (1-6), the Secondary School (7-12), or Special Education.

Candidates for the B.A. degree in French and the B.S. degree in accounting and business practice, biology, or chemistry may elect Teacher Training for the Secondary School (7-12).

Candidates for the B.S. degree in Physical Education are in the Teacher Training Program (K-12).
Graduation Honors

Graduation honors are inscribed on diplomas and recorded in the published list of graduates as follows:

The degree of Summa Cum Laude will be conferred upon a candidate who has achieved a quality point index of 3.8.

The degree of Magna Cum Laude will be conferred upon a candidate who has achieved a quality point index of 3.5 (3.6).*

The degree of Cum Laude will be conferred upon a candidate who has achieved a quality point index of 3.2 (3.4).*

A student must complete 60 credits at St. Francis for these honors.

*Effective as of June, 1986.

The Honors Program

The Honors Program at St. Francis College offers the gifted student an opportunity for course work which is interdisciplinary in nature, using predominantly primary sources, and on a level suited for the most gifted students in the institution. The students, in their Honors seminars, will have the opportunity to do distinguished research appropriate to the undergraduate level.

To qualify for the Honors Program the student must have and maintain an index of 3.5. Qualifying students will be invited to join at the end of their freshman year. Students may also enter at the end of their sophomore year. In addition to invitations extended to qualified students, any student may apply for admission into the program, providing s/he meets the criteria established. A student's continuance in the program shall be reviewed at the end of each academic year. Minimal requirement will be maintaining a 3.5 index plus satisfactory performance in Honors courses and projects.

The chief form of recognition for the graduate of the Honors Program shall be the degree with notation of Honors, awarded at graduation. Transcripts shall also bear this designation, and special recognition shall be given at commencement exercises. The requirements for a degree with Honors shall include the following: (1) Participation in and completion of four one-semester Honors seminars (2) Participation in and attendance at one cultural activity or event each semester as sponsored by the Honors Committee (3) Completion and acceptance of a thesis involving serious and original research. Normally the topic will be in the major field and will be chosen before the start of senior year. The topic will be approved by the Chairperson of the major department in consultation with the Honors Committee. There shall be two readers for the thesis—one from the major department and one from the Honors Committee.

The Honors Council: Dr. John K. Hawes, ex officio member; Assistant Dean Joseph Louzonis, delegate of the Academic Dean; Dr. John Burke, Dr. Gerald Largo, Dr. Barbara Vigliano, Dr. Uwe Gielen; Dr. Francis Greene, Director of the Honors Program.

Core Curriculum

The following courses must be completed by all students in baccalaureate degree programs with the exception of Aviation Business Studies Majors (p. 39); Special Studies Majors (p. 39); and Health Care Management Majors (p. 40):

Core Courses ................................................................................ Credits
Communication 203 ......................................................... 3
English 103* ................................................................. 3
English: Literature Course ............................................... 3
Fine Arts 401; 402 ......................................................... 6
Natural Science or Mathematics ....................................... 6
Philosophy (courses to be taken in sequence) ..................... 9
Three elective credits in Liberal Arts .................................... 3
History 201 ........................................................................... 3
Sociology 203 ................................................................. 3
Religious Studies (Choose one course from: 101; 202; 203; 204; 205; 212; 234) ......................................................... 3
Total Core Credits ................................................................. 42
Total Degree Credits ............................................................ 126

*Students who achieve a superior score on the placement test or who meet other criteria established by the English Department may be exempt from the English 103 requirement and substitute another English course (exclusive of English 101).

In satisfying the Core Curriculum, English 200-level literature courses are designed to meet the needs of the majority of students. Students with a superior background in English, however, may select from among the 300/400-level courses.

The three elective credits in Liberal Arts may not be selected from these areas: accounting, aviation, business law, business management, criminal justice, education, electronic data processing, health care, or physical education. Teacher training students are recommended to take conversational Spanish.

The philosophy sequence consists of one 100 course, one 200 course, and one 300 or 400 course.

In choosing the philosophy sequence teacher training students are recommended to select PHI 114, 203, 403.

Health or Physical Education Requirement

All students must satisfy a two-credit health or physical education requirement. This can be met by taking HS 100A, HS 100B/PE 100A, or PE 100 (B-H). Allied Health majors (Health Care Management, Health Services Administration, and Health Science) must take either the PE 100 (B-H) or the interdisciplinary section, HS 100B/PE 100A. Physical Education majors must take HS 100A or the interdisciplinary section.
Students who participate in intercollegiate athletics must follow the regular registration procedures. They should select either HIS 100A or the interdisciplinary section HIS 100B/EPE 100A.

Major Field of Concentration

All students must designate a major field from among those offered by the college. Designation of Major forms must be filled out in duplicate and filed in the Registrar’s Office by the end of sophomore year. Students are responsible to their major department for advice on planning their registration programs.

Comprehensive Examination or Project

During the senior year, every candidate for a baccalaureate degree should consult the chairman of their respective department regarding a comprehensive examination and/or research project.

The grades earned in the comprehensive examination or project shall be signifies as follows: H - Honors — 90 percent or better; P - Pass — 70-89 percent. Students who merit a grade of H in the comprehensive examination may be exempt from final examination in all courses of their major field at the end of the senior year at the discretion of the department.

Senior Requirement

The final 30 credits for the degree must be earned at St. Francis College.

Application for a Degree

Early in the last year of college each candidate will file with the Registrar a formal application for a degree. It is the responsibility of every degree candidate to observe all requirements and regulations, as well as all deadlines for paying fees, filing applications, submitting forms, and the like.
Departmental Organization

The College is divided into the following departments:

- Accounting and Business Law
- Aviation Administration and Business Studies
- Biology
- Chemistry and Physics
- Communication Arts
- Economics
- Education
- English
- Foreign Language and Fine Arts
- Health, Allied
- History, Political Science, and Social Studies
- Management
- Mathematics
- Philosophy
- Psychology
- Religious Studies
- Sociology and Criminal Justice

Accounting and Business Law Department

(G. Hortick, Chairperson; W. Waters, K. Larson, R. Vawel, W. Yettin, and six adjuncts.)

The department offers courses in accounting and business law and prepares the student for a career in public accounting, private accounting (corporation), or non-profit accounting (governmental agencies, foundations, and non-profit agencies, e.g., theater companies, dance companies, community groups, etc.). When the major in accounting is satisfactorily completed, the student may sit for the CPA Examination, since all New York State requirements are satisfied by St. Francis College's program.

Major in Accounting

Core Curriculum including Mathematics 109; 110 (See page 25) .............................................. 42
Business Law 201; 202; ....................................... 6
Economics 201; 202; 306 ........................................ 9
Two courses from any of the Departmental offerings:
   Economics, any course
   History 303; 307; 406; 410
   Political Science 204; 309; 404; 406
   Psychology 201, 312, 317 ...................................... 6
Management 201; 202; 217; 303; 308; 400 ...... 18
Mathematics 301 .................................................. 3
Accounting 101; 102; 201; 202; 303; 305; 401;
   404; 405; 406 .................................................. 30
Electives ......................................................... 12
HS100A, HS100B/PE100A or PE101(B-H) ........... 2

Total Core Curriculum Credits .................................. 21
Total Credits Required ........................................... 128

Allied Health Department

(E. Glascock, Chairperson; S. Bloomberg, C. Plonsky and 12 adjuncts)

The department offers majors in Health Care Management, Health Services Administration, and Health Science for students who wish to enter the community health field, entry-level or middle-management jobs in health-related fields, or pursue graduate study in related fields.

Beginning Fall 1985, all new students who declare a major or indicate an interest in majoring in Allied Health degrees, or who wish to register for HC 101-102 must be tested in reading, sentence structure, and math where applicable. This testing is done on an individual basis at the Learning Center but must be completed before the end of the first week in which a student is enrolled in HC 101. Based on the results of these tests, the student may register for HC 101 with no restrictions or will be required to register for a one-hour per week lab/workshop designed to help students develop and improve basic academic skills. Specific details about testing are available from the Allied Health Department.

The department offers an award, The Gelfand Medal for Health Care Management majors at each June Commencement. Eligibility and criteria are available at the department office.

Major in Health Care Management (for health professionals)

Core Curriculum

Communication 203 ............................................. 3
English ............................................................. 3
Fine Arts .......................................................... 3
History 201 .......................................................... 3
Philosophy ........................................................ 3
Science or Mathematics ......................................... 3
Sociology 203 ...................................................... 3
Total Core Curriculum Credits .............................. 21

Major Requirements: Health Care 101-102, 103, 104, 105,
   203, 701, three health-related electives .............. 30
Liberal Arts electives ......................................... 42
Free Electives* .................................................... 33
HS100B/PE100A or PE101(B-H) .............................. 2

Total Credits Required ........................................... 128

*The student's interests, goals, as well as specific graduate school requirements should be considered when choosing Liberal Arts, Free, or Health-Related Electives.
Major in Health Services Administration

Core Curriculum, including MAT 301 and BIO 106 or BIO 101 (See page 25) ........................................ 42
Major requirements: HC 101-102, 103, 104, 105, 203, 600, 701, HS 102, 406, three health-related electives .......... 39
Other requirements: ECO 201, 202, 309, MGT 201, 217, MGT 310 or PSY 317 ......................................... 18
Liberal Arts Electives ........................................... 9
Free Electives .................................................... 18
HS100B/PE100A or PE100(B-H) ................................... 2
Total Credits Required ........................................ 128

Major in Health Science

Core Curriculum including Chemistry 101-102
(See page 25) ..................................................... 44
Major Requirements: HC 101-102, HE 102, 204, 206, 207, 301, 406, 701, 504, two health-related electives .......... 39
Other Requirements: BIO 003-004, 203, MAT 301, MGT 217 ................................................................. 18
Free Electives .................................................... 25
HS100B/PE100A or PE100(B-H) ................................... 2
Total Credits Required ........................................ 128

Aviation Administration and Business Studies Department

(E. O'Hare, Chairperson, one full-time instructor and four adjuncts.)

The Department offers a Bachelor of Science Degree in Aviation Administration and a Bachelor of Science Degree in Aviation Business Studies. The Bachelor of Science Degree in Aviation Administration is designed to prepare graduates to enter the aviation industry. The degree provides a background in both the Liberal Arts and Aviation Administration.

Major in Aviation Administration

Core Curriculum including Mathematics 109, 110 (See page 25) .......................................................... 42
Accounting 101: 102 ............................................. 6
Aviation 101; 102; 310; 320; 330; 420; 430; 440 ................. 24
Business Law 201; 202 ......................................... 6
Economics 201; 202 ............................................. 6
Liberal Arts Electives ............................................ 6
Management 201; 202; 217 ..................................... 9
Mathematics 301 ............................................... 3
Political Science 404 ......................................... 3
Psychology 313 ................................................ 3
Specialty Track Electives ...................................... 18
HS100A, HS100B/PE100A or PE101(B-H) ..................... 2
Total Credits Required ........................................ 128

The following specialty track may be completed by completing the courses listed, or other courses approved by the Department Chairman, for the Specialty Track Area selected.

Air Traffic Control
Aviation Management
Aviation Operations
Flight Operations Management
Aviation Maintenance Management
Aerospace Operations Management
Air Cargo Management
Electronic Data Processing
Accounting and Finance
Economics
Management

Biology Department

(J. Corrigan, Chairperson; M. DiGaudio, G. Klinger, one full-time instructor and one adjunct)

The Biology Department has several purposes. First, it is geared to the undergraduate training of Biology majors, to prepare them for admission to graduate schools and professional schools (in medicine, dentistry, veterinary medicine, podiatry, osteopathy and optometry). Second, the department has an accelerated BioMedical Science program in a cooperative effort with the New York College of Podiatric Medicine. Third, the department has a Medical Technology program which is articulated with three separate clinical facilities. Fourth, the department has a joint affiliation with Downstate Medical Center offering pre-professional education in the fields of Nursing, Occupational Therapy, Medical Sonography and Medical Records Administration. Fifth, the department aims to contribute to the general education of Liberal Arts students, by providing them with biological information relevant to the humanities and to educated citizens in general.

Major in Biology

Core Curriculum including Mathematics 202; 203
(See page 25) ..................................................... 43
Chemistry 101-102; 301-302; 304 ................................ 22
Foreign Language* ............................................ 6 or 12
Physics 101-102 ................................................. 8
Biology 103-104; 303; 310; 503 ................................ 17
Biology Electives (Must be selected from 200/300/400 level Biology courses) ........................................ 16
Electives .......................................................... 8 or 14
HS100A, HS 100B/PE1001A or PE100(B-H) .................... 2
Total Credits Required ........................................ 128

*One year of a continuing language or two years of a new language. Most graduate schools, however, require comprehensives in one or more of what some consider basic science languages.
Major in Bio Medical Science

Credits

Core Curriculum including Mathematics
202; 203 (See page 25) ........................................... 43
Chemistry 101-102; 301; 302; 304 .......................... 22
Physics 101-102 ..................................................... 8
Biology 103-104; 301; 310 ...................................... 16
Electives .................................................................. 2
HS100A, HS100B/PE100A or PE100(B-H) .............. 2
BIO 202, 402 and SCI 201 strongly recommended.
Cooperating Hospital Training (New York
College of Podiatric Medicine) ............................ 35

Total Credits Required ........................................ 128

The accelerated Bio Medical Science program enables highly qualified students to complete a curriculum of science studies in two years and make application to the New York College of Podiatric Medicine (a four-year program). Normally this curriculum is completed in eight years.

Major in Medical Technology

Credits

Core Curriculum including Mathematics 202;
301 (See page 25) ..................................................... 43
Chemistry 101-102; 301; 302; 304 .......................... 22
Physics 101-102 ..................................................... 8
Biology 103-104; 301; 406; 407 .............................. 17
Science 201 ............................................................. 4
HS100A, HS100B/PE100A or PE100(B-H) .............. 2

Cooperating Hospital Training Year ........................ 32

Total Credits Required ........................................ 128

Pre-Professional Programs—Downstate Medical Center

Major in Nursing

Credits

Biology 003-004, 205 .............................................. 12
Chemistry 101-102, 301-302, 304 .......................... 22
English 103, English elective .................................. 6
Sociology 203, Sociology elective ........................... 6
Psychology 201, 409 .............................................. 6
Mathematics 301 ................................................... 3
Humanities electives .............................................. 9

Total Credits Required ........................................ 64

Major in Occupational Therapy

Credits

Biology 103-104, 202, 402 .................................... 16
Chemistry 101-102 .................................................. 8
English 103, English elective .................................. 6
Mathematics 107, 301 ............................................ 6
Sociology 203 .......................................................... 3
Psychology 201, 203, 407 ...................................... 9
Electives (from science/core curriculum) ............... 12

Total Credits Required ........................................ 60

Major in Medical Sonography

Credits

Biology 103-104, 202, 402 .................................... 16
Chemistry 101-102 .................................................. 8
Mathematics 107, 301 ............................................ 6
Physics 101 ............................................................. 4
English 103, English elective .................................. 6
Psychology 201, 312 .............................................. 6

Total Credits Required ........................................ 60

Humanities ................................................................ 6
Electives (from science/core curriculum) ............... 8

Total Credits Required ........................................ 60

Major in Medical Records Administration

Credits

Biology 103-104 ..................................................... 8
Chemistry 101 .......................................................... 4
Mathematics 107, 301 ............................................ 6
English 103, English elective .................................. 6
Psychology 301 ....................................................... 3
Sociology 203 .......................................................... 3
Management 217 ................................................... 3
Electives (selected from the following courses **) ...... 27

Total Credits Required ........................................ 60

** (BL 201, SPE 203, ECO 201, 202, MGT 201, 250, 255,
427, HC 215, 401, 404, 436)

Chemistry and Physics Department

(J. Burke, Chairperson; T. Quigley, J. Schneider and one
adjunct.)

The department offers a major in chemistry.

Major in Chemistry

Credits

Core Curriculum including Mathematics 202;
203 (See page 25) .................................................. 43
Biology 103-104 ..................................................... 8
Mathematics 401 ..................................................... 3
Physics 101-102 ..................................................... 8
Chemistry 101-102; 201; 301; 302; 303; 401-402;
404; and 300/400/500 level electives ................... 40
Science 201 ............................................................. 4
Electives ............................................................... 20

Total Credits Required ........................................ 128

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Communication Arts Department

(E. Sainbliau, Chairperson; W. Bocchi, B. Vigliano, and four
adjuncts)

The department offers a major in Communication Arts.

Major in Communication Arts

Core Curriculum including English 202

(See page 25) .................................. 42

English 104; 105 .................................. 6
Psychology 201 .................................. 3
Sociology 309 .................................. 3
Communication 205; 303; 401 .................... 9
Foreign Language, Mathematics 301, Sociology 406 or
Science 201—two courses ........................... 6
Communication Electives ........................... 30
Electives ........................................... 37
HS100A, HS100B/PE100A or PE100(B-H) ........... 2

Total Credits Required ........................... 128

The four areas of concentration in the Communication Arts
major are:

Advertising
Broadcasting and Film
Speech Communications
Theatre

Criminal Justice (See page 40)

Economics Department

(M. Casey, M. Krogdahl, and six adjuncts)

The department offers a unique course of study leading to a
major in economics. Its curriculum is designed to provide for
flexibility in course offerings which is necessary for continued
relevance in a changing world.

The student of economics prepares for a career in business,
education, or government. While an economics major enjoys
all the advantages of a liberal arts education, he or she further
enjoys the additional flexibility of some specialization in
business subjects, such as accounting, computer science, and
business management. Election of courses in the business
area qualifies the student for graduate study in business. By
election of courses in foreign languages and/or mathematics,
the economics major is also qualified to enter graduate
programs in economics.

Major in Economics

Core Curriculum including Mathematics

102; 110 (See page 23) ........................... 42

A sequence of 3 or 12 credits in Accounting,
Management, Foreign Languages, Mathematics ........ 12
History 101 and 102 or 401 and 402 ................... 6
Mathematics 301 .................................. 3
Political Science 204 ................................ 3
Economics 201; 202; 306; 400; 406; 411;
and 300/400 level electives ........................... 33
Electives ............................................. 27
HS100A, HS100B/PE100A or PE100 (B-H) ............ 2

Total Credits Required ........................... 128
The Education Department offers courses required by New York State and the Board of Education of the City of New York. All students are prepared to meet the Certificate of Qualification requirements for New York State Provisional Certification in (a) Elementary Education (1-6), or (b) Secondary Education (7-12) with a major in accounting and business practice, biology, chemistry, English, French, mathematics, social studies or Spanish, or (c) Physical Education (K-12), or (d) Special Education.

Students interested in teaching should consult with the chairperson of the Department of Education during the freshman year in order to discuss professional and subject requirements. Prior to being accepted into the Teacher Training Program, students must demonstrate competence in basic skills by passing a departmental examination, and they must submit the results of a speech test to the Chairperson of the Department of Education. A similar speech test may be required before receiving a student teaching assignment.

Students entering the teacher training programs may not be on probation, must maintain a 2.50 overall index, and a 3.00 index in their major subject field and professional education studies. Students are urged to observe the program requirements in their chosen field and are held responsible for choice and successful completion of the programs as outlined for them.

All programs for students in teacher education must be approved by the chairperson of the Education Department. Students must take the minimum number of semester hours in professional education, as indicated in each particular program.

The Education Department recommends those students who successfully complete the approved program in Competency-Based Teacher Preparation for certification to teach in elementary or secondary schools of New York State. In making this recommendation, the Education Department requires a balance of preparation in three areas of study: (1) general liberal education; (2) academic or subject base; (3) professional studies in education consisting of theory and field-based experiences (observation, peer teaching, micro teaching, tutoring and supervised student teaching).

Prior to completing the Teacher Training Program, students must take the Core Battery of the National Teacher Examination to complete New York State Certification requirements.

Students completing one of the Competency-Based Teacher Preparation Programs will be eligible to complete the five-year requirement of permanent certification at another institution on a full- or part-time basis.

Students are eligible for license examinations of the Board of Education of the City of New York. This license is recognized by the New York State Department of Education as sufficient for eligibility to teach in all districts of New York State, except Buffalo.

The official advisor is the chairperson of the Education Department. Further guidance may be obtained from the members of the Education Department.
3. Pedagogic Behavior
   a) Elementary Program:
      History and philosophy of education, curriculum, child psychology, special methods, public relations, supervised student teaching, tests and measurements
   b) Secondary Program:
      History and philosophy of education, principles and problems of secondary education, special methods, educational psychology, supervised student teaching, tests and measurements
   c) Physical Education:
      History and philosophy of education, educational psychology, tests and measurements, special methods, supervised student teaching
   d) Special Education Program:
      History and philosophy of special education, psychology of the exceptional child, health education for the exceptional child, movement experience and games of low organization in special education, movement perspectives for exceptional children, diagnosis and treatment of reading disabilities for special education, special methods of teaching arts and crafts to special children, tests and measurements in special education

4. Field Experience
   a) Observation, peer teaching, micro teaching, peer testing, micro testing and tutoring.

Accounting and Business Practice

Secondary School Teacher Training Curriculum Credits

| Core Curriculum including Mathematics 109; 110 (See page 25) | 42 |
| Accounting 101; 102; 201; 202; 303; 405; and 300/400 level electives | 21 |
| Business Law 201; 202 | 6 |
| Economics 201; 202; 306; 307 or 308 | 12 |
| Education 201; 301; 302; 401J; 401K; 402; 404 | 23 |
| History 401 | 3 |
| Management 201; 217 | 6 |
| Mathematics 301 | 3 |
| HS100A, or HS100B/PE1001, or PE100 (B-H) | 2 |
| Electives | 10 |
| Total Credits Required | 128 |

Biology Major

Secondary School Teaching Training Curriculum Credits

| Core Curriculum including Mathematics, 202; 203 (See page 25) | 43 |
| Chemistry 101-102 | 8 |
| Education 201; 301; 302; 401J; 401K; 402; 404 | 21 |
| Foreign Language | 6 |
| Physics 101-102 | 8 |
| Science 301-302 | 6 |
| Biology 103-104; 303; and 200/300/400 level electives | 24 |
| HS100A, or HS100B/PE100A, or PE100 (B-H) | 2 |
| Electives | 10 |
| Total Credits Required | 128 |

Chemistry Major

Secondary School Teacher Training Curriculum Credits

| Core Curriculum including Mathematics 202; 203 (See page 25) | 42 |
| Biology 103-104 | 8 |
| Education 201; 301; 302; 401J; 401K; 402; 404 | 24 |
| Foreign Language | 12 |
| History 401 | 3 |
| Mathematics or Science* | 6 |
| Communication 301 | 3 |
| English 199; 401J or 401K or 401M; 402A or 402B; 222 (formerly 122); and 300/400 level electives | 30 |
| Electives | 6 |
| HS100A, or HS100B/PE100A, or PE100 (B-H) | 2 |
| Total Credits Required | 128 |

English Major

Secondary School Teacher Training Curriculum Credits

| Core Curriculum (See page 25) | 42 |
| Education 201; 301; 302; 401J; 401K; 402; 404 | 24 |
| Foreign Language | 12 |
| History 401 | 3 |
| Mathematics or Science* | 6 |
| Communication 301 | 3 |
| English 199; 401J or 401K or 401M; 402A or 402B; 222 (formerly 122); and 300/400 level electives | 30 |
| Electives | 6 |
| HS100A, or HS100B/PE100A, or PE100 (B-H) | 2 |
| Total Credits Required | 128 |

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.
French Major

Secondary School Teacher Training Curriculum

Core Curriculum (See page 25) .............................................. 42
Education 201; 301; 302; 401D; 402; 404 .................................. 21
English 300/400 level electives ........................................... 6
History 401 ......................................................................... 3
Mathematics or Science* ....................................................... 6
French 302; 303; 404; 405; electives* .................................. 30
Minor Language** .............................................................. 12
HS100A, or HS100B/PE100A, or PE100 (B-H) ....................... 2
Electives ........................................................................... 6

Total Credits Required ....................................................... 128

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.
**Students offering this language on admission must be placed in proper level course by language department.

Mathematics Major

Secondary School Teacher Training Curriculum

Core Curriculum including Biology 103-104 or Chemistry 101-102 (See page 25) .... 44
Education 201; 301; 302; 401E; 402-404 .................................. 21
Foreign Language ................................................................. 6
Physics 101-102 .................................................................. 8
Mathematics 202; 203; 304; 305; 309; 401; 415; and 300/400 level electives 37
Science 201 ......................................................................... 4
HS100A, or HS100B/PE100A, or PE100 (B-H) ....................... 2
Electives ........................................................................... 6

Total Credits Required ....................................................... 128

Social Studies Major

Secondary School Teacher Training Curriculum

Core Curriculum (See page 25) .............................................. 42
Economics 201; 202; ............................................................ 6
Education 201; 301; 302; 401F; 402; 404 .................................. 21
Foreign Language ................................................................. 12
History 101; 102; 305; 306; 307; 311; 401; 303 or 406 ............... 24
Mathematics or Science* ....................................................... 6
Political Science 204 and 300/400 level electives ..................... 6
Sociology 300/400 level electives ......................................... 3
HS100A, or HS100B/PE100A, or PE 100 (B-H) ....................... 2
Electives ........................................................................... 6

Total Credits Required ....................................................... 128

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.

Spanish Major

Secondary School Teacher Training Curriculum

Core Curriculum (See page 25) .............................................. 42
Education 201; 301; 302; 401D; 402; 404 .................................. 21
English 300/400 level electives ............................................ 6
History 401 ......................................................................... 3
Mathematics or Science* ....................................................... 6
Spanish 308; 310; 402; 405; electives* .................................. 30
Minor Languages** ............................................................. 12
HS100A, or HD 100B/PE100A, or PE100 (B-H) ..................... 2
Electives ........................................................................... 6

Total Credits Required ....................................................... 128

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.
**Students offering this language on admission must be placed in proper level course by language department.

English Major

Elementary School Teacher Training Curriculum

Core Curriculum including Mathematics 103; 104 (See page 25) ..................... 42
Education 201; 202; 312; 402; 404; 411A; 411G; 411H; 411K; 411L; 431 or 411E; 411F; 411J; 411K; 434 .................................... 39
English 199; 401J or 401K or 401M; 402A or 402B; 220 or 222 (formerly 122); 300/400 level electives ................. 24
Psychology 302 .................................................................... 3
Science 301 or 302 or 303 and BIO 102 .................................... 3
HS100A, or HS 100B/PE100A, or PE100 (B-H) ....................... 2
Electives ........................................................................... 12

Total Credits Required ....................................................... 128

Mathematics

Elementary School Teacher Training Curriculum

Core Curriculum including Physics 101-102 (See page 25) .......................... 44
Education 201; 202; 312; 402; 404; 411A; 411G; 411H; 411K; 411L; 431 or 411E; 411F; 411J; 411K; 434 .................................... 39
Mathematics 202; 203; 301; 304; 305; 401; 415; 300/400 level electives ................................................................. 32
Science 301 or 302 or 303 and BIO 102 .................................... 3
HS100A, or HS 100B/PE100A, or PE 100 (B-H) ....................... 2
Electives ........................................................................... 2

Total Credits Required ....................................................... 128

Social Studies

Elementary School Teacher Training Curriculum

Core Curriculum including Mathematics 103; 104 (See page 25) ..................... 42
Economics 201-202 .................................................................. 6
Education 201; 202; 312; 402; 404; 411A; 411G; 411H; 411K; 431 or 411E; 411F; 411J; 411K; 434 .................................... 39
History 101; 201; 307 or 311; 401; 402; 303 or 406 .................... 18
Political Science 204; 300/400 level course .............................. 6
Psychology 203 .................................................................... 3
Science 301 or 302 or 303 and BIO 102 .................................... 6
Sociology 301 ....................................................................... 3
HS100A, or HS 100B/PE100A, or PE 100 (B-H) ....................... 2
Electives ........................................................................... 3

Total Credits Required ....................................................... 128
### Spanish

**Elementary School Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum including Mathematics 103; 104</td>
<td>42</td>
</tr>
<tr>
<td>Education 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434</td>
<td>39</td>
</tr>
<tr>
<td>History 306; 307</td>
<td>6</td>
</tr>
<tr>
<td>Psychology 203</td>
<td>3</td>
</tr>
<tr>
<td>Spanish 308; 310; 402; 405; electives*</td>
<td>27</td>
</tr>
<tr>
<td>Science 301 or 302 or 303 and B10 102</td>
<td>6</td>
</tr>
<tr>
<td>HS100A, or HS100B/PE100A, or PE100(B-H)</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required ........................................ 128

*Students offering this language on admission must be placed in proper level course by language department.

### Physical Education (K-12) Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum including Biology 003-004</td>
<td>44</td>
</tr>
<tr>
<td>Chemistry 003-004 or 101-102*</td>
<td>8</td>
</tr>
<tr>
<td>Health Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 201; 203</td>
<td>6</td>
</tr>
<tr>
<td>Education 201; 302; 402; 404; 501B</td>
<td>13</td>
</tr>
<tr>
<td>Physical Education (four skills from 1 to X); 103; 105; 205; 208; 209; 211; 301; 302; 304; 305; 308; 402; 403; 450</td>
<td>38</td>
</tr>
<tr>
<td>HS100A, or HS100B/PE100A</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required ........................................ 128

* Students planning to pursue graduate work in physical therapy, physiology of exercise, or other science-related graduate programs are recommended to take Chemistry 101-102 (see the chairperson).

---

### English Major

**Special Education Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum including Science (BIO 005-006)</td>
<td>42</td>
</tr>
<tr>
<td>Education 411A; 411S; Psychology 203; Science 303</td>
<td>12</td>
</tr>
<tr>
<td>English 199, 222 or 229; 401J or 401K or 402A</td>
<td>30</td>
</tr>
<tr>
<td>or 402B; 300/400 electives</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Special Education 101; 201; 202; 301; 302; 401; 402; 403; 404</td>
<td>30</td>
</tr>
<tr>
<td>HS100A, or HS100B/PE101A or PE100(B-H)</td>
<td>2</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits Required ........................................ 128

### Mathematics Majors

**Special Education Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum including Science (BIO 005-006)</td>
<td>42</td>
</tr>
<tr>
<td>Education 411A; 411S; Psychology 203; Science 303</td>
<td>12</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Special Education 101; 201; 202; 301; 302; 401; 402; 403; 404</td>
<td>30</td>
</tr>
<tr>
<td>HS100A, or HS100B/PE101A or PE100(B-H)</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required ........................................ 128

*Placement in the proper course is determined by a test.

### Social Studies Major

**Special Education Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum including Science (BIO 005-006)</td>
<td>42</td>
</tr>
<tr>
<td>Education 411A; 411S; Psychology 203; Science 303</td>
<td>12</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>History 101; 102; 307 or 311; 401; 402; 406 or 303</td>
<td>18</td>
</tr>
<tr>
<td>Economics 201; 202</td>
<td>6</td>
</tr>
<tr>
<td>Political Science 204</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 301</td>
<td>3</td>
</tr>
<tr>
<td>Special Education 101; 201; 202; 301; 302; 401; 402; 403; 404</td>
<td>30</td>
</tr>
<tr>
<td>HS100A, or HS100B/PE101A or PE100(B-H)</td>
<td>2</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits Required ........................................ 128

### Spanish Major

**Special Education Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum including Science (BIO 005-006)</td>
<td>42</td>
</tr>
<tr>
<td>Education 411A; 411S; Psychology 203; Science 303</td>
<td>12</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>History 306; 307</td>
<td>6</td>
</tr>
<tr>
<td>Spanish 201; 202; 306; 310; 402; 405; 300/400 electives</td>
<td>30</td>
</tr>
<tr>
<td>Special Education 101; 201; 202; 301; 302; 401; 402; 403; 404</td>
<td>30</td>
</tr>
<tr>
<td>HS100A, or HS100B/PE101A or PE100(B-H)</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required ........................................ 128

*Placement in the starting course is determined by the Foreign Language Department.
English Department

(R. Fox, Chairperson; G. Bush, F. Caricato, A. Gill, G. Turbe, and four adjuncts.)

The department offers a major in English.

Major In English

Core Curriculum (See page 25) ........................................ 42
English 402A or 402B: 450 ........................................ 6
English 300/400 level electives ...................................... 12
Electives ................................................................. 66
HS100A, or HS100B/PE101A or PE100(B-H) ...................... 2

Total Credits Required .................................................. 128

*Students offering this language on admission must be placed in proper level course by language department.

Foreign Language and Fine Arts Department

(F. Greene, Chairperson; M. de Orl, E. Garcia, P. Juseczek, S. Rutar, and three adjuncts.)

The department offers majors in French and Spanish.

Courses are offered in French, Spanish, German, and Fine Arts.

Major In French

Core Curriculum (See page 25) ........................................ 42
French* ................................................................. 30
Minor Language* (must be taken at St. Francis) .................. 12
Electives ................................................................. 42
HS100A, or HS100B/PE101A or PE100(B-H) ...................... 2

Total Credits Required .................................................. 128

Major In Spanish

Core Curriculum (See page 25) ........................................ 42
Spanish* ................................................................. 30
Minor Language* (must be taken at St. Francis) .................. 12
Electives ................................................................. 42
HS100A, or HS100B/PE101A or PE100(B-H) ...................... 2

Total Credits Required .................................................. 128

*Students offering this language on admission must be placed in proper level course by language department.

History, Political Science and Social Studies Department

(A. Hughes, Chairperson; H. Cuddy, F. Sorrentino, and 10 adjuncts.)

The department offers majors in history, political science, and social studies.

For students who seek a broad liberal arts background, the majors in this department offer maximum opportunities. Drawing on the offerings of most other disciplines and combining them with dozens of specific course offerings, these majors provide a general education which equips students for careers and post-graduate studies in law, education, government service, and business.

Major In History

Core Curriculum (See page 25) ........................................ 42
Communication 300/400 level electives ......................... 3
Economics 201; 202 ................................................... 6
Any combination of
   Foreign Language; Mathematics 301; Sociology 406;
   Management 217; 230; 235; Science 201 ..................... 12
Mathematics or Science* .............................................. 6
Political Science 204 or Sociology 404 ......................... 3
History 202 or 301; 312 or 403 or 404;
   400; 401; 402; 300/400 level electives ....................... 30
Electives ................................................................. 24
HS100A, HS100B/PE100A or PE100(B-H) ...................... 2

Total Credits Required .................................................. 128

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.

Major In Political Science

Core Curriculum (See page 25) ........................................ 42
Communication 300/400 level elective ............................ 3
Economics 201; 202 ................................................... 6
Any combination of
   Foreign Language; Mathematics 301; Sociology 406;
   Management 217; 230; 235; Science 201 ..................... 12
History 101; 102; 303; 402; 407 .................................. 15
Mathematics or Science* .............................................. 6
Political Science 202; 204; 301; 400;
   300/400 level electives ......................................... 24
Electives ................................................................. 18
HS100A, HS100B/PE100A or PE100(B-H) ...................... 2

Total Credits Required .................................................. 128

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.
Major in Social Studies  
Credits
Core Curriculum (See page 25) .................................................. 42
Communication 300/400 level electives .................................. 3
Economics 201; 202 ................................................................. 6
History 101; 102; 300/400 level electives .............................. 12
Political Science 204; 304 ....................................................... 6
Sociology 301 ........................................................................... 3
Social Studies 400 and electives* .......................................... 21
Electives .................................................................................. 15
HS100A, HS100B/PE100A or PE100(B-H) .............................. 2
Total Credits Required ......................................................... 128
*Economics, history, political science and sociology courses may be selected with the approval of the advisor.

Management Department

(S. Barban, Chairperson; A. Dubinsky, P. Goldberg, P. Garam, E. Petruccell, P. L. Wilamowsky, S. Willing, and 16 adjuncts.)

The department offers a major in management.

Major in Management  
Credits
Core Curriculum including Mathematics 109, 110  
(See page 25) ................................................................. 42
Accounting 101; 102 ............................................................... 6
Business Law 201; 202 ........................................................... 6
Economics 201; 202; 306 ......................................................... 9
History; Political Science; Economics or Psychology —  
2 courses .............................................................................. 6
Management 201; 202; 217; 301; 302;  
303; 308; 310; 409; 403 or 408; 404 .................................. 33
Mathematics 301 ................................................................... 3
Political Science 404 .............................................................. 3
Electives ................................................................................. 3
HS100A, HS100B/PE100A or PE100(B-H) .............................. 2
Total Credits Required ......................................................... 128

Mathematics Department

(R. Guardado, Chairperson; J. Andres, J. Lazzara, J. Tremmel and four adjuncts.)

The department offers a major in mathematics. The program provides a sound foundation for study at the graduate level in mathematics and/or computer science. In addition, many of the offerings are essential for careers in industrial and actuarial mathematics.

Major in Mathematics  
Credits
Core Curriculum including 8 credits in  
Physics (See page 25) ........................................................... 44
Foreign Language* ................................................................. 6
Mathematics 202; 203; 304; 401; 403; 404;  
409; 412; 418; 300/400 level electives  
(excluding Mathematics 301) ............................................ 40
Science 201 ............................................................................ 4
Electives ................................................................................. 32
HS100A, HS100B/PE100A or PE100(B-H) .............................. 2
Total Credits Required ......................................................... 128
*Two courses in the same language.

Philosophy Department

(F. Stade, Chairperson; J. Carpino, G. Galigan, H. Langiulli, and three adjuncts.)

Nine credits in philosophy are part of the Core Curriculum. The purpose of these required courses in philosophy is to make available to students conceptual instruments and sources with which to effect for themselves the structuring of their intellectual experience. Only insofar as the individual student achieves this has the College succeeded in attaining its primary aim as a liberal arts college. The core requirement in philosophy consists of the following courses listed in sequence: one 100-level course; one 200-level course; and one 300- or 400-level course.

The department also offers a major program in philosophy. This program provides a sound foundation for training in other professions, such as law, as well as preparing students for graduate study in philosophy. The major program in philosophy leaves considerable room for course selection both in philosophy and other disciplines. The department encourages its students to acquaint themselves with as many areas of knowledge and methods of inquiry as possible.

Major in Philosophy  
Credits
Core Curriculum (See page 25) .................................................. 42
Foreign Language ................................................................. 12
History 101; 102 ................................................................. 6
Mathematics or Science* ......................................................... 6
Philosophy 303, 327, 403, 404;  
451; 452; 453, 454 ........................................ 24
Philosophy Electives ................................................................. 3
Electives .................................................................................. 33
HS100A, HS100B/PE100A or PE100(B-H) .............................. 2
Total Credits Required ......................................................... 128
*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.
**These courses are in addition to the Core requirements.
Psychology Department

(U. Gielen, Chairperson; S. Anolli, D. Mower, and three adjuncts.)

The department offers a major in psychology.

Major in Psychology

Core Curriculum (See page 25) ........................................ 42
Foreign Language ...................................................... 6
Mathematics or Science* ........................................... 6
Psychology 201; 202; 302; 401; 420 ....................... 22
Psychology Electives (choose two from each group) 205; 206; 207 .................................................. 7-3
307; 312; 400; 411 ................................................. 6
Psychology 470 ....................................................... 3
Electives .................................................................. 33-34
HS100A, HS100B/PE100A or PE100(B-H) ............... 2

Total Credits Required ............................................. 128

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.

Sociology Department

(E. O'Hem, Chairperson; F. Tawab, and three adjuncts.)

The department offers a major in sociology.

Major in Sociology

Core Curriculum (See page 25) .................................. 42
Economics 201 or 202; 308 .................................. 6
Foreign Language or two courses in Electronic Data Processing ............................................. 6
Mathematics or Science* ........................................... 6
Political Science 304 or 305 or Sociology 316 ........... 3
Psychology 201; 312 ............................................... 6
Sociology 301; 311; 400; 404; 406 ......................... 15
Sociology Electives 300/400 level .......................... 9
Sociology Electives (choose one sequence) 303A; 303B; 308A; 308B ................................. 6
Electives .................................................................. 27
HS100A, HS100B/PE100A or PE100(B-H) ............... 2

Total Credits Required ............................................. 128

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.

Preparation for Professional Study

Pre-Medical and Pre-Dental

The requirement for admission to the study of dentistry or medicine includes approved courses in English, general chemistry, organic chemistry, physics, and biology or zoology.

Students should carefully note that the above are only minimal and that professional schools very rarely accept applicants who have only minimal preparation. The trend for admission to these schools is toward the completion of a four-year undergraduate course and students who contemplate studying medicine, dentistry, or podiatry are strongly urged to obtain the degree.

Any student planning to enter a professional college should consult the catalogue of the college of his or her choice during freshman year.

Any junior or senior who intends to apply to a professional school must submit to a personal interview at a meeting of the Committee on Recommendations to Professional Schools. Exact dates of such meetings will be posted. Recommendations may be obtained at these times only. Students are advised to take the required admission examination in the spring of their junior year.

Pre-Law

Law schools do not prescribe a definite pre-law curriculum for prospective students. Therefore, students will have to make
their own selection of courses in undergraduate school which will assist them in achieving their goal. In choosing both courses and/or a major field of study, students should remember that law schools consistently indicate that they want applicants and students who can think logically and express themselves clearly and cogently both orally and in written form.

The Law School Admissions Test is required of all applicants by most law schools. This examination is administered by the Educational Testing Service, Princeton, N.J. It is suggested that students interested in studying law seek an interview with Pre-Legal Advisers, Dr. Arthur Hughes or Dr. Frank Sorrentino in the History, Political Science and Social Studies Department. Law school material and catalogues may be found in that department’s office.

Pre-Podiatry

St. Francis College and the New York College of Podiatric Medicine offer an accelerated Bio Medical program.

The six-year program will allow students to earn a B.S. degree in Bio Medical Science from St. Francis and a D.P.M. degree from the New York College of Podiatric Medicine in Manhattan.

Podiatry is the medical specialty which is concerned with the examination, diagnosis, prevention and treatment of conditions and functions of the foot.

During their first two years of study at St. Francis students will complete liberal arts requirements and a concentration of courses in biology, chemistry and mathematics. In four years at the New York College of Podiatric Medicine they will complete a sequence of advanced study in the biological, physical and behavioral sciences. At both the college clinic and cooperating hospitals they will receive extensive clinical experience and gradually assume responsibility for the care of patients with faculty supervision. Transfer students and students with advanced earned credits standing will be accepted into the program. All students must complete basic science courses and the last 30 credits at St. Francis College.

Pre-Professional Programs—Downstate Medical Center

St. Francis College, through a joint affiliation with Downstate Medical Center, offers pre-professional education in the fields of Nursing, Occupational Therapy, Medical Sonography and Medical Records Administration. Each of these programs leads to a baccalaureate degree awarded by Downstate Medical Center, S.U.N.Y. In the respective specialty area. Acceptance into the program at St. Francis does not guarantee placement at Downstate Medical Center. Minimal requirements for admission to these programs are 3.0 index on a 4.0 scale, no D grades and 60 credits of specific prerequisite courses.

Program Options

Career Concentrations

These clusters of sequenced courses are designed for men and women seeking up-to-date skills in a specialty area for career advancement or change.

Career concentrations are available to degree candidates and can be applied toward the departmental major or used as undergraduate transfer credit.

For non-degree students (persons not currently interested in a baccalaureate degree) an official college transcript will be maintained.

Candidates for these options should possess a high school diploma and are required to maintain at least a C average.

Concentrations in Marketing, Finance, Human Resources

For more information on these concentrations, refer to page 68.

Concentration in Corporate Accounting

21 undergraduate credits (7 courses)
Elementary Accounting I, II
Cost Accounting
Taxation I, II
Business Law I, II

Concentration in Electronic Data Processing

18 undergraduate credits (6 courses)
Introduction to Electronic Data Processing
Basic Cobol
Advanced Cobol
Report Program Generator Programming
Systems Analysis I
Systems Analysis II

Concentration in Communication Arts

18 undergraduate credits (6 courses)
Mass Communications
Broadcast Communications
Play Production
Documentary Film Making
History of Film
Studies in Film

Concentration in City Issues

15 undergraduate credits (5 courses)
Principles of Sociology
Social Problems
Urban Community
Urban Planning
Sociology Elective

Affiliated Institutions

Acceptance into a degree program at St. Francis affiliated with another college, hospital or institution does not guarantee placement in the affiliated institution.

Specifically, acceptance into the B.S. in Medical Technology program does not guarantee placement in the hospital School of Medical Technology. Placement in a hospital for the fourth (clinical) year is highly competitive since only a limited number of spaces exist in the hospitals. A student’s completion of the entire program leading to the B.S. will depend upon the admission to and completion of the clinical year at the hospital. Admission to the hospital is influenced strongly by the student’s academic performance.

Similarly, acceptance into the B.S. program in Bio Medical Science at St. Francis does not guarantee placement in the Doctor of Podiatric Medicine program at the New York College of Podiatric Medicine.
Men and women of all ages are encouraged to become students at St. Francis College. The various programs of the college are open to mature students who wish to study full-time, part-time, days or evenings.

Some degree programs have been especially designed with the adult student in mind. These are the Bachelor of Science in Special Studies, the Bachelor of Science in Health Care Management, Bachelor of Science in Aviation Business Studies, the Associate in Applied Science in Business Administration or Criminal Justice, and the Associate in Science in Electronic Data Processing.

Other career advancement degree programs are scheduled for the convenience of those with work and home responsibilities. These are the Bachelor of Science in Accounting, the Bachelor of Science in Management, the Bachelor of Arts in Communication Arts, and the Bachelor of Arts in Special Studies. The Departmental Organization section describes requirements for these programs.

Those students with short-term educational goals will find one of the six Advanced Business Certificate Programs extremely beneficial. These certificates, awarded after the successful completion of 18-21 credits, are designed to provide the necessary technical competence and intellectual skills to compete in the corporate world. The credits which comprise a certificate may also be transferred into one of the St. Francis College degree programs.

Complete information and details of degree and certificate programs may be obtained from the Admissions Office. Interested persons should call the Office of Admissions for an appointment with an admissions counselor.

General Degree Requirements

All degree programs include a liberal arts core, requirements for the major, and elective courses. Baccalaureate degrees and associate degrees require satisfactory completion of 128 academic credits and 63 academic credits, respectively.

The candidates for a degree must complete all curriculum requirements and have a cumulative index of at least 2.0. The final 30 credits for a degree must be earned at St. Francis College.

Bachelor of Science in Aviation Business Studies

This program is for students who have already achieved an aviation technology skill or are willing and able to work toward one while earning their College degree. Students have the flexibility to learn about the theoretical and managerial aspects of aviation, while at the same time becoming broadly educated undergraduate business students.

<table>
<thead>
<tr>
<th>Requirements for Bachelor of Science in Aviation Business Studies</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum</td>
<td></td>
</tr>
<tr>
<td>Communication 203</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Core Curriculum Credits                                  | 21      |
| Liberal Arts Electives                                         | 42      |
| Major Requirements                                             |         |
| a) Aviation                                                   |         |
| AV 310, 320, 330, 420, 430, 440                                | 18      |
| b) Aviation Electives                                          | 15      |
| c) Management                                                  |         |
| MGT 201; 202; 217; BL 201                                      | 12      |
| d) Business-related Liberal Arts                              |         |
| PSC 404; PSY 313; MAT 301                                      | 9       |
| Other Electives                                                | 18      |
| HS100A, HS100B/PE100 or PE100B-H                                | 2       |
| Total Credits Required                                         | 128     |

Bachelor of Science in Special Studies

The Bachelor of Science in Special Studies degree is designed for the student seeking a flexible program of study tailored to individual needs. Students who are planning a career change or who are seeking to enhance previously acquired skills with academic attainment will find the opportunity to "tailor make" a curriculum especially beneficial.

At least half of the total 128 credits must be in the liberal arts and sciences. This requirement can be met through transfer credit, credit for Experiential Learning, or through study at St. Francis. Each student develops, with the help of an educational advisor, an individualized interdisciplinary program drawn from various academic departments with no more than 21 credits in any one department.

Candidates for admission should submit approximately two years, or 60 academic credits, of postsecondary education. Transfer credits will be awarded in accordance with college policy as approved by the faculty.

Students who have substantial experience through professional, community and personal endeavors may apply for credits through the Experiential Learning program.

Requirements for Bachelor of Science in Special Studies

<table>
<thead>
<tr>
<th>Requirements for Bachelor of Science in Special Studies</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum</td>
<td></td>
</tr>
<tr>
<td>Communication 203</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>History 201</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 203</td>
<td>3</td>
</tr>
<tr>
<td>Total Core Curriculum Credits*</td>
<td>21</td>
</tr>
<tr>
<td>Liberal Arts Electives**</td>
<td>42</td>
</tr>
<tr>
<td>Other Electives**</td>
<td>63</td>
</tr>
<tr>
<td>HS100A, HS100B/PE100A or PE100B-H</td>
<td>2</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>128</td>
</tr>
</tbody>
</table>
*Credits must be earned at St. Francis College or other accredited college or university.
**Credits may be earned at other institutions, through Experiential Learning or at St. Francis College.

Bachelor of Science in Health Care Management

This program provides an opportunity for individuals already employed in the health care field to obtain knowledge and skills which will prepare them to enter middle management positions in health care fields.

Enrollment in the program is intended for those who have had two years of post-secondary training and three years of professional experience in the field. The program has been planned to allow flexibility: 60 percent of the program is elective (except that 42 semester hours must be in the liberal arts) so that a sequence of supporting courses can be developed to meet the needs of the individual student.

The program allows the student to receive transfer credit for courses completed at other accredited institutions.

Many applicants have had learning experience acquired outside academic life which merit Experiential Learning credit. The Bachelor of Science in Health Care Management program allows qualified individuals to apply for this evaluation. See specific requirements for this degree under the Allied Health Department listing, page 27.

Associate Degree Programs

Core Curriculum for Associate Degree Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 203</td>
<td>3</td>
</tr>
<tr>
<td>English 103</td>
<td>3</td>
</tr>
<tr>
<td>English: Literature Course*</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science or Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Philosophy</td>
<td>6</td>
</tr>
<tr>
<td>History 201</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 203</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Curriculum Credits: 30

*English 200 courses are designed to meet the needs of the majority of students, however, students with a superior background in English may select from among the 300-400 courses.

A.A.S. Business Administration

Associate of Applied Science Degree in Business Administration

<table>
<thead>
<tr>
<th>Core Curriculum including</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics 109 and 301</td>
<td>30</td>
</tr>
<tr>
<td>Accounting 101; 102</td>
<td>6</td>
</tr>
<tr>
<td>Business Law 201; 202</td>
<td>6</td>
</tr>
<tr>
<td>Management 201; 202; 217; 301; 303</td>
<td>15</td>
</tr>
<tr>
<td>Economics 201; 202</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits Required: 63

A.S. Electronic Data Processing

Associate of Science Degree in Electronic Data Processing

<table>
<thead>
<tr>
<th>Core Curriculum including</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics 109; 302</td>
<td>30</td>
</tr>
<tr>
<td>Accounting 101; 102</td>
<td>6</td>
</tr>
<tr>
<td>Economics 201</td>
<td>3</td>
</tr>
<tr>
<td>Management 201; 202; 217; 230; 235; 250</td>
<td>18</td>
</tr>
<tr>
<td>Two of the following: Management: 218; 240; 245; 255; 260</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits Required: 63

A.A.S. Criminal Justice

Associate of Applied Science Degree in Criminal Justice

<table>
<thead>
<tr>
<th>Core Curriculum (See above)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice 200; 201</td>
<td>6</td>
</tr>
<tr>
<td>Criminal Justice Electives</td>
<td>9</td>
</tr>
<tr>
<td>Political Science 304 or 306 or 405</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 201; 312</td>
<td>6</td>
</tr>
<tr>
<td>Sociology 201</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits Required: 63

Advanced Business Certificate Programs

1. CORPORATE ACCOUNTING
   This program is especially geared for adults who work with public and private accountants or who wish to be involved in the accounting field, as well as the government and non-profit sectors.

<table>
<thead>
<tr>
<th>Corporate Accounting</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101</td>
<td>6</td>
</tr>
<tr>
<td>+ 102</td>
<td></td>
</tr>
<tr>
<td>Management 201</td>
<td>3</td>
</tr>
<tr>
<td>Management 217</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 303</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 405</td>
<td>3</td>
</tr>
<tr>
<td>Management 427</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 21

II. ELECTRONIC DATA PROCESSING
   This certificate program is tailored for those individuals wishing to focus on a computer language linked with office management and planning for the future.

<table>
<thead>
<tr>
<th>Electronic Data Processing</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 150</td>
<td>3</td>
</tr>
<tr>
<td>Management 201</td>
<td>3</td>
</tr>
<tr>
<td>Management 217</td>
<td>3</td>
</tr>
<tr>
<td>Management 230</td>
<td>3</td>
</tr>
<tr>
<td>Management 235</td>
<td>3</td>
</tr>
<tr>
<td>Management 250</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 18
III. FINANCE

This twenty-one credit course of study is designed for those adults working in or wanting to work in banking, securities, investments, real estate, brokerage houses or other financial services.

Finance

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 150</td>
<td></td>
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<tr>
<td>Management 201</td>
<td></td>
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<tr>
<td>Management 217</td>
<td></td>
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<td>Management 303</td>
<td></td>
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<tr>
<td>Management 403</td>
<td></td>
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<tr>
<td>Management 408</td>
<td></td>
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<tr>
<td>Management 427</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>21</td>
</tr>
</tbody>
</table>

IV. GENERAL BUSINESS

This popular program is for anyone wishing to understand the various aspects of the business environment. If you want a good foundation in business, this is definitely the certificate for you.

General Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 150</td>
<td></td>
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<tr>
<td>Management 201</td>
<td></td>
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<tr>
<td>Management 202</td>
<td></td>
</tr>
<tr>
<td>Management 217</td>
<td></td>
</tr>
<tr>
<td>Management 427</td>
<td></td>
</tr>
<tr>
<td>Economics 201</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>18</td>
</tr>
</tbody>
</table>

V. HUMAN RESOURCES

If you want to help others in areas such as personnel management, office policies, skill development, recruitment, and training programs, the Human Resources Program is your best choice.

Human Resources

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 150</td>
<td></td>
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<tr>
<td>Management 201</td>
<td></td>
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<tr>
<td>Management 217</td>
<td></td>
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<tr>
<td>Management 310</td>
<td></td>
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<tr>
<td>Management 404</td>
<td></td>
</tr>
<tr>
<td>Management 427</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>18</td>
</tr>
</tbody>
</table>

VI. MARKETING

Students in this program will learn more about sales, publicity, advertising, and import/export. If you are a small business owner or want to be, this program will aid you tremendously.

Marketing

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 150</td>
<td></td>
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<tr>
<td>Management 201</td>
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<td>Management 202</td>
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<tr>
<td>Management 217</td>
<td></td>
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<tr>
<td>Management 427</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>18</td>
</tr>
</tbody>
</table>

Descriptions of the Certificate courses may be found in the "Courses of Instruction" section of this catalogue.

Extension Sites

St. Francis offers courses off-campus at extension sites.

A principal site is at the Federal Aviation Administration Building at J.F. Kennedy Airport, Jamaica, New York. Courses offered there are for Federal Aviation Administration employees. For further information, please consult the Office of Admissions or the Aviation Administration Program Chairperson.

Class Schedules

Courses are scheduled early in the morning, during lunch hour, evening and on Saturday for the convenience of students with work and home responsibilities.

Financial Aid

Many adult students are eligible for the financial aid programs described on page 14, and are encouraged to consult advisers in the Office of Financial Aid. This office is open Monday and Thursday from 9 a.m. to 6:00 p.m. and Tuesday, Wednesday and Friday from 9 a.m. to 5 p.m.

Advisement and Registration

Educational advisors are available by appointment during school sessions, Monday through Thursday between 9 a.m. and 7 p.m. Special registration hours are arranged for adult students.

Admissions Process

Adults can attend classes by completing a temporary application. To pursue a degree, candidates must file an official application with the Admissions Office and submit official transcripts.

Interested adults are encouraged to make an appointment through the Office of Admissions for complete information and educational advisement.

Individual Courses for Personal or Professional Growth

Non-degree students are invited to choose from 500 credit courses offered through the 17 departments of the College.

Experiential Learning

St. Francis College grants credit for learning acquired outside the classroom through its Experiential Learning assessment program. This program is available to all students pursuing a bachelor's degree.

Students must submit a portfolio in order for their prior learning to be assessed. They will petition for a specific number of credits in academic areas in which they are presenting prior learning experience.

Prior to portfolio submission, students must complete the one-credit course, "Preparation of a Portfolio," at the College.

Further information about this program may be obtained from the Office of the Academic Dean.
Courses of Instruction

Each credit hour represents class participation one hour a week for one semester at a lecture, or two hours a week for one semester in a laboratory, unless otherwise indicated.

If a course conducted throughout the year is a credit unit, that fact is indicated by a dash. If each term is a separate unit, which may be taken and credited independently, that fact is indicated by a comma.

The number of semester credits to be earned in a course is indicated by the number following the course title.

Courses that have insufficient registration or lack an instructor will be cancelled.

Accounting

ACC 101, 102  Elementary Accounting I, II  3,3
An introduction to the basic principles of accounting including the bookkeeping cycle, adjusting entries, and classified financial statements; basic partnership and corporate accounting problems; aspects of managerial accounting.
ACC 101 is prerequisite to ACC 102. ACC 101 and ACC 102 are offered every semester.

ACC 150  Introduction to Accounting (for non-business majors)  3
An introduction to accounting as the universal language of business. A study of the postulates and concepts underlying the preparation of basic corporate financial statements. Preparation of such statements will be considered; analysis and interpretation of the statements will be strongly emphasized.
Offered every Spring.

ACC 201, 202  Intermediate Accounting I, II  3,3
An in-depth analysis of accounting theory and financial reporting. Course emphasizes asset and liability valuation and corresponding measurement of revenues and expenses. Specific topics in ACC 201 include: Adjustments, classified financial statements, and analysis of current assets (i.e., cash, receivables, and inventories) and current liabilities. Accounting for the acquisition, depreciation, exchange, and disposition of fixed assets is also included in this course. Specific topics in ACC 202 include: Intangible assets, long-term liabilities and investments, stockholders’ equity transactions, earnings per share, accounting changes and error analysis, statement of changes in financial position, and interperiod tax allocation. Courses combine mixture of theory and problems.
ACC 201 is prerequisite to ACC 202, and ACC 201 is prerequisite to ACC 202. ACC 201 offered every Fall; ACC 202 offered every Spring.

ACC 203  Cost Accounting  3
Managerial use of cost data for routine planning and control, and for long-range planning; product costing using job order, process, and standard costs. Prerequisite: ACC 102 or ACC 150. Offered every Fall.

ACC 305  Auditing  3
Principles, standards, procedures and techniques of auditing with emphasis on the analytical approach; electronic data processing and statistical sampling; types of audit examinations with appropriate reports, evaluation of assets, and substantiation of liabilities; an auditing practice case to be completed. Prerequisite: ACC 201, MAT 301, or special permission from instructor. Offered every Spring.

ACC 400  Accounting Internship Program  3
Full-time professional staff work for limited period in public and private accounting; complete analytical written report of experience. Admission to course by permission of department chairperson. Offered every Fall.

ACC 404  Advanced Accounting Theory  3
Analysis of concepts of income, inflation accounting, leases, pensions, and generally accepted accounting principles. Readings in current literature and review of recent professional pronouncements. Prerequisite: ACC 401. Offered every Spring.

ACC 405, 406  Taxation I, II  6
A study of the basic principles of federal income taxation as applied to individuals, partnerships, and corporations; social security, gift, and estate taxes. ACC 102 or 150 is prerequisite to ACC 405; ACC 405 is prerequisite to ACC 406. ACC 405 offered every Fall; ACC 406 offered every Spring.

ACC 408  New York State and City Taxation  2
A study of the basic principles of New York State and City taxation emphasizing corporations, individuals, partnerships, estates, trusts, gift and sales taxes. Special emphasis is given to differences between the federal and state taxes. Prerequisite: ACC 405. Offered every Spring.

ACC 409  Forensic Accounting  3
This course provides the tools and techniques needed to enter the corporate internal audit department. Included are the standards and components of internal auditing, report writing, computer control and audit, operational auditing, and highlights the differences between external and internal auditing. Prerequisite: ACC 102 or ACC 150; MGT 201. Offered every Fall.

Aviation

The following courses may be offered either on the main campus or at the off-campus site at JFK Airport.

AV 101  Introduction to Air Transportation (formerly AV 201)  3
The history of aviation focusing on the events which led to the development of today's air transportation system. An
analysis of aviation's impact on economic and sociological affairs, both nationally and internationally. A survey of the components of the aviation business community including air carriers, manufacturers, private aircraft operators, government agencies, and trade associations.  
Offered every Fall semester.

AV 102  Aviation Operations  
(formerly AV 202)  
Describes the conduct of professional flight operations including those of air carriers, corporations, F.B.O.'s, and the military. Introduces aircraft types, air routes, personnel, information systems, regulations, and safety.  
Offered every Spring semester.

AV 203  Aviation Meteorology  
Emphasis on interpretation of meteorological phenomena which affect aircraft flight; basic concepts of aviation meteorology, temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, fog, analysis and use of weather data for flight planning and safe flying; interpretation of weather maps, reports and forecasts.  
Offered every Fall semester.

AV 204  Flight Service  
Emphasis on flight planning, weather briefing techniques and procedures, use of Navaid monitors and radio direction-finding equipment, processing notices to airmen, flight following and flight plane handling, in-flight service, enroute flight advisory service, airport advisory service, customs and immigration service. Three classroom hours— one laboratory.  
Offered every semester.

AV 210  Astronautics  
Introduces spacecraft systems from propulsion to electronic and life support. Provides history of space exploits with emphasis on discoveries and lessons learned from each space mission. NASA documents used to insure current information.  
Offered in Spring semester in odd-numbered years.

AV 213, 214  Aeronautics I & II  
Physical principles of operation and design of airfoil and aircraft systems. Aircraft performance and impact of weather on performance. Navigation, radio navigational aids and air traffic procedures combined with Federal Air Regulations.  
Offered in Fall of even-numbered years and Spring of odd-numbered years.

AV 220  Aviation Regulatory Agencies  
This course offers a detailed analysis of the regulatory agencies involved in the field of aviation. The historical background, current status, and future outlook of each governmental body will be studied. The Civil Aeronautics Board, Federal Aviation Administration, National Transportation Safety Board, and other agencies will be covered. A comparison between national and international organizations will be made.  
Offered every Fall.

AV 310  Aviation Marketing  
An examination of the marketing theory and practices of the major components of the air transportation industry: air carriers, aircraft manufacturers, F.B.O.'s, and aircraft component suppliers. Topics include market structure, strategy, advertising and research.  
Prerequisites: AV 101; MGT 202.  
Offered every Fall.

AV 320  Airport and Airways Facilities  
National and international air navigation facilities; their history, structure and administration. Airport operations and development including design, equipment, management, funding and community relations.  
Prerequisite: AV 101. Offered every Spring.

AV 330  Aviation Personnel Practices  
(formerly AV 410)  
A study of human resources management in the aviation industry. Includes the role of labor unions, current labor relations practices, labor's relationship to the industry's economy, hiring practices, management development, government regulations and programs.  
Prerequisite: AV 101. Offered every Spring.

AV 420  Aviation Law and Business Policy  
An examination of governmental regulatory functions which impact the aviation industry. Includes manufacturing and operating regulations, contracts, torts, insurance and security. Legal and ethical considerations of business policy are addressed.  
Prerequisites: AV 101; BL 201. Offered every Fall.

AV 430  Aviation Communications Practicum  
Provides a working knowledge of the means by which communications are accomplished within the aviation industry including written correspondence, telephone systems, teletype, two-way radio, and computer information systems. Students gain practical in typical communications exchanges by
writing business correspondence, preparing computer documents, and role-playing conversations for various communications systems. 

**Prerequisites:** AV 201; AV 320; COM 203. Offered every Spring.

**AV 440 Current Trends in Aviation**
Analysis of selected contemporary issues and trends facing aviation management. Students investigate problems and analyze the underlying causes. The seminar format places emphasis on the student's written and oral presentation of information to reason and to communicate as a manager. 

**Prerequisites:** AV 310, 320, 330, 420. Senior status required. Offered every Spring.

**AV 450 Special Topics in Aviation**
Lectures, seminars, laboratories, independent studies, or a combination of these on selected topics in general aviation and aviation management. Offered every Fall.

**AV 451 or CJ 212 Aviation Security**
Analysis of security and protection within the aviation industry. Course discusses existing and future security programs and systems and equipment. Industry and corporate protection areas evaluated include: building control, industrial espionage, theft and pilferage, Airline passenger screening and protection, aircraft and fixed-base operator security programs are prepared and reviewed. Terrorist and bomb threats, building evacuation, and search procedures are reviewed. Legislation concerning aviation security is covered from both a historical and present requirement viewpoint. Offered every Spring.

**AV 510 Thesis/Seminar on Aviation**
Students explore topics of interest and of significance to contemporary aviation community. Research, analysis, group discussion and formal presentation of conclusions are required. May be repeated for up to 9 credits. 

**Prerequisites:** Senior standing; permission of chairperson. Offered every semester.

**AV 600 Cooperative Education Program**
The Federal Aviation Administration Air Traffic Control Training Internship. The program consists of 4 three-credit terms during which the student is employed by the FAA at an air traffic facility as a trainee. The student is evaluated and graded by the FAA facility manager and by the Chairman of the Aviation Department. 

**Offered every Semester:**

**AV 610 Airline Cooperative Education Program**
Cooperative education and internship training programs are set up with various aviation industry organizations. The student is placed in a variety of training positions within the company and evaluated on his performance. The overall grade for the program is compiled from the various individual grades received in each of the areas of training received. 

**Offered every Semester:**

**Biology**

**BIO 003-004 Anatomy and Physiology**
An analysis of the anatomy and physiology of man at the cellular level, as well as of the body as a whole. Laboratory experiments and dissections of representative forms to obtain these objectives will be performed. This course is open only to those students majoring in physical education and health science. 

**Two lectures, one recitation, and three lab hours per week. Offered every other year, starting in Fall 1983.**

**BIO 005-006 Principles of Anatomy and Physiology for the Special Educator**
The analysis of the anatomy and physiology of man designed for the teacher of special students with emphasis on the pathology and clinical considerations of the neuro-muscular system. 

**Three lectures per week. Offered every year.**

**BIO 101-102 Introduction to Biology**
An introduction to the science of biology. Selected topics will include the chemical nature of life processes, cellular basis of behavior, the principles of development, heredity and evolution, and the relation of the organism to the environment. The course is designed for non-science majors. 

**Three lectures per week. Offered every year.**

**BIO 103-104 General Biology**
A course designed to examine basic principles in molecular biology, cellular physiology, anatomy and physiology, developmental biology, genetics and ecology. Included is an introductory comparison of plant and animal phyla. 

**Two lectures, one recitation, and three lab hours per week. Offered every year.**

**BIO 106 Principles of Human Anatomy and Physiology for Health Care Facility Supervisors**
The functional anatomy and physiology of the prenatal, normal adult and aging model of the human being are examined through lecture and projection of selected biological materials. Discussion of relevancy of material for informed decision making and efficient operation of the health care facility included. 

**Offered every semester.**

**BIO 108 Biological Research Techniques**
An analysis of botanical and bacteriological laboratory techniques as well as an introduction to radiation biology. 

**Three lectures per week. Offered every semester.**

**BIO 201 Embryology**
A descriptive study of the development of amphibious, frog, chick, and mammal in lecture and laboratory. Developmental genetics; the problems of development; an introduction to experimental embryology. 

**Prerequisite:** BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered in Fall, even-numbered years.

**BIO 202 Comparative Anatomy**
A comparative lecture and laboratory study of the macroscopic anatomy of typical representatives of the classes of vertebrates. 

**Prerequisite:** BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered every Fall.

**BIO 203 Invertebrate Zoology**
Major invertebrate phyla with emphasis on taxonomy, structure, physiology, and ecology. Field trips to selected local areas for the collection and study of representative invertebrate forms. 

**Laboratory dissection of representative types.** 

**Prerequisite:** BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered in Fall, odd-numbered years.
BIO 204  Ecology  4
An introduction of ecological principles and their application to the environment; numerous field trips to representative systems and environmental problems.
Prerequisite: BIO 101-102 or 103-104. Two lectures, one recitation, and three lab hours per week. Offered every Summer.

BIO 205  Descriptive Microbiology  4
A study of microorganisms as agents of infectious disease with emphasis on their morphology and physiology, as well as their control with various chemical and physical agents; the laboratory studies will include the morphological and biochemical characteristics of microorganisms, their control, and the microbiology of water, food, and dairy samples.
Prerequisite or Corequisite: BIO 203. Two lectures, one recitation, and three lab hours per week. Offered every Fall.

BIO 206  Histology  4
A study of the microscopic anatomy of normal animal tissues and organs.
Prerequisite: BIO 202. Two lectures, one recitation, and three lab hours per week. Offered in Spring, even-numbered years.

BIO 207  Animal Microtechnique  2
Methods of preparing animal tissue for study with the light microscope.
Prerequisite: BIO 103-104; 206. One lecture and three lab hours per week. Offered in Fall, odd-numbered years.

BIO 301  Microbiology  4
A survey of the principal groups of microorganisms (bacteria, fungi, algae, protozoa, viruses, and rickettsiae) with emphasis on taxonomy, morphology, physiology, and their industrial and medical application.
Prerequisite: BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered in Spring, even-numbered years.

BIO 302  Botany  4
A survey of the principal groups of plants from the standpoint of their structure and development with intensive studies on the morphology and physiology of the angiosperms.
Prerequisite: BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered in Spring, odd-numbered years.

BIO 303  Genetics  4
An introduction to variation and heredity, the theory of the gene as developed in classical genetics, biochemical and molecular genetics, cytogenetics; the genetics of populations; cytoplasmic inheritance; laboratory problems and experiments in drosophila, bacterial, and viral genetics.
Prerequisite: BIO 103-104 and one advanced BIO course with laboratory. Two lectures, one recitation, and three lab hours per week. Offered every Spring.

BIO 304 Biological Techniques (Instrumentation)  4
The theory and practical application of various analytical procedures and the solution of biological problems by instrumentation. A study of the use of centrifuges, pH meters, analytical balances, dialyzers, techniques, counter current distribution application, chromatographic techniques: paper, column, thin layer, and gas liquid and spectroscopy (VIS and IR).
Prerequisite: Departmental approval of qualified students and BIO 103-104, 303, and 310. Two lectures, one recitation and three laboratory hours per week. Offered in Fall, even-numbered years. Limited enrollment.

BIO 306  Parasitology  4
A study of parasitic protozoa, platyhelminthes, nematode helminthes and arthropoda, stressing their relation to man and their control.
Prerequisite: BIO 103-104; 202; 203. Two lectures, one recitation, and three lab hours per week. Offered in Spring, odd-numbered years.

BIO 310  Cell Biology  4
An introduction to the form and function of cells; a study of the origins of life; cell prototypes and prokaryotes; the eukaryotic cell (plant and animal) and its organelles; bioenergetics; the central dogma; and vital activities of various cell types.
Prerequisite: BIO 103-104 and CHE 101-102; 301; 302.
Pre- or Corequisite: CHE 304. Two lectures, one recitation and three lab hours per week. Offered every Fall.

BIO 402  Vertebrate Physiology  4
The basic principles involved in the physiology of vertebrate systems; the physiochemical aspects and homeostatic mechanisms of the functional systems.
Prerequisite: BIO 103-104; 202 (physics strongly recommended). Two lectures, one recitation, and three lab hours per week. Offered every Spring.

BIO 403  Endocrinology  3
A survey of the glands of internal secretion; each of the endocrine glands will be considered according to structure, development, synthesis of hormones, regulation of function, action of hormones and the interrelationship with other components of the regulatory system.
Pre- or Corequisite: BIO 402. Three lectures per week. Offered in Spring, even-numbered years.

BIO 404  Radiation Biology  4
Prerequisites: Departmental approval of qualified students and BIO 103-104; 303; 310; CHE 301, 302 (strongly recommended). Two lectures, one recitation and three laboratory hours per week. Offered in Spring, odd-numbered years. Limited enrollment.

BIO 406  Special Topics in Microbiology  4
A survey of basic hematology, immunology, mycology and parasitology. Diagnostic significance of laboratory exercises in hematology and immunology are discussed in addition to identification of medically important fungal and animal parasites affecting man.
Prerequisite: BIO 301. Two lectures, one recitation and three lab hours per week. Offered every Spring.

BIO 407  Medical Microbiology  1
An analysis of the various portals of entry of microbial diseases and a study of these diseases.
One lecture per week. Offered every Spring.

BIO 500  Independent Study  3
Independent study under faculty guidance.
Prerequisite: Departmental approval of qualified students plus BIO 103-104; 303; 310. Offered every semester.

BIO 501, 502 Biological Research  6
Independent research under faculty guidance. A required written report of the work may be considered part of the comprehensive examination required of all biology majors.
Prerequisites: Department approval of qualified students plus BIO 103-104; 303; 310. Offered every year.
BIO 503  Biology Seminar  1
A discussion by faculty, visiting scientists, and students of topics reflecting research and current problems in biological sciences.
Prerequisite: Open to graduating seniors with departmental approval. Offered every Spring.

The following courses are offered at Methodist Hospital and satisfy the clinical training requirements for the B.S. degree in Medical Technology.

MHB 400  Clinical Biochemistry  3
Introduction to major concepts of basic metabolic pathways and biochemical control mechanisms, including organic and physiological aspects of clinical laboratory procedures with emphasis on analytical and quantitative chemistry as applied to clinical methods.

MHB 410  Instrumental Automation  3
Introduction of both current and classical laboratory instrumentation from chemistry, hematology, coagulation and immunology labs. Instruction includes absorption spectrophotometry, flame photometry, atomic absorption spectrophotometry, electrophoresis, automation including autoanalyzer, Coulter S, bio-data equipment, fluorescence microscopy.

MHB 420  Hematology  4
Origin and interrelationship of blood cells, their structure in normal and abnormal states and their normal maturation. Disease of both the erythrocyte and leukocyte series are discussed. Laboratory diagnosis of these diseases. Routine and special procedures are learned during the students' 12-week stay in the laboratory.

MHB 450  Coagulation  4
Theoretical aspects of blood coagulation in normal and disease states with current laboratory methods employed and practical experience within the lab.

MHB 460  Immunohematology  4
Methods in blood banking with emphasis on genetics and transfusion therapy, including extensive laboratory techniques.

MHB 455  Immunology/Serology  4
Principles of immunology and serology with emphasis on antibody antigen reaction, disease states and practical application in current laboratory techniques including radio-immunoassays, immunodiffusion, and fluorescence microscopy techniques.

MHB 465  Bacteriology  4
Identification and classification of all major bacteria of clinical importance. The practical aspects are studied in the lab including isolation techniques, biochemical reactions, and antibiotic sensitivity methods.

MHB 470  Myology  2
A study of classification, identification of life cycles and morphologic, physiological, and biochemical aspects of fungi of medical importance; a study of infections they may form.

MHB 480  Parasitology  2
A study of the life cycle, morphology, transmission, pathogenicity, pathology and treatment of diseases caused by protozoans, and helminthes, along with prevention and distribution of these organisms. All aspects of practical lab work and identification methods discussed with emphasis on immunology and recognition of parasites found in stool, blood, and tissues.

MHB 490  Urine Components  2
A study of the physiology of the kidney with emphasis on the composition of urine both chemically and morphologically in disease and normal states. Practical lab work involves knowledge of microscopic, microscopic, and chemical analysis of urine. Uroanalysis is considered by most physicians as the single most significant lab test.

The following courses are offered at Maimonides Medical Center and satisfy the clinical training for the B.S. degree in Medical Technology.

PMHC 400  Clinical Biochemistry  5
Introduction to basic major metabolic pathways with discussion of both normal and pathological conditions affecting these pathways. Emphasis is placed on quantitative analytical chemical methods with particular attention paid to clinical methodologies.

PMHC 410  Laboratory Automation and Instrumentation  4
The student is introduced to the current state-of-the-art instrumentation in all major areas. Both theoretical and practical aspects of all instruments are taught as the student rotates through each area. Instruction includes the SMA-12, Beckman Astra-8, Blood Gas Analyzers, electrophoresis, immunoelectrophoresis, laser nephelometry, Coulter S-Plus, Coulter S-Plus Four, Dif-4 Counter, Bectec and Beckman 4000 and Nuclear of Chicago Gamma Counters.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MMC 420</td>
<td>Hematology</td>
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<td>MMC 430</td>
<td>Coagulation</td>
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<td>MMC 445</td>
<td>Endocrinology</td>
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<td>MMC 450</td>
<td>Immunology/Serology</td>
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<td>MMC 460</td>
<td>Bacteriology</td>
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<tr>
<td>MMC 470</td>
<td>Mycobacteriology (TB) and Mycology</td>
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<td>MMC 480</td>
<td>Parasitology</td>
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<td>MMC 490</td>
<td>Clinic</td>
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<td>MMC 500</td>
<td>Laboratory Computer Instruction</td>
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<td>MMC 550</td>
<td>Clinical Immunology/Clinical Virology</td>
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<td>CMC 435</td>
<td>Clinical Cytogenetics</td>
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<td>CMC 440</td>
<td>Clinical Hematology</td>
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<td>CMC 450</td>
<td>Clinical Immunology/Clinical Virology</td>
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<td>CMC 460</td>
<td>Clinical Microbiology</td>
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MMC 420 Hematology
Origin of structure of both normal and abnormal cells are discussed, as well as the laboratory diagnosis of hematological disorders. Both routine procedures, such as sedimentation rates, as well as the more special procedures of hemoglobin electrophoresis and APA are also presented. Instrumentation taught includes both cell counters and differential analyzers.

MMC 430 Coagulation
Practical and theoretical aspects of blood coagulation are covered, with emphasis placed on the cascade process of coagulation in both normal and disease states. Automation includes the Coagameter 2000 and the Dual Channel Coagulator.

MMC 445 Endocrinology
Introduction to basic principles of radioimmunoassay and competitive protein binding are taught, with particular emphasis being placed on the special techniques necessary to do analyses at very low concentrations of metabolites (nano- and picogram) carried out in this area. Tests covered include thyroid function determinations and therapeutic drug monitoring.

MMC 450 Immunology/Serology
Introduction to basic principles of immunity and serology with particular emphasis on the antigen-antibody reaction are taught. Practical applications include instruction in current laboratory techniques such as RPR's, ASO tests, heterophile, latex nephelometry and immunodiffusion.

MMC 460 Bacteriology
Theoretical aspects of the classification and identification of all bacteria of clinical importance are emphasized. The practical aspects of culturing and sub-culturing, as well as biochemical reactions and antibiotic sensitivity methods are taught. Instruction is given on the Bectec, an instrument for the analysis of blood cultures.

MMC 470 Mycobacteriology (TB) and Mycology
Stains for acid-fast bacilli and chemical testing to identify all mycobacteria and TB are taught. India ink and KOH preparations for direct fungal elements are also taught and positive classification and identification of the fungal is carried out by the Uni-Yeast-Tek system.

MMC 480 Parasitology
An outline of the life cycles, pathology and treatment of diseases caused by parasites significant in human illnesses is covered. Practical aspects of the laboratory identification of medically significant parasites found in blood, stool and feces are taught.

MMC 490 Clinic
The physiology of the kidney, with particular emphasis on the formation and composition of urine is taught. Practical laboratory work involves the bipolar method for identification of certain abnormal metabolites and microscopic analysis for cells and other substances found in the urinary sediment. Direct chemical analyses for other metabolites is also taught.

MMC 500 Laboratory Computer Instruction
Instruction is given on the theoretical aspects of computer hardware and software. Practical applications include use of the CRT's for entering patient laboratory requests and results, as well as an introduction to running both background and foreground functions on the laboratory computer, such as statistical programs and quality control analysis.

The following courses are offered at Cabrini Medical Center and satisfy the clinical training for the B.S. degree in Medical Technology.

CMC 400 Clinical Chemistry
This course covers instrumentation, laboratory mathematics, manual methods, quality control, as well as both qualitative and quantitative procedures performed in the clinical laboratory on body fluid specimens (blood, urine, spinal fluids, etc.).

CMC 415 Clinical Virology
The course covers the collection and storage of specimens for virological examination, the classification of viruses and the diseases associated with them, as well as the various serological tests employed in diagnostic virology.

CMC 420 Clinical Hematology
The theoretical and practical aspects of hematology, which include the study of fetal and embryonic blood formation, normal blood constituents and the hematopoiesis, to disorders of the blood and bone marrow.

CMC 435 Clinical Cytogenetics
The lecture covers mitosis, meiosis, origin, transmission and genetic significance of chromosome aberrations, polyploidy and aneuploidy and disease states.

CMC 440 Clinical Hematology
The course covers the theory and practice of blood group immunology. Included are the blood group systems and their inheritance, blood typing, the detection of abnormal antibodies, compatibility testing, the diagnosis of immune hemolytic anemias and hemolytic disease of the newborn. Blood procurement and blood bank management are also covered.

CMC 450 Clinical Immunology/Clinical Virology
An introduction to the immune system response and to the organs and cells associated with the phenomena of immunology. The principles of several serological testing methods including agglutination, flocculation, precipitation, complement fixation and immuno-fluorescence are discussed. Serological tests covered include those used for the diagnosis of venereal disease, infectious mononucleosis, febrile condition, rickettsial diseases, etc.

CMC 460 Clinical Microbiology
The course covers the identification of gram positive and negative cocci, bacilli, diplococci, particularly the family Enterobacteraceae, as well as, gram negative nonfermenters and cocci- bacilli, anaerobes and mycobacteria. Special attention is given to biochemical testing, the different culture media used, staining procedures, as well as clinical findings.
CMC 470 Clinical Mycology 1
The course covers the collection and handling of specimens, the classification and identification of fungi, disease states, and serological techniques.

CMC 480 Clinical Parasitology 2
Lecture and laboratory experiments to enable the student to identify parasites and vectors which are most important to man. A study of host-parasite relationships relative to disease transmission, geographic distribution, morphology and life-cycle of the parasite, epidemiology, pathology, diagnosis, helminth specimens, collection, concentration, and preservation.

CMC 490 Urinalysis 2
This course covers the methods of collecting, preserving, and analyzing urine. It includes examination of the physical and chemical properties of urine sediment, as well as qualitative test procedures. Topics discussed include renal function, clearance tests, pregnancy testing, and disease states.

Chemistry

CHE 003-004 Chemistry and Life 8
Introduction to basic principles of chemistry, emphasis on application of these principles to living systems and their impact on present-day living. For students not intending to major in science. Two lecture hours, one conference, and three lab hours per week. Offered in 1986-87 and every other year.

CHE 101-102 General Chemistry 3
Emphasis on quantitative aspects of chemistry at a more specialized level than in Chemistry 003-004. For science majors. Two lectures, one conference, and three lab hours per week. Offered every year.

CHE 201 Analytical Chemistry 4
Quantitative study of gravimetric and volumetric analysis; solubility product; acid-base; oxidation-reduction; and complex-formation phenomena considered with emphasis upon precision, resourcefulness, and chemical calculations. Prerequisite: CHE 102. Two lectures, one conference, and three lab hours per week. Offered in Fall 1985.

CHE 301, 302 Organic Chemistry 10
Aromatic and aliphatic compounds; reaction mechanisms based on electronic theory; preparation of representative compounds and quantitative analysis. Prerequisite: CHE 102. Three lectures, one conference, and four lab hours per week. Offered every year.

CHE 303 Inorganic Chemistry 3
The study of bonding, structure, and reactions of inorganic compounds based on modern physical chemical concepts; coordination compounds and organometallic compounds. Prerequisite: Department approval. Three lecture hours per week. Offered in Spring 1986.

CHE 304 Biochemistry 4
Physio-chemical approach; amino acids, proteins, carbohydrates, lipids, enzymes, intermediate metabolisms; modern techniques for isolation, identification, and determination of biochemical significance. Prerequisite: CHE 301. Two lectures and four lab hours per week. Offered every Spring.

CHE 401-402 Physical Chemistry 9
Atomic, molecular, and crystal structure; thermodynamics; solution properties; chemical kinetics; electrochemistry. Prerequisite: Department approval. Three lectures and four lab hours per week. Offered in 1986-87 and every other year.

CHE 403 Advanced Physical Chemistry 3
An advanced treatment of some of the topics introduced in Chemistry 401 and 402; quantum mechanics and statistical mechanics emphasized; application of these topics to thermodynamics, chemical bonding, and kinetics. Prerequisite: Department approval. Three lecture hours per week. Offered when needed.

CHE 404 Instrumental Methods of Analysis 4
Theory and laboratory work in spectroscopy, absorption, and emission; electro-analytical chemistry and chromatography as they apply to analytical chemistry. Prerequisite: Department approval. Two lectures and five lab hours per week. Offered in Spring 1986.

CHE 405 Advanced Organic Chemistry 3
Physical organic chemistry; emphasis on structure and reaction mechanisms; free radical chemistry. Prerequisite: Department approval. Three lecture hours per week. Offered when needed.

CHE 501, 593 Chemical Research 2
Independent research under faculty guidance. A required written report of the work may be considered part of the comprehensive examination required of all chemistry majors. Prerequisite: Department approval. Offered every year.

Communication Arts

COM 203 Fundamentals of Speech 3
(introduction to phonetics and study of basic dictation; speech screening;
practice of extemporaneous speaking organized according to purpose: speaking to persuade, to inform, to entertain; analysis of individual problems.
Offered every semester.

**COM 205 Voice and Diction (formerly SPE 205)**
A study in voice and speech production help students improve voice and diction and work on specific speech problems such as proper breathing, voice production in tone, articulation, foreign accents, etc. The International Phonetic Alphabet is studied and utilized in this course. Strongly recommended to correct foreign dialects.
Offered every semester.

**COM 301 Oral Interpretation (formerly SPE 301)**
Presentation and analysis of selections from various prose and poetry and plays. 
Prerequisite: COM 203. Offered every Fall.

**COM 302 Persuasion (formerly SPE 302)**
A study of value, attitude, and behavior change in the communication process. This course will emphasize persuasive techniques, blending scientific theory about communication, with the practical experience of those involved in persuasion (e.g., business law, teaching, healing profession, etc.) and the tradition of rhetoric and persuasion found in our Western heritage. The purpose of the course is to provide students with an understanding of the persuasive communicators in the real world. Uses and abuses of persuasive methods, tactics and strategies in business, law, advertising, mass media will also be examined and explored. 
Prerequisite: COM 203. Offered in Fall, even-numbered years.

**COM 303 Interpersonal Communication (formerly SPE 303)**
Every human being must communicate to live. We all communicate with other people and we all communicate with ourselves through the process of thinking. This course is set up to help us understand how the process works, how the process sometimes "goes wrong" or breaks down and how we can take part in communicating with other human beings more efficiently and effectively. Among the areas covered will be the influence on communication of Perception (eye of the beholder), Semantics (words don't mean, people mean) and Body Language (the sounds of silence). 
Offered every Spring.

**COM 304 Mass Communications (formerly SPE 304)**
A study of the following media: radio, television, newspapers, magazines, film, cartoons, the stage, and the like. Areas of study include: basic techniques, effects, economics, management and controversial issues. Field trips, guest speakers, research paper on one medium and reaction papers on controversial issues. 
Offered every Fall.

**COM 305 History of Film (formerly SPE 305)**
An introduction to the basic techniques and major movements in film through key productions. The role of the writer, actor, director, producer, and other professionals in the making of a film, trends in style and basic points of criticism will be studied. 
Offered every Fall.

**COM 306 Studies in Film (formerly SPE 306)**
An in-depth study of key techniques through the productions of major directors; symbolism in the film; the relation of film to written literature; techniques peculiar to film. 
Offered every Spring.

**COM 307 Advertising (formerly SPE 307)**
Course investigating functions and techniques. A study of copywriting, outdoor advertising, layout, typography, print and broadcast media, and market research. The course consists of lectures on advertising and field trips to commercial art studios, ad agencies, television ad departments, and to magazine and public relations firms. 
Prerequisites: ENG 105, COM 304. 
Offered every Fall.

**COM 308 Television Studio Production (formerly SPE 308)**
The study of radio and television directing and operation, camera work, floor supervision, audio operation, direction, and control room operation. Practice in programs produced by the Archdiocese television station and commercial radio and television stations.
Prerequisites: COM 304. Offered every semester.

**COM 309 Topics in Mass Communication**
An advanced course which investigates selected problems and controversies in the contemporary mass media. Topics include censorship and legal issues, the artistic strategies of popular culture forms and new technologies and opportunities in the electronic media.
Prerequisite: SPE 304. Offered every Spring, even-numbered years.

**COM 401 Basic Film and Video Production (formerly SPE 401)**
A course concentrating on Super 8 film production. A study of the skills involved in cameras, projectors, scripts, sound and editing techniques. Students will engage in film projects.
Prerequisite: COM 305. Offered every Fall.

**COM 402 Advanced Film and Video Production (formerly SPE 402)**
A study of specific film forms such as drama, documentary, industrial, and commercials. Further work with Super 8 sound production techniques. Students may make field trips and engage in film projects.
Prerequisite: COM 401. Offered every Spring, odd-numbered years.

**COM 404 Acting II (formerly SPE 404)**
An introduction to the basic techniques and theories of acting; exercises in the fundamentals of voice, pantomime, movement and concentration. Conducted as a workshop.
Prerequisite: COM 203. Offered every Fall.

**COM 405 Film, Television and Theatre Production (formerly SPE 405)**
A study of the production process. Similarities and differences of these production methods are examined and analyzed. Funding, creative, administrative, pre-production, production and post-production are explored.
Offered every Spring, even-numbered years.

**COM 407 Acting II (formerly SPE 407)**
A study of various acting techniques employed in theatre, radio, television, and film.
Prerequisite: COM 404. Offered every Spring.
COM 408 Theatre in Performance 3
(formerly SPE 408)
Performance style and techniques in modern theatre. (The class will meet alternately at St. Francis College and a specified New York theatre or studio. At least five professional productions are seen. The productions will represent a variety of performance styles from the conventional to the avant-garde. In addition to tuition, theatre ticket fees will vary with productions. All St. Francis meetings analyze the productions in light of modern trends. Depending upon availability, guest performers, writers and directors associated with the productions are interviewed by the class. Grade is determined by written examination.) Offered every Fall.

COM 409 Directing 3
(formerly SPE 409)
A study of directing in film, radio, television, and theatre; documentaries, commercials, news features, and special film and television features. Offered every Fall, even-numbered years.

COM 410 Writing for Performance 3
(formerly SPE 410)
An introductory survey and study of the writing techniques and skills for theatre, film and television. Studies of format, characterization, scene construction, dialogue, narrative, and basic structure of those mediums. Analysis of plays, screenplays, documentaries, industrials and commercials. Student scripts are read and analyzed. Prerequisites: ENGL 105, 222; COM 304, 306. Offered every Spring, odd-numbered years.

COM 500 Independent Study 3
(formerly SPE 500)
A project concentrating in one area of communication. A written and an oral report to be submitted at the end of the study. Offered as students qualify.

COM 503 Small Group Communication 3
(formerly SPE 503)
Theory and practice in the analysis of social interaction in small groups as it affects problem-solving and policy formation processes. The course seeks to increase students' relational sensitivity and behavioral flexibility. Offered every Fall.

COM 504 Organizational Communication 3
(formerly SPE 504)
An experiential approach to learning about organizational communication based on game theory. The game approximates conditions encountered in organizational settings and transforms the classroom into an active laboratory so that principles and application are more readily recognized. Offered every Spring.

COM 600 Field Experience (Internship) 3
(formerly SPE 600)
A student with significant accomplishments in the department
may be granted permission by the department chairperson to engage in field experience. Assignments will depend on the availability of suitable programs. The instructor assigned to consult in the study must agree to guide and evaluate the quality of work and research undertaken. The field experience must relate to the area of communication in which the student has specialized in the department. The amount of credit awarded will be determined by the department chairperson. The student must maintain a comprehensive daily log of work activities, and must attend a series of seminars during the field experience period. Prerequisite: Permission of department chairperson. Up to 15 credit hours may be earned. Offered as students qualify.

Criminal Justice

CJ 200 or SOC 303A Criminology 3
The sociological approach to the study of crime causation and to patterns of criminal and delinquent behavior in contemporary society. Prerequisite: SOC 203. Offered Fall 1986.

CJ 201 or SOC 303B Sociology of Corrections 3
The study of the structure and functioning of the American system of corrections; law enforcement, courts, institutions, probation and parole. Prerequisite: SOC 203. Offered Spring 1987.

CJ 202 Problems of Urban Law Enforcement
(formerly CJ 461) 3
The role of the law enforcement officer and agency in the city of the 80's; the limitations and the extent of community cooperation necessary for proper law enforcement. Offered Fall 1986.

CJ 203 Courts Management
(formerly CJ 465) 3
Training in proper reading of documents, setting up procedures, proper handling of records and documents received, structure of courts system, and management function of various divisions. Offered in Fall 1987.

CJ 204 Prison Environment
(formerly CJ 466) 3
Organization and functions of prison system; role of the corrections officer in the rehabilitative process; modern thought concerning prison reform; recent prison events analyzed and discussed; character of the modern prisoner; prisoner's rights and officer's rights and duties. Offered in Spring 1986.

CJ 205 or SOC 310 Child Welfare 3
This course traces the development of the rights of the child in relation to parental rights; explores the methods of care of dependent and neglected children in their own homes; foster homes; institutions; reviews the adoption process and the social trends toward integration in family and child care. Prerequisite: SOC 203. Offered Fall 1985.

CJ 206 or SOC 312 Sociology of Minority Groups 3
The analysis of interaction among racial, ethnic, and religious groups in the United States; the study of structure, dynamics, and problem aspects. Prerequisites: SOC 203. Offered in Spring 1986.

CJ 208 Supervision and Administration of Police
(formerly CJ 471) 3
A consideration of supervisory problems within a police organization and the implementation of sound principles of human relations and supervisory techniques to effective police performance; analysis of administration of large police departments, and of line, staff and auxiliary functions, the interrelationships and interdependence of each. Offered in Fall 1985.

CJ 209 or PSY 330 Counseling the Drug User
(formerly CJ 473) 3
Techniques for recognizing drug users; commonly used drugs and their effects; groups, organizations, services, and individuals providing referral care and therapy; counseling techniques for the layman. Offered as needed.

CJ 210 Forensic Science
(formerly CJ 476) 3
An introduction to the problems and techniques of scientific criminal investigation with emphasis on the value of various scientific aids to the officer, detective, or field investigator. This course will examine techniques used in investigating major criminal cases such as kidnapping, arson, bombings, organized crime. Offered in Spring 1986.

CJ 211 Private Security and the Private Sector 3
An introduction to the security field. Overview of school and campus security, hospital security, housing security, etc. Security organization, policies, and personnel are explored. Emphasis on creating security awareness, relations with other organizations and security's place in the corporate structure. Offered in Spring 1986.

CJ 212 or AV 451 Aviation Security 3
An overall review of the security measures required in the aviation industry. Topics include: regulations, passenger screening and protection, airport and fixed-base operator security, theft and pilferage protection, and security plan protection. Offered every Spring.

Economics

ECO 201 Principles of Macroeconomics 3
Macroeconomics; the foundation of economic analysis; national income; employment and economic growth; aggregate demand, saving and investment; economic fluctuations; monetary and fiscal policy; underdeveloped countries; comparative economic systems. Offered in Fall 1985.

ECO 202 Principles of Microeconomics 3
Microeconomics; markets, the price system, and the allocation of resources; competition, monopoly, monopolistic competition, and oligopoly; government and business; the distribution of income. Offered in Spring 1986.

ECO 302 Economic Development of the United States 3
American economic life, growth of business concentration; problems of agriculture; public utility and railroad regulation; labor organization and development; money, banking, and fiscal problems; capital formation and distribution of national income; the depression and New Deal; the United States in the international economy. Offered in Spring 1986.
ECO 303 Economic Issues
Today
An examination of significant contemporary economic problems, the application of economic understanding to current issues, domestic and worldwide; typical relevant issues such as consumerism, environmental adjustments, national economic priorities, the monopoly threat, the United States in the world economy, etc. Offered in Spring 1985.

ECO 306 Money and Banking
Money and credit; commercial banking; central banking; monetary theory and monetary and fiscal policy; other banking and credit institutions. Offered every semester.

ECO 307 Environmental Economics
An examination of basic ecological principles and economic principles as they relate to the problems of the environment; an analysis of programs of business and government to ameliorate the environmental effects of production and waste disposal to improve the quality of life. Offered in Fall 1985.

ECO 308 Urban Economics
An examination of the economic foundations of contemporary urban problems, location of central places, the urban hierarchy, the urban economic base, urban land use, maps and patterns, problems of housing, urban renewal, mass transportation, industrial relocation, population shifts, ghetto unemployment, inflation, pollution, and poverty as economic problems requiring economic solutions. Offered in Fall 1985.

ECO 309 Labor Economics
An examination of labor concepts, markets, and problems; manpower economics, human resources, and labor markets; the development of the union movement and its impact on society; modern labor legislation, the development of collective bargaining, and full employment concepts; unemployment, insecurity, and the operations of the labor market; government in labor problems; the theories of wages and employment. Offered in Fall 1985.

ECO 312 Government Finance
Analysis of the role of government in the national economy; consideration is given to the growth of the public sector, the U.S. federal budget, the ordering of our national priorities among various public programs, the public debt and fiscal policy, the U.S. tax structure, personal and corporate income taxation, capital gains taxation and tax reform. Offered in Spring 1986.

ECO 313 Workshop in Personal Finance
A lecture-discussion course intended to familiarize the student with the many aspects of his/her personal finance situation; personal budgeting, investments, credit, usages, mortgages, insurance protection, and related topics are covered. Offered in Spring 1986.

ECO 317 Contemporary Economic Systems
An examination of major economic systems in the contemporary world: the system of capitalism and the American form; the command economy of the Soviet Union; the mixed economies of Western Europe and Japan; the market socialism of Yugoslavia; the role of economic planning in various systems; evaluation of the performances of economic systems. Offered in Fall 1985.

ECO 319 Economic Issues and the Aged
Analysis of economic factors associated with the aged; implications for individuals, poverty, the economy, life cycle economics, retirement, income maintenance, and social security. Offered in Fall 1985.

ECO 320 Economics of Industry
Micro-economic analysis of such business practices as price fixing, price discrimination, exclusive and reciprocal buying, predatory pricing, resale price maintenance, product differentiation, and advertising, vertical integration and diversification, research and development. Examination of evidence regarding the prevalence and importance of such phenomena, and
analysis of their effects on resource allocation and consumer welfare. Critical examination of economic arguments for and against anti-trust and other types of governmental regulation of business conduct.

Offered in Spring 1986.

ECO 400 Seminar in Economics 3
Principles of research; bibliography; the application of statistical methods to a specific problem of individual research; recent developments in applied economics.
Prerequisite: ECO 201, 202. Offered in Spring 1986.

ECO 403 International Trade and Finance 3
Principles, practices, and problems of world trade; equilibrating the balance of payments through domestic and exchange rate adjustments; the effect of world trade on national income and output; international trade and domestic employment; regional economic integration; the International Monetary Fund and dollar depreciation; foreign direct investment and multinational corporation; reasons for leaving the gold standard; new problems such as floating exchange rates.
Prerequisite: ECO 201, 202. Offered in Fall 1985.

ECO 406 Development of Economic Thought 3
A survey of economic thought principally from the seventeenth century to the present day; mercantilism; physiocracy and the emergence of a science of economics; the Classical School; the rise of socialist protest; marginalism and the neo-classical synthesis; Keynes and post-Keynesian economics; monetarism.
Prerequisite: ECO 201, 202. Offered in Spring 1986.

ECO 411 Concepts in Economic Analysis 3
An analysis of the most important concepts in the representation of the operation of both the aggregate economy and price theory; general economic concepts; concepts concerned with the macroeconomic framework: behavior and policy; concepts involved with market types, value, distribution, employment, cost-benefit analysis, and economic inequality.
Prerequisite: ECO 201, 202. Offered in Fall 1985.

ECO 500 Independent Studies 3
Individual research and study with the approval of the department of economics.

Offered every semester as students qualify.

Economics—Business Options

These suggested programs are meant to provide the student interested in utilizing economics learning in a business environment with a viable alternative. Two programs are afforded the student: one in the finance area and the other in the marketing-marketing research area.

Finance

Accounting 101, 102—
Elements of Accounting
Management 201—
Industrial Organization
Management 303—
Corporate Finance

Management 310—
Behavioral Science
Management 403—
Financial Management
Management 405—
Security Analysis
Management 412—
Portfolio Management
Marketing—Marketing Research
Management 201—
Industrial Organization and Management
Management 202—
Marketing
Management 302—
Advanced Marketing and Management
Management 307—
Advertising and Sales Promotion
Management 309—
The Sales Function
Management 310—
Behavioral Science
Management 407—
Market Research
Information concerning the teacher training programs will be found on page 31 of this catalogue.

The following courses are offered under the supervision of the education department by faculty members of the various fields involved. The course work includes subject theory and field-centered experiences in observation, peer teaching/micro teaching, or tutoring to demonstrate competency attainment. A performance index of 3.25 is required to demonstrate competency attainment in the field-centered experiences.

**Elementary Teacher Training Program**

**ED 101  Seminar: Preparation of Life Experience Portfolio**
1
Required of students preparing to apply for life experience credits. An explanation of the procedures and instruction in the preparation of the portfolio.
Prerequisite: Matriculation in a Bachelor's degree program. Offered every semester.

**ED 201  Foundation of Education: History and Philosophy**
3
The development of the various philosophies of education through a survey of ancient, medieval, and modern education; the ends and means in education; educational theory in the United States today.
On Campus: 30 hrs. Field-Centered Experience: Observation 15 hrs.
Offered every semester.

**ED 202  Introduction to the Education of Children and Youth**
3
A study of individual differences among children; educationally disadvantaged children; elementary and secondary classroom techniques; basic school problems.
On Campus: 30 hrs. Field-Centered Experience: Observation 15 hrs.
Offered every Fall.

**ED 312  Foundations of Curriculum in Elementary Education**
3
Basic conceptual treatment of child growth and development; curriculum and methods as they apply to the elementary school and early education.
On Campus: 45 hrs. Field-Centered Experience: Peer Teaching. Offered every Spring.

**ED 402  Tests and Measurements**
3
Designed for future teachers. Principles of basic statistics related to collecting, treating and interpreting data; the use of standardized tests (intelligence, aptitude, achievement, etc.) in a school situation; the construction and the improvement of classroom tests; and the use of test results by the administrator, teacher, and guidance counselor.
On Campus: 45 hrs. Field-Centered Experience: Peer testing/Micro testing. Offered every semester.

**ED 404  Observation and Supervised Practice Teaching**
6
During senior year, students in the teacher training program will spend a minimum of one term of full time, daily supervised instructional experience in an approved secondary or elementary school. Students will complete a Log of Teaching Experiences. Aside from the normal school experience, the student will be expected to attend individual and group conferences with the college supervisor and cooperating teacher.
Prerequisite: Approval of department chairperson and completion of all other coursework.

**ED 411  Special Methods In Elementary School Teaching**
Prerequisites: ED 201, 202 and 312.

**411A  Reading**
3
The basic principles of teaching reading; utilization of formal and informal diagnostic tools to appraise reading status; techniques of grouping for instruction; teaching specific reading skills; evaluating reading progress and appropriateness of reading programs; individualizing reading instruction.
On Campus: 30 hrs. Field-Centered Experience: Tutoring 15 hrs.
Offered every Fall.

**411E  Individualized Reading**
3
Each student will be required to collect, construct, and evaluate materials for use in a classroom situation, a small group situation and individualization.
Prerequisite: Education 411A. On Campus: 30 hrs. Field-Centered Experience: Tutoring 15 hrs. Offered every Spring.

**411F  Language Arts**
2
The principles, methods and materials employed in the teaching of listening and speaking skills, composition skills, and writing skills in the elementary school.
Prerequisite: ENG 103 and 220. On Campus: 20 hrs. Field-Centered Experience: Peer/Micro Teaching 10 hrs. Offered every Fall.

**411G  Mathematics**
2
The principles and practices employed in teaching mathematics in elementary schools.
Prerequisite: MAT 103 and 104. On Campus: 20 hrs. Field-Centered Experience: Peer/Micro Teaching 10 hrs. Offered every Spring.

**411H  Literature**
2
Children's literature and the techniques used in presenting it to children at different age levels; the use of audiovisual aids; illustrations of children's books.
Field-Centered Experience: Library Media Center, in a local community school district office—10 hours.
Offered every Fall.

**411I  Social Studies**
2
The instructional resources, methods, and materials of a sound social studies presentation in elementary and early adolescent classes; the history, culture, and sociology of various minority groups.
Prerequisite: HIS 201, and SOC 203. On Campus: 20 hrs. Field-Centered Experience: Peer/Micro Teaching 10 hrs. Offered every Spring.

**411J  Science**
2
Principles and techniques employed in teaching science in the elementary schools.
Prerequisite: SCI 301-302. On Campus: 20 hrs. Field-Centered Experience: Peer/Micro Teaching 10 hrs. Offered every Fall.

**411K  Music and Art**
2
Principles and techniques employed in teaching music and art in the elementary schools.
Prerequisite: FA 401-402. On Campus: 30 hrs. Field-Centered Experience: Museum Trips. Offered every Spring.

**411S  General Methods for the Elementary School Curriculum**
3
Methods and problems in the elementary school and their relationship to basic principles; the principles and practices employed in teaching in the elementary school, including methods
in language arts, literature, mathematics, science, and social studies; consideration of such topics as classroom management, lesson plans, methods of teaching, evaluation, discipline, and visual aids.

Prerequisite: MAT 103-104, HIS 201, English Core. On Campus: 45 hrs. Field-Centered Experience: Peer Teaching/Tutoring, 15 hrs. Offered every Fall.

ED 431 Diagnosis and Treatment of Reading Disabilities 3
A study of formal and informal methods of diagnosis, special in-classroom procedures; analysis of the services rendered by clinics and other professional groups.
Prerequisite: ED 411A or 401G. On Campus: 30 hrs. Field-Centered Experience: Tutoring, 15 hrs. Offered every Spring.

ED 434 School and Community 3
The school's role in relation to the community; "Inner City" education; the use of community resources in establishing good human relations and adjusting to the cultural and socioeconomic changes of our time.
On Campus: 35 hrs. Field-Centered Experience: Community School Board Meetings, 10 hrs. Offered every Fall.

ED 503 or PSC 503 Soviet Politics and Education—An Interdisciplinary Honors Seminar 3
An interdisciplinary approach to analyze the relationship between Soviet politics and education. Topics will include environmental forces of Soviet politics, the relationship between Soviet ideology and the formal system of education, as compared to those of the United States of America, the role of the Communist Party in the Soviet system, and the role of education in Soviet society.
For students in the College's honor's program only. Offered in Fall 1985.

ED 401 Special Methods in Secondary School Teaching 3

401C English 3
Teaching various forms of writing, literature, and spelling at secondary level; the general aims and purpose of these forms; audio-visual aids, projects, library materials, and bibliographical references for the adolescent; the impact of mass media of communication on the secondary school curriculum.
Offered every Spring.

401D Modern Languages 3
Aims, methods, and objectives of present-day modern language teaching in high schools and junior high schools; practical exercises; visits to local schools.
Offered every Fall.

401E Mathematics 3
The teaching of mathematics in grades 7 through 12; procedures, techniques, and materials; opportunities for student presentations and discussion of strengths and weaknesses.
Offered every Fall.

401F Social Studies 3
Specific methods and techniques useful to the social studies teacher on the secondary level; teaching aids, use of library, current events, and bibliographical references; subject materials for the exceptional, disadvantaged and the average student; the syllabi and aims in the various subject areas; model lessons.
Offered every Fall.

401G Reading 3
Special methods, aims and objectives in teaching reading on the secondary level; remedial and developmental techniques required for teachers on this level; use of developmental reading laboratory and audio-visual aids; individualized reading instruction.
Offered every Spring.

401H Science 3
A study of basic principles, classroom practices and curriculum trends in secondary school science courses; experiences helpful to the prospective teacher in evaluating, selecting, preparing materials for teaching
science; visual aids, laboratory methods for individual and group experiments, and the organization of materials for classroom use. Offered every Spring.

401J Religion 3
Classroom management; general methods; positive approach to God; methods of teaching Sacred Scripture; adolescent psychology; group guidance; techniques of oral presentation. Offered as students qualify.

401J Accounting 3
The teaching of accounting by modern methods in accordance with present-day concepts in business education; general principles and techniques of teaching vocational business subjects; skill development and the correct methods and techniques that should be used in accounting procedures. Prerequisite: Accounting 101-102. Offered every Spring.

401K Office Practice 2
The techniques and principles that are a necessary adjunct to the teaching of office practice and other business subjects; various plans of organization, methods and procedures of filing, indexing, systems, and controls, and the proper use of general office equipment. Students admitted only with the permission of the instructor or the chairperson of the department. Offered every Spring.

ED 402 Tests & Measurements 3
Designed for future teachers. Course work includes: principles of basic statistics related to collecting, treating, and interpreting data; the use of standardized tests (intelligence, aptitude, achievement, etc.) in a school situation; the construction and the improvement of classroom tests; and the use of test results by the administrator, teacher, and guidance counselor. On Campus: 45 hrs. Field-Centered Experience: Peer Testing/Micro Testing. Offered every semester.

ED 404 Observation and Supervised Practice Teaching 6
During senior year students in the teacher training program will spend a minimum of one term of full-time, daily supervised instructional experience in an approved secondary school. Students will complete a Log of Teaching Experiences. Aside from the normal school experience, the student will be expected to attend individual and group conferences with the college supervisor and cooperating teacher. Prerequisite: Approval of department chairperson and completion of all other course work. On Campus: 15 hrs. Field-Centered Experience: Full-time teaching. Offered every semester.

ED 500 Independent Study 3
Independent study, field work, and readings in an area of specialization in education. Conferences, reports, and term paper. Prerequisite: Senior Class standing; 3.0 major index; 2.8 overall index; departmental approval. Offered every semester.

ED 501B Special Methods of Teaching Physical Education in Schools 3
Methods of teaching physical education in elementary and secondary schools; planned observation at both levels; preparation of lesson plans, selection and use of equipment and instructional aids stressed. Prerequisite: Nine credits in Education. Offered every Fall.

ED 503 or PSY 303 Soviet Politics and Education—An Interdisciplinary Honors Seminar 3
An interdisciplinary approach to analyze the relationship between Soviet politics and education. Topics will include environmental forces of Soviet politics, the relationship between Soviet ideology and the formal system of education, as compared to those of the United States of America, the role of the Communist Party in the Soviet system, and the role of education in Soviet society. For students in the College's honors program only. Offered in Fall 1985.

Special Education Courses Teacher Training Program

SPEC EDUC 101 Foundations of Special Education (History and Philosophy) 3
A survey of the historical development of the care of the special person from early men to the present. Emphasis is on the humanistic, metaphysical, epistemological, ethical, teleological and etiological principles necessary and supportive to an understanding of the special person. On Campus: 30 hrs. Field-Centered Experience (observation): 14 hrs. Offered every Semester.

SPEC EDUC 201 or PSY 333 Psychology of the Exceptional Child 3
This course considers the physical, intellectual, emotional and social characteristics of the atypical child. It emphasizes the discrepancies in growth and development, learning disabilities,
the behavioral and societal problems of the gifted and handicapped, and the implications for education and remediation.

On Campus: 30 hrs. Field-Centered Experience (observation): 15 hrs. Offered every Spring.

**SPEC EDUC 202**

or HS 407 Health Education for the Exceptional Child (formerly HS 505)

An exploration of the daily living problems of the special person with respect to self-realization and personal awareness. Emphasis deals with the health responsibilities of the individual as well as the community, parent and the teacher.

On Campus: 30 hrs. Field-Centered Experience (classroom aide): 15 hrs. Offered every Spring semester as students qualify.

**SPEC EDUC 301 or PE 309**

Movement Experience and Games of Low Organization in Special Education

Techniques and methods in conducting games of low organization; theory and practice in rhythmic activities and movement education for the exceptional child.


**SPEC EDUC 302 or PE 310**

Movement Perspectives for Special Children

Knowledge and application, with specific references to the special child, of professional and theoretical literature focusing on selected concepts from motor learning, kinesiology and psychology.

Prerequisite: Two years in Special Education Program. On Campus: 30 hrs. Field-Centered Experience (hospital tutor): 15 hrs. Prerequisite: Biology 005-006. Offered as students qualify.

**SPEC EDUC 401** Diagnosis and Treatment of Reading Disabilities in Special Education

A study of the etiology of reading difficulties, and the formal and informal methods of diagnosing reading problems; special in-classroom procedures; analysis of the service rendered by clinics and other professional groups.

Prerequisite: ED 411A. On Campus: 30 hrs. Field-Centered Experience: Tutoring. 15 hrs. Offered every Spring.

**SPEC EDUC 402** Special Methods for Arts and Crafts for the Special Child

A study of the various types of arts and crafts projects appropriate to the needs and abilities of the special child. The course stresses the development of unit and lesson plans appropriate for different handicapping conditions.

Prerequisite: SPEC EDUC 101 and EDUC 202 and 312. On Campus: 30 hrs. Field-Centered Experience (tutoring): 10 hrs. Offered every Fall.

**SPEC EDUC 403** Tests and Measurements for Special Education

Designed for future teachers of special education classes. Course work includes: an introduction to the principles of educational and psychological testing; basic statistics related to collecting, treating, analyzing, and interpreting data; the use of standardized tests (achievement, aptitude, intelligence, etc.) in a school situation; and the methods and instruments for diagnosing and evaluating strengths and weaknesses of exceptional individuals.

Field-Centered Experience: Peer/ Microteaching. On Campus: 45 hrs. Offered every Spring.

**SPEC EDUC 404** Observation and Supervised Practice Teaching

During the senior year, students in the Teacher Training Program will spend a minimum of one term of full-time, daily supervised practice teaching in an approved school. Students will complete a Log of Teaching Experiences. Students must be approved by the Chairperson of the Education Department. Aside from the normal school experience, the student will be expected to attend individual and group conferences with the college supervisor and cooperating teacher.

Prerequisite: Approval of department chairperson and completion of all other course work. On Campus: 15 hrs. Field-Centered Experience: Full-time Teaching. Offered in Spring 1986.

**English**

**ENG 101** Developmental English

Diagnosis and correction of weaknesses in written expression; frequent short compositions on a variety of topics; development of reading and writing skills.

Offered every semester.

**ENG 103** Elementary Composition

Instruction and practice in the elements of clear and effective writing with special emphasis on exposition; periodic composition; designed to prepare the student for writing requirements in other college courses.

Offered every semester.

**ENG 104** The Research Paper

Instruction and practice in research paper writing; use of the library, notetaking, evaluation of sources,
organization of material, and the form and technique of documentation. Several written reports, with a documented research paper as the semester project.  
**Prerequisite:** ENG 103. Offered every semester.

**ENG 105 Intermediate Composition**  
Instruction and practice in writing on the intermediate level; attention to the various forms of discourse with emphasis on exposition; studies in rhetorical theory and analyses of style; special assignments designed to fit the needs of individual students.  
**Prerequisite:** ENG 103. Offered every semester.

**ENG 199 Methods of Literary Research**  
(formerly ENG 299)  
Readings, discussions, and reports centered on techniques in English literary history; problems in biography, authenticity, source study, chronology, interpretation, and the history of ideas.  
**Prerequisite:** ENG 103. Offered every Fall.

**ENG 203 Survey of English Literature I**  
A survey of the major English authors from the Anglo-Saxon period through the end of the eighteenth century.  
Offered every semester.

**ENG 204 Survey of English Literature II**  
A survey of the major English authors from the Romantic movement to modern times.  
Offered every semester.

**ENG 220 Modern Short Fiction**  
(formerly ENG 120)  
Readings in the short story and novella by select authors—American, English and Continental—of the nineteenth and twentieth centuries.  
Offered every semester.

**ENG 222 Masterpieces of Drama**  
(formerly ENG 122)  
Readings in select works representing the major periods of dramatic literature from ancient Greece to the present.  
Offered every Semester.

**ENG 230 Modern Irish Fiction**  
A study of the fiction produced by Irish writers prior to the revolution for their freedom and the works produced after their goal was attained. The course will study the rise and emergence of a new people as they attempt to identify themselves in their writings and seek to understand their nation and themselves in the twentieth century.  
Not offered in 1985-86.

**ENG 301 Chaucer**  
A study in the Middle English text of "The Canterbury Tales," "Troylus and Criseyde," selected minor works; and of the political, social, and cultural backgrounds of the fourteenth century.  
**Offered in Fall, even-numbered years.**

**ENG 302 Medieval English Literature**  
A study in modernized texts of the principal English works from the twelfth through fifteenth centuries; and of some non-English works, such as the Arthurian material, which have an important bearing on English literature.  
**Offered in Spring, even-numbered years.**

**ENG 303 Drama in England to 1700**  
(Exclusive of Shakespeare)  
A study of the origins of drama in England; mysteries, miracle plays, interludes, and pageants; close reading of representative plays from the Elizabethan, Jacobean, and Caroline drama; the masque; and Restoration comedy. Theatrical backgrounds from contemporary sources on the staging, acting, costume, and décor of the plays read.  
**Offered in Spring, even-numbered years.**

**ENG 304 Eighteenth-Century English Literature**  
A survey of the major literary figures of the Enlightenment—Dryden, Pope, Swift, Johnson—with particular attention given to works that are significant and representative; added study of important individual contributions to poetry, the novel, essay, and drama.  
**Offered in Spring, odd-numbered years.**

**ENG 305 The Victorian Period: 1832-1900**  
A survey of the poetry and prose of the period, with particular emphasis on the works of Tennyson, Browning, Arnold, the Pre-Raphaelites, Newman, Carlyle, and Ruskin, as well as some representative novelists.  
**Offered in Fall, even-numbered years.**

**ENG 306 Seventeenth-Century English Literature: 1600-1660**  
A study of the non-dramatic literature of the period, with special emphasis on the poems of Donne and Jonson and their followers; examination of the prose works of Bacon, Browne, Burton, among others, as a reflection of the intellectual climate of the age.  
**Offered in Spring, even-numbered years.**

**ENG 401J, 4O1k, 401M American Literature: 1800-Present**  
Analysis of individual works of American literature and discussions of the intellectual, social, and political environments in which they were written.

**ENG 401J (1800-1860)**  
Major emphasis on Cooper, Poe, Hawthorne, Emerson, Thoreau, Melville.  
**Offered in Fall, even-numbered years.**

**ENG 401K (1860-1920)**  
Major emphasis on Whitman, Dickinson, Twain, James, realism, naturalism, and the new poetry.  
**Offered in Spring, odd-numbered years.**

**ENG 401M (1920-Present)**  
Major emphasis on Hemingway, Faulkner, Styron, and Ellison.  
**Offered in Spring, even-numbered years.**

**ENG 402A Shakespeare I**  
A study of representative histories, comedies, tragedies and non-dramatic literature conventionally assigned to Shakespeare’s early period (through 1601).  
**Offered every Fall.**

**ENG 402B Shakespeare II**  
A study of representative histories, comedies, tragedies, and non-dramatic literature conventionally assigned to Shakespeare’s later period (after 1601).  
**Offered every Spring.**

**ENG 403 The Romantic Movement**  
A survey of the poetry and prose of the period, with major emphasis on the poetry of Wordsworth, Coleridge, Byron, Shelley, and Keats; briefer study of the “Pre-Romantic” poets, the novelists Scott and Austen, and the essayists Lamb and Hazlitt.  
**Offered in Fall, odd-numbered years.**

**ENG 404 Milton**  
A comprehensive study of Milton’s poetic works; readings of selected prose works in order to illustrate the social, cultural, and religious conflicts of Milton’s age.  
**Offered in Spring, odd-numbered years.**
ENG 405  Modern British Literature  3
A formal introduction to the literature of the period from 1980 to the present; major emphasis placed on the works of Yeats, Eliot, Conrad, Joyce, Lawrence; further perspective provided by the study of a few representative continental writers.
Offered in Spring, odd-numbered years.

ENG 409  American Drama  3
A study of American drama from 1780 to the present.
Offered in Fall, odd-numbered years.

ENG 450  Seminar  3
Research and group discussion under the direction of an instructor. Specific areas of study vary from semester to semester, with topics announced prior to the registration period. Open to all students subject to the approval of the instructor.
Offered every semester.

ENG 500  Independent Studies  3-15
Interested students should consult with department chairperson concerning pre-existing conditions required for this course.
Offered every semester (as students qualify).

Foreign Languages

Elementary Level
FRE 101-102 (French); GER 101-102
(German); SPA 101-102
(Spanish)
The attainment of audio-lingual skills. For students who have not previously studied the language selected or who have studied it for one or two years in high school.
Offered every year.

Intermediate Level
FRE 103-104 (French); GER 103-104
(German); SPA 103-104
(Spanish)
The control of elementary audio-lingual skills and their further development; emphasis on developing reading skills.
Prerequisite: 102 or three years of language in high school conversation and reading, or a placement test in the first hour if student so requests of chairperson. Offered every year.

Masterpieces
FRE 201-202 (French); GER 201-202
(German)
Reading and discussion of major works from the medieval period to the 20th century; composition. These works are read in modern versions of the original language.
Prerequisite: 104. Offered every year.

FRE 301  Seventeenth-Century Literature  3
A study of the social and philosophical movements, and discussion of the significant authors of this period as examples of the spirit of their age.

FRE 302  Advanced Phonetics  3
A systematic study of articulation and intonation intended for teachers.

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FRE 303  Advanced Conversation  3
A course designed to develop the technique and vocabulary of discussion as a supplement to expression in the areas of experience.

FRE 304  Nineteenth-Century Literature  3
A study of the principal authors and literary movements of this period, exclusive of the poets.

FRE 401  Contemporary French Drama  3
A survey of the development of French drama from 1870 to the present day; both the literary and technical character of its evolution will be studied in the most representative plays.

FRE 402  Lyric Poetry in the Nineteenth Century  3
A study and appreciation of the poetical development in French from Lamartine to Verlaine. This course is for French majors only.

FRE 403  Twentieth-Century Literature  3
A study of the development of French literature from 1900 to the present.

FRE 404  Advanced Prose Composition  3
A study of the stylistic structure of sentences and paragraphs; review of grammar when necessary.
Prerequisite: FRE 202. Offered in Fall 1985.

FRE 405  French Civilization and Culture  3
A study of the characteristics of French culture based upon anthropological and sociological studies; humanistic and scientific contributions to civilization; readings and reports.

FRE 406  Ancient Egyptian Art  3
A study of Ancient Egyptian architecture, sculpture, painting, and crafts from the first through the twenty-second dynasties. Factors contributing to the art of the Old, Middle and New Kingdoms will be analyzed, including Ancient Egyptian geography, history, culture, literature, and mythology. Slide lectures, classroom discussions, readings and museum visits will be included.
Prerequisite: FA 402. Offered in Spring 1986.

Fine Arts

FA 401  Music of the Western World  3
A survey of the important music and musicians of the western world from the beginning of the Christian era to the present. Recorded illustrations and lectures.
Offered every semester.

FA 402  Orientation in Art  3
A simple approach to the understanding of the plastic arts on a conceptual basis, including within its scope historical and aesthetic materials.
Offered every semester.

FA 404  Modern Art  3
A study of the many factors leading to the art traditions, the last one hundred years—from Impressionism to the present.

FA 405  The Evolution of Grand Opera in Western Musical Tradition  3
An inquiry into the forces which gave rise to this musical art form, its nature, and development to modern times.

FA 407  Advanced Composition  3
A study of the stylistic structure and techniques of composition. Readings in modern works.
Prerequisite: FA 402. Offered in Fall 1985.

FA 408  Eighteenth-Century Literature  3
A study of the literature of the eighteenth century as a reflection of the historical, social, and cultural development of France.
Prerequisite: FRE 202. Offered in Spring 1986.
FRE 410  Studies in French
A course conducted entirely in English and dealing with an aspect of French literature or civilization. Specific topic to be announced each semester.
Open to all students, no prerequisites. Liberal Arts credit; does not fulfill a language requirement. French majors may use for free elective credit only.

GER 303  Advanced Conversation 3
A course designed to develop the technique and vocabulary of discussion as a supplement to expression in the areas of experience.
Prerequisite: GER 202. Offered in Fall 1985.

GER 404  Advanced Prose Composition 3
A study of the stylistic structure of sentences and paragraphs; a review of grammar when necessary.
Prerequisite: GER 202. Offered in Spring 1986.

GER 410  Studies in German
A course conducted entirely in English and dealing with an aspect of German literature or civilization. Specific topic to be announced each semester.
Open to all students; no prerequisites. Liberal Arts credit; does not fulfill a language requirement.

GER 410A  Great Epics of German Literature in English Themes of Loyalty and Honor 3

GER 410B  German Classical and Romantic Drama as World Literature 3

GER 410C  Two Centuries of German Short Stories in English from Goethe to Andres and Beyond 3

SPA 201-202  Masterpieces of Spanish Literature 6
Reading and discussion of major works of the contemporary era chosen, in the first semester, from Spanish Literature; and, in the second semester, from Latin American literature. Offered in 1985-1986.

SPA 302  Contemporary Spanish Literature from 1898 to Present 3

FRE 410A  The Theme of Love in French Literature (Middle Ages to 1800) 3

FRE 410B  The Theme of Love in French Literature (1800-1972) 3

GER 301  Survey of German Literature in English 3
An introduction to German literary history without any prerequisites. The emphasis is on readings, interpretations, discussions, and compositions centered on epic and lyric poetry and on short stories from different literary periods. Not offered in 1985-1986.

GER 302  Survey of German Drama in English 3
An introduction to German drama without any prerequisites. The emphasis is on readings, interpretations, discussions, and compositions rendered on German classical and romantic drama including Goethe's "Faust," as well as a survey of modern dramatic output. Not offered in 1985-1986.

SPA 115, 116  Basic Conversational Spanish I and II 6
Courses designed to promote the attainment of audio-lingual skills in the Spanish language, specifically speaking and understanding the language used in daily communications within the city services and personnel therein involved. Offered every year.

SPA 119, 120  Spanish for Business 6
A course intended to promote speaking, understanding, and reading skills in the Spanish language used in daily communications within the business world. Also an exploration of the cultural practices, customs, and traditions of the Latin American business and social world. A comparison will be made with the same practices in the United States. This course does not fulfill a language requirement. Not offered in 1985-1986.

SPA 129, 130  Spanish for Medical Personnel I, II 6
A course intended to promote speaking and understanding skills in the Spanish language used in daily communication within the medical field. The Hispanic cultural world will be presented in relation to the medical profession. Practical experience will be gained through classroom exercises. Not offered in 1985-1986.

SPA 305, 306  History of Spanish-American Literature to Modernismo I, II 6
Selections from principal Spanish-American writers from the sixteenth century to the present. Prerequisite: SPA 104. Offered in 1985-1986.
SPA 308 Advanced Conversation
A course to develop the technique and vocabulary of discussion as a supplement to expression in the areas of experience.

SPA 310 Advanced Prose Composition
A study of the stylistic structure of sentences and paragraphs; review of grammar when necessary.
Prerequisite: SPA 202. Offered in Fall 1985.

SPA 401 Spanish Drama of the Golden Age
A study of the chief dramatists of the period.

SPA 402 Spanish Civilization and Culture
A study of the characteristics of Spanish culture based upon anthropological and sociological studies; humanistic and scientific contribution to civilization; readings and reports.
Prerequisite: SPA 202. Offered in Spring 1986.

SPA 405 Advanced Phonetics
A systematic study of articulation and intonation intended for teachers; peninsular Spanish; the development of divergent pronunciation patterns of Latin-American Spanish.

SPA 406 The Novel and Poetry of the Golden Age
A study of the principal poets of the age; birth and development of the pastoral and picaresque novel; readings and discussions; reports.

SPA 407 Cervantes
An analysis of Cervantes' works and their importance in the literature of the Siglo de Oro; readings and discussions; reports.

SPA 410 Reading and Writing Skills for Bilingual Students
This course is intended for students who are already fluent in Spanish and wish to improve their readings and writing skills.

SPA 411 Spanish Literature of the 18th and 19th Centuries
Most important works from the Enlightenment to the Post-Romantic Period.

SPA 412 Contemporary Spanish-American Literature after World War II
Contemporary novel, poetry and essays; the Nobel Prize: Gabriela Mistral, Miguel Angel Asturias, and Pablo Neruda; the works of Borges, Garcia-Márquez, Carpenter, and others; women poets in the Spanish-American countries.

SPA 413 Hispanic Caribbean Cultures and Literature
A study of the characteristics of the culture and literature of the three largest Hispanic ethnic groups of Metropolitan New York: Puerto Ricans, Cubans and Dominicans; and their literary and humanistic contributions to the present United States; comparisons with Mexican-American Literature.
Prerequisite: SPA 202 or by the permission of the chairperson. Not offered in 1985-1986.

SPA 415 History of Puerto Rican Literature
A survey course covering significant authors and works of the different literary movements of Puerto Rico from colonial times to the present.
Prerequisite: SPA 202 or by the permission of the chairperson. Not offered in 1985-1986.

French (See Foreign Languages)

German (See Foreign Languages)

Health Care

HC 101-102 Introduction to American Health Service Delivery I-ll
(formerly HC 407, HS 208 and HS 501)
Introduction to the pluralistic health system of 20th-century America: institutions, manpower, consumers and financial. This two-semester foundation course will survey topics covered in higher-level courses, as well as describe the broader environment in which individual services are grounded. Topics include: public, private, and voluntary services; the impact of laws and regulations at the local, state, and federal levels; the public health hierarchy; the influences of fiscal intermediaries on health care.
NOTE: To take HC 101, students must be tested in reading and sentence structure prior to the end of the first week of classes (see page 27). To take further HC courses, a student must receive C grades or better in HC 101-102.
HC 101 is offered every Fall; HC 102 every Spring. HC 101 is prerequisite to HC 102.

HC 103 Organization and Management of Health Institutions
(formerly HC 401)
Introduction to basic organization with emphasis on acute care hospitals and their departmental structure. The managerial functions and supervisory skills for the middle manager; comparison of managerial styles.
Prerequisites: HC 101-102. Offered every Fall.

HC 104 Legal Issues in Health Care
(formerly HC 403)
An overview of legal issues confronting health care personnel. Topics include contracts, informed consent, patient rights, record keeping, liability for negligence and malpractice, as well as other ethical topics.
Prerequisites: HC 101-102. Offered every Fall.

HC 105 Personnel Management in the Health Field
(formerly HC 404)
The functions of personnel is the effective management of human resources, or people at work. It includes recruitment, training and supervision, discipline, evaluation, and termination. The course applies personnel theories and techniques to the health field.
Prerequisite: HC 103. Offered every Spring.

HC 201 Health Planning and Research
Application of statistical methods and techniques to the planning and delivery of health services. History of health planning—its impact on financing, manpower, and institutions. Research
methods illustrated by case study. Topics include: population projection, needs assessment, forecasting.

Prerequisites: HC 101-102, MAT 301. Offered in Fall 1986.

HC 202 Evaluation and Quality Assurance in Health Care 3

Introduction to the efforts to assure quality in health services, professionals, and institutions: peer review, utilization review, medical audit, credentialing, and continuing education. Accreditation, DRGs: Accountability within professions vs. external controls. Evaluation models applied to health programs and services.

Prerequisites: HC 101-102, MAT 301. Offered in Spring 1987.

HC 203 Financial Management for the Health Field 3

(formerly HC 436-438)
Survey of the principles of accounting theory with emphasis on their application to the health field. Managerial accounting as it relates to planning, budgeting, staffing, and rate setting. Designed for the middle manager.
Prerequisite: HC 103. Offered every Fall.

HC 204 Information and Data Management in Health Institutions 3

Information and data management has become essential on all levels of the health system from patient monitoring and records to business transactions and need projections. Computer technology and other sophisticated systems are applied in all health care settings. This course surveys the use of reporting tools in health care, as well as introduces students to practical application and specialized software.
Prerequisites: HC 101-102 and MGT 217. Offered Spring 1987.

HC 301 Introduction to Gerontology 3

(formerly HC 435)
An overview of issues concerning the aging population and process: stereotypes, retirement issues, physical and psychological changes, legal and financial needs, family supports. Traditional facilities as well as innovative concepts and programs are introduced.
Offered every Fall.

HC 302 Long-Term Care Management 3

(formerly HC 310)
This course focuses on the principles, skills, and knowledge involved in organizing and managing a long-term care facility. Special attention is given to the needs of the aged in various levels of care, financing mechanisms, federal, state and local regulations, and criteria/standards which must be met to secure licensure in New York State as a nursing home administrator.
Prerequisites: HC 103 and HC 301. Offered Spring 1986.

HC 303 Alternate Care for the Aged 3

(formerly HC 434)
Current policy and legislation which pertain to the aged will be discussed. Structure, content, and adequacy of programs and service which comprise the continuum of care for the non-institutionalized elderly will be examined. Future direction, goals, and strategies for the development of the continuum of care will be explored.
Prerequisites: HC 103 and HC 301. Offered in Spring 1987.

HC 304 or REL 315 Healing and Wholeness 3

(formerly HC 215)
An interdisciplinary course which explores the interface of healing and wholeness from the perspectives of religion and health care systems. It includes a religious overview of healing from the traditions of the shaman to contemporary faith healers; an exploration of health care organization from ancient roots through modern medicine; alternative medicines and holistic therapies including psychic healing and biofeedback; and ways to self-healing through dream journals and meditation.
Offered every Fall.

HC 305 or PSY 225 Coping with Stress 3

(formerly HC 225)
This interdisciplinary course will explore theories, research and techniques related to the impact and management of stress. There will be heavy emphasis upon the application of stress reduction techniques through classic exercises in progressive muscle relaxation, autogenic and imagery training, systemic desensitization, assertiveness training, time management, and problem solving.
Offered every Spring.

HC 306 Women and Management in the Health Field 3

(formerly HC 450)
A study of the traditional management of health care reveals that while women comprise the majority of patients and workers, male administrators and physicians have dominated planning and delivery of services. Women's emergence as administrators, as well as particular problems women face in predominantly male fields are studied. Empowerment of women as managers and facilitators is the focus of class discussion.
Prerequisite: HC 103 or MGT 201. Offered in Fall 1985.

HC 307 Mental Health: Concepts and Administration 3

(formerly HC 411)
A study of basic principles of mental health, as well as an overview of maladjustment. Programs, treatment modalities, and facilities designed to maintain or restore mental health, long-term custodial institutions will be discussed. Topics include: what is mental health?, drug and alcohol problems, halfway houses, deinstitutionalization, and community interaction.
Prerequisites: PSY 201 and HC 103. Offered in Fall 1986.

HC 500, 501 Independent Study I, II 3, 3

Independent investigation into selected topics in health care management under the direction of a department faculty member. With the approval of the Chairperson only.
Prerequisite: At least 15 credits in Health Care or Health Science with a B average. Offered every semester.
HC 600, 601  Field Placement in the Health Field I, II  3, 3
Observation and supervised experience in selected health care settings; participation in administrative meetings and training sessions. Includes on-campus seminar to discuss problems and progress. May be taken for two semesters. Prerequisites: at least 15 credits in Health Care or Health Science. Offered every semester.

HC 701  Seminar in Health Management Issues  3
Senior seminar dealing with current management issues in the health field. In depth study of selected problems and problem-solving techniques. Prerequisites: At least 15 credits in Health Care. Offered in Fall 1985, then only every Spring.

Health Science

HS 100A  Health Issues  2
This course will provide an overview of select current issues in the area of health. Data necessary for making informed decisions will be presented. Personal and societal attitudes, beliefs, and values implicit in the decision-making process will be discussed as they relate to health behavior and, consequently, health outcomes.

HS 100B or PE 100A  Exercise, Fitness, and Weight Control  2
The interdisciplinary component (Health Science/Physical Education) will focus on the relationship of exercise to health, including weight control, stress reduction, and cardiovascular fitness. This section will include classroom work as well as participation in fitness assessment and activities. Required of all students for graduation (see page 26). Effective September 1985, this course will be offered on a graded basis.

HS 102  Community Health  3
Introductory course in community health issues including the impact of the urban environment and social problems on health. An overview of community agencies will acquaint the student with available resources. Topics include: models for developing community health services, educational programs and crisis intervention; overcoming barriers to access; fundraising for community services; community impact on health services.

Prerequisites or corequisites: HC 101-102. Offered every Fall.

HS 204  Environmental and Occupational Health  3
Environmental factors including population dynamics, air, water and noise pollution, and the growth of technology impact on human health in the community as well as in the workplace. Topics include: ecology issues, environmental and workplace hazards, health standards and regulations. Prerequisites: HC 101-102. Offered every Spring.

HS 206  Safety and First Aid  3
Survey of home, school and community programs in safety and first aid. Identification of types of accident hazards, control of causative conditions, and responsibilities of community agencies and individuals for safe living. Procedures for temporary treatment in cases of accident or sudden illness leading to the American Red Cross Certificate in standard first aid and personal safety. Offered every Spring.

HS 207  Nutrition  3
A foundation study of human nutrition including its importance to optimum physical and emotional health. The nutrients, fundamental principles of normal nutrition, body requirements of various food elements, diet patterns for varying age groups and specific conditions. The social and cultural influence on food selection. Offered every Spring.

HS 301  Health Counseling  3
This co-taught, interdisciplinary course focuses on both issues and techniques of health counseling. It investigates ways in which a health professional can detect needs of clients and work cooperatively to foster better health. It explores the helping relationship's impact on health behavior. Prerequisites: HC 101-102, PSY 201. Offered in Fall 1986.

HS 302  Consumer Health  3
Consumer problems are viewed in terms of economic, sociological, psychological and biological consequences to the individual and the community; consumer attitudes and behavior regarding needs, desires, and response to advertising, incorrect labeling, health insurance, life insurance, medicare, over-the-counter drugs, cosmetics, health fads and quackery, consumer protection agencies, evaluation of products and other topics of interest to the consumer. Prerequisites: HC 101-102. Offered every Fall.

HS 403  Women's Health Issues  3
Accurate information about women's health needs will enable them to become more active participants in their own health care. Issues include: physician's attitudes toward women, knowing one's own body, contraception, pregnancy, rape, family violence, hysterectomy and mastectomy, menial health issues, and patients' rights in the health system. Offered every Spring.

HS 406  Epidemiology (formerly HS 503)  3
An introductory study of the factors influencing the nature and causes of communicable diseases and chronic conditions in human populations. The study of principles, practices, theories and methods related to the control and prevention of disease prepare the student for practical application of statistics. Topics include: the natural history of diseases in various population groups; environmental and biological factors influencing the emergence of disease, and the investigation of a community health problem. Prerequisites: HC 101-102, MAT 301. Offered every Fall.

HS 407 or EDS 202  Health Education for the Exceptional Child (formerly HS 505)  3
Daily living problems of the mentally retarded explored as to their self-realization and personal awareness; emphasis on the health responsibility of the individual as well as of the teacher, parent and community. Offered every Spring.

HS 419 or PSY 419 or REL 419  Death, Loss and Grief  3
An interdisciplinary course that investigates the processes of death, loss and grief while focusing upon the manner in which patterns of dealing with death are interwoven with patterns of living; including family, religion, medicine, economy, law, and community. Specific issues addressed will include the moral and legal aspects of euthanasia and the right to die, the hospital, hospice and home as alternative sites for dying, definitions of life and death, religious and cultural burial customs, and the bereavement process. The implications of these issues will be explored for health care practitioners and other individuals in the helping professions. Offered every Spring.
HS 504  Internship in Health Science 6  Observation and supervised experience in a community health setting, giving practical application to previously studied theories. On-campus seminars allow students to discuss problems encountered and progress made in the field. May be taken for two semesters.  Prerequisite: At least 15 credits in Health Care or Health Science. Offered every semester.

HS 600, 601  Independent Study in Health Science 3  Independent investigation into selected Health Science topic under the direction of a department faculty member. With the approval of the Chairperson only.  Prerequisite: At least 15 credits in Health Care or Health Science with a B average. Offered every semester.

HS 701  Seminar in Health Science 3  Indepth study of major health issues of current interest. Using a seminar format, the content will change each semester depending on public attitude and opinions, local and international health concerns, and medical innovations.  Prerequisite: At least 15 credits in Health Care or Health Science. Offered every Fall.

History

HIS 101  Survey of Western Civilization 3  A survey of the principal historical events, forces, and movements from the Dawn of Man to the Reformation; ancient, medieval, and early modern developments in this period. Offered in Fall 1985.

HIS 102  Survey of Western Civilization 3  (since 1500)  A survey of modern times, beginning with the Renaissance and Reformation; the rise of national states; the Enlightenment; the Age of Revolutions; and the Nineteenth and Twentieth centuries. Offered in Spring 1986.

HIS 201  History of the United States: 1866 to the Present 3  The major economic, social, intellectual, and political movements of the twentieth century in the United States. Offered every semester.

HIS 202  Ancient History 3  A study of ancient history from the origin of man to the fall of Rome; contributions made by the ancient world to modern civilization. Not offered in 1985-1986.

HIS 301  Medieval History 3  A survey of the history of the Middle Ages, feudalism, universities, monarchy, church, the Hundred Years' War. Offered in Fall 1985.

HIS 303 or PSC 312  The World in the Twentieth Century 3  A study of the evolution of the nation-state system in the twentieth century. Concepts such as Imperialism, Nationalism, Fascism, Communism, neo-colonialism, power politics and Containment are studied in the actual time environment in which they developed. Offered in Fall 1985.

HIS 305  Latin American History I 3  A survey of Latin American history from pre-conquest days through the independence movement; relationship of the period to present-day Latin America. Not offered in 1985-1986.


HIS 308 or PSC 310  Assassination Politics 3  An examination of the use of violence as a form of political behavior. Study of the origins of terror groups. Analysis of current trends and problems. Offered in 1985-1986.

HIS 311  A History of the Black American 3  A study of the Black American from
1619 to the present, with emphasis placed on the Blacks in the United States during the twentieth century. Offered in 1985-1986.

HIS 312 Renaissance and Reformation 3
Intellectual and religious movements during the transition from the Middle Ages to modern times. Offered in Fall 1985.

HIS 314 Nations of the Modern World 3
The nations of the world in modern times, offered in eight parts. Each nation is a separate course designated by letter as follows: a) France, b) Latin America—Argentina, Brazil, Mexico, c) China, d) Russia, e) Italy, f) England, g) Germany, h) Ireland. England will be offered in Spring 1986.

HIS 400 Historical Seminar 3
A thesis seminar. Emphasis placed on research and historical criticism. Divided into two separate seminars: Local History and Problems of the Western Hemisphere. Offered every Fall.

HIS 401 History of the United States: The Age of Discovery—1789 3
A survey from the earliest explorations and discoveries to government under the Constitution; the colonial struggles; the dominance of Great Britain; the Revolutionary War; the "Critical Period." Offered in Fall 1985.

HIS 402 History of the United States: 1789-1896 3
A study of the United States as it struggles to set the new government into motion; political, economic, cultural, and diplomatic developments in the nineteenth century. Offered in Spring 1986.

HIS 403 Modern European History: 1500-1783 3
A study of the history of Europe from the end of the religious revolts to the end of the Seven Years' War; the Thirty Years' War; the Commercial Revolution; the rise of the nation-state, the age of absolutism and enlightenment. Offered in Fall 1985.

HIS 404 Modern European History: 1763-1900 3
A study of the cause and effects of the French Revolution; the era of Metternich; emphasis on the Franco-Prussian War; the growth of nationalism, socialism, and democracy. Not offered in 1985-1986.

HIS 406 or PSC 311 Current Problems 3
An analysis of the major problems of the following world areas: Far East, Africa, Latin America, Middle East; a lecture course conducted by leading figures in academic, political, and diplomatic fields. Offered in the Spring semester on a year-long cycle. Offered in Spring 1986.

HIS 407 Survey of United States Foreign Relations 3
A survey of American diplomacy from 1775 to present; "Manifest Destiny," the Civil War, the United States as a world power, and the United States after two world wars. Offered in Spring 1986.

HIS 408 The American Presidents 3
A study of the historical evolution of the Presidency from the eighteenth century to the present, emphasizing both the institution and the characters of the men who held the office. Offered in Spring 1986.

HIS 410 The American City 3
The historical evolution of the city from the foundation of Jamestown to the present day; the major trends in urban development; the importance of the city in American history, and the problems confronting urban America today. Offered in 1985-1986.

HIS 412 or PSC 407 United States Congress 3
This course examines the evolution of Congress, the principles on which it is based, its methods of operation, its struggles, and its place in America's future. Offered in Spring 1986.

Management

MGT 201 Organization and Management 3
This course introduces the major areas of concern to business and not-for-profit enterprises today. The business environment, economic issues and the rising importance of ethical conduct discussed. The role of marketing, finance and management theory are introduced. The role of such diverse components within the firm as human resources, the law, accounting and computers is considered. Offered every semester.

MGT 202 Basic Marketing 3
An introductory course in the role of marketing within firms both domestically and internationally oriented. The marketing function is analyzed from the development of products or services through their distributive channels, promotion and pricing. Students study brands, their life cycles, their advertising and sales promotion, and the methods used to obtain market research. Prerequisite: MGT 201. Offered every semester.

MGT 217 Electronic Data Processing (formerly EDP 201) 3
An introductory course to provide a foundation for more specific study in data processing. This course provides instruction in the areas of what a computer is, what it can do, and how it can be used in commercial, as well as scientific applications. Topics include: information processing, history of computers, unit record concepts, computer number systems, functions of the central processing unit, input-output devices, auxiliary storage devices, basic flowcharting, and elementary computer programming concepts using BASIC as the programming language. Offered every semester.

MGT 218 Introduction to Computer Applications 3
Basic concepts of data manipulation utilizing state of the art software. Students will work with Lotus 1-2-3, Multiplan, Visicalc or dBase. Fundamental concepts of word processing utilizing latest techniques of data entry and editing. Computer graphics will be discussed. Students will gain hands-on experience through computer lab assignments on modern microcomputers. Prerequisite: MGT 217. Offered every semester.

MGT 230 Basic COBOL (formerly EDP 205) 3
This course provides programming techniques, knowledge and skill in COBOL language. Topics include: data representation, structure, storage and processing; sequential file processing using disc storage; use of procedural verbs including input-output handling, arithmetic manipulation and decision making; editing and validation of data. Actual hands-on-machine processing will be used to strengthen these techniques. Four problems will be presented for students to flowchart, code, keypunch and execute. Prerequisite: MGT 217. Offered every semester.
MGT 235  Advanced COBOL  3
This course is a continuation of MGT 230 and provides advanced programming techniques in COBOL, including: table handling, random file files, sorting, compound decisions, control breaks, and debugging methods. Actual hands-on-machine processing. Four or five problems will be given to students to flowchart, code, keypunch and execute. Prequisite: MGT 230. Offered every semester.

MGT 240  R.P.G. Programming  3
This course studies the 11 R.P.G. (Report Program Generation) programming language and its application to business problems. R.P.G. was designed for programming applications involving the output of printed reports. The programming language is problem-oriented and programs are developed through the use of specialized R.P.G. worksheets. The student will use the computer facilities on campus and the R.P.G. worksheets to design, implement and document computer programs utilizing the R.P.G. language. Prequisite: MGT 217. Offered every Fall.

MGT 245  Assembly Language Programming  3
A survey of fundamental assembly language concepts. Students will write and test assembly language programs designed to teach addressing, binary and decimal arithmetic, bit and byte manipulation, logic, macros, linkage and applications of higher-level language constructs. Prequisite: MGT 230. Offered every Fall.

MGT 250  Systems Analysis I  3
A study of the fundamentals of systems analysis and how it is applied to the development of information systems for operations in the business environment. Major topics include: methods of systems investigaions, feasibility study, input-output design, system documentation, communication, implementation of new systems, controls and security. Typical applications are examined. Prequisite: MGT 217. Offered every Fall.

MGT 255  Systems Analysis II  3
This course is a partial continuation of MGT 250 in that additional topics are discussed including hardware selection and software development. This course is also designed to allow the students to apply their knowledge and understanding of systems analysis and computer programming to an actual computer application. Students design and implement a complete system of programs using the tools developed in previous courses. Computer facilities on campus will be available for students' use. Prequisite: MGT 250. Offered every Spring.

MGT 260  Data Base Management  3
An introduction to the design, structure and applications of data base systems. Deals with modern industry problems associated with management of information, includes creating, updating and sharing data among corporate users. Anticipates corporate needs. Understanding the relationship between computer hardware and corporate decision making processes. The course will consider concepts such as basic and physical data base organization, data security and data base life cycle. Open only to senior management majors having a computer concentration. Offered every Spring. Permission of instructor is required.

MGT 301  Management Theory and Practice  3
This course analyzes the functions of planning, organizing, directing, controlling, and communicating as exercised by managers of all enterprises. Students develop an understanding of the levels of management and its implications to the management function. Consideration is given to the conceptual, technical and human relations skills needed for effective management. Prequisite: MGT 201. Offered every semester.

MGT 302  Advanced Marketing Management  3
An indepth study using the case method of markets, market planning, and marketing decisions. Students learn to evaluate products in relation to consumer/late, market segments, competitive positioning, alternate distribution channels, and relative price lining. Managerial aspects of the marketing function are stressed. Prequisite: MGT 202. Offered every semester.

MGT 303  Corporate Finance  3
Aspects of financing corporate entities in the functioning of the economy; equity financing, capital structure; bond flotation, mergers and consolidations, holding companies, security underwriting and marketing rights, warranties, and options. Prequisite: ACC 101 or 150. Open only to juniors and seniors. Offered every semester.

MGT 306  Merchandising  3
The study of contemporary and futuristic merchandising problems, methods and policies with emphasis on the impact that economic, sociological, and physiological factors have on merchandising today and the future. Prequisite: MGT 202. Offered every Fall.

MGT 307  Advertising and Sales Promotion  3
The role of advertising in the economy; client-agency relationships, media selection and utilization, importance of selective copy, the objectives of promotion and public relations and the use of achieving success in them. Prequisite: MGT 202 and 301. Offered in Spring 1966.

MGT 308  Quantitative Methods in Business  3
The employment of mathematical and statistical tools in the solution of business decision problems; techniques of linear programming, inventory theory, queuing theory, decision theory, and computer simulation. (Replaces Economic and Business Statistics. Prequisite: MAT 110 and 301. Offered every semester.

MGT 309  The Sales Function  3
The role of the sales function in the total marketing program; salesmanship and selling methods; problems and methods of recruiting, selecting, training, building sales quotes, or sales programs; contribution of the behavioral sciences to typical sales situations. Prequisite: MGT 302. Offered every Fall.

MGT 310  Behavioral Science  3
The fundamental concepts of psychology, sociology, cultural anthropology, and management for gaining a better understanding of the predictability and awareness of human behavior in organizational environments; individual and group reactions, motivation, perception, leadership roles, personality dynamics and stress. Prequisite: MGT 501. Offered every semester.

MGT 400  Business Policies  3
The use of previous studies in the areas of management science, finance, personnel, marketing and accounting, and of integrated case studies; analysis of specific problems within a company leading to recommended alternative courses of action; systems of integrated approach to analysis, with the student assuming the role of corporate executive in leading group decision-making.
MGT 403 Managerial Finance
Course focuses on the efficient management of the financial resources of the firm. Consideration is given to the time value of money, the statistical analysis of risk, and the use of financial ratios. Course explores financial statement analysis, financial planning, working capital management, short- and long-term financing and optimal capital structure. Lease vs. purchase and dividend policies are studied.
Prerequisite: MGT 303. Offered every semester.

MGT 404 Personnel Management
A study of current personnel administration in various types of organizations: recruitment, testing, placement, motivation, and training of individuals; modern problems of sensitivity training, the effect of cultural differences, governmental assistance and regulations, basic aspects of effective programs of wage administration, employee benefits, and industrial judicial practices (grievances and arbitration).
Prerequisite: Open only to juniors and seniors. Offered every semester.

MGT 405 Management of a Small Business
Designed to introduce upper-division students to the principles and problems of managing a small business firm; the objectives, policies, facilities, finances, structure, and personnel required for operating the small business.
Open only to juniors and seniors. Offered in Spring 1986.

MGT 407 Marketing Research
An interdisciplinary approach to the study of recognizing and isolating marketing problems, while demonstrating the use of research as a management tool in guiding executive thinking and decision making; cases and problems employed with emphasis on quantitative and analytical techniques.
Prerequisite: MGT 302. Offered every Spring.

MGT 408 Security Analysis
Quantitative and qualitative methods of analyzing industrial securities, with emphasis on common stock principles underlying the selection and management of both individual and institutional portfolios; market timing and technical strategies.
Prerequisite: MGT 303. Offered every Spring.

MGT 409 Industrial Relations and Collective Bargaining
The various factors involving legislation involved in the negotiation of a contract between employers and employees; the aspects of the administration and interpretation of the contract analyzed through actual contracts and cases involving portions of the contract, appropriate legislation, and administrative rulings.
Prerequisite: MGT 301. Offered in Fall 1986.

MGT 412 Portfolio Management
The construction and analysis of both individual and institutional investment portfolios; individual objectives, strategies and constraints; economic and non-economic variables impacting portfolios; performance measurement.
Prerequisite: MGT 303. Offered in Spring 1985.

MGT 415 Public Relations
This course provides a thorough grounding in the fundamentals of public relations. It combines techniques and strategy with practical examples of public relations case studies. Application of the public relations process to traditional publics is highlighted.
Prerequisites: MGT 202, 301. Offered in Fall 1987.

MGT 420 International Finance
Factors related to decision making in the area of finance by multinational corporations. Topics include: foreign exchange markets, Eurocurrency markets, and government regulations and the multinational corporation. Cases and problems will be presented.
Prerequisite: MGT 403 or 408. Offered in Spring 1986.

MGT 422 Financial Institutions Management
Analysis of the structure of corporations providing financial services. Course examines institutions such as commercial banks, security brokers and life insurance companies. Management problems unique to such firms are considered and performances are evaluated. Areas considered include: management of assets and liabilities, control of financial operations, impact of government regulations.
Prerequisite: MGT 403 or 408. Offered in Fall 1985.

MGT 427 Business Communication
The key modes of managerial communication: interpersonal, personal and organizational; a study of interviewing, personnel evaluation, meeting participation, memo writing, and the making of business presentations; the communication structure of companies analyzed for areas of communication breakdown. Offered in Spring.

MGT 430 International Marketing
This course presents the theory and practices of modern marketing techniques as they apply to U.S. corporations doing business in foreign countries. Topics covered include: socioeconomic and legal-political factors and their use in marketing decision making.
Prerequisite: MGT 302. Offered in Fall 1986.

MGT 461 Human Resource Laboratory
An applied seminar for students to work with various behavioral techniques such as attitude studies, resources planning, performance appraisals, success planning, focus group approaches, career development, et al. The student will construct instruments for the implementation of these important areas.
Prerequisite: MGT 404 and MGT 310. Offered in Spring 1987.
MGT 500, 501 Small Business Consulting I and II  6
A practical case course with "hands-on" experience in the field by consulting with the owners of small businesses in the metropolitan area. The student analyzes the problems of the firm, suggests solutions, and assists the operators of the business in implementing the solutions. Open only to Management and Accounting juniors or seniors. Offered in Fall 1987 and Spring 1988.

MGT 510 Independent Study  3
Individual research and study with the approval of the department of management. Offered as students qualify.

MGT 514 Business and Society  3
The objectives of this course are three-fold: first, to identify some of the major problems of the business firm in society and to stimulate full, informed, and thoughtful discussion concerning their possible solutions; second, to provide some sense of continuity of the relationships of business and society in the past, the present, and the foreseeable future; third, to provide an interdisciplinary view of the major areas of consideration: cultural, philosophic, economic, sociological, and political. Offered in Spring 1986.

Concentrations in Specialty Areas

Marketing
- Mgt. 202 - Marketing
- Mgt. 302 - Advanced Marketing Management
- Mgt. 306 - Marketing Management
- Mgt. 507 - Merchandising
- Mgt. 309 - Sales Management
- Mgt. 407 - Marketing Research
- Mgt. 427 - Business Communications
- Mgt. 430 - International Marketing

Finance
- Mgt. 303 - Corporate Finance
- Mgt. 403 - Managerial Finance
- Mgt. 408 - Security Analysis
- Mgt. 412 - Portfolio Management
- Mgt. 420 - International Finance
- Mgt. 422 - Financial Institutions Management

Human Resources
- Mgt. 310 - Behavioral Science
- Mgt. 404 - Personnel Management
- Mgt. 409 - Industrial Relations
- Mgt. 415 - Public Relations
- Mgt. 427 - Business Communications
- Mgt. 451 - Human Resource Laboratory
- Mgt. 514 - Business and Society

Electronic Data Processing
- Mgt. 217 - Electronic Data Processing
- Mgt. 230 - Basic Cobol
- Mgt. 235 - Advanced Cobol
- Mgt. 250 - Systems Analysis I
- Mgt. 255 - Systems Analysis II

And two of the following courses:
- Mgt. 218 - Introduction to Computer Applications
- Mgt. 240 - R.P.G. Programming
- Mgt. 255 - Systems Analysis II
- Mgt. 260 - Data Base Management

*Required of all Management Majors.
Mathematics

Students wishing to major in Biology, Chemistry, Mathematics or Mathematics Teaching (secondary school) must take a placement test. The test results will determine whether the student must take MAT 107 prior to taking MAT 202.

Students wishing to major in Accounting, Economics or Management must take a placement test also. The results of this test will determine whether the student must take MAT 105 prior to taking MAT 109.

MAT 050  Algebra for Managerial Science  0
A remedial course for Accounting, Management, and Economics majors designed to develop and/or strengthen basic topics in algebra that a student should master before taking a first course in business mathematics.
Prerequisite: Placement by examination. Offered every semester.

MAT 070  Algebra and Trigonometry for Science Majors  0
A remedial course for Biology, Chemistry, and Mathematics majors designed to develop and/or strengthen those topics in algebra and trigonometry that a student should master before taking a first course in calculus.
Prerequisite: Placement by examination. Offered every Spring.

MAT 103  Foundations of Mathematics I  3
A general view of mathematics with an intuitive approach. A study of sets and logic, numbers, numeration and mathematical systems, the metric system, and an introduction to geometry.
Offered every Fall.

MAT 104  Foundations of Mathematics II  3
An introduction to algebra, matrices and some applications, probability statistics, calculators and computers.
Offered every Spring.

MAT 105  Fundamental Principles of Algebra  3
Open only to students who entered St. Francis College before September 1984. This course is designed to develop and/or strengthen basic topics in algebra that a student should master before taking a first course in business mathematics. This course is open to any student and especially recommended for Accounting, Economics, and Management majors. Credit for this course will not be granted to any student who has already completed MAT 109 or MAT 110.
Prerequisite: Placement by examination. Offered only 1985-1986.

MAT 107  Pre-Calculus Mathematics I  4
This course is designed to develop and/or strengthen basic algebraic techniques and those topics in algebra and trigonometry that a student should master before taking a first course in calculus. The course is open to any student and especially recommended for Mathematics, Biology, Chemistry and High School Mathematics teaching majors.
Prerequisite: Placement by examination. Offered only in 1985-1986.

MAT 109  Mathematics for Managerial Science I  3
The main topics of this course are the study of matrices and their application like the Leontief model and solution of systems of linear equations, inequalities, linear programming—graphical and algebraic approach, dual problems and economic interpretation.
Prerequisite: MAT 105 or MAT 050 or placement by examination. Offered every Fall and Spring.

MAT 110  Mathematics for Managerial Science II  3
This course introduces the basic concepts of functional relationships, the basic skills of differentiation and integration, maxima and minima problems, and several other applications of calculus, especially models in business and economics; exponential models and mathematics of finance.
Prerequisite: MAT 109. Offered every Fall and Spring.

MAT 202  Calculus I  4
Emphasis given to calculus, including differentiation and integration of algebraic forms, areas, applications of the derivative, differentials, Rolle's theorem and the mean value theorem.
Prerequisite: MAT 107 or MAT 070 or placement by examination. Offered every Fall.

MAT 203  Calculus II  3
Applications of integration, logarithmic, exponential and trigonometric functions. Methods of integration such as integration by parts, integration by partial fractions, trigonometric substitution, conic sections, rotation of axes and the general second degree equation, polar coordinates.
Prerequisite: MAT 202. Offered every Spring.

MAT 301  Statistics  3
Organization, description and interpretation of data. Probability and probability distributions, sampling distributions and estimation of population parameters, testing hypothesis, linear regression and correlation analysis, index numbers. Offered every semester.

MAT 304  Calculus III  3
Vectors and vector functions. Functions of several variables. Double and triple integrals with applications. Sequences and infinite series.
Prerequisite: MAT 203. Offered every Fall.

MAT 305  Theory of Equations  3
Prerequisite: MAT 202. Offered in Fall, odd-numbered years.

MAT 309  College Geometry  3
A course contains some topics of higher Euclidean geometry and geometric constructions. Geometrical transformations and different kinds of geometries. Projective and hyperbolic geometries.
Offered in Spring, even-numbered years.

MAT 401  Differential Equations I  3
Prerequisite: MAT 203. Offered in Fall, even-numbered years.

MAT 402  Differential Equations II  3
Prerequisite: MAT 401. Offered in Spring, odd-numbered years.

MAT 403  Advanced Calculus I  3
Axiom of continuity, least upper bounds and greatest lower bounds; nested intervals; continuous functions; point sets, maxima and minima for functions of two or more variables; differentials and the condition for differentiability for functions of two variables; the method of Lagrange; Implicit function theorems and general theorems of partial differentiation.
Prerequisite: MAT 304. Offered in Fall, odd-numbered years.
MAT 404 Advanced Calculus II 3
Transformations and mappings; point set theory; uniform continuity and fundamental theorems of continuous functions; the theory of integration; infinite series and uniform convergence; power series; improper integrals and a study of the gamma functions.
Prerequisite: MAT 403. Offered in Spring, even-numbered years.

MAT 406 Theory of Numbers 3
An introductory course dealing mainly with divisibility, number theorems, theory and congruences, quadratic residues, and Diophantine equations.
Prerequisite: MAT 202. Offered in Spring, odd-numbered years.

MAT 408 Numerical Analysis 3
Numerical solutions of equations, difference tables, operator methods; numerical differentiation and integration; numerical solution of ordinary differential equations; systems of linear equations; solutions by iterative methods.
Prerequisites: MAT 300 or 401 and SCI 201. Offered in Spring, even-numbered years.

MAT 409 Modern Algebra 3
Sets and mappings; theory of groups, rings, and fields; isomorphism; the field of real numbers and the field of complete numbers.
Prerequisite: MAT 304. Offered in Spring, even-numbered years.

MAT 410 Functions of a Complex Variable 3
Point set theory; algebras of complex numbers; complex analysis; Cauchy-Riemann partial differential equation; Cauchy-Goursat theorem; conformal maps.
Prerequisite: MAT 403. Offered in Spring, even-numbered years.

MAT 411 Real Variables 3
The real numbers and the concepts of limit, sequence, and series; functions of one real variable, continuity, derivative integrals.
Prerequisite: MAT 403. Offered in Spring, odd-numbered years.

MAT 412 Linear Algebra 3
Vector spaces; basis; dimension; systems of linear equation; matrices and determinants; scalar product; orthogonality and eigen-values.
Prerequisite: MAT 304. Offered in Fall, even-numbered years.

MAT 414 Topology 3
Set theory; definition of topology and topological space; homeomorphism and homeomorphic spaces; compactness and connectedness; separation axioms; metric spaces and completion of a metric space.
Prerequisite: MAT 403. Offered in Spring, even-numbered years.

MAT 415 Mathematical Statistics I 3
(formerly MAT 307)
Discrete and continuous random variables and their probability distributions. Multivariate probability distributions. Functions of random variables. Limit theorems and estimation. This course is recommended for students interested in an actuarial career.
Prerequisite: MAT 304. Offered in Fall, odd-numbered years.

MAT 416 Mathematical Statistics II 3
(formerly MAT 308)
Methods of estimation and hypothesis testing. Linear models and estimation by least squares. The analysis of variance and enumerative data.
Prerequisite: MAT 415. Offered in Spring, even-numbered years.

Philosophy

The core curriculum requirement in philosophy is satisfied by the following courses taken in sequence: one “100” course; one “200” course; one “300” or “400” course.

PHI 101 Basic Problems in Philosophy 3
An examination at a strictly introductory level of the character of philosophical questioning. Instances chosen for treatment are from the several areas of philosophy such as ethics, epistemology, and metaphysics, and they are studied in the context of brief selections from the writings of philosophers between antiquity and the present.
Offered every semester.

PHI 114 Logic 3
(formerly PHI 314)
An introduction to philosophical inquiry through the study of the structure of validity in reasoning. The study includes: analysis of terms, propositions, arguments and their linguistic contexts; common fallacies; induction and the logical structure of scientific inquiry; the status of universals.
Offered every semester.

PHI 201 Philosophy of Man 3
An inquiry into human nature by means of the analysis of fundamental philosophical issues such as mind and body, death and immortality, perception and conception, reason and emotion, freedom and determinism, as they appear in the writings of philosophers from antiquity to the present.
Prerequisites: PHI 101 or PHI 114. Offered every semester.

PHI 203 Theories of Knowledge 3
An inquiry into the nature of knowledge by means of an examination of such explanations of knowledge as empiricism, idealism, skepticism, pragmatism, and realism (in its various versions). Readings from philosophers between antiquity and the present.
Prerequisites: PHI 101 or PHI 114. Offered every semester.

PHI 309 Marxism 3
Concepts, sources, backgrounds of Marxism; dialectical and historical materialism; Hegel and Feuerbach; problem of history; meaning of work; notion of superstructure; concept of revolution.
Prerequisites: PHI 101 or PHI 114 and PHI 201 or 203. Offered in Spring 1986.

PHI 310 American Philosophy 3
Distinctive characteristics of American philosophic thought analyzed and discussed; attention to the thought of Edwards, Emerson, Royce, Santayana, Peirce, James, Mead, Dewey.
Prerequisites: PHI 101 or PHI 114 and PHI 201 or 203. Offered in Spring 1987.

PHI 323 Existentialism 3
An examination of a philosophical movement which conceives the fundamental problem of philosophy to be the question of the meaning of human existence. Readings will be drawn from the writings of such philosophers as Kierkegaard, Nietzsche, Heidegger, Jasper, Marcel, and Sartre.
Prerequisites: PHI 101 or PHI 114 and PHI 201 or 203. Offered in Fall 1985.

PHI 326 Philosophy of Science 3
The concept of natural science through an analysis of its central themes: hypothesis and evidence, criteria for verification and confirmation, role of law in explanation, theories and theoretical reduction. Contrasting views presented and discussed.
Prerequisites: PHI 101 or PHI 114 and PHI 202 or 203. Offered in Spring 1987.

PHI 327 Metaphysics 3
An inquiry into the problem of being and into the concepts in terms of which it has been elucidated; the possibility of this question. Readings from ancient,
medieval, modern and contemporary philosophers. 
Prerequisites: PHI 101 or 114, and PHI 202 or 203. Offered in Fall 1986.

PHI 330 Philosophical Theology 3
An examination of the main themes in Western philosophical considerations of the existence and nature of God. Classical sources, Christian influences, modern treatments.
Prerequisites: PHI 101 or 114 and PHI 201 or 203. Offered in Fall 1985.

PHI 340 Special Problems in Ethics 3
Examination of selected contemporary and traditional ethical problems, such as abortion, sex education, euthanasia, censorship, war, and capital punishment; some study of the presuppositions, instruments, and procedures of ethical analysis will be involved.
Prerequisites: PHI 101 or 114 and PHI 201 or 203. Offered in Fall 1986.

PHI 350 Philosophical Issues in Language and Logic 3
An examination of some of the main philosophical questions concerning language and its uses as well as the relationship between language and logic.
Prerequisites: PHI 101 or 114 and PHI 201 or 203. Offered in Spring 1986.

PHI 403 Moral Philosophy 3
An examination of the basic questions of moral philosophy and the positions taken up in response to them with particular attention to the question of the relationship between a given ethic and its corresponding conceptions of man and being. Readings from philosophers between antiquity and the present.
Prerequisites: PHI 101 or 114 and PHI 202 or 203. Offered every semester.

PHI 404 Political Philosophy I 3
A study of the fundamental concepts and problems of political philosophy. Examination of such topics as the city, regime, state and civil society, force, power, law, authority, right and freedom. Selected readings from major political philosophers.
Prerequisites: PHI 101 or 114 and PHI 201 or 203. Offered every semester.

The courses listed below may be taken to satisfy the core curriculum requirement with permission of the Philosophy Department.

PHI 431 Seminar: Greek Philosophy 3
Close examination and analysis of representative texts in ancient philosophy with particular emphasis on Plato and Aristotle. An advanced course.
Prerequisite: Six credits in philosophy and permission of department chairperson. Offered in Fall 1986.

PHI 432 Seminar: Medieval Philosophy 3
Close examination and analysis of representative texts of major figures from Christian, Arabic, and Jewish traditions; particular attention to the question of the relation between philosophical inquiry and religious belief. An advanced course.
Prerequisite: Six credits in philosophy and permission of department chairperson. Offered in Fall 1985.

PHI 441 Seminar: Modern Philosophy 3
Close examination and analysis of representative texts of some of the major figures in modern French philosophy from Descartes to J. S. Mill. An advanced course.
Prerequisite: Six credits in philosophy and permission of department chairperson. Offered in Spring 1987.

PHI 442 Seminar: Contemporary Philosophy 3
Close examination and analysis of representative texts of one or more of the major figures in twentieth-century philosophy. An advanced course.
Prerequisite: Six credits in philosophy and permission of department chairperson. Offered in Spring 1986.

Physical Education

PE I Skills Activities 2
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in soccer and volleyball including coaching techniques.
Four hours. Offered in Fall 1985.

PE II Skills Activities 2
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in basketball, softball, baseball including coaching methods.
Four hours. Offered in Spring 1987.

PE III Skills Activities 2
Theory and instruction in individual and dual sports techniques in badminton, golf, and tennis including coaching methods.
Four hours. Offered in Fall 1985.

PE VI Skills Activities 2
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in field hockey and lacrosse.
Four hours. Offered in Spring 1987.

PE VII Skills Activities 2
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in speedball, football and combatives.
Four hours. Offered in Fall 1986.
PE VIII  Skills Activities
Theory, instruction, and practice in the skills of track and field and in the processes of physical conditioning. Four hours. Offered in Fall 1986.

PE IX  Skills Activities

PE X  Advanced Skills
Theory, instruction, and practice in advanced skills, strategy, and conditioning for two sports. A. Tennis and Badminton—offered in Fall Semester. B. Basketball and Volleyball. Four hours. Prerequisite: Physical Education I, II, or department approval. Not offered 1985-1986.

PE 100  Physical Activities and Sports
The following courses meet the two-credit physical education/health requirement:

PE 100A or PE 100B  Exercise, Fitness, and Weight Control
The interdisciplinary component (Health Science and Physical Education) will focus on the relationship of exercise to health, including weight control, stress reduction, and cardiovascular fitness. This section will include classroom work as well as participation in fitness assessment and activities. Required of all students for graduation. Effective September 1985, this course will be offered on a graded basis. Offered every semester.

PE 100C  Aerobic Exercise
Study of the principles and values of aerobic exercise. Aerobic exercise/dance is included. Offered every Spring.

PE 100D  Team Sports: Football/Hockey
Instruction in skills, strategies and rules of tackle football and floor hockey. Offered every Fall.

PE 100E  Team Sports: Soccer/Volleyball
Instruction in skills, strategies, and rules of soccer and volleyball. Offered every Spring.

PE 100F  Beginning Swimming
Basic instruction in swimming for non-swimmers. Offered every Fall.

PE 100G  Advanced Lifesaving Course
Students will work toward American Red Cross Advanced Lifesaving Certificate. Prerequisite: Intermediate swimming ability. Offered every Spring.

PE 100H  Water Safety Instructor Course
Students will work toward American Red Cross Water Safety Instructor Certificate. Prerequisite: Advanced swimming ability. Offered every Fall.

PE 103  Elementary Aquatics
Fundamentals and development of forms and style in stroke mechanics. Students must demonstrate basic swimming proficiency. Physical education majors who hold current WSI Certification are exempt. Two hours. Offered in Fall 1985.

PE 105  Folk, Square and Social Dance
Instruction and practice in the basic steps and techniques of folk, square, and social dance. Two hours. Offered in Fall 1986.

PE 106  Modern Dance
An introduction to the fundamental techniques of modern dance. Two hours. Offered in Spring 1987.

PE 205  Elementary Gymnastics
Tumbling and apparatus development of basic skills: floor and mat stunts. Two hours. Offered in Fall 1985.

PE 208  Kinesiology
An overview of the skeletal, muscular and nervous systems in producing purposeful human movement. Topics include movement analysis, techniques with emphasis on noncinematographical analysis. Prerequisites: BIO 103-104. Three hours. Offered in Fall 1986.

PE 209  Biomechanics
The application of biomechanical concepts to the mechanical analysis of movement and motor skills. Topics include force, velocity, momentum, angular motion and cinematographic analysis. Prerequisite: PE 208. Offered in Spring 1987. Two hours.

PE 210  Philosophy and Techniques of Coaching and Officiating
Evaluation and procedures, principles and methods of coaching and officiating for elementary schools, secondary schools, and non-school recreational groups. For practical applications, students will referee in the college intramural program. Two hours. Offered in Fall 1986.

PE 211  Movement Education and Physical Education in Elementary Schools
Techniques and methods in conducting elementary games; theory and practice in rhythmic activities and movement education applicable to different age levels. Prerequisite: Any Skills Activities or departmental approval. Four hours. Offered in Spring 1986.

PE 301  History and Principles of Physical Education
Orientation in the history and principles of physical education; current trends and problems in physical education analyzed and evaluated. Two hours. Offered in Spring 1986.

PE 302  Adapted Physical Education
Development of exercise programs and of modified athletic activities to meet the specific needs of the handicapped. Practical experiences are included. Prerequisite: PE 206. Three hours. Offered in Spring 1987.

PE 304  Organization and Administration of Physical Education
Emphasis on organization and administrative policies and procedures; purchase and care of equipment and supplies; public and professional relations; structural and functional aspects of a school program in physical education, athletics and intramurals. Prerequisite: Any Skills Activities or departmental approval. Two hours. Offered in Fall 1986.

PE 305  Physiology of Exercise
An overview of the physiological effects of exercise on the human body. Topics include systematic response to the demands of exercise, testing and training procedures, and laboratory assessment of physiological function and status. Prerequisites: BIO 104 or CHE 103. Three hours. Offered in Spring 1987.

PE 308  Motor Learning
An introduction to the concepts, principles, and theories of movement and motor learning. Three hours. Offered in Fall 1986.
PE 309 or SPEC EDUC 301
Movement Experience and Games of Low Organization in Special Education 3

PE 310 or SPEC EDUC 302
Movement Perspectives for Special Children 3
Knowledge and application, with specific reference to the special child, of professional and theoretical literature focusing on selected concepts from motor learning, kinesiology and psychology. Three hours. Not open to Physical Education Majors. Offered as students qualify.

PE 316  Psychology of Sport 2
An introduction to the psychological concepts of athletes; the social psychology of sport and effective coaching techniques of athletic skills. Orientation to personality tests employed in the field; the effects of behavior on athletic performance. Offered in Fall 1985.

PE 402  Evaluation of Physical Education 2
Methods and procedures used in the construction, administration, and interpretation of standardized testing in physical education; introduction to elementary statistical methods. Prerequisite: ED 402 and any Skills Activity. Two hours. Offered in Fall 1985.

PE 403  Care and Prevention of Athletic Injuries 3
Study of the most common accidents and injuries in physical education; rehabilitation equipment; massage and training room procedures; current trends in sports medicine; first aid leading to American Red Cross Certification in standard first aid and personal safety. Prerequisite or Corequisite: PE 208 or departmental approval. Three hours. Offered in Spring 1987.

PE 450  Field Experience I 2
Observation and supervised experience in an area of student's expressed professional interest. Prerequisite: Sophomore class standing; departmental approval. Six hours. Offered every Fall.

PE 455  Field Experience II 2
Observation and supervised experience in an area of student's expressed professional interest. Prerequisite: PE 450; Junior class standing; departmental approval. Six hours. Offered every Spring.

PE 500  Independent Study 2
Independent study and readings in an area of specialization in the discipline of physical education. Conferences, report or term paper. Prerequisite: Senior class standing; 3.0 major index; 2.8 overall index; departmental approval. Offered every semester.

Physics

PHY 101-102  General Physics 8
An elementary consideration of the fundamental laws and concepts of mechanics, heat, sound, light, electricity, and magnetism; experimental study of various topics made in the laboratory. Prerequisite or Corequisite: MAT 202, 203. Two lectures, two recitations, and two lab hours per week. Offered every year.

Political Science

PSC 202  Introduction to Political Science—Scope and Method 3
Survey of the major contemporary trends in political science research enables the student to understand and work with a variety of analytical tools. Offered in Fall 1985 and Spring 1986.

PSC 204  American National Government 3
The constitutional basis, structure and operations of the federal government and its underlying political processes (elections, interest representation, political parties); special attention is given to its role in the economy and social welfare of the nation and in defense and foreign policy making. Offered every semester.

PSC 301  Comparative Government 3
A study of the basic political ideas and institutions of the major foreign powers; the evolutions of the principles, methods, and problems of European and American governments. Offered in Spring 1986.

PSC 302  Government and Politics of Africa and Asia 3
Regional approach on alternating basis between the two continents; stress on characteristics of the "third-world" nations; one-party government, military dictatorship, socio-economic underdevelopment, inter-group conflict, geographic impediment. Not offered in 1985-1986.

PSC 303  American Political Parties 3
The origins and nature of the two-party system; party organization on the federal, state and local levels; party politics and governmental institutions; the nomination and electoral processes through party; voters and special-interests. Offered in Fall 1985.
PS 304  State and Local Government 3
Historical background and constitution-making; structures and operations of both levels with an emphasis on the politics of public administration and services; federalism; federal-state-local intergovernmental relations. Offered every semester.

PS 305  Politics and Administration in Latin America 3
Contemporary government systems of representative nations of the Caribbean, Central and South American regions. The course combines a standard approach (governmental structures and operations) with special emphasis on particularly applicable topics (elite-mass relationship, political instability, economic development, inter-hemispheric politics). Offered in 1985-1986.

PS 306  Metropolitan Government and Politics 3
Definition of the metropolitan region; traditional urban and suburban forms of government; the politics of re-organization; metropolitan forms of government; regional socio-economic problems and public policies. Offered every semester.

PS 307  Government and Politics of the Soviet Union and Communist China 3
The role of ideology, the patterns of political leadership and decision-making, the characteristics of control mechanisms and economic planning, and other aspects of the authoritarian state. Special concentration: Sino-Soviet ideological and geopolitical conflict. Not offered in 1985-1986.

PS 309  Public Administration 3
A study of administration in terms of theory and practice. It will closely examine the interrelationships of Public Administration with the political, governmental, and private environments. In addition, it will survey decision-making, financial administration, personnel administration, administrative organization, legislative and judicial administration, and administrative responsibility. Offered in Spring 1986.

PS 310 or HIS 308  Assassination Politics 3

PS 311 or HIS 406  Current Problems 3
An analysis of the major problems of the following world areas: Far East, Africa, Latin America, Middle East; a lecture course conducted by leading figures in academic, political, and diplomatic fields. Offered in the spring semester on a four-year cycle. Offered in Spring 1986.

PS 312 or HIS 303  The World in the Twentieth Century 3
A study of the evolution of the nation-state system in the twentieth century. Concepts such as Imperialism, nationalism, Fascism, Communism, neo-colonialism, power politics and Containment are studied in the actual time environment in which they developed. Offered in Fall 1985.

PS 400  Political Science Seminar 3
Each seminar is devoted to a particular theme within which the student selects a senior thesis topic. Seminar meetings are divided between instruction on thesis writing and discussions of assigned reading material on the seminar theme. Offered in Fall 1985.

PS 402  American Constitutional Law 3
The shaping of constitutional law through interpretation of the federal constitution and views on American political theory by the United States Supreme Court; landmark cases dealing with governmental powers in the areas of national economy and security, and with civil liberties and rights and criminal procedure. Offered in Spring 1986.

PS 404  Government and Business 1865-Present 3
A study of the relation of government to business as a control and as an aid; the commerce clause as the source of extended power of government control; decisions of the courts; state police powers. Offered every semester.

PS 405  Introduction to Law and the American Judicial Process 3
The nature of law and its role in society, the "politics" of the administration of justice: selections of judges, criminal and civil procedure, judicial and jury decision making, courtroom operations, etc. Offered in Fall 1985.

PS 406  International Relations 3
Post World War II international politics viewed through concepts (sovereignty, national interest, power) and the instruments for the conduct of foreign policy (diplomacy, war, global economics, world organization, and International law). Offered in Fall 1985.

PS 407 or HIS 412  United States Congress 3
This course examines the evolution of Congress, the principles on which it is based, its methods of operation, its struggles, and its place in America's future. Offered in Spring 1986.

PS 409 or HIS 409  The American Presidents 3
A study of the historical evolution of the Presidency from the eighteenth century
to the present, emphasizing both the institution and the characters of the men who held office.

Offered in Spring 1986.

PSY 503 or ED 503  Soviet Politics and Education—An Interdisciplinary Honors Seminar 3

An interdisciplinary approach to analyze the relationship between Soviet politics and education. Topics will include environmental forces of Soviet politics, the relationship between Soviet ideology and the formal system of education, as compared to those of the United States of America, the role of the Communist Party in the Soviet system, and the role of education in Soviet society.

For students in the College’s honor’s program only. Offered in Fall 1985.

Psychology

PSY 201  General Psychology 3

General introduction to the basic concepts, methods and findings of contemporary psychology. Offered every semester.

PSY 202  Statistical Methods In Psychology 4

(formerly PSY 300)
The use of statistics in psychology; descriptive and inferential techniques, prediction and tests of significance. Prerequisite: PSY 201. Offered in Fall 1985. Should be taken by freshmen or sophomores concurrently with PSY 302.

PSY 203  Developmental Psychology I: Child Psychology 3

(formerly PSY 403)
Human development from conception to early adolescence; examination of physical, cognitive, emotional and behavioral changes. Offered every semester.

PSY 204  Developmental Psychology II: Adolescence and Maturity 3

(formerly PSY 404)
A study of the life cycle from puberty through maturity. Special attention is given to the problems of adolescence, early adulthood and the changing needs of the mature adult. Offered as needed.

PSY 205  Psychology of Learning 3

(formerly PSY 310)
Major theories of learning and significant research findings in the areas of learning, memory, motivation and behavior modification. Prerequisite: PSY 201. Three lecture and two lab hours per week. Offered as needed.

PSY 206  Information Processing 4

Analysis of sensory and perceptual systems, information processing, thinking, states of awareness. Prerequisites: PSY 201 and 202. Three lecture and two lab hours per week. Offered as needed.

PSY 207  Test and Measurement 3

(formerly PSY 309)
The theoretical framework, underlying principles and techniques of psychological tests; tests of aptitude, achievement, interest, and personality. Prerequisites: PSY 201 and 202. Offered in Spring 1986.

PSY 225 or HC 225  Coping with Stress 3

Interdisciplinary course exploring theory, research, and techniques related to the management of stress. Stress reduction techniques and class exercises such as progressive relaxation, desensitization, assertiveness training, biofeedback will be emphasized. Offered as needed.

PSY 302  Experimental Psychology I 4

(formerly PSY 220)
Research methodology emphasizing empirical, scientific manipulation and functional relations. Scientific research as a decision-making process. Prerequisite: PSY 201. Three lecture and two lab hours per week. Offered in Fall 1985. Should be taken concurrently with PSY 202.

PSY 307  Theories of Personality 3

(formerly PSY 406)
A comparison of major personality theories; methods for the study and evaluation of personality. Prerequisite: PSY 201. Offered in Spring 1986.

PSY 312  Social Psychology 3

(formerly PSY 410)
Selected topics in person perception, socialization, development of attitudes and values, group processes, communication and intergroup behavior. Prerequisite: PSY 201. Offered in Spring 1986.

PSY 313  Group Dynamics 3

(formerly PSY 413)
A practically-oriented introduction to group processes. Current views and research findings, techniques of working with groups, participation in training and skills groups, role playing, observation and analysis of the small group as a social system in a miniature society created by the students. Offered as needed.

PSY 314  Human Sexuality 3

A social-psychological approach to the study of human sexual behavior. The emphasis will be placed upon the functional aspects of sexuality. All sexual behaviors (auto-eroticism, bisexuality, heterosexual, homosexual, and others) will be studied from a foundation of historical, anthropological, and moral perspectives. Offered every semester.

PSY 317  Industrial and Organizational Psychology 3

Psychological theories, research, and
applications with work behavior are discussed. Topics will include selection and evaluation of personnel, training and development, leadership, work motivation, psychological conditions of work, and consumer psychology. Prerequisites: PSY 201. Offered as needed.

PSY 325 Parapsychology 3
The course deals with major topics in parapsychology including ESP, telepathy, precognition, psychokinesis, auras, etc. The course of instruction will include both lectures and demonstrations. Offered as needed.

PSY 329 Psychology of Women 3
A general survey of the role of women and current modes of psychological adjustment in the face of our changing social structure. Offered as needed.

PSY 330 or CJ 209 Counselling the Drug User
(formerly PSY 426) 3
Techniques for recognizing drug users; commonly used drugs and their effects; groups, organizations, services, and individuals providing referral care and therapy; counseling techniques for the layman. Outside sources will be used to supplement presentation. Offered as needed.

PSY 333 or SPEC EDUC 201 The Psychology of the Exceptional Child
(formerly PSY 405) 3
Psychological, physiological, emotional and social characteristics of deviant, disturbed, handicapped, retarded and unusually gifted children will be considered. Procedures for evaluation and assisting development of exceptional children. Offered as needed.

PSY 352, 353 or REL 352, 353
Images of Man in Western, Primitve, and Eastern Cultures: An Interdisciplinary Honors Seminar 1, 3, 6
Students in this seminar are exposed to concepts of human nature as they have existed in primitive, Eastern and Western cultures. The seminar focuses both upon universal aspects of human experience and upon unique historical and cultural conceptions of human identity. These conceptions may be expressed in art, myths, literature, sacred books, philosophical treatises, etc., and are in various ways reflected in day-to-day living. The seminar is team-taught, stresses broad interdisciplinary perspectives and emphasizes original readings. Visits to plays, operas, movies and museums form an integral part of the seminar. For students in College Honor's Program only. Offered in Spring 1985.

PSY 401 Experimental Psychology II 4
(formerly PSY 305) 3
Research techniques applied in the laboratory and in the field. Students conduct and write up empirical research. Prerequisites: PSY 201, 202, 302. Three lecture hours and two laboratory hours per week. Offered in Spring 1986.

PSY 408 Physiological Psychology 3
The interrelationship of the physiological structure and behavior of the organism; consideration of the structure and function of the nervous system; the neuro-physiological foundation of sensation, perception and emotion; comparative studies on neuro-physiological structure and response systems. Prerequisites: PSY 201 and PSY 205 or PSY 206. Offered as needed.

PSY 409 Abnormal Psychology 3
Analysis of the origin, behavioral and emotional patterns, social relevance and treatment of deviant human behavior. Prerequisite: PSY 201. Offered in Fall 1985.

PSY 411 History and Systems of Psychology 3
This history of psychology and its enduring problems, major figures and schools of thought. An advanced course designed to give an overall, long-term perspective. Prerequisite: Four Psychology courses. Offered as needed.

PSY 415 Clinical Psychology 3
A survey course dealing with the field of clinical psychology. The application of psychotherapeutic techniques will be stressed along with clinical testing in personality diagnosis and research methodology in clinical psychology. Prerequisites: PSY 201 and 409. Offered as needed.

PSY 419 or HIS 419 or REL 419
Death, Loss and Grief
(formerly HIS 302A) 3
An overview of varying philosophies and theories of dying and death, including ethical, psychological, sociological, and cultural factors involved throughout the process. Discussion includes contemporary issues relative to dealing with the dying. Offered as needed.

PSY 420 Applied Psychology 4
Supervised experience in selected clinical, social, educational or industrial settings; participation in institutional staff meetings and training sessions. Application of theoretical principles to practical experience. Open to junior or senior Psychology majors with permission of the instructor. Two lectures and six hours of supervised placement per week. Offered in Fall 1985.

PSY 421, 422 Field Experience In Psychology 3, 3
Observation and supervised experience in selected setting. Prerequisite: PSY 420 and permission of the department chairperson and instructor.

PSY 455, 456 Independent Research In Psychology 3, 3
Individual investigation into some selected topic of research in psychology under the direction of a faculty member of the department; with approval of departmental chairperson only. Prerequisite: PSY 401.

PSY 470 Seminar in Psychology 3
The course will cover a number of selected topics in psychology. Topics will be chosen to reflect both the interest of the students and current areas of concern in psychology. Students will be required to complete a major project in the area of their choice. Permission of the instructor is required. Offered as needed.

Proposed Concentration In Business for Psychology Majors

MGT 201 Organization and Management
MGT 202 Basic Marketing
MGT 307 Advertising and Sales Promotion
MGT 309 The Sales Function
MGT 310 Behavioral Science
MGT 404 Personnel Management
MGT 407 Market Research

Background Courses Suggested
ECO 201-202 Principles of Economics I and II
Note: Should the student desire to enroll in a university for an M.B.A. degree, he or she would probably be required to have ACC 101, 102 as a
prerequisite. It would be advisable to take these as part of this program at St. Francis College.

Following is a list of suggested Psychology electives:

- PSY 207 — Test and Measurement
- PSY 307 — Theories of Personality
- PSY 312 — Social Psychology
- PSY 313 — Group Dynamics
- PSY 409 — Abnormal Psychology

Those students interested in personnel careers should also consider the following course:

- PSY 330 — Counseling the Drug User

Religious Studies

The core curriculum requirement in Religious Studies is satisfied by completing one of the following courses: REL 101; 202; 203; 204; 205; 212; 234.

Courses in Religious Studies will be offered in the four groups listed below. Both majors and non-majors may take either REL 400 or REL 401 and any student may take these courses more than once. Students intending to register for REL 401 should obtain prior written permission from the chairperson.

Group 1: (Fall, 1985) REL 101; 202; 205; 212; 315; 341; 352; 401.
Group 2: (Spring, 1986) REL 101; 204; 212; 312; 351; 353; 401; 419.
Group 3: (Fall, 1986) REL 101; 203; 204; 205; 315; 361; 401.
Group 4: (Spring, 1987) REL 101; 212; 234; 303; 305; 401; 419.

REL 101 Survey of World Religions
(formerly REL 601)
An introductory study of the religious beliefs and practices in pre-literate societies, in the religions originating in India (Hinduism, Jainism, Buddhism, Sikhism), in China and Japan (Confucianism, Taoism, Shinto), and in the Middle East (Zoroastrianism, Judaism, Christianity, Islam).
Offered every semester.

REL 202 Central Themes of the Old Testament
A study of representative selections from the historical, legal, wisdom and prophetic literature of the Old Testament. Literary and historical criticism will be used to determine basic elements of Hebrew faith and practice. The period from the Exodus to the Restoration under Ezra and Nehemiah will be emphasized.
Offered in Fall 1985.

REL 203 Central Themes of the New Testament
A study of representative selections from the different types of literature found in the New Testament. Literary and historical criticism will be used to determine basic elements of the faith and practice of the earliest Christians. The synoptic gospels, the Johannine literature, the letters of Paul, and the book of Acts will be emphasized.
Offered in Fall 1986.

REL 204 Contemporary Moral Issues
(formerly REL 402)
The course studies the views of prominent thinkers on selected moral problems of our time that find support within the Christian community today: reflections on economic injustice, truth in government, medical-moral issues; student participation and discussion of additional moral questions.
Offered in Spring 1986 and Fall 1986.

REL 205 Moral Values and Health Issues
A study of contemporary religious thought concerning moral issues which arise in the practice of the health professions. Bio-medical procedures, such as abortion, sterilization, organ transplants, and euthanasia, as well as the biotechnical aspects of genetic experimentation, fetal engineering, extraterrestrial immigration, cloning, the allocation of scarce resources, and behavior modification are examined.
Offered in Fall 1985.

REL 212 The Christian Tradition
A critical evaluation and analysis of selected themes of the Christian religion. Included will be a study of the major historical and doctrinal developments of Christianity and the Christian's place in the modern world.

REL 234 The American Religious Experience
(formerly REL 634)
An inquiry into the mutual interaction of religion and American culture; the origin of distinctly American religious leaders and uniquely American religious expressions.
Offered in Spring 1987.

REL 303 The Search for God
Belief in God studied in the context of modern atheism, secularism, and the encounter with world religions; human-kind's knowledge of God; God in the world.
Offered in Spring 1987.

REL 304 Myth, Symbol and Modern Man
An investigation of myth, symbolism, and ritual activity as a celebration of life in the Western and Eastern cultures, and in ancient Israel and early Christianity; the relationship to the Passover Seder and the Christian Sacraments.

REL 305 Marriage
A study of the biblical, historical, and contemporary views of marriage in the Judeo-Christian tradition with application to modern cultural and psychological dimensions of human relationships. Consideration also will be given to modern challenges to the viability of monogamy and permanent commitment, as well as to the meaning of divorce and annulment.
Offered in Spring 1987.

REL 312 The Experience of Jesus
An inquiry into the basic question: Who is Jesus Christ? It investigates how that question is raised and answered in the New Testament, especially the Gospels, in the early centuries, and in contemporary times.
Offered in Spring 1986.

REL 315 or HC 215 Healing and Wholeness
(formerly REL 215)
An interdisciplinary course which explores the interface of healing and wholeness from the perspectives of religion and health care systems. It includes a religious overview of healing from the traditions of the shaman to contemporary faith healers; an exploration of health care organization from ancient roots through modern medicine; alternative medicines and holistic therapies including psychic healing and biofeedback and ways to self-healing through dreams, journals, and meditation.
Offered every Fall.

REL 341 The Search for Immortality
Using data from world religions and psychic research, the course examines the possibility, reality, or impossibility of survival of the human personality after death. Included are discussions of death, life, and afterlife, reincarnation, eternity, and immortality.
Offered in Fall 1985.
REL 351 Mysticism in the West 3
(formerly REL 651)
A study of the mystical experience in both its theory and practice as found in the lives and writings of selected central figures in the Western spiritual tradition, past and present.
Offered in Spring 1986.

REL 352, 353 or PSY 352, 353 3
Images of Man in Western, Primitive, and Eastern Cultures: An Interdisciplinary Honors Seminar I, II
Students in this seminar are exposed to conceptions of human nature as they have existed in primitive, Eastern, and Western cultures. The seminar focuses both upon universal aspects of human experience and upon unique historical and cultural conceptions of human identity. These conceptions may be expressed in art, myths, literature, sacred books, philosophical treatises, etc. and are interwoven with patterns of daily living. The seminar is team-taught, stressing broad interdisciplinary perspectives and emphasizing original readings. Visits to plays, operas, movies and museums form an integral part of the seminar.
For students in College Honor's Program only. Offered in 1985-1986.

REL 361 Religion, Witchcraft, and the Occult 3
(formerly REL 612)
A study of the historical development of witchcraft and its relation to religion; the aims, functions, and forms of divination and magic; occult practices past and present.
Offered in Fall 1986.

REL 400 Seminar 3
(formerly REL 701)
The course deals intensively with specific subjects that will be announced. Offered as needed.

REL 401 Independent Study 3
(formerly REL 702)
The course is a directed investigation of some topic of research in religious studies selected by the student. Open to qualified juniors and seniors (both majors and non-majors) who have completed at least three courses (nine credit hours) in religious studies. Written permission of the chairperson required before registration.
Offered every semester.

REL 419 or HIS 419 or PSY 419 3
Death, Loss, and Grief
An interdisciplinary course that investigates the processes of death, loss and grief while focusing upon the manner in which patterns of dealing with death are interwoven with patterns of living: including family, religion, medicine, economy, law and community. Specific issues addressed will include the moral and legal aspects of euthanasia and the right to die, the hospital, hospice and home as alternative sites for dying; definitions of life and death, religious and cultural burial customs, and the bereavement process. The implications of these issues will be explored for health care practitioners and other individuals in the helping professions.
Offered in Spring 1986.

Science

SCI 201 Fortran 4
(formerly EDP 203)
The functions and capabilities of a digital computer and the FORTRAN programming language. Offered every Spring.

SCI 301, 302 General Earth Science 6
A study of the solar system; basic concepts of climate; study of the structure and composition of the earth. Two lectures and two hours of laboratory and demonstration each week. Offered every year.

SCI 303 General Earth Science for Teachers 3
A study of the solar system; basic concepts of climate; study of the structure and composition of the earth. Laboratory experiments and demonstrations exemplify techniques suitable for elementary science instruction. This course is for elementary and special education teacher training students. Offered every Fall.

SCI 400 A, B, C, D, Science Seminar 1
Discussion of methods and problems in the physical sciences, stressing the interrelations and integrations of the individual sciences; special topics presented and discussed by faculty members and students.
Students may take one or all parts of this course with the permission of the department chairperson. One part offered each semester. Not offered in 1985-1986.

SCI 501 Oceanography 3
A study of the sea from biological, chemical, geological, and physical viewpoints; ocean sediments and their origin; composition of sea water; currents, tides, beaches, waves, economic potential of oceans; exploration as an energy source.
Offered every Fall.

SCI 601 Environmental Science 3
The ecology of natural systems; resources and energy; formation and consumption of fossil fuels, nuclear energy, and the environment; pollution: the problems associated with air and water pollution, solid waste, noise, legal and economic verifications of governmental policy towards pollution.
Offered every Spring.
Social Studies

SS 400 Social Studies Seminar 3
A thesis seminar. Lectures will focus on a special subject determined each year by the divisions. Students may determine the area in which they will write the thesis.
Offered in Fall 1985.

SS 401 Seminar on Planning for the Future 3
An introduction to the study of the future; the role of science in planning; methods of long-range predictions.
Course offered on pass-fail basis.

SS 402 Seminar on the Future of American Institutions 3
The course consists of a series of lectures to be given on the future of American institutions by leading scholars.

Sociology

SOC 203 Principles of Sociology 3
An analysis of the basic structure and dynamics of society; social interaction, social organization, social change, social processes; a summary of ideas of seminal sociologists.
Offered every semester.

SOC 301 Social Problems 3
An inquiry into the nature of social problems, both causes and consequences, within complex, industrial society, and in the perspective of social change.
Prerequisite: SOC 203. Offered every Fall semester.

SOC 303A or CJ 200 Criminology 3
The sociological approach to the study of crime causation and to patterns of criminal and delinquent behavior in contemporary society.
Prerequisite: SOC 203. Offered in Fall 1986.

SOC 303B or CJ 201 The Sociology of Corrections 3
The study of the structure and functioning of the American system of corrections: law enforcement, courts, institutions, probation and parole.
Prerequisite: SOC 203. Offered in Spring 1987.

SOC 305 Social Anthropology 3
An inquiry into the concept of culture as applied to both simple and complex societies; the ethno-logy of pre-literate peoples with emphasis on social, economic, and political organization.

SOC 306A Introduction to Social Work 3
The course is designed to introduce students to the field of social work: deals with the history and philosophy of social work; analyzes the three major areas of social work: case work, group work, and community organization; describes the major programs to special client groups: families, children, the elderly, the mentally ill, the handicapped, etc.
Prerequisite: SOC 203. Offered in Fall 1986.

SOC 308A Social Work Practicum 3
The course is an intensive one, in which the principles of social work are developed through careful examination of each participant's actual functioning and experience. In addition to the weekly class, each student of the practicum will receive a regular individual consultation.
Prerequisite: SOC 203 and SOC 306A. Offered in Spring 1987.

SOC 309 Sociology of Communication 3
Primary and secondary communication systems; language in socialization, social organization, and social control; theories of communication; modern mass communication media; structure, content, and effects.
Prerequisite: SOC 203. Offered every Fall.

SOC 310 or CJ 205 Child Welfare 3
The course traces the development of rights of the child in relation to parental rights; explores the methods of care of dependent and neglected children in their own homes, foster homes, institutions; reviews the adoption process and the social trends toward integration in family and child care.
Prerequisite: SOC 203. Offered in Fall 1985.

SOC 311 Social Research Methods 3
Preparation of a research proposal; formulation of the problems; survey of relevant literature; definition of concepts; preparation of research design and research tools.
Prerequisite: SOC 203. Offered in Fall 1986.

SOC 312 or CJ 206 Sociology of Minority Groups 3
The analysis of interaction among racial, ethnic, and religious groups in the United States; the study of structure, dynamics, and problem aspects.
Prerequisite: SOC 203. Offered in Spring 1986.

SOC 316 Sociology of Public Administration 3
The course is designed to give the
students a clear account of the field of administration at all levels of government; reviews the rise of the bureaucratic state, its impact on administrative theory and practice, and the nature of the new public bureaucracy. Special attention is given to the political environment and its pressure upon the public administrator.


SOC 400 Sociology Seminar 3
A coordinating seminar for senior sociology majors only, for the purpose of integrating sociological knowledge and for considering some of sociology's particular problems, e.g., sociology's scientific status, the place of values in the study of society, the relationship of sociology to other academic fields.

Offered every Spring.

SOC 401 Sociology of the Family 3
The structure and functions of the family; comparison of families in primitive and industrial societies in order to demonstrate the nature of problems associated with institutional change and civilization processes.


SOC 402 Industrial Sociology 3
The course traces the development of the industrialization process and its impact on the social organization of work; surveys the study of industries constituting a modern economy, and the distribution of occupations within each; examines the corporation as a social institution, trade associations, unions, cooperatives, consumer organizations, and the major movements seeking to influence business behavior from within and without; forecasts directions of development.


SOC 403 Theory and History of Sociology 3
A systematic survey of the growth of sociological theory; a study of influential individuals and representative schools from Auguste Comte to the present day.

Prerequisite: SOC 203. Offered in Fall 1985.

SOC 404 Sociological Statistics 3
Statistical techniques most commonly used in the analysis of sociological data.


SOC 405 Complex Organizations: Structure and Process 3
The course covers all types of organizations: business, government, social welfare, education, medicine, voluntary organization, etc.; examines how structure contributes to processes such as power and conflict, leadership and decision-making, communication and change, etc.; shows how organizations interact with each other and with society in general.


SOC 406 Medical Sociology 3
Society and diseases; societal coping with illness and injury; society and health care administration.


SOC 407 Independent Studies 3
Individual research or field work under the direction of a faculty member with the approval of the department chairman only.

Offered every semester as students qualify.

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C.P.A. (New York)

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Diploma, Cairo School of Social Work
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*Pax et Bonum Medal: 15 years or more on faculty
Faculty Emeriti

*Nicholas A. Florenza  
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<th>Name</th>
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<td>Stephen A. Marino</td>
<td>Adjunct II, English</td>
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<td>Thomas Matteo</td>
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<td>B.S., St. Bonaventure University, M.S., Richmond College, P.D., St. John's University</td>
</tr>
<tr>
<td>Sr. Mary McConnell</td>
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<tr>
<td>Alfred McDonough</td>
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</tr>
<tr>
<td>George A. McKay</td>
<td>Adjunct I, English</td>
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<tr>
<td>Erin McClaughlin</td>
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<tr>
<td>Denis W. Moore</td>
<td>Adjunct IV, Education</td>
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</tr>
<tr>
<td>Joseph Morda</td>
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<td>B.A., Hunter College, C.U.N.Y., M.A., Manhattan College</td>
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<tr>
<td>Richard Mormando</td>
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<td>B.B.A., St. John's University, M.B.A., Baruch College, C.U.N.Y.</td>
</tr>
<tr>
<td>Richard Morris</td>
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<tr>
<td>Mary R. Mulvey</td>
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<tr>
<td>Cathleen Nolan</td>
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<tr>
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</tr>
<tr>
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<tr>
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</tbody>
</table>
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C.P.A., (New York)

Benedict Yennella
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B.A., Niagara University
M.S., Wagner College
M.S., Hunter College

The Adjuncts listed have served for at least three semesters.
Committees of the Faculty

Academic Standards Committee: formulates and recommends policy, concerning academic standing, grading, attendance, honors programs, requirements for graduation, and separation from the College for academic reasons; and acts as a board of review in all cases concerned with academic standing.

Advisory Committee on Student Behavior: recommends policies concerning the conduct of the student body and acts as a board of review in disciplinary cases referred to it by the Dean of Student Affairs.

Athletic Policy Committee: formulates and recommends policies for the control of intercollegiate and intramural athletics in accordance with the aims and objectives of the College; advises the President on the appointment of coaches and moderators of intercollegiate sports; and approves schedule, athletic awards, and other matters pertaining to athletics.

Curriculum Committee: makes a continuing study of the nature and extent of the courses offered; makes such revisions in the curriculum as are consistent with the aims and objectives of the College; and recommends the establishment of new curricula.

Faculty Interests Committee: recommends policies for improving faculty, which shall include policies for orientation, salaries, appointments, promotions, rank, tenure, professional growth, and leaves of absence.

Library Committee: formulates policies and procedures relating to the library; seeks means of enriching the library's holdings in books, periodicals, and audiovisual aids; and promotes extensive use of the library for study and research on the part of both students and faculty.

Nominating Committee: formulates and recommends procedures for nomination and election to elective positions on other standing committees; proposes candidates and conducts elections.

Professional Standards Committee: formulates and recommends a statement of professional standards, conducts hearings for faculty and professional staff members seeking redress of grievances, and recommends appropriate action; investigates charges against members of the faculty and professional staff and recommends appropriate action.

Promotion and Tenure: formulates and recommends policies and procedures; evaluates and recommends faculty members for promotion and tenure.

Research Committee: formulates and recommends policies concerning faculty research; studies research projects submitted by members; recommends to the Academic Dean the granting of research funds and maintains a record of the reports submitted by recipients of research funds.

Scholarships and Grant-in-Aid Committee: recommends policies concerning scholarships and grants-in-aid; passes upon all applications for scholarships and grants-in-aid; makes awards in accordance with established policies; makes a semi-annual examination of the records of the holders of scholarships and grants-in-aid; and recommends continuance of such aid.

Statutes Committee: makes a constant review of the statutes and recommends changes in the statutes which it deems advisable, submitting such recommended changes to the faculty assembly for approval before transmitting them to the President.

Student Activities Committee: supervises the policies determined by the student government; establishes policies for the regulation and improvement of the clubs and fraternities of the College, and gives final approval for the distribution of awards other than academic and athletic.
Alumni Association

Alumni Board of Directors

President—Reverend Michael Carrano '68
Vice-President—James H. McDonald '66

1983-85
Frank Bautz '66
Robert Byrne '82
Brian Casey '67
Phillip Carrano '70
Martin Donovan '59
James Dougherty '66
Vincent Dougherty '66
Roger Hannon '71
Thomas Michael Laquercia '66
Conrad Reitz '62
John Roach '56

1984-86
Walter Cook '64
James Corrigan '60
J. Vincent Gallagher '41
Joseph M. Kane '63
John Mcdade '63
Dennis McDermott '73
Edward J. Mulvey '64
Thomas Nugent '52
Elizabeth Ruggiero '61
Margaret Dougherty Russo '72
Susan Van Pelt '61
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