St. Francis College
Brooklyn Heights
Brooklyn, New York

1977 - 1978 Catalogue

ST. FRANCIS COLLEGE

established by the

CONGREGATION OF THE RELIGIOUS BROTHERS
of the
THIRD ORDER REGULAR OF ST. FRANCIS
FRANCISCAN BROTHERS

CATALOGUE 1977/78

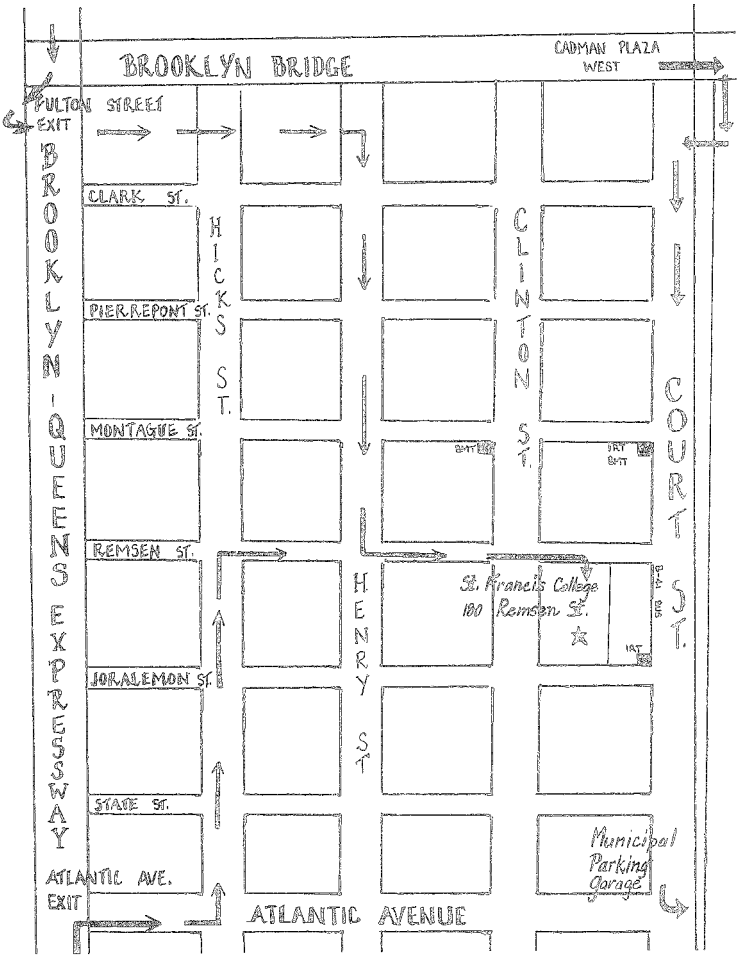
BROOKLYN CIVIC CENTER
180 Remsen Street
Brooklyn, New York, 11201

Telephone 212-522-2300

Communications should be addressed to the proper office as indicated below:

Executive Business	President
Academic Matters	Academic Dean
Alumni	Director of Alumni Relations
Applications, Admissions	Director of Admissions
Athletics	Director of Athletics
Business Matters	Chief Financial Officer and Controller
Communications Media	Director of Public Information
Continuing Education	Dean of Continuing Education
Expansion, Development	Coordinator of College Relations
Financial Aid	Director of Financial Aid
Placement Service	Director of Placement
Student Affairs	Dean for Student Affairs
Transcripts, Records	Registrar

Visitors to the campus are welcome. For interviews with the administrative staff or faculty members, it is suggested that appointments be made in advance.



DIRECTIONS

IRT

7th Avenue and Lexington Avenue lines to Borough Hall.

IND

A, E, or I trains to Jay Street—Borough Hall.

BMT

D, N, B or QB trains to DeKalb Avenue. Change to "M" or "RR" trains, go two stops to Court Street.

B-38 Bus (DeKalb Avenue) to Court Street — Borough Hall.

B-41 Bus (Flatbush Avenue) to Court Street — Borough Hall.

B-52 Bus (Gates Avenue) to Court Street — Borough Hall.

LIRR — to Flatbush Avenue Terminal. IRT to Borough Hall.

By Car

From Manhattan — Brooklyn Bridge to Cadman Plaza West Exit — follow arrows.

From Staten Island — BQE to Atlantic Avenue Exit — follow arrows.

From Queens — BQE to Fulton Street Exit — follow arrows.

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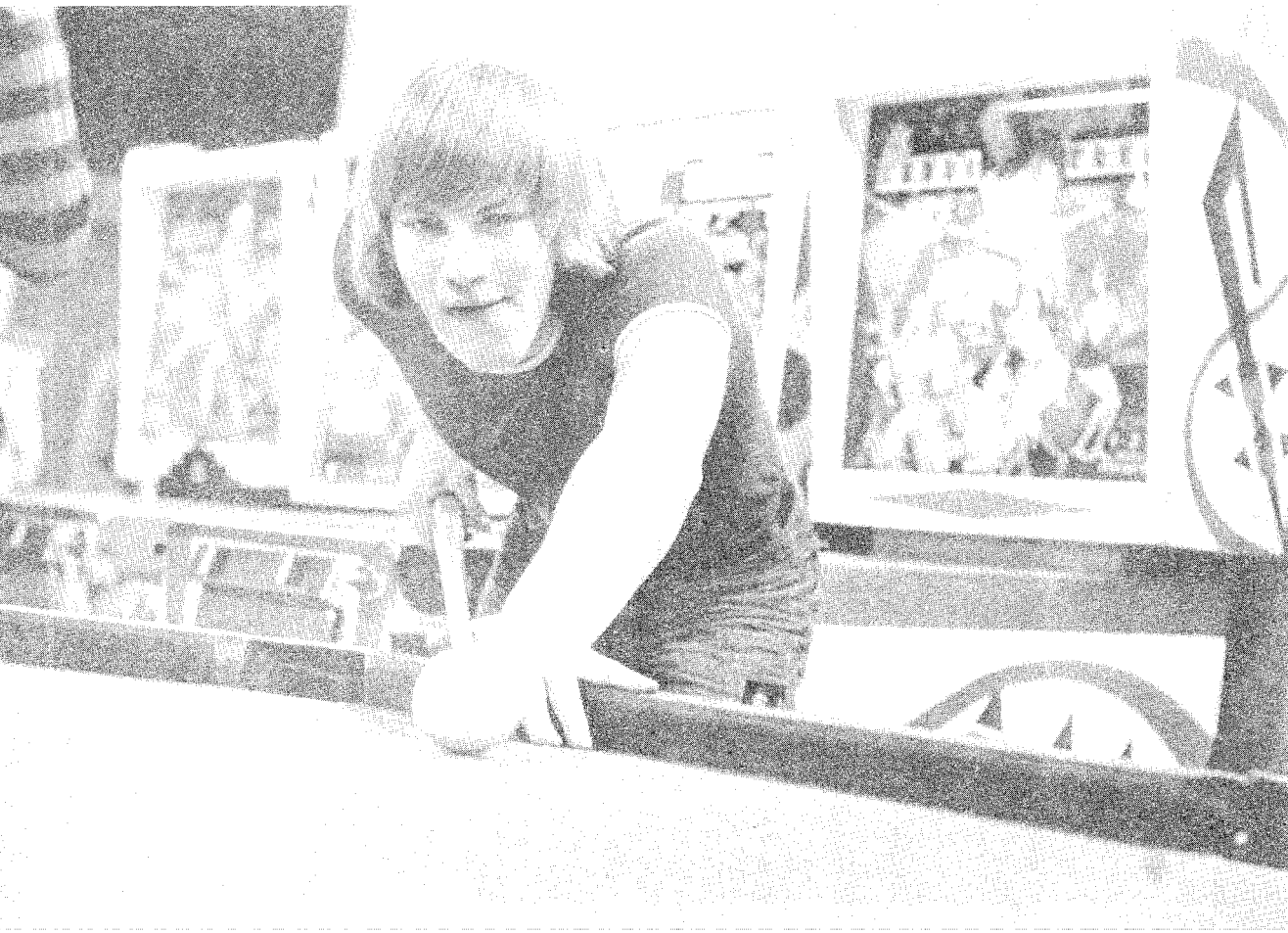
ACADEMIC CALENDAR

FALL 1977

Aug.	31	Wednesday	Late registration and program changes Day Students 2:00-4:30 P.M. Continuing Education Students 6:00-8:00 P.M.
Sept.	7	Wednesday	Classes begin
Sept.	8	Thursday	Last day for free program changes
Sept.	13	Tuesday	Last day for adding courses
Sept.	21	Wednesday	Last day for juniors and seniors to file "Pass-Fail Course Requests"
Oct.	7	Friday	Last day for seniors to file "Application for Degree Cards" for 1978
Oct.	31	Monday	Mid-term grades due
Nov.	22	Tuesday	Thanksgiving recess begins after last class
Nov.	28	Monday	Classes resume
Dec.	18	Sunday	Last day of classes
Dec.	19-21	Mon.-Wed.	Final Examinations
Dec.	23	Friday	Final Grades due by noon in Registrar's Office

SPRING 1978

Jan.	18	Wednesday	Late registration and program changes Day students 2:00-4:30 P.M. Continuing education students 6:00-8:00 P.M.
Jan.	23	Monday	Classes begin
Jan.	24	Tuesday	Last day for free program changes
Jan.	27	Friday	Last day for adding courses
Feb.	3	Friday	Last day for juniors and seniors to file "Pass-Fail Course Requests"
Feb.	20-21	Mon-Tue.	Presidents' Holidays—No classes (Lincoln's Birthday & Washington's Birthday)
Mar.	15	Wednesday	Mid-term grades due
Mar.	19	Sunday	Easter recess begins after last class
Apr.	3	Monday	Classes resume
May	16	Tuesday	Last day of classes
May	17-21	Wed.-Sun.	Final Examinations
May	22	Monday	Final grades due by noon in Registrar's Office
May	28	Sunday	Baccalaureate Service
June	3	Saturday	Commencement



GENERAL INFORMATION

HISTORY AND GOVERNMENT OF THE COLLEGE

In the early part of 1858, the Right Reverend John Loughlin, first Bishop of Brooklyn, invited the Irish Congregation of the Franciscan Brothers to undertake the education of boys in his Diocese. On September 16, 1858, the Brothers purchased a building at 300 Baltic Street, and in the fall of 1859 opened the first classes of St. Francis Academy, in which the college had its origin. In 1868 additional property adjoining St. Francis Academy was purchased and a wing added to the original foundation containing additional class rooms, a chapel, and accommodations for boarding students. On June 2, 1868, the original foundation under the title of The St. Francis Monastery of the City of Brooklyn was incorporated.

On May 8, 1884, the Trustees of The St. Francis Monastery were empowered "to establish a literary college in the City of Brooklyn under the title of St. Francis College, and appoint as trustees of said college twelve persons of full age, citizens of the United States, and of the State of New York, whom it desires to manage and direct the said college, and their successors in office shall have power to make such by-laws as they shall deem proper for the management of said college, and to prescribe the course of study and discipline to be pursued and observed by the students attending the same, and under the title of the trustees of St. Francis College shall have the same power to confer diplomas, literary honors and degrees as is possessed by the universities and colleges of the State." The College thus became a function of The St. Francis Monastery.

The Bachelor of Arts degree in course was conferred for the first time in June, 1885. In 1891, the Board of Regents approved the Bachelor of Science curriculum, and the Bachelor of Science degree was conferred for the first time in June, 1892. The Bachelor of Business Administration degree was conferred for the first time in June, 1956.

In 1912, the College discontinued accepting boarding students to meet the needs of expansion. The living quarters of the students were remodeled to include additional science laboratories, a library, and lecture rooms. The need for more accommodating facilities and a modern building became urgent, and in 1923 the Brothers appealed to the people of Brooklyn to meet the demand. The College building formerly at 35 Butler Street (erected in 1926) was the result of this appeal. The College became a separate legal corporate entity under Charter issued by the Regents of the University of the State of New York on April 10, 1957. In 1960, several buildings were purchased on Remsen Street in the new Brooklyn Civic Center. In the Fall of 1968, two additional buildings were opened. One building increased the student union facilities, faculty offices, and faculty residence facilities. The other building houses the science facilities and additional classrooms. A new health and physical education building was opened in 1971. Traditionally an all-male college, St. Francis became a co-educational institution in 1969.

St. Francis College does not discriminate on the basis of sex, race, color, national or ethnic origin, or physical handicap in the educational programs which

it conducts, or in its employment policies, practices and procedures. St. Francis College complies with all State and Federal statutes, executive orders and regulations concerning affirmative action, non-discrimination and equal employment opportunities.

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.

GENERAL OBJECTIVES

Every student of whatever race, condition and age is endowed with the dignity of a person, which has an inalienable right to an education corresponding to a student's destiny and suited to his/her native talents, sex, cultural background, and ancestral heritage. At the same time this education should pave the way to a mutual association with other peoples, so that genuine unity and peace on earth may be promoted. A true education aims at the formation of the human person with respect to an ultimate goal and simultaneously with respect to the good of those societies of which a man/woman is a member, and in whose responsibilities, as an adult, he/she will share.

Moreover, as a result of its history, location, and sponsorship, St. Francis College is concerned with the liberal education of students from the metropolitan area. The College regards as its primary function the systematic introduction of qualified students to the larger world of the mind. To provide a setting for such larger awareness the College offers pre-professional and pre-graduate training in the arts, the sciences and business.

The purposes for which the corporation is formed are 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 leading to the degrees of bachelor of arts (B.A.) and bachelor of science (B.S.), with power in the corporation to confer said degrees in course and, the honorary degrees of doctor of laws (LL.D.), doctor of letters (Litt.D.), doctor of humane letters (L.H.D.), and doctor of commercial science (D.C.S.), in conformity with the rule of the Regents of the University and the regulations of the Commissioner of Education for the registration of institutions of higher education.

MEMBERSHIP AND AFFILIATIONS

St. Francis College is chartered by the Legislature of the State of New York; is accredited by the Regents of the University of the State of New York and the Middle States Association of Colleges and Secondary Schools; is a member of the National Catholic Education Association, the Conference of the Catholic Colleges of New York State, the Association of the Colleges and Universities of the State of New York, the Association of American Colleges, the Council of Higher Educational Institutions in New York City, the Franciscan Educational Conference, the Commission on Christian Higher Education, the National Commission on Accrediting, and the American Association of Independent College and University Presidents.

LIBRARY

Ninety-nine thousand volumes comprise the working nucleus of the McGarry library. There are substantial increases each year through a large budget appropriation and the contributions of the alumni and friends of the College. More than six hundred periodicals are received currently. Also accessible are stacks of bound and unbound periodicals and pamphlets together with various govern-

ment publications. The library is richly supplemented by the facilities of the libraries of the metropolitan area.

LABORATORIES

The new science building offers expanded opportunity for laboratory work in the physical sciences. In addition to the eleven physical science laboratories designed for the student's course work, there are numerous specialized laboratories that offer students and faculty the opportunity for research in areas both within and beyond those normally required for course work.

THE JAMES A. KELLY INSTITUTE FOR LOCAL HISTORICAL STUDIES

The James A. Kelly Institute for Local Historical Studies of St. Francis College was created in 1973 and named for the late Borough Historian of Brooklyn.

It houses one of New York's largest collections of primary source records on local history. Original charters of the Dutch and English governors, Indian deeds, Town Records and miscellaneous documentation account for over three million pieces.

The Congressman John Rooney and Congressman Eugene Keogh Collections, Alderman Peter McGuiness Collection and Francis Sinnott papers, as well as a number of political scrapbooks and memorabilia, have been added for the scholars and students of urban politics to research.

The Institute is open to the general public, teachers and students alike.

SPECIAL PROGRAMS

The Division of Continuing Education has been founded for the purpose of enabling every segment of the community to share in the St. Francis experience. Open to men and women, this multifaceted division of the college provides opportunities for human growth and enrichment through a wide spectrum of courses and programs. Within this Division, students may complete courses leading ultimately to the baccalaureate degree, or, if they so choose, to the two-year or associate degree. In addition, certificates of completion are offered in various areas.

Federal Intern Program—In cooperation with the Board of Higher Education of the City of New York, St. Francis College is a participating institution in the selection and supervision of students interested in the public service as a potential career. Opportunities are given to juniors to apply for the internship, which is full-time during the summer and part-time during the academic year. Interns are granted credit toward their baccalaureate degrees and receive $400 for the eight weeks of the summer program and a stipend, depending upon need, for their senior year. For complete information, juniors should contact the Director of Placement.

Accounting Internship programs are available to selected students. They are designed to provide guided practical experience in both industrial and public accounting.

Computer Program—St. Francis College has acquired the new IBM 1130 computer facility. Although primarily intended for mathematical and scientific uses, the IBM 1130 lends itself to many other applications. Students who have had the courses in electronic data processing and students engaged in directed research in science, mathematics, or business will have hands-on operation of the facility to test their programs and to perform the mathematical, scientific, and business applications they desire.

Junior Year Abroad—At the end of the sophomore year, qualified students may elect to take advantage of a year of foreign study and apply this work toward the degree requirements of St. Francis College. No special course of study is provided by the College. The student may select a course and place of study from among the many programs available through the various international education agencies, such as the Institute of European Studies, The International Educational Exchange Service, The Inter-American Studies Program (sponsored by the United States Government) or programs conducted by other recognized educational institutions. Students entering this program should seek the advice of the Faculty Advisor for Foreign Studies and have the program approved by the Academic Dean.

The Institute of Religious Studies for teachers of religion awards a certificate in recognition of the successful completion of a minimum of twenty-one credits in religious studies. Students who are teaching religion or are interested in teaching religion are eligible to participate. It is believed that such a program will enable teachers to be aware of the constant development in the field of religious education particularly as it affects them in their own catechetical experiences. The implications of the documents of Vatican II are thoroughly explored. Insights into contemporary theology are used to provide a base for catechetical relevance.

American Institute of Banking—St. Francis College will accept transfer credit from the American Institute of Banking for students seeking the A.A.S. in business administration, B.S. in business management and the B.S. in accounting. The credits acceptable for transfer will be determined by the academic authorities at St. Francis College. Courses that have equivalency with St. Francis College will be transferred without prejudice. It is recommended that AIB students consult their catalogue for complete details concerning transfer credits.

Veterans Administration Companionship Program—The St. Francis College psychology department, in affiliation with the Veterans Administration Hospital in Brooklyn, has developed this program for qualified seniors in psychology who are interested in supervised field experience in a clinical setting. Students involved in this program will receive college credit while working as therapeutic companions to selected patients in the V.A. Hospital. In addition, they will attend clinical staff conferences and lectures in psychology and psychiatry scheduled at this hospital.

United States Army Reserve Officers' Training Corps Program—Qualified full-time St. Francis College students may elect to participate in the Army ROTC Program at Polytechnic Institute of New York on a cross-enrolled basis. The two or four year program leads to a commission as a Second Lieutenant in the United States Army. Interested students should contact 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, accumulating credits toward a regular degree program. The final 30 credits must be accumulated at St. Francis College. Interested students should contact the Academic Dean of St. Francis College for further information.

Life Experience Credit—This is a program designed to assist the serious mature adult of 30 years or older who was unable to complete or start a college program upon completion of secondary school. Credit may be granted for life and work experience upon the judgment of the Life Experience Program Committee. A minimum of 30 credits must be completed in this program through St. Francis College. Information and applications may be obtained from either the Academic Dean or the Dean of Continuing Education.

B.S. IN SPECIAL STUDIES

The objective of the B.S. in special studies is to permit the mature person who already possesses business, professional or technological competence, supported by acceptable academic experience to fulfill the requirements for a bachelor's degree. Another objective of the program is to provide the opportunity for individuals with previous college training which does not meet our present curricula requirements to take full advantage of current educational needs.

This program is an attempt on the part of St. Francis College to meet the special needs of the older individual whose college training has been interrupted and/or whose professional goals may have changed.

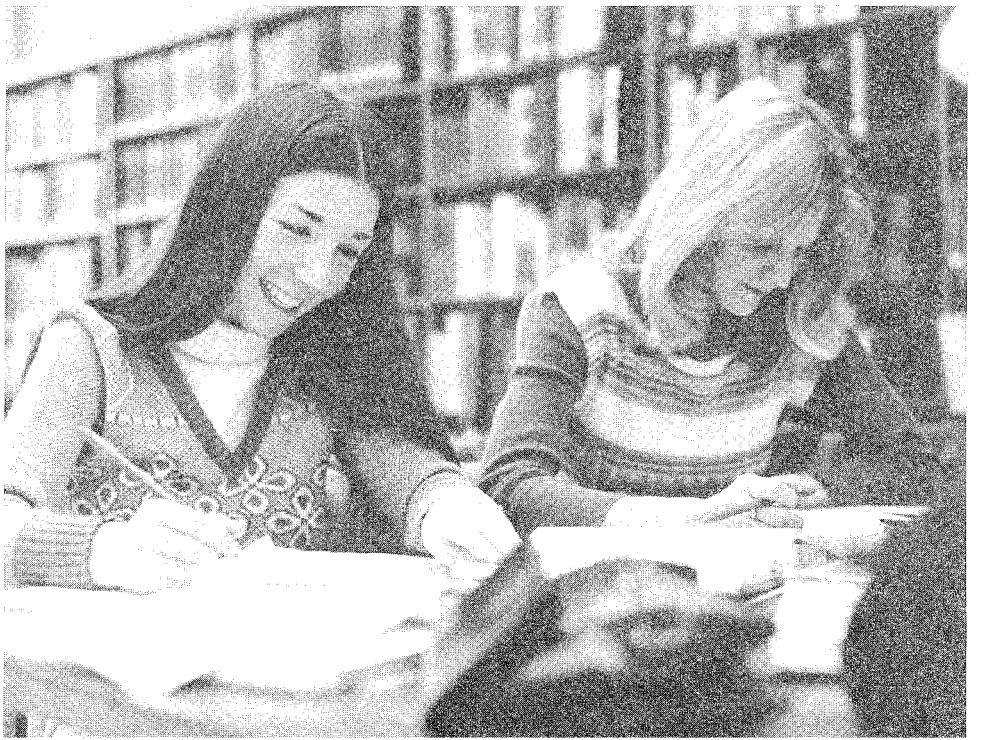
To qualify for this program, the applicant should be at least 26 years of age and should have completed approximately two years of college work (60 credits). The work completed by the applicant should not be applicable to any currently established curriculum at St. Francis College or the applicant should be able to demonstrate that his career and/or professional goals have substantially changed so that he or she must pursue a new area of academic concentration.

Students in the B.S. in special studies degree program will be required to complete 126 credits, at least 30 of which must be completed at St. Francis College. The student will be free to select any courses for which he does not have previous transfer credits.

This degree program, like all others at St. Francis College, is approved for the training of veterans and other eligible persons in accordance with the provisions of Public Law 89-358.

NYC REGIONAL CENTER FOR LIFE-LONG LEARNING

The NYC Regional Center for Life-Long Learning assists adults in locating continuing education opportunities throughout the five boroughs. Free information on more than 20,000 courses and programs may be obtained by calling the Center at 285-3210 or writing P.O. Box 495, New York, N.Y. 10038. The Center is funded by Title I of the Higher Education Act of 1965, administered by the New York State Education Department.



ADMISSION OF STUDENTS

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. No qualified applicant will be refused admission because of race, creed, color or sex.

A student who desires admission to the freshman class should apply to the Director of Admissions for an official application blank, and return it, completed, to the Director. The applicant should request the secondary school principal or representative to forward a record of high school grades to the Director of Admissions on an approved transcript form. Application for admission should be made as soon as possible in the senior year of high school or at the end of junior year on the Early Acceptance Plan.

For admission, an applicant must: 1) be a graduate of an approved secondary school; 2) present evidence of satisfactory standing in the high school class and successful completion of required courses; 3) furnish a recommendation from the secondary school principal, or representative, as to character, personality and promise; 4) report for an interview with the Director of Admissions, or his representative, when required; 5) furnish S.A.T. scores; 6) present sixteen acceptable units as follows:

English, four years — 4 units

The remaining twelve units are to include a three-year sequence and a two-year sequence and are to be made up of the following academic programs of study: foreign language, mathematics, science, social studies, and business. Applicants for the bachelor of science program must have completed eleventh year mathematics or its equivalent.

12 units

16 units

ENTRANCE EXAMINATIONS

Applicants for the day session are required to take the Scholastic Aptitude Test (morning section) of the College Entrance Examination Board and have the results sent to St. Francis College. A Bulletin of Information containing procedures for filing applications, a list of examination centers, and test dates may be obtained by writing to: College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08540. Applicants for the evening session who because of employment or other circumstances have not taken the Scholastic Aptitude Test may be required to take a special entrance examination at the College.

The College is more interested in the applicant's potential to succeed in college than in any prescribed pattern of entrance units. Where the preparation differs from the state requirements, the record will be studied carefully by the Committee on Admissions for evidence of unusual aptitude, especially in those studies which are prerequisite for the curriculum the applicant wishes to pursue.

FOREIGN STUDENTS

Foreign students who seek admission should file their application, transcript of high school, proof of high school graduation (G.E.D. or five passes on the G.C.E.) and present scores of the Test of English as a Foreign Language (T.O.E.F.L), with the Admissions Office well in advance of their anticipated entrance date.

ADMISSION WITH ADVANCED STANDING

A student who has attended another college or university must present an official transcript of credits showing courses and grades, a marked catalogue of the institution or institutions attended, indicating the courses for which the applicant seeks credit, and a statement from an administrative officer that applicant has been honorably dismissed. The student must fill out the required application and have the secondary school record forwarded. Credit will be allowed only for courses appropriate to the curriculum chosen at St. Francis College.

The decision to admit to advanced standing and the determination of the amount and quality of transfer credit to be allowed rest with the Director of Admissions. Credit will be allowed for any transfer course equivalent to or higher than the St. Francis grade of C.

ADVANCED PLACEMENT

A student may qualify for advanced placement by presenting evidence of having completed a collegiate-level course in high school in the form of an acceptable score in the Advanced Placement Test of the College Entrance Examination Board. All communication regarding advanced placement should be addressed to the Director of Admissions. Information regarding the Advanced Placement Tests may be obtained from Educational Testing Service, Box 592, Princeton, New Jersey 08540.

CREDIT BY EXAMINATION

Advanced standing with credit is allowed upon evidence of successful completion, with a satisfactory grade, of the Advanced Placement Examination; the College Level Examination Program General Examination or Subject Examination of the College Entrance Examination Board, Princeton, N.J. Credit is also granted for a satisfactory grade in Proficiency Examinations conducted by the University of the State of New York, through the Division of Testing, Albany, N.Y.

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

CLASSIFICATION OF STUDENTS

A Matriculated or Regular Student is one who has fulfilled the matriculation requirements and is pursuing a degree program.

A Transfer Student is one who has withdrawn from a college or university and has been admitted to St. Francis College to pursue courses leading to a degree.

A Transient Student is one regularly enrolled in another college or university whose work at St. Francis College is to be transferred to the institution in which he is regularly enrolled.

A **Special Student** is a student of mature age who does not wish to complete a regular course of study. Such a student may be admitted with the consent of the Director of Admissions. The student must, however, submit credentials covering all preparatory work and, if admitted, may pursue only such studies as the student's qualifications permit.

Regular college students are classified on the basis of achievement as follows:

LOWER DIVISION:

Freshmen—those who have fewer than 28 credit hours.

Sophomores—those who have earned 28 credit hours.

UPPER DIVISION:

Juniors—those who have earned 60 credit hours.

Seniors—those who have earned 90 credit hours.

The work in the lower division comprises the basic studies intended to lay the foundation for the more advanced work of the upper division. The work of the upper division involves the comprehensive grasp of a field of study which will contribute to the special interest of the student, together with a knowledge of other fields, thus giving purpose and unity to the whole college program.

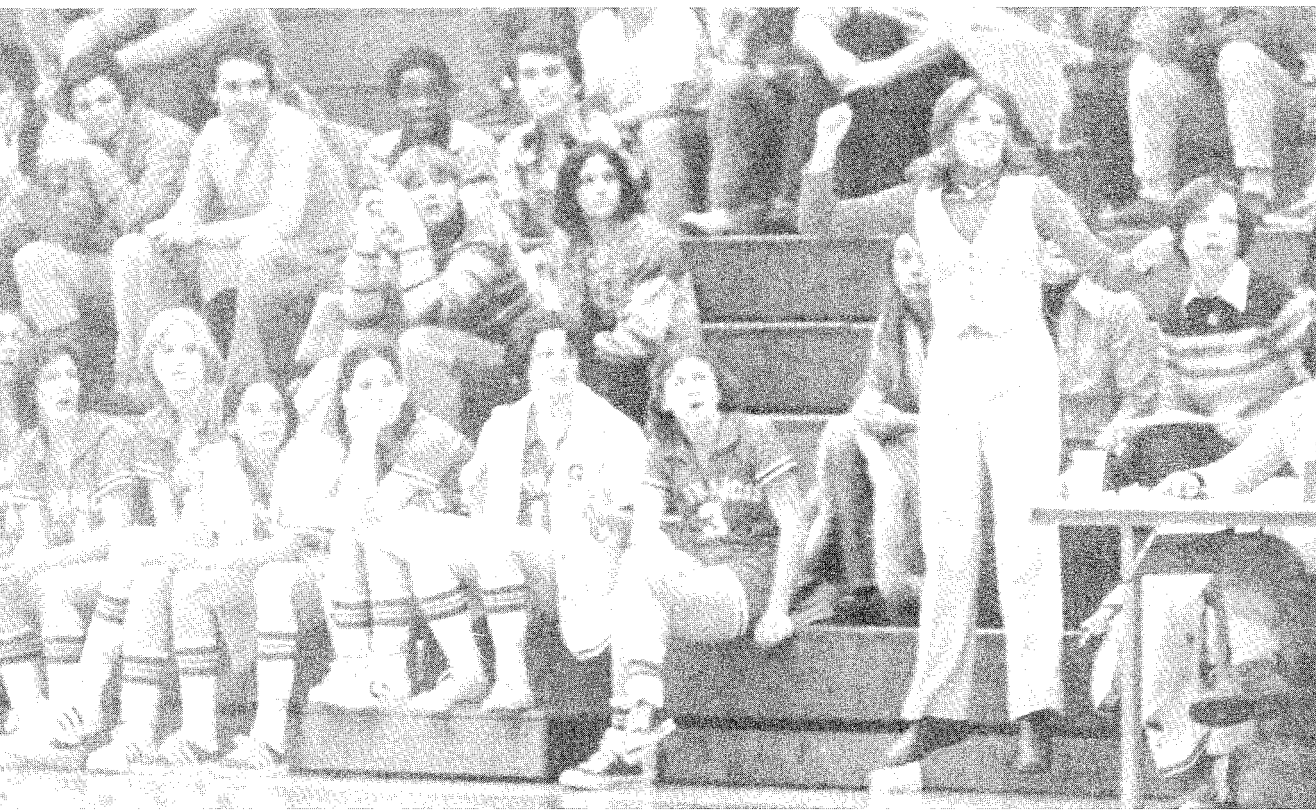
DAY SESSION STUDENTS

Day session students are all students matriculating toward a baccalaureate degree in the day session.

CONTINUING EDUCATION STUDENTS

Continuing Education Students are:

1. All students matriculating toward a baccalaureate degree in the evening session.
2. All students in associate degree programs.
3. All students admitted as special or non-matriculating students.



FEES

The Trustees of St. Francis College exert every effort to keep the tuition costs as low as possible consistent with sound education policy. The Trustees reserve the right to make changes in tuition and fees when necessary.

REGULAR FEES	
Application Fee	$ 15.00
Readmit Application Fee	15.00
Pre Registration Fee This fee is not refundable. It will, however, be credited towards tuition.	50.00
Matriculation Fee This fee is payable only once and is not refundable.	10.00
Tuition Per Credit Hour	75.00
Service Fee for Students Taking 12 or More Credits This fee includes registration, library and student services.	32.50
Service Fee for Students Taking Fewer Than 12 Credits	10.00
Registration Fee for Students Taking Fewer Than 12 Credits	10.00
Service Fee For Summer Session	10.00
Service Fee For Intersession	10.00
Student Activities Fee This fee is applicable to full time matriculated students taking 50% or more courses before 6 p.m.	20.00
Laboratory Fee per lab. hr.	15.00
SPECIAL FEES	
Special Collection	25.00
Late Registration	25.00
Special Registration	50.00
Graduation	25.00
Bachelor Degree	35.00
Associate Degree	20.00
Both Degrees	55.00

Change of Program	5.00
Re-evaluation of Transfer Credit	5.00
Special Examination	5.00
Transcript	
For all students and each time.	2.00
For special handling.	5.00
Maintenance of Matriculation	10.00
Placement Credentials (first two no fee)	5.00
Life Experience Evaluation	500.00
Payable when the student accepts the credit assigned.	

PAYMENT PROCEDURE

All charges for tuition and fees 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 records 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 for which the student registers. If there is a change in the original registration during the first week of classes, such a change must be approved by the Registrar and reported to the Controller. The payment of additional tuition incurred by a student as a result of such a change in program is due on the day of the change.

No student 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 COLLEGE.

REFUNDS FOR FALL AND SPRING SEMESTER

1. When a student finds it necessary to withdraw from the College, or from one or more courses, the student will file notice with the Registrar and the Controller on an official form furnished by the Registrar.
2. The amount to be refunded will be determined from the date the official withdrawal form has been completed and filed with the Registrar.
3. A proportionate refund of tuition only is made according to the following schedule:

Withdrawal during the first 2 weeks of term	80%
Withdrawal during 3rd week of term	60%
Withdrawal during the 4th week of term	40%
Withdrawal during the 5th week of term	20%
Withdrawal after 5th week of term	no refund

4. Payment of tuition refund will be made upon written request, in person or by mail, to the Controller's Office.

In no case will a refund be made to a student who is dismissed or who withdraws while under disciplinary action.

FINANCIAL AID

St. Francis College is interested in granting financial assistance to students who, without such aid, would be unable to attend the college. Financial assistance consists of scholarships, grants, loans and employment which may be offered to students singly or in various combinations.

SCHOLARSHIPS

Financial need, as defined by a federally approved needs analysis system, is always a limiting factor in determining the amount of any award. A scholarship holder must achieve a grade point average of 2.0 during the freshman year, 2.5 during the sophomore year, and 3.0 during the junior year if they are to be considered for renewal of scholarship awards.

Incoming freshmen are considered for scholarships if they have shown excellent academic achievement in high school, generally a 90 average, and participation in school and community activities.

Upperclassmen, who are not scholarship holders, may be considered for scholarship aid if they have achieved a 3.0 grade point average for the current academic year.

To be a candidate for scholarship aid a student must:

1. File an application for admission to St. Francis College.
2. Complete the "Parents Confidential Statement" of the College Scholarship Service and have a copy forwarded to St. Francis College. Copies of the PCS may be obtained from high school guidance offices or any college financial aid office.
3. File a Financial Aid Application. These are available from the St. Francis Financial Aid Office upon request.
4. File all required forms before February 15 for the following academic year.

SPECIAL SCHOLARSHIPS

Presidential Scholarship. This award is granted to all entering students who have demonstrated excellence in academics in their pre-college endeavors.

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. McClancy 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 U. Hanrahan Scholarship. This scholarship is named for a distinguished alumnus of St. Francis College, and is solely for residents of Sacred Heart Parish, Cambria Heights, Queens.

The Brother Austin Sullivan, O.S.F. Memorial Scholarship. Established by the friends of Brother Austin Sullivan, O.S.F., this scholarship is solely for a graduate of St. Francis Preparatory School.

The Brother Jerome Roese, O.S.F. Memorial Scholarship. Established in memory of a former president of St. Francis College, this scholarship is restricted to students from St. Vincent's Home, Brooklyn.

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.

GRANTS-IN-AID

A limited amount of money is available to assist needy and deserving students. These grants-in-aid are differentiated from scholarships in that they are based solely on financial need. A student receiving a grant-in-aid from St. Francis College must make normal progress toward a degree and must be in good academic standing. These grants are made for one academic year and must be renewed each year.

Students applying for grants-in-aid must complete a Financial Aid Application and a "Parents Confidential Statement". These forms must be filed by February 15 with the appropriate agencies for consideration for the following academic year.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

This is a grant, funded by the federal government through an allocation to St. Francis College, to be given to a limited number of students who demonstrate extreme financial need. To apply for this grant, a student must file a Financial Aid Application and a "Parents Confidential Statement" by February 15 for the following academic year.

COLLEGE WORK-STUDY PROGRAM

This program is funded by the federal government through an allocation to St. Francis College and allows the college to provide an opportunity for students with financial need to earn some of the money needed to finance their education. Students interested in receiving consideration for this program must submit a Financial Aid Application and a "Parents Confidential Statement" by February 15 for the following academic year.

NATIONAL DIRECT STUDENT LOANS

This is a low interest (3%) student loan funded through an allocation to St. Francis College by the federal government for those students who show financial need. A student may apply for funds from this program by filing a Financial Aid Application and a "Parents Confidential Statement" by February 15 for the following academic year.

NEW YORK REGENTS SCHOLARSHIPS

These are competitive scholarships awarded by the State of New York to those high school seniors who qualify by their scores on an examination administered by

the state each fall. The scholarship holders receive $250 per academic year if they attend a college in New York State and remain residents of the state. Information about this program is generally available from the high school guidance office.

NEW YORK STATE TUITION ASSISTANCE PROGRAM

The Tuition Assistance Program allows students who graduated from high school after January 1, 1974, and who have not begun post-secondary study before July 1, 1974, to receive awards ranging from $100 to $1,500 depending on the family's New York State net taxable income. Students who began post-secondary education prior to July 1, 1974, can receive awards ranging from $100 to $600 depending on the family's New York State net taxable income. All students who are enrolled for 12 credits or more at a college in New York State and who are residents of the state and whose family's net taxable incomes are less than $20,000 are eligible to apply. For information and applications, write: New York Higher Education Services Corporation, Grants and Awards Section, Tower Building, Empire State Plaza, Albany, N.Y. 12223.

BASIC EDUCATIONAL OPPORTUNITY GRANTS

All students who are enrolled in college in the United States for a minimum of 6 credits per semester are eligible to apply for BEOG. The award will be based on the family's financial strength as measured by a formula used by the United States Office of Education. The applications are generally available in February for the following academic year.

STUDENT SERVICES

Student Services at St. Francis College begin with pre-admission counseling and orientation of freshmen, and continue with vocational, educational, physical, and personal guidance, as well as student co-curricular activities, job placement, and follow-up. They are concerned with assisting the student in a successful adjustment to the College and life, spiritually, academically, socially, and emotionally.

FRESHMAN ORIENTATION

Freshman orientation is held for each incoming class at the opening of the fall semester. Its objectives are to welcome the new student to the College; to acquaint the student with the rules and regulations of the institution, the members of the faculty, and the services offered; to offer initial advice relative to collegiate methods and problems; to familiarize the student with extra-curricular activities; to establish definite relations between the students, faculty, and administration; and to provide aptitude, achievement, and interest testing.

FACULTY ADVISORS

Faculty Advisors are appointed to assist the students in planning their courses of study and serve them in their academic life. Every student must have courses approved by the advisor at the time of registration. Students have as advisor the chairperson of the department of their major field of study. The advisors are available to students at the time of registration for each semester and by appointment at other times in their respective faculty offices.

COUNSELING AND CAREER PLANNING CENTER

The Counseling and Career Planning Center is a professional agency that provides the students with personal, career, and educational counseling. In addition, the Counseling and Career Planning Center provides the students with special services by administering such programs as graduate school planning, testing, career planning, and employment counseling. It is the aim of these programs to help each student adjust to college and successfully complete his or her education.

The Counseling and Career Planning Center is located in Room 701A, and its services are available to all students.

HEALTH SERVICE

The Student Health Service is equipped to provide emergency and first aid attention. Health guidance is available to promote the well-being of the students. Medical suite contains a cot and other short-term facilities. Appointments can be made with local general practitioner when necessary. Several hospitals are near the College.

MEDICAL-ACCIDENT INSURANCE PROGRAM

Provided 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 as follows:

1. It pays the actual medical expense incurred within twenty-six weeks from date of an accident for injuries sustained while traveling to and from school, while in attendance at school and while participating in school-sponsored activities.
2. Payment will be made up to $3,000 for each injury. Additionally, a flat sum of $3,000 will be paid in the event of accidental death and up to $3,000 for dismemberment.
3. The plan does not cover replacement or repair of eyeglasses or prescriptions, dental X-rays, or loss due to act of war. Dental expense is covered only to the extent of that incurred as a result of injury to sound natural teeth not to exceed an aggregate of $100 for any one accident.

It also excludes 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 is broad in scope, covering all sports except intercollegiate football. Information or advice on claims is handled by the Personnel Office.

ACTIVITIES

The College offers an organized program of extracurricular activities broad and varied enough to meet student interests and needs. Divisional clubs have been organized to assist the students in coordinating their academic efforts and acquainting them with the most recent and vital personalities and movements in their field. Juniors and seniors should attend the meetings of the club that represents the student's major subject.

The student activity program is supervised by the faculty committee on student activities and by the student government, and is administered by the office of the Dean for Student Affairs.

The Student Government of St. Francis College is concerned with the organization and coordination of the student body of the College. It is concerned with the affairs of the students in their relations with the College and the surrounding communities. The purpose of the student government is to act as a sounding board for all student interests, while at the same time assuming the task of providing 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. Thus, the student government is an extension of the will of the majority of the students in the College. It is the responsibility of the student government to act as the legitimate representative of the student body before the various groups involved with the college community.

Student Group Leaders are outstanding students selected by the student government to assist in the various programs of student services. During orientation week they help conduct the many activities for the new students. They meet with groups of freshmen assigned to them and conduct orientation lectures. They also serve as hosts at the career conferences and as ushers at assemblies and religious services.

The Duns Scotus Honor Society has as its primary aim the encouragement among students of a love and desire for excellence in scholarship and service to all the activities of the College. The secondary aim is to honor and recognize worthy students who, by outstanding attainment, have won the esteem of their fellow students, members of the administration, and the faculty. A student will be eligible to seek membership only after the completion of the sophomore year. At commencement, each

member will have the privilege of wearing a distinctive tassel on the cap as an emblem of the student's membership. 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.

Omicron Delta Epsilon, Eta Chapter, is a national economics honorary fraternity. The St. Francis group is limited to juniors and seniors who have a cumulative index of 3.00 and have earned twelve credits in economics with a better than 3.00 average.

Phi Alpha Theta, Theta Nu Chapter, national history honor fraternity was established at St. Francis College in 1961. Membership is limited to juniors and seniors who have an index in history of 3.00 and a cumulative index of better than 2.80. Members must have at least twelve semester hours of history.

Sigma Delta Pi, Zeta Theta Chapter, of the national Spanish fraternity was established in 1967. Membership is limited to juniors and seniors who have an index in Spanish of 3.00 and rank in the top 35% of their class.

Kappa Mu Epsilon, New York Theta Chapter of the national mathematics honor society, is a vehicle for discussions and undergraduate research in mathematics. Membership is limited to sophomores, juniors, and seniors who have an index in mathematics of 3.00 and a cumulative index of 2.75 or better. Members must be mathematics or physics majors and have had at least twelve credits in mathematics.

Alpha Kappa Delta, Xi Chapter, national sociology honor society, was established at St. Francis College in 1973. Membership is open to juniors and seniors who have completed at least 10 credit hours in sociology and who have attained 3.00 both as a cumulative index and as the index in sociology. The purpose of this society is to encourage scholarship among sociology majors, to stimulate interest in sociology, and to sponsor research into social problems.

Alpha Kappa Psi, Zeta Iota Chapter, a professional business fraternity, has been at St. Francis since May, 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.

Chi Beta Phi, Alpha Xi Chapter, is a national science honor fraternity established in 1969, open to junior and senior biology, chemistry, physics and psychology majors who have a minimum cumulative index of 2.80 and a major or science index of 3.00.

The Science Club has been organized to provide those students who have a special interest in chemistry, biology, and physics with the opportunity of pursuing their major work outside the classroom and laboratory.

The International Relations Club fosters an interest in the political, economic, and cultural history of man. Its programs relate especially to contemporary international affairs.

The Philosophical Society is a forum for informal discussion and shared inquiry on philosophical issues and includes a program of guest lectures.

The Business Club aims to arouse the interests of the student body in current business affairs and practices with guest speakers and informal discussions by the members.

The Troupers, founded in 1925, is the dramatic organization of the College. The members act in, produce, and direct several full-length and one act plays each year.

Regular meetings are held, at which guests from the professional theater demonstrate techniques. Its aims are not only cultural and literary, but also practical since it offers experience in the craft of the theater.

The St. Thomas More Pre-Law Society seeks to inform the potential law student of the many facets of the student's proposed profession. During the year representatives of law schools and other professional people address the members. Information about the requirements for taking the Law School Admission Test are discussed by the membership.

The Sociology Club is organized to give students of sociology an opportunity to deepen their understanding of existing social problems. To achieve this goal, specialists in the field are invited as speakers, and field visits are arranged.

Fraternities: Five fraternities offer social advantages that appeal to many students. **Pi Alpha,** founded in 1906, is a local student organization; **Phi Rho Pi,** Beta Chapter, was founded in 1922; **Omega Delta Chi,** another local group, was organized in 1961; **Alpha Phi Delta,** Beta Sigma Chapter, was established on the campus in 1961; and **Sigma Gamma Pi** was established in 1967.

Pi Sigma, Delta Chapter, a sorority, was founded in 1970. The basic aims of the sorority are the promotion of friendship and social interaction, to diffuse liberal culture and to advance equality in college affairs. The sorority hopes to form a body which will wield a beneficial influence on its members and on college life.

Zeta Gamma is an academic and social sorority which was founded in 1974. The purpose of this organization is to help each student in academic subjects and to unite the students socially with each other, the school and the faculty.

The Knights of Columbus, St. Francis of Assisi Council 6041, is dedicated to the principles of charity, unity, fraternity, and patriotism, and fosters these principles through its various activities.

The Voice is the College newspaper, edited and published by the students.

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

The Cord is a student handbook that contains the traditions, rules, and regulations of the College. It contains valuable and detailed information for all students.

The Professor Delaney Debating Society seeks the development of interest among students in intercollegiate and intramural debating.

The Association of Evening Students was formed to promote the interest of the evening students in the extracurricular activities of the College. The association appoints a representative to the student council.

The Mathematics Club meets weekly in separate sections for the lower and upper divisions. It covers graduate record problems, opportunities in graduate schools and employment, the use of mathematical instruments, and topics not usually covered in the regular curriculum.

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 Economics Society is a co-curricular activity designed to stimulate the interest of economics students with frequent meetings and field trips in the metropolitan area.

The Chess Club operates both intermurally and intramurally.

The Latin American Society provides a friendly, informal atmosphere in which to explore and develop the common interests of the students' Latin American Studies. Its activities include weekly meetings, speakers, slides, films, excursions and conferences.

Young Christian Students (YCS) is concerned with educating its members to some of the requirements of social and political life. Members have engaged in tutoring children in some of the less economically privileged sections of the Brooklyn community.

St. Boniface German Club. This club is intended as a supplement to the German courses offered at St. Francis College. Students taking German as their foreign language are encouraged to participate in the meetings, which include films, discussions, occasional lectures on German culture and related topics, and other activities that may be announced. In the past the club represented our College in the September Steuben Parade.

The Afro-American Club was founded in the spring of 1968, and seeks to satisfy the needs of the minority student. It aims to foster a better understanding of minorities, both within and without the college community.

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

The Student Educational Association is the pre-professional association for college and university students preparing to teach. It is an integral part of the National Education Association (N.E.A.)—a voluntary, independent, and non-governmental professional association.

The Ice Hockey Club was formed in 1968 and helped organize a league. This club is student-sponsored, student-supported and in its first three years won three consecutive championships.

The Spanish Club. Reactivated in 1968, the Spanish Club has campaigned to foster an interest in Spanish 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 that graduating member who has exhibited outstanding scholastic achievement in Spanish and has actively participated in the attainment of club goals.

THE ATHLETIC ASSOCIATION

Under the supervision of the Athletic Director, the department promotes the athletic interests of the College and regulates all matters of management pertaining to intercollegiate athletics. Intercollegiate participation is available in the following sports: baseball, basketball, bowling, track (relay and cross-country), soccer, tennis, swimming, waterpolo, and riflery. The College provides a program of intercollegiate athletics in which the student, male and female, may participate according to ability.

RECREATION DEPARTMENT

The Recreation Department is responsible for conducting intramural and extramural competition in the following activities and sports: badminton, basketball, billiards, chess, floor hockey, softball, swimming, table tennis, volleyball and water basketball. Intramural activities are open to those students who have not represented the College in intercollegiate competition.

FOREIGN STUDENT ADVISOR

The Foreign Student Advisor is located in the Office of Student Activities on 1M and is available for consultation with foreign students to assist in matters of visa extension and immigration regulations, and to interpret academic procedures and cultural life in the United States to students from abroad.

ACADEMIC REGULATIONS

CREDIT HOURS

Units of achievement are recorded as credit hours. Each credit hour represents fifteen hours of regular class participation in a lecture or thirty or more hours in a laboratory. For example, a science course might consist of two one-hour lectures and two two-hour laboratory periods each week, making a total of four credit hours for the course for one semester.

REGISTRATION PROCEDURE

Each student will be required to have a conference with his or her advisor during the early registration period in order to have the selection of courses for the following semester approved. Final registration takes place on the days indicated in the academic calendar and is contingent on a record of satisfactory marks for the previous semester. Any changes in the original program outlined at the time of early registration must be approved by the advisor at the time of final registration. Enrollment after the days designated in the catalogue will be permitted only with the consent of the Academic Dean and only for a satisfactory reason. Once classes begin late registrants will be charged a fee of $50.00 and will be held responsible for all absences due to late registration.

Registration will not be complete until the payments required by the Controller's Office have been made. No student may report for any course for which he has not registered. The student must attend the section selected unless permission has been obtained from the Registrar to change from one section to another. A student may not register for a course unless all prerequisites have been satisfied. Permission will not be given to a student to audit courses except in special cases allowed by the Academic Dean. In such cases, the student will pay the regular fees.

CHANGE OF PROGRAM

A student may change the program after the close of the registration period only with the written authorization of each instructor involved and the approval of the Academic Dean. A payment of $5.00 will be required for any change of program at the time the change is made.

Students who wish to change degree programs must obtain the permission of the Academic Dean. Evening students may arrange for an evening appointment by calling the Academic Dean's Office from 9:30 a.m. to 4:30 p.m. any school day.

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 Academic Dean. If a conference is necessary, an appointment will be arranged.

All summer courses are open to students who are 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 the classes in another session with the permission of the advisor. This does not constitute permission to transfer to the respective session; such permission must be sought as above.

PROGRAMS OF STUDENTS

Full-time students may not carry fewer than twelve or more than eighteen credit hours a semester. Permission to take more than eighteen hours may be granted by the advisor. A day student on probation may not take more than fifteen credits. An evening student on probation may not take more than six credits. The minimum credit load does not apply to seniors in their last term, who may need fewer than twelve credits to complete their degree requirements. The minimum credit regulations do not apply to students in late afternoon or evening sessions. Evening students may not carry more than twelve credits per semester without permission of their advisor.

ATTENDANCE

Generally, when a student's absence in a course exceeds 10% of the total number of class meetings in that course, he is subject to a grade of "F" for excessive absences. Seniors with a 2.00 cumulative index or better may be entitled to privileged attendance. It will be granted only by the individual instructor if he wishes, and his decision must be announced to his students at their first meeting.

GRADES, CREDITS

The student's achievement in any course is determined by the combined results of class work and examinations and is recorded according to the following scale:

A, 90-100; B, 80-89; C, 70-79; D, 60-69; F, below 60; W, withdrawal; H, honors; P, passed.

When withdrawing from a course for which a student has registered, a student is required to inform the Registrar's Office and the Controller's Office. The date of withdrawal is determined by the date on which the student informs both offices. A student withdrawing from a course before the sixth week (second week in summer) shall be given a grade of "W". Students withdrawing from a course after the fifth week (first week in summer) for other than serious medical reasons shall receive a grade of "F". A grade of "W" may be granted to a student who withdraws after the fifth week if extenuating circumstances warrant and there is agreement between the Instructor and the Academic Dean.

A student receiving a grade of "F" in a required course must repeat that course the next term it is offered. No work of "D" grade may be credited for any course taken in the major field without the written approval of the Department Chairperson. A student may not repeat a course to raise the grade except with the permission of the advisor.

Under a special ruling of the faculty, a student may not expect to receive a passing grade in any subject in which the student fails to maintain standards of good English in essays, examinations, and other written requirements for the course.

REPORT OF GRADES

As soon after each term as all grades have been reported and recorded, each student will receive a report of one's grades. This report should be presented at the time of each conference with the Advisor.

SCHOLARSHIP

Qualitative achievement is recorded by means of quality points as follows:

For A grades (90-100)—4 quality points per credit.

For "B" grades (80-89)—3 quality points per credit.
For "C" grades (70-79)—2 quality points per credit.
For "D" grades (60-69)—1 quality point per credit.
For "F" grades (below 60)—no quality points.

The quality point index indicates a student's scholarship rating and 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 student's index, provided the student has filed a "Repeat Course Form."

If during the freshman year a student's index is below 1.50 the student will be subject to probation. If during the sophomore year a student's index is below 1.75 the student is again subject to probation, and during the junior year, if the student's index is below 2.00 the student is likewise subject to probation. A quality point index of 2.00 is required for graduation.

No student will be maintained on probation more than two successive times and may be dropped from the rolls of the College, at any time, for poor academic standing.

Only courses completed at St. Francis College are evaluated for purposes of 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 term a list of honor students is published by the Academic Dean. It is a recognition of the student's achievement in scholarship and the student's ability to handle work. Included in the list are those students who have achieved a quality point index of 3.00 or better and have carried the following number of credits:

Day students—12 or more credits.
Evening students—9 or more credits.

Election to the Duns Scotus Honor Society is made each year and is limited to junior and senior students. 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 students to wear the key of the Society, which is conferred at a special convocation each year.

PASS-FAIL COURSES

Any student studying a foreign language on the 100 level (101-102; 103-104; 105-106) may request to take this course on a Pass-Fail basis.

Juniors and seniors not on probation may select one elective course each term to be recorded on their permanent record on the Pass-Fail basis. This privilege may be used for a maximum of four terms and only one elective course may be selected each term. Courses required in the core curriculum or major department may not be so designated.

The course must be so designated by the student on the special form provided by the Registrar's Office no later than the end of the second week of the school term (first week of summer session). This privilege does not excuse students from all required work of the particular class.

WITHDRAWAL

Students obliged to withdraw from the College should report to the Registrar's Office for instruction in proper procedure.

COURSES AT OTHER INSTITUTIONS

The College does not grant permission to pursue courses at other institutions ex-

cept when a required course is not being offered during the semester at St. Francis. Where such permission is granted, the combined programs may not exceed eighteen credit hours per semester. Permission may be granted to attend the summer session at another institution provided 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 six-week summer session.

Permission may be granted to take courses at another institution only when:

1. The student has not entered upon the senior year.
2. The student has an index of 2.00.
3. Written approval for the required courses has been granted by the chairperson of the department concerned and the Academic Dean.
4. Official permission of the Academic Dean has been secured before the end of the preceding semester.

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

NON-ACADEMIC REGULATIONS

All authority concerning discipline resides in the Dean of Students who will take what action he deems necessary after he has investigated all the facts in any case brought to his attention.

A student has the right of due process when his behavior may be the subject for disciplinary measures.

A student may request a hearing before the regular constituted hearing committee of the College. This committee is composed of two members of the administration, two members of the faculty, two members of the student body and chaired by the departmental head of the Business Law Department or his deputy.

The decision of the Hearing Committee will be final.

All members, except the chairman of this committee, have full voting privileges, and the chairman will only vote when there is a tie.

The decision will be made public to the student body only after the expressed permission of the student has been given to the Committee.

GUIDELINES FOR STUDENT BEHAVIOR

The following activities on campus make the student subject to disciplinary action*:

1. Possessing, distributing, or selling drugs illegally;**
2. Using illegal drugs or abusing legal drugs;**
3. Drinking alcoholic beverages under circumstances not formally approved by College authorities;
4. Coming on campus under the influence of drugs or alcohol;
5. Participating in illegal gambling activities;
6. Stealing;
7. Engaging in malicious mischief;
8. Destroying property for any reason.

*Disciplinary action may take any of the following forms: reprimand, referral, suspension, or expulsion. The Dean for Student Affairs will treat each case individually at his discretion. The student has the right of appeal and should consult *The Cord* for appeal procedures.

**The activities listed in points 1 and 2 encompass all such activities defined as illegal by civil authorities.

OFFICIAL BULLETIN BOARDS

The official bulletin boards, located at the main entrance of the Science Building, will carry from time to time announcements of interest to the whole student body or to certain groups of students or to individuals. These announcements may be changes in schedule, revisions of rules and regulations, call for students to appear at one of the administrational offices, and similar material. Every student is held responsible for reading these official bulletin boards daily, and all promulgations thereon become binding upon every student within twenty-four hours of their being posted.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

A notice to the student, in accordance with Family Education Rights & Privacy Act, 1974.

St. Francis College has the following kinds of information pertaining to you.

1. Composite Academic Record of all present and past students.
2. Admissions applications for all active students and inactive since 1972.
3. If received, high school transcripts and transcripts of previous post-secondary academic achievement for all active students and inactive students since 1972.
4 Recommendations from High School Principals and/or Guidance Directors are also filed if such items were received. Character ratings, letters of recommendation and academic reports submitted by St. Francis College administrators and faculty on specific students are also on file.
5 Correspondence mailed to and received from the student pertaining to the responsibilities of the Registrar's Office.

The above items are on file in the Registrar's Office, under the responsibility of the Registrar, Brother Robert Schaefer, O.S.F., and are available to members of his staff and through them to other administrators and faculty as they may require the information.

6. Occupational Interest Survey.
7. Mooney Problem Checklist.
8. Personal Information File.
9. Teacher Placement Credentials.

The above items are maintained in the Counseling Office under jurisdiction of the Director, Brother John Hoffschmidt, O.S.F., and are available to members of his staff.

10. Directory Information.

"Directory Information" means a (student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.)

11. Disciplinary Records.
12. Attendance Records.

The above items are maintained by the Dean of Student Affairs Office, Dr. John Clifford, Dean of Students. Disciplinary records are usually not available to others, except as appeal procedures may require. Attendance information is only made available with the student's permission.

13. Financial Records.

This information is maintained by the Business Office, under the responsibility of Miss Mary Ledermann, Chief Financial Officer, and is available to her staff in connection with normal business procedures.

Any student wishing to do so may inspect any or all of the records described above. Should the student desire it, copies of the records including unofficial transcripts, may be obtained on request provided the student pay for the cost of such copying. The student also has the right to make a reasonable request for explanation and interpretation of the records and the right to challenge the context of those records. For purposes of good administration, all requests to see, copy, explain or challenge any records should be made through the Dean of Students Office which will expedite the matter.

Most of these records, except official composite records of academic achievement completed at St. Francis College, are reviewed and destroyed within two years after the student's graduation or other departure from the college. Such reviews are conducted by the particular administrator responsible for the record.

In the event of a challenge, an attempt to resolve the matter will first be made through an informal meeting with the Dean of Student Affairs. If this fails to resolve the matter, a formal hearing shall be begun within a reasonable period of time, conducted by a disinterested third party, at which the student will be given full and fair opportunity to present relevant evidence after which a written decision shall be delivered. The unbiased third party may be an individual or a group of individuals.

(It should be noted that the law intends this challenge to correct, for instance, an improperly recorded grade but does not intend it to be a vehicle for challenging the legitimacy of the grade itself.)

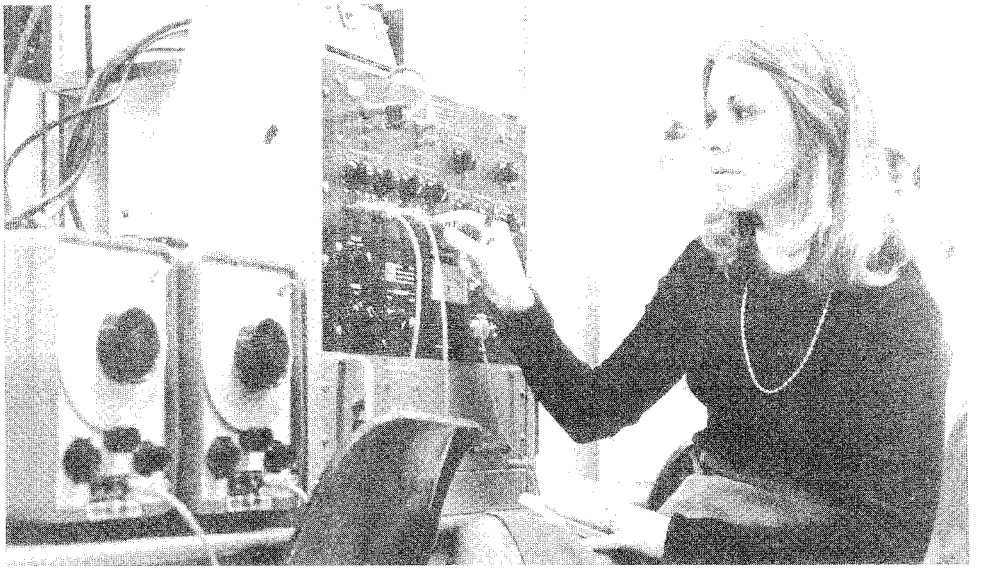
Under the provisions of Family Education Rights
& Privacy Act, 1974

Records Unavailable to students:

1. Parents' Financial Records.
2. Confidential Letters of Recommendation.
   a) if written prior to January 1, 1975.
   b) if student signs a waiver of access for a letter written after January 1, 1975.

(N.B.—Student is not required to sign a waiver).

3. Personal Notes
4. Law Enforcement Records (e.g., campus police records, used for law enforcement purposes only and are kept separate from education records.)
5. Employment Records
6. Medical and Psychiatric Records. (These may be reviewed by a physician or other professional of the student's choice.)



REQUIREMENTS FOR DEGREES

The College offers the B.A. Degree with majors in economics, English[1], French[2], history, Latin-American studies, philosophy, political science, psychology, religious studies, social studies, sociology, urban studies, Spanish[1]; and the B.S. Degree with majors in accounting, accounting and business practice[2], biology[2], medical technology, management, chemistry[2], health science, mathematics[1], physical education, health services administration and special studies.

The College offers the Associate Arts Degree in liberal arts and the Associate Applied Science Degree in business administration, computer science and criminal justice.

A candidate for a degree must complete the required courses as outlined in the student's respective curriculum and have a cumulative index of at least 2.00.

The health and physical education requirement of two credits can be met by taking HS 202 and any other course selected from PE 101 or 201.

Transfer students with fewer than thirty transfer credits must meet the two credit requirement. Transfer students with more than thirty transfer credits, and honorably discharged veterans who have served more than six months active service in the Armed Forces of the United States, must complete HS 202.

Evening students are exempt from the health and physical education requirement.

Students who participate in intercollegiate athletics must follow the regular registration procedures. They are excused from attendance in the PE 101 class during the season of the sport in which they participate. The season of a sport starts at the first official practice and ends after the last official contest. Athletes must then report back to their regular physical education classes.

Honorably discharged veterans having completed eighteen months or more of active service in the Armed Forces of the United States may be granted up to ten credits of the elective requirements toward a degree. These credits may never substitute for required courses or for courses in the student's major field. Application for these credits must be made to the Academic Dean.

Each candidate for a baccalaureate degree must complete a major field of study and obtain a passing grade on a comprehensive examination or project in the student's major field. Education 404 (Observation and Supervised Practice Teaching) satisfies the comprehensive requirement for students in the Teacher Training Program.

1 Candidates in this field may also elect Teacher Training for the Elementary School (n-6) or the Secondary School (7-12).

2 Candidates in this field may also elect Teacher Training for the Secondary School (7-12).

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 3.80.

The degree of MAGNA CUM LAUDE will be conferred upon a candidate who has achieved a quality point index of 3.50.

The degree of CUM LAUDE will be conferred upon a candidate who has achieved a quality point index of 3.20.

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

Required of all Students

CORE CURRICULUM-BACCALAUREATE DEGREE PROGRAMS

	Credits
ENGLISH 103	3
ENGLISH: LITERATURE COURSE	*3
FINE ARTS 401; 402	6
SPEECH 203	3
NATURAL SCIENCE OR MATHEMATICS	6
PHILOSOPHY (TO BE TAKEN IN SEQUENCE)	****9
SIX ELECTIVE CREDITS IN LIBERAL ARTS	***6
HISTORY 201	3
SOCIOLOGY 203	3
TOTAL CORE CREDITS	42
TOTAL DEGREE CREDITS	126

**HEALTH SCIENCE 202 AND PHYSICAL EDUCATION 101 OR 201

* 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.

** The health science and physical education credits are in addition to the 126 credits and are required of all full-time day students.

*** These credits may not be elected from the areas of accounting, business management, education, electronic data processing, health science or physical education. Teacher training students are recommended to elect conversational Spanish.

**** Teacher training students are recommended to select Phi. 114, 203, 403.

CORE CURRICULUM—ASSOCIATE DEGREE PROGRAMS

	Credits
ENGLISH 103	3
ENGLISH: LITERATURE COURSE	*3
FINE ARTS	3
SPEECH 203	3
NATURAL SCIENCE OR MATHEMATICS	6
PHILOSOPHY	6
HISTORY 201	3
SOCIOLOGY 203	3
TOTAL	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.

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. 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 the department concerned regarding a comprehensive examination and/or a research project.

The grades earned in the comprehensive examination or project shall be signified as follows:

H	honors	90 or better
P	pass	70-89

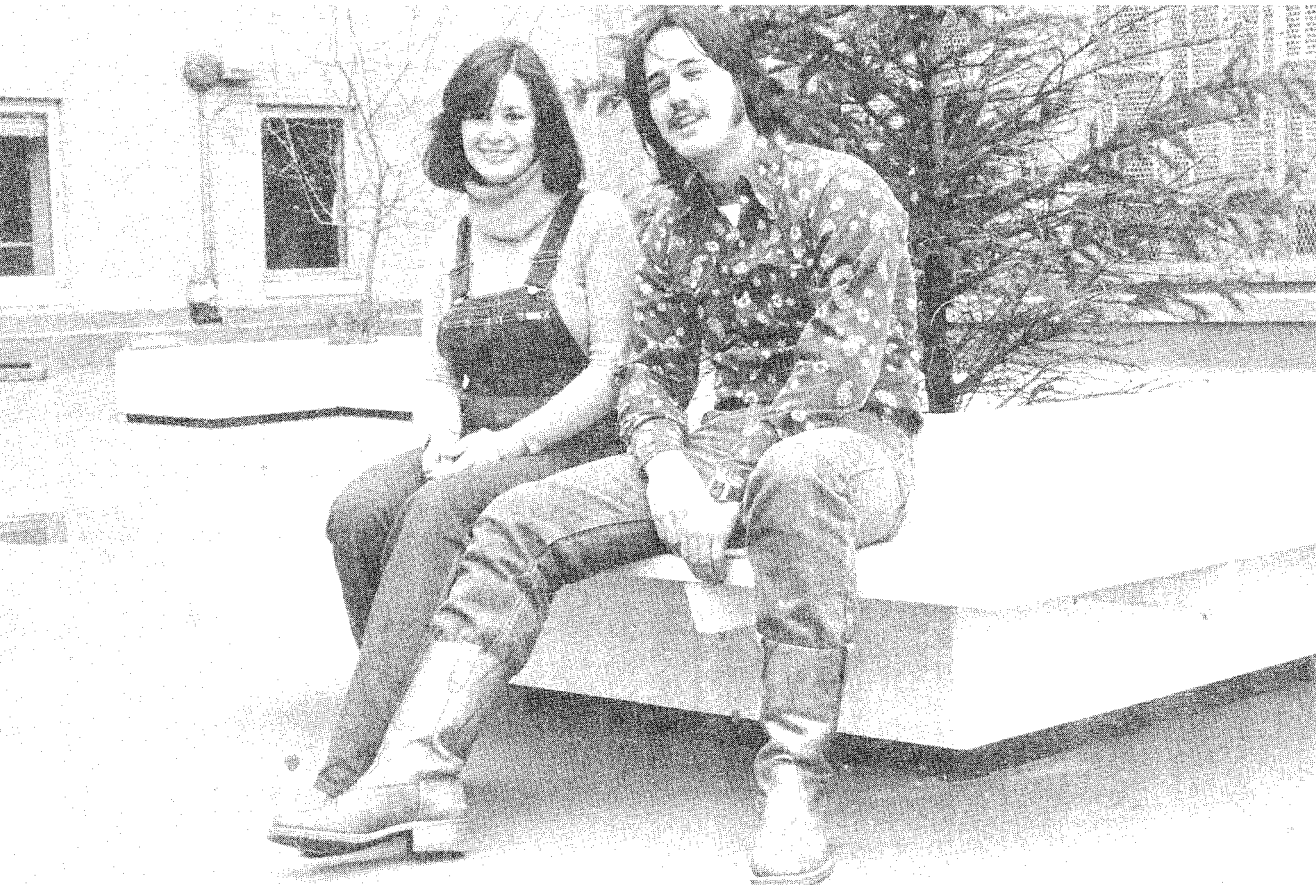
Students who merit a grade of "H" in the comprehensive may be exempt from final examinations in all courses in their major field at the end of the senior year at the discretion of the department.

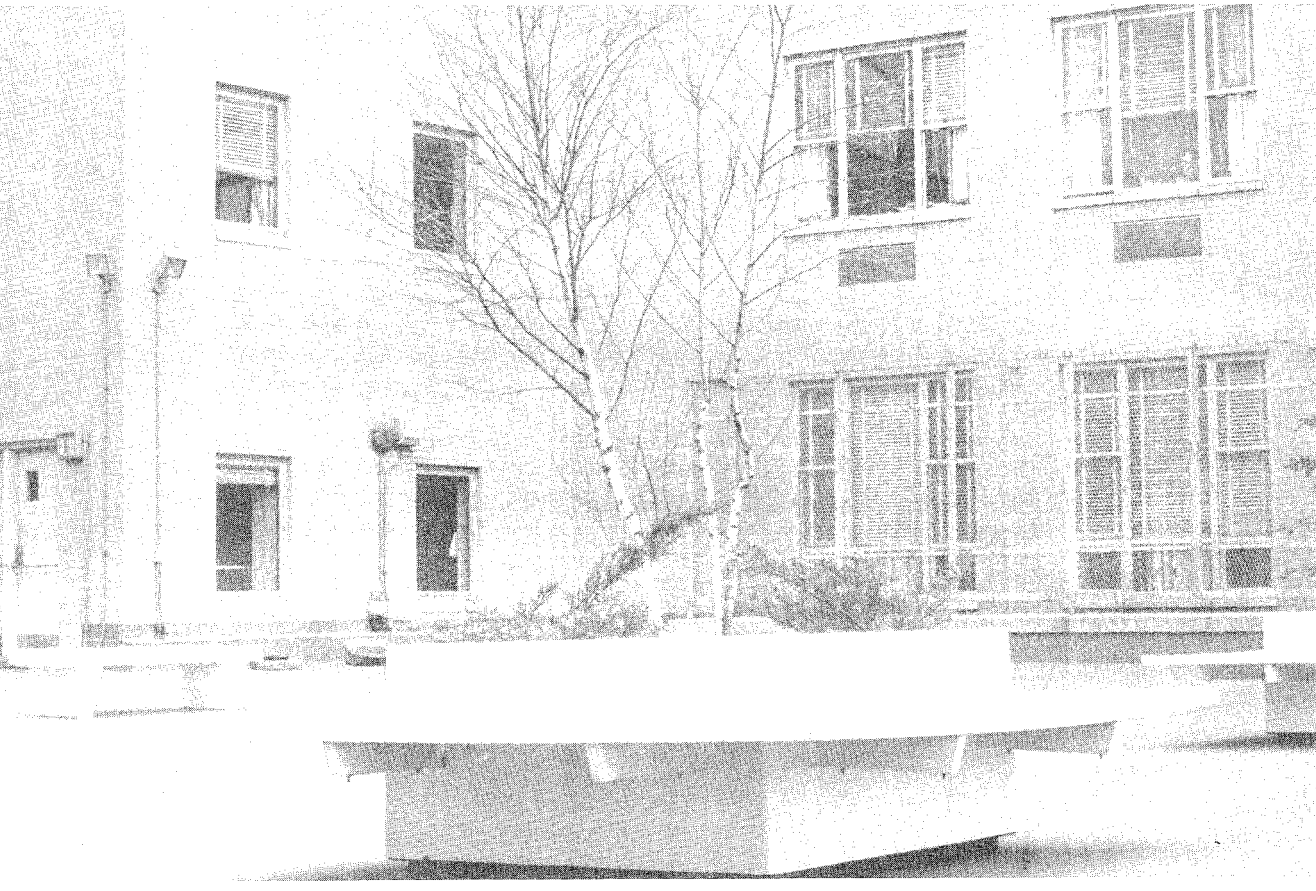
SENIOR REQUIREMENT

The final thirty-two credits for the degree must be earned at St. Francis College. For the B.S. degree in special studies, it is thirty credits.

APPLICATIONS 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 the paying of fees, filing of applications, submitting forms, and the like.





DEPARTMENTAL ORGANIZATION

The College is divided into the following departments:

Accounting and Business Law
Biology
Chemistry and Physics
Economics
Education
English
Foreign Language
Health Science
History and Political Science
Management
Mathematics
Philosophy
Physical Education
Psychology
Religious Studies
Sociology (Urban Studies)
Speech and Fine Arts.

Accounting and Business Law Department

Professor Charles L. Savage, Department Chairperson

This department offers a major in accounting and courses in accounting and business law.

Accounting Department

	Credits
CORE CURRICULUM* (Mathematics 109; 110)	42
BUSINESS LAW 201; 202	6
ECONOMICS 201; 202; 306	9
ELECTRONIC DATA PROCESSING 201	3
HISTORY, POLITICAL SCIENCE OR ECONOMICS—TWO COURSES	6
MANAGEMENT (Formerly Business Management) 201; 202; 303; 308; 400	15
MATHEMATICS 301	3
ACCOUNTING 101-102; 201; 202; 303-304; 305-306; 401-402; 404; 405-406	30
ELECTIVES	12
	126

* See page 36

Biology Department

Professor Peter J. Squicciarini, Department Chairperson

This department offers courses which prepares the biology major to enter graduate schools for the advanced degree in biology. Students are also prepared by this department to enter professional schools in medicine, dentistry, optometry and podiatry. This department also has a medical technology program. This department gives courses to liberal arts students who desire to understand the nature of living organism and their place in the natural world.

Biology

	Credits
CORE CURRICULUM* (Mathematics 202; 203)	43
CHEMISTRY 101-102; 301; 302	18
FOREIGN LANGUAGE†	6 or 12
PHYSICS 101-102	8
BIOLOGY 103-104; 303; 310; 503	17
BIOLOGY ELECTIVES "200-300-400"	16
ELECTIVES	12 or 18
	126

* See page 36

† 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.

MEDICAL Technology

CORE CURRICULUM* (Mathematics 202;203)	43
CHEMISTRY 101-102; 301; 302	18
PSYCHOLOGY 201; 408	6
BIOLOGY 103-104; 301	12
BIOLOGY ELECTIVE (one from Bio 303, 401, 402, 404)	4
ELECTIVES (Physics recommended)	11
	94
CLINICAL TRAINING (51 weeks)	32
TOTAL	126

Chemistry and Physics Department

Professor John Burke, Department Chairperson.

This department offers a major in chemistry.

Chemistry

* See page 36

	Credits
CORE CURRICULUM* (Mathematics 202; 203)	43
BIOLOGY 103-104	8
ELECTRONIC DATA PROCESSING 203	4
MATHEMATICS 401	3
PHYSICS 101-102	8
CHEMISTRY 101-102; 201; 301; 302; 303; 401-402; 404; "300-400-500" ELECTIVES	40
ELECTIVES	20
	126

* See page 36

Economics Department

Professor Joseph W. Ford, Department Chairperson

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

The student of economics prepares for careers in business, education, or government. While an economics major enjoys all the advantages of a liberal arts education, he 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.

Economics

	Credits
CORE CURRICULUM* (Mathematics 109; 110)	42
ACCOUNTING; MANAGEMENT; FOREIGN LANGUAGE; MATHEMATICS; COMPUTER SCIENCE. (A six or twelve credit sequence)	12
HISTORY 101; 102	6
MATHEMATICS 301	3
POLITICAL SCIENCE 204	3
ECONOMICS 201; 202; 306; 400; 406; 408 or 409; "300-400" ELECTIVES	33
ELECTIVES	27
	126

* See page 36

Education Department

Brother Vincent Healy, O.S.F., Department Chairperson

The department of education offers courses required by New York State and the Board of Education of the City of New York. Students are prepared to meet the New York State Provisional Certification requirements in (a) Elementary Education (N-6) or (b) Secondary Education (7-12) with a major in accounting and business practice, biology, chemistry, English, French, mathematics, social studies or Spanish.

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

The education department recommends those students who successfully complete our 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 areas; (3) professional studies in education consisting of theory and field based experiences (observation, peer teaching, micro teaching, tutoring and supervised student teaching). Students completing one of the Competency Based Teacher Preparation Programs will be eligible to complete the fifth year requirement of permanent certification at another institution on 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 school districts of New York State.

Students entering the teacher training program may not be on probation, must maintain a 2.00 overall index and a 2.50 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.

The official advisor is the chairperson of the education department. Further guidance may be obtained from the members of the education department.

The competent teacher is well trained in liberal arts, subject specialty and pedagogic behavior.

The Competency Based Program for teacher training students at St. Francis College is a three fold development of the individual person, as outlined below:

1. **The Liberal Arts Foundation.**
   Elementary and Secondary Programs
   a) Societal background—
   Fine arts, history, English, speech, sociology, Spanish and health studies
   b) Scientific Background—
   Mathematics and science studies
   c) Philosophic Background —
   Logic, theory of knowledge and moral philosophy
2. **Subject Specialty Foundation**
   a) Elementary Program:
   English, mathematics, social studies and Spanish
   b) Secondary Program:
   Accounting and business practice, biology, chemistry, French, Spanish, mathematics, English and social studies
3. **Pedagogic Behavior**
   a) Elementary Program:
   History and philosophy of education, curriculum, child psychology, special methods, public relations, supervised student teaching
   b) Secondary Program:
   History and philosophy of education, principles and problems of secondary education, special methods, educational psychology and supervised student teaching

Accounting and Business Practice
Secondary School Teacher Training Curriculum

	Credits
CORE CURRICULUM* (Mathematics 109; 110)	42
ACCOUNTING 101-102; 201; 202; 303-304; "300-400" ELECTIVES	22
BUSINESS LAW 201; 202	6
ECONOMICS 201; 202; 306; 311	12
EDUCATION 201; 301; 302; 401J; 401K; 402; 404	23
ELECTRONIC DATA PROCESSING 201	3
HISTORY 401	3
MANAGEMENT 201	3
MATHEMATICS 301	3
ELECTIVES	9
	126

* See page 36

Biology Major
Secondary School Teacher Training Curriculum

	Credits
CORE CURRICULUM* (Mathematics 202; 203)	43
CHEMISTRY 101-102	8
EDUCATION 201; 301; 302; 401H; 402; 404	21
FOREIGN LANGUAGE	6
PHYSICS 101-102	8
SCIENCE 301-302	6
BIOLOGY 103-104; 303; "200-300-400" ELECTIVES	24
ELECTIVES	10
	126

* See page 36

Chemistry Major
Secondary School Teacher Training Curriculum

	Credits
CORE CURRICULUM* (Mathematics 202; 203)	43
BIOLOGY 103-104	8
EDUCATION 201; 301; 302; 401H; 402; 404	21
FOREIGN LANGUAGE	6
PHYSICS 101-102	8
SCIENCE 301-302	6
CHEMISTRY 101-102; "200-300-400" ELECTIVES	26
ELECTIVES	8
	126

* See page 36

English Major
Secondary School Teacher Training Curriculum

	Credits
CORE CURRICULUM*	42
EDUCATION 201; 301; 302; 401C; 401G; 402; 404	24
FOREIGN LANGUAGE	12
HISTORY 401	3
MATHEMATICS OR SCIENCE†	6
SPEECH 301	3
ENGLISH 199; 401J or 401K; 402A; or 402B; 222 (formerly 122)	
"300-400" ELECTIVES	30
ELECTIVES	6
	126

* See page 36
† 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

	Credits
CORE CURRICULUM*	42
EDUCATION 201; 301; 302; 401D; 402; 404	21
ENGLISH "300-400" ELECTIVES	6
HISTORY 401	3
MATHEMATICS OR SCIENCE†	6
FRENCH 302; 303; 404; 405; ELECTIVES‡	30
MINOR LANGUAGE‡	12
ELECTIVES	6
	126

* See page 36
† 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

	Credits
CORE CURRICULUM* (Biology 103-104 or Chemistry 101-102)	44
EDUCATION 201; 301; 302; 401E; 402; 404	21
FOREIGN LANGUAGE	6
PHYSICS 101-102	8
MATHEMATICS 202; 203; 304; 305; 307; 401; "300-400" ELECTIVES	37
ELECTIVES	10
	126

* See page 36

Social Studies Major
Secondary School Teacher Training Curriculum

	Credits
CORE CURRICULUM*	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; "300-400" ELECTIVE	6
SOCIOLOGY "300-400" ELECTIVE	3
ELECTIVES (GEO 312 IS RECOMMENDED)	6
	126

* See page 36
† 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

	Credits
CORE CURRICULUM*	42
EDUCATION 201; 301; 302; 401D; 402; 404	21
ENGLISH "300-400" ELECTIVES	6
HISTORY 401	3
MATHEMATICS OR SCIENCE†	6
SPANISH 308; 310; 402; 405 ELECTIVES‡	30
MINOR LANGUAGE‡	12
ELECTIVES	6
	126

* See page 36
† 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

	Credits
CORE CURRICULUM* (Science 301-302)	42
EDUCATION 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 431 or 411E; 411F; 411J; 411K; 434	39
ENGLISH 199; 401J or 401K; 402A or 402B; 222 (formerly 122) "300-400" ELECTIVES	24
MATHEMATICS	6
PHYCHOLOGY 403	3
ELECTIVES	12
	126

* See page 36

Mathematics
Elementary School Teacher Training Curriculum

	Credits
CORE CURRICULUM* (Science 301-302)	42
EDUCATION 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434	39
MATHEMATICS 202; 203; 301; 304; 305; 307; 401; "300-400" ELECTIVES	31
PHYSICS 101-102	8
PSYCHOLOGY 403	3
ELECTIVES	3
	126

* See page 36

Social Studies
Elementary School Teacher Training Curriculum

	Credits
CORE CURRICULUM* (Science 301-302)	42
ECONOMICS 201-202	6
EDUCATION 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434	39
HISTORY 101; 102; 307 or 311; 401; 402; 303 or 406	18
MATHEMATICS	6
POLITICAL SCIENCE 204; "300-400" COURSE	6
PSYCHOLOGY 403	3
SOCIOLOGY 301	3
ELECTIVES (GEO 312 IS RECOMMENDED)	3
	126

* See page 36

Spanish
Elementary School Teacher Training Curriculum

	Credits
CORE CURRICULUM* (Science 301-302)	42
EDUCATION 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434	39
HISTORY 306; 307	6
MATHEMATICS	6
PSYCHOLOGY 403	3
SPANISH 308; 310; 402; 405; ELECTIVES‡	27
ELECTIVES	3
	126

* See page 36
‡ Students offering this language on admission must be placed in proper level course by language department.

English Department
Professor Robert C. Fox, Department Chairperson

This department offers a major in English.

	Credits
CORE CURRICULUM*	42
ENGLISH 402A or 402B; 450	6
ENGLISH ELECTIVES (199, 300-400)	12
ELECTIVES	66
	126

* See page 36

Those students who plan to pursue graduate studies in English are advised to take English 199, a second course in Shakespeare, six additional credits in English electives, and twelve credits in French or German.

Foreign Language Department
Professor Nicholas A. Fiorenza, Department Chairperson

This department offers majors in French and Spanish. Courses are offered in French, Spanish, German, and Italian.

French

	Credits
CORE CURRICULUM*	42
FRENCH‡	30
MINOR LANGUAGE‡	12
ELECTIVES	42
	126

* See page 36
‡ Students offering this language on admission must be placed in proper level course by language department.

Spanish

	Credits
CORE CURRICULUM*	42
SPANISH‡	30
MINOR LANGUAGE‡	12
ELECTIVES	42
	126

* See page 36

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

HEALTH SCIENCE DEPARTMENT

Professor Carolyn G. Plonsky, Department Chairperson

This department offers two programs leading to a degree in health science. The major is qualified to enter graduate programs in the health sciences.

The major in health science must take health science courses in sequence, beginning at the 100 level.

HEALTH SCIENCE PROGRAM A

For those students who want to become a school health educator.

CORE CURRICULUM* (Chemistry 101-102)	44
BIOLOGY 003-004, 205	12
EDUCATION 201, 302, 404, 502A, 502B	18
HEALTH SCIENCE 101, 102, 204, 206, 207, 301, 302, 304, 401, 464, 503 (formerly HS 103)	31
PSYCHOLOGY 201, 403 or 404, 413	9
SOCIOLOGY 409	3
One course from: PSYCHOLOGY 314, 403, 404, 409 SOCIOLOGY 304A, 309, 314, 402	3
ELECTIVES	6
	126

* See page 36

HEALTH SCIENCE PROGRAM B

For those students who wish to enter the public health field.

CORE CURRICULUM* (Chemistry 101-102)	44
BIOLOGY 003-004, 205	12
ECONOMICS 303 or 308	3
HEALTH SERVICES ADMINISTRATION 403, 406	6
HEALTH SCIENCE 101, 102, 204, 206, 207, 301, 304, 464, 501, 503, (formerly HS 103) 504	34
PSYCHOLOGY 201, 413	6
SOCIOLOGY 409	3
one course from: PSYCHOLOGY 314, 403, 404, 409 SOCIOLOGY 304A, 309, 314, 402	3
ELECTIVES	15
	126

* See page 36

History and Political Science Department

Professor Arthur Hughes, Department Chairperson

This department offers majors in history, political science, social studies, and Latin American 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.

History

	Credits
CORE CURRICULUM*	42
ECONOMICS 201; 202	6
FOREIGN LANGUAGE AND/OR MAT 301; SOC 406; EDP 201; AND EITHER EDP 203, EDP 205 OR EDP 208	12
MATHEMATICS OR SCIENCE†	6
POLITICAL SCIENCE 204 or SOCIOLOGY 404	3
SPEECH "300-400" ELECTIVE	3
HISTORY 202 or 301; 312 or 403 or 404; 400; 401; 402; "300-400" ELECTIVES	30
ELECTIVES	24
	126

* See page 36

† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

Political Science

	Credits
CORE CURRICULUM*	42
ECONOMICS 201; 202	6
FOREIGN LANGUAGE AND/OR MAT 301; SOC 406; EDP 201; AND EITHER EDP 203; EDP 205 OR EDP 208	12
HISTORY 101; 102; 303; 402; 407	15
MATHEMATICS OR SCIENCE†	6
SPEECH "300-400" ELECTIVE	3
POLITICAL SCIENCE 202; 204; 301; 400; "300-400" ELECTIVES	24
ELECTIVES	18
	126

* See page 36

† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

Social Studies

	Credits
CORE CURRICULUM*	42
ECONOMICS 201; 202	6
HISTORY 101; 102; "300-400" ELECTIVES	12
POLITICAL SCIENCE 204; 304	6
SOCIOLOGY 301	3
SPEECH "300-400" ELECTIVE	3
SOCIAL STUDIES 400 and ELECTIVES‡	21
ELECTIVES	33
	126

* See page 36

‡ Economics, history, political science, and sociology courses may be selected with the approval of the advisor.

Latin American Studies

	Credits
CORE CURRICULUM*	42
ECONOMICS 201; 202; 310	9
HISTORY 101; 102; 305; 306; 313; 314B; 400; 406C; 407	27
POLITICAL SCIENCE 204; 305	6
PORTUGUESE 101-102	6
SOCIOLOGY 307	3
SPANISH†	18
SPEECH 302	3
ELECTIVES	12
	126

* See page 36

† Those students with Spanish as a first or native language and so recognized in writing by the chairperson of the language department are advised to take Spanish 201-202; 305; 306; 402 and an additional "300-400" course. Students whose certified level of proficiency in Spanish is above the requirements of Spanish 106, may elect as an option to take 18 credits of work in another modern European language subject to the approval of the advisor.

Management Department

Professor Stanley S. Willing, Department Chairperson

This department offers a major in health services administration and management. This department offers courses in electronic data processing.

HEALTH SERVICES ADMINISTRATION

	Credits
CORE CURRICULUM	42
ACCOUNTING 101-102	6
ECONOMICS 201; 202; 308; 309; 318	15
ELECTRONIC DATA PROCESSING 201	3
HEALTH SERVICES ADMINISTRATION 401; 403; 406; 407; 410; 411; 431; 433; 435	27
HEALTH SCIENCE 503 (formerly HS 103)	3
MANAGEMENT (formerly business management) 201; 308; 310; 404; 411	15
MATHEMATICS 301	3
ELECTIVES	12
	126

* See page 36

Management

	Credits
CORE CURRICULUM* (Mathematics 109; 110)	42
ACCOUNTING 101-102	6
BUSINESS LAW 201; 202	6
ECONOMICS 201; 202; 306	9
ELECTRONIC DATA PROCESSING 201	3
HISTORY, POLITICAL SCIENCE OR ECONOMICS—TWO COURSES	6
MANAGEMENT (formerly business management) 201; 202; 301; 302; 303; 308; 310; 400; 403; 404	30
MATHEMATICS 301	3
POLITICAL SCIENCE 404	3
ELECTIVES	18
	126

* See page 36

Mathematics Department

Professor Joseph Lazzara, Department Chairperson

This department offers a major in Mathematics.

Mathematics

	Credits
CORE CURRICULUM* (Physics—8 credits)	44
ELECTRONIC DATA PROCESSING 203	4
FOREIGN LANGUAGE	6
MATHEMATICS 202; 203; 304; 307; 401; 403; 404; 409; 412; "300-400" ELECTIVES	40
ELECTIVES	32
	126

* See page 36

Philosophy Department

Professor Francis X. Slade, Department Chairperson

Nine credits in philosophy are part of the core curriculum. The purpose of these required courses in philosophy is to develop in the student an awareness of basic alternatives among conceptual frameworks and an ability to deal with the foundations and implications of various types of discourse. The core requirement in philosophy consists in the following courses taken in sequence: one "100" course; one "200" course; one "300" or "400" course exclusive of seminars.

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 election both in philosophy and in other disciplines. The department encourages its students to acquaint themselves with as many areas of knowledge and methods of inquiry as possible.

Philosophy

	Credits
CORE CURRICULUM*	42
FOREIGN LANGUAGE	12
HISTORY 101; 102	6
MATHEMATICS OR SCIENCE†	6
PHILOSOPHY 431; 432; 441; 442	12
PHILOSOPHY ELECTIVES	9
ELECTIVES	39
	126

* See page 36

† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

Physical Education Department

Professor Stephen Maletz, Department Chairperson

This department offers a major in physical education. Students who enter the department prior to the Fall 1975 should consult with their advisor to determine a plan of study.

Physical Education

Teacher Training-leading to State Certification Grades Kindergarten through 12

	Credits
CORE CURRICULUM* (Biology 003-004)	44
CHEMISTRY 003-004 (without any high school chemistry); [003 (optional); 004 (with a year of high school chemistry)]	4-8
HEALTH SCIENCE 101	3
PSYCHOLOGY 201; 403 or 404	6
EDUCATION 201; 302; 402; 501B; 404	18
PHYSICAL EDUCATION I; II; III; VI or VII or X; 103; 104; 105; 205; 208; 211; 301; 304; 305; 308; 402; 403; 450	34
PHYSICAL EDUCATION ELECTIVES	2-6
ELECTIVES	11-15
	126

* See page 36

Pre-Physical Therapy

CORE CURRICULUM* (Biology 103-104)	44
BIOLOGY 202	4
CHEMISTRY 101-102	8
MATHEMATICS 202	3
PHYSICS 101-102	8
PSYCHOLOGY 201; 408; 409	9
PHYSICAL EDUCATION I; II; III; VI or VII or X; 103; 104; 105; 205; 208; 211; 301; 302; 305; 308; 402; 403; 450	34
PHYSICAL EDUCATION ELECTIVES	2-6
ELECTIVES	10-14
	126

* See page 36

Psychology Department

Professor Louis H. Primavera, Department Chairperson

This department offers a major in psychology.

Psychology

	Credits
CORE CURRICULUM*	42
FOREIGN LANGUAGES	6
MATHEMATICS OR SCIENCE†	6
PSYCHOLOGY 201; 220; 300; 305	14
PSYCHOLOGY 450-453 SERIES	4
PSYCHOLOGY ELECTIVES 309, 310, 411, 412 (choose two)	6
PSYCHOLOGY ELECTIVES 406, 409, 410, 415 (choose two)	6
PSYCHOLOGY ELECTIVES	6
ELECTIVES	36
	126

* See page 36

† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

Religious Studies Department

Rev. Gerald A. Largo, Department Chairperson

This department offers a major in religious studies. It also offers a certificate program through the Institute of Religious Studies for teachers of religion.

Religious Studies

	Credits
CORE CURRICULUM*	42
HISTORY 101-102	6
PSYCHOLOGY 201	3
SOCIOLOGY 407	3
RELIGION 201, 303, 402, 601	12
RELIGION ELECTIVES	18
FREE ELECTIVES**	42
	126

* See page 36

** A student selecting religious studies courses to fulfill six credits of core requirements has 48 credits of free electives.

Sociology and Urban Studies Department

Professor Fouad Tawab, Department Chairperson

This department offers two different majors.

Sociology Program A

For those students who wish to take the traditional liberal arts degree with a concentration in Sociology, or who plan to pursue graduate study in Sociology and other related fields.

	Credits
CORE CURRICULUM*	42
FOREIGN LANGUAGE	12
HISTORY	6
MATHEMATICS OR SCIENCE‡	6
POLITICAL SCIENCE	3
PSYCHOLOGY 201, 410	6
SOCIOLOGY 301; 311; 400; 404; 405; 406; "300-400" ELECTIVES	27
ELECTIVES†	24
	126

* See page 36

‡ Electronic data processing 201 is recommended

† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice-versa.

Sociology Program B — Urban Studies

For those who wish an interdisciplinary program with emphasis on the contemporary urban situation; also for persons either now in, or planning to enter one of the urban-related fields: social work, urban planning, law enforcement, and corrections. Courses in each of these fields introduce the student, through both classwork and field work, to his particular area of interest. Such preparation

equips students not only for careers but also for graduate study in law, social work, public administration, and sociology.

	Credits
CORE CURRICULUM*	42
ECONOMICS 308 AND EITHER ECONOMICS 201 or 202	6
POLITICAL SCIENCE 402; 405	6
PSYCHOLOGY 201; 410; 403; 404	9
SOCIOLOGY 301; 311; 404; 406; "300-400" ELECTIVES AND ONE OF THE FOLLOWING SEQUENCES 303A-303B or 304A-304B or 308A-308B†	27
ELECTIVES‡	36
	126

* See page 36
† Sociology 304A; 312; 316; 402 are recommended
‡ Electronic data processing 201; Spanish are recommended

Speech And Fine Arts Department
Professor Edward Setrakian, Department Chairperson

This department offers courses in speech, theatre and fine arts.

Preparation for Professional Study
Pre-Medical, Pre-Dental, and Pre-Optometry

The requirement for admission to the study of dentistry, medicine, or optometry is the satisfactory completion of two years of study toward a liberal arts degree, including approved courses in English, organic chemistry, physics, and biology or zoology.

Students should carefully note that the above are only minimal and that professional schools will not consider applicants who have only minimal preparation. The trend for admission to these schools is toward the completion of a four-year undergraduate course. Students who contemplate studying medicine, dentistry, or optometry are strongly urged to complete the four-year college course and obtain the degree.

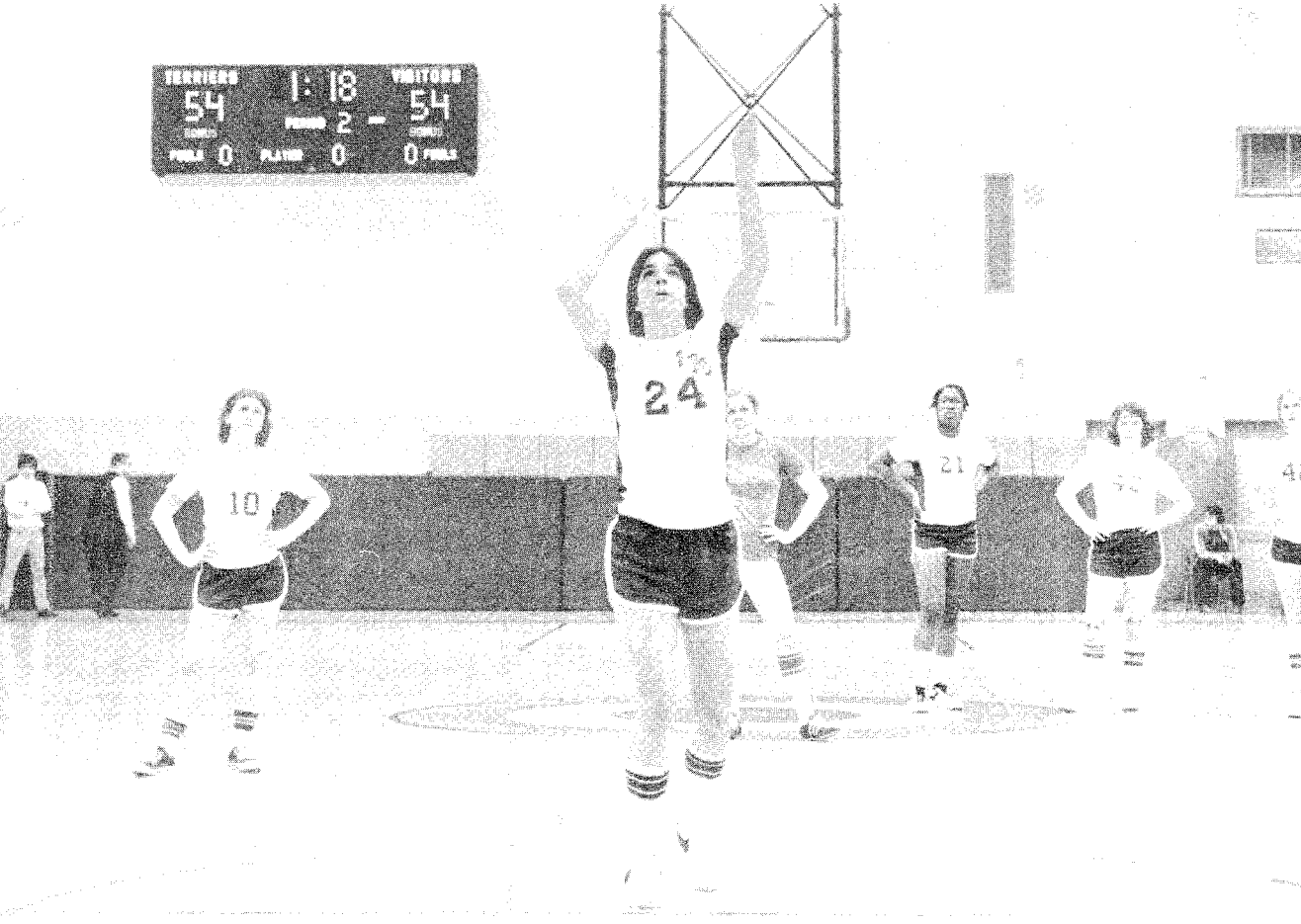
Any student planning to enter a professional college should consult the catalogue of the college of the student's choice during the freshman year.

A 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 during the month of October or the month of February. Exact dates of such meetings will be posted. Recommendations may be obtained at these times only. Students should have taken the Medical Aptitude Examination several months prior to the time of application for recommendation.

Pre-Law

Law schools do not prescribe a definite pre-law curriculum for the prospective student to follow. Therefore the student will have to make his own selection of courses in undergraduate school which will assist him in achieving his goal. Select a major in a field of interest to you; then, choose electives in other areas that will round out your education.

Some law schools will accept students who receive a Law Student's Qualifying Certification from New York State. This certificate is granted to those students who have successfully completed three years of the liberal arts program. No student will receive a degree from St. Francis under this plan. The Law School Admissions Test is required of all applicants by most law schools. This examination is administered by the Educational Testing Service, Princeton, New Jersey. It is suggested that students interested in studying law seek an interview with the Pre-Legal Advisor at the College concerning this examination.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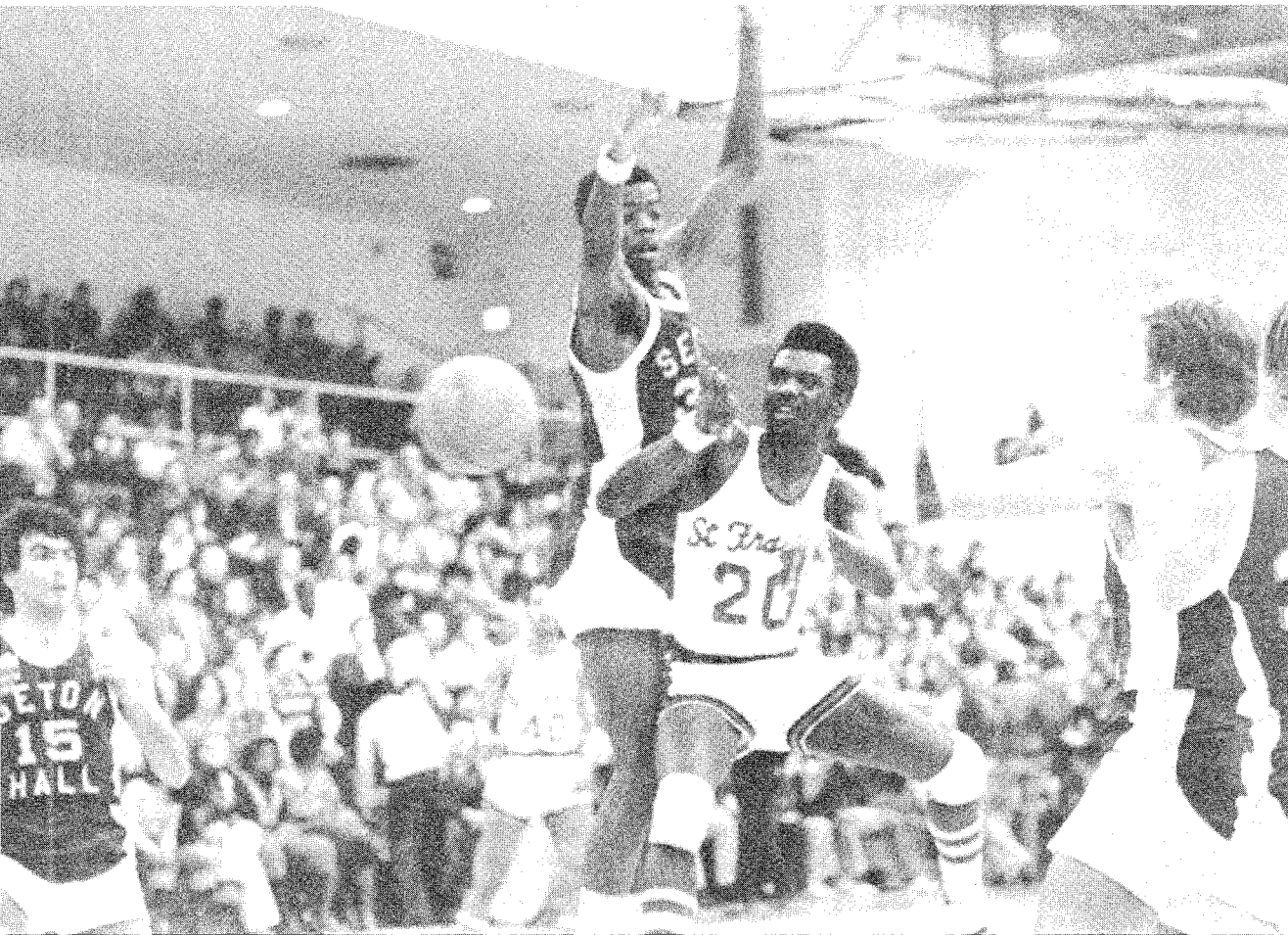
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HALL

DIVISIONS OF CONTINUING EDUCATION

Dean for Continuing Education: James J. Flynn, Ph.D.
Assistant to the Dean: Joseph S. Costa J.D.

The Division of Continuing Education has the responsibility of opening up the educational potential to all segments of the community. Conscious of our ability to offer many and varied programs to the men and women of the metropolitan area, we have accepted the challenge. In the Division of Continuing Education a student may complete courses that will bring a baccalaureate degree, or the associate degree that requires only two years.

Certificate programs consisting of thirty credits are offered in areas such as health care, management, police science, computer science and other specialized areas for those who wish to upgrade and prepare for the tasks ahead. In addition, adult education seminars and courses for human enrichment are part of the division's responsibility.

The Division of Continuing Education, therefore, attempts to offer new and dynamic approaches to modern higher education. Its concern is with individual growth and development, and its dedication is to the task of seeking out and promulgating relevant answers to the problems of twentieth-century life.

A.A. LIBERAL ARTS
(Associate Arts Degree In Liberal Arts)

	Credits
CORE CURRICULUM*	30
ENGLISH ELECTIVE	3
FINE ARTS "400"	3
HISTORY 101; 102	6
PSYCHOLOGY 201	3
SOCIOLOGY 304	3
ELECTIVES**	15
	63

** With a Business Module the 15 Electives have been set up as follows:

ACCOUNTING 101, 102	6
MANAGEMENT 201, 202	6
ELECTRONIC DATA PROCESSING 201	3
	15

* See page 36

A.A.S. BUSINESS ADMINISTRATION
(Associate Applied Science Degree in Business Administration)

	Credits
CORE CURRICULUM* (MATHEMATICS 109; 301)	30
ACCOUNTING 101-102	6
BUSINESS LAW 201; 202	6
MANAGEMENT (formerly business management) 201; 202	6
ELECTRONIC DATA PROCESSING 201	3
ECONOMICS 201; 202	6
ELECTIVES	7
	64

* See page 36

A.A.S. COMPUTER SCIENCE
(Associate Applied Science Degree In Computer Science)

	Credits
CORE CURRICULUM* (MATHEMATICS 109; 301)	30
ACCOUNTING 101-102	6
MANAGEMENT (formerly business management) 201; 202	6
ELECTRONIC DATA PROCESSING	12
ECONOMICS 201; 202	6
ELECTIVES	3
	63

* See page 36
Note: The A.A. and A.A.S. programs make allowance for transfer to baccalaureate programs (Four year Bachelor's Degree) if the student so desires.

A.A.S. CRIMINAL JUSTICE
(Associate Applied Science Degree in Criminal Justice)

	Credits
CORE CURRICULUM*	30
PSYCHOLOGY 461 Psychological Aspects of Poverty	3
SOCIOLOGY 301 Social Problems	3
POLITICAL SCIENCE 304 State and Local Government	3
POLITICAL SCIENCE 306 Metropolitan Government & Politics	3
CRIMINAL JUSTICE 460 Criminal Justice	3
CRIMINAL JUSTICE 461 Problems in Urban Law Enforcement	3
CRIMINAL JUSTICE 464 Community Relations in Law Enforcement	3
Electives in Criminal Justice & Related Fields**	6
ELECTIVES	6
	63

* See page 36
** Pre-Service students are required to take Criminal Justice 101 Introduction to Law Enforcement Science and Criminal Justice 102 Criminal Procedure.

POLICE SCIENCE ADMINISTRATION CERTIFICATE PROGRAM:	Credits
C.J. 460 CRIMINAL JUSTICE	3
C.J. 461 PROBLEMS IN URBAN LAW ENFORCEMENT	3
C.J. 462 WORKSHOP IN JUVENILE DELINQUENCY	3
C.J. 470 CRIMINAL INVESTIGATION	3
C.J. 471 POLICE SUPERVISION	3
C.J. 472 POLICE ADMINISTRATION	3
C.J. 475 FORENSIC SCIENCE	3
C.J. 476 PATROL ADMINISTRATION	3
CRIMINAL JUSTICE ELECTIVES	6
	30

HEALTH CARE MANAGEMENT CERTIFICATE PROGRAM:

It is recommended that the Registered Nurse follow the Health Care Management Certificate Program for the 30 credits required to be taken at St. Francis.

	Credits
HA 401 Institutional Management in the Health Field	3
HA 403 Legal Aspects of Health Care	3
HA 404 Personnel Administration	3
HA 407 Influences of Government and 3rd Parties	3
HA 436 Accounting for Nurses	3
HA 402 Cost Analysis and Budgeting	3
HA 405 Problems Workshop in Health Care	3
HEALTH SERVICES ADMINISTRATION AND HEALTH SCIENCE ELECTIVES	9
	30

CERTIFICATES OF COMPLETION

Computer Programming
Vocational Areas

IN-SERVICE TRAINING AND PROFESSIONAL ADVANCEMENT

Teacher Certification
Management Seminars
Business Administration and Accounting Workshops

PRE-COLLEGIATE PROGRAMS

Developmental Reading
Remedial English
English as a Second Language

LEEP PROGRAM

The College, with the assistance of a federal grant under the Law Enforcement Assistance Administration (LEAA), has offered courses to law enforcement officers. The grant made by a subsidiary of LEAA, the Law Enforcement Educational Program (LEEP), has made it possible for hundreds of law enforcement personnel to earn an A.A.S. in criminal justice and to continue on to a bachelor's degree in other areas.

St. Francis College encourages state and local law enforcement personnel to send for more information about this significant program.

EXTENSION CENTERS:
Courses are offered both at the main campus (Brooklyn Heights) and at off-campus centers. The College has extension centers on Long Island, Upstate New York, in addition to other areas within the city. Courses are conducted off-campus in the evening and on week-ends.

WEEKEND COLLEGE
The College has made possible the earning of either the A.A. or B.A. degree at a weekend college.

Courses are available for one or two days of the weekend. Credits may be earned in a wide range of courses. Classes are so scheduled that credits may be garnered in as few as six weeks.

The weekend college is offered on campus, and in Queens at St. Francis Preparatory School.

Adult Education courses for human enrichment are also part of the Division's program.

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.

Courses that have insufficient registration will be cancelled.

ACCOUNTING

ACC 101-102 Elements of Accounting **6 credits**
Three lectures per week

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 201, 202 Intermediate Accounting **6 credits**
Three lectures per week

Principles and procedures involved in asset validation and valuation; liability verification; enterprise equity (mainly corporate), including formation and liquidation; special topics. Course proceeds primarily on a problem basis.

ACC 303-304 Cost Accounting **4 credits**
Prerequisite: Accounting 101-102
Two lectures per week

Managerial use of cost data for routine planning and control, and for long-range planning; product costing using job order, process, and standard costs.

ACC 305-306 Auditing **4 credits**
Prerequisite: Accounting 201, 202

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.

ACC 400 Accounting Internship Program **1 credit**

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 head.

ACC 401-402 Advanced Accounting Problems 4 credits
Prerequisite: Accounting 303-304 and 305-306

Consideration of such topics as home office and branch accounting, consolidations, estates and trusts, foreign branches and governmental accounting; analysis of selected problems from recent CPA examinations.

ACC 404 Advanced Accounting Theory 2 credits
Prerequisite: Accounting 401

Analysis of concepts of income, revenues and expenses, price level changes, assets and liabilities, ownership equities; readings in current literature.

ACC 405-406 Taxation 4 credits
Prerequisite: Accounting 101-102

A study of the basic principles of federal income taxation as applied to individuals, partnerships, and corporations; Social Security, Gift, and Estate taxes.

ACC 407 Accounting Analysis 2 credits

Analysis of balance sheets and operating statements; trend analysis, emphasizing statistical and mathematical approach; concepts of operations analysis.

ACC 408 New York State and City Taxation 2 credits
Prerequisite: Accounting 405

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.

BIOLOGY

BIO 003-004 Anatomy and Physiology 8 credits
Two lectures, one recitation and three lab. hours per week.

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

BIO 101-102 Introduction to Biology 6 credits
Three lectures per week.

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.

BIO 103-104 General Biology 8 credits
Two lectures, one recitation and three lab. hours per week.

An introductory course in general principles and modes of scientific thought, illustrated by selected examples from the plant and animal sciences.

BIO 201 Embryology 4 credits
Prerequisite: Biology 103-104
Two lectures, one recitation and three lab. hours per week.

A descriptive study of the development of amphioxus, frog, chick and mammal in lecture and laboratory; developmental genetics; the problems of development; an introduction to experimental embryology.

BIO 202 Comparative Anatomy **4 credits**
Prerequisite: Biology 103-104
Two lectures, one recitation and three lab. hours per week.
A comparative lecture-and-laboratory study of the macroscopic anatomy of typical representatives of the classes of vertebrates.

BIO 203 Invertebrate Zoology **4 credits**
Prerequisite: Biology 103-104
Two lectures, one recitation and three lab. hours per week.
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.

BIO 204 Ecology **4 credits**
Prerequisite: Biology 101, 102 or 103-104
Two lectures, one recitation and three lab. hours per week.
An introduction of ecological principles and their application to the environment; numerous field trips to representative ecosystems and environmental problems.

BIO 205 Descriptive Microbiology **4 credits**
Prerequisite or Corequisite: Biology 003
Two lectures, one recitation and three lab. hours per week.
A study of microorganisms as agents of infectious disease with emphasis on their morphology and physiology, as well as, their conrol 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.

BIO 301 Microbiology **4 credits**
Prerequisite: Biology 103-104
Two lectures, one recitation and three lab. hours per week.
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.

BIO 302 Botany **4 credits**
Prerequisite: Biology 103-104
Two lectures, one recitation and three lab. hours per week.
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 Angiospermae.

BIO 303 Genetics **4 credits**
Prerequisite: Biology 103-104
Two lectures, one recitation and three lab. hours per week.
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.

BIO 306 Parasitology **4 credits**
Prerequisite: Biology 103-104
Two lectures, one recitation and three lab. hours per week.
A study of parasitic protozoa, platyhelminthes, nemathelminthes and arthropoda, stressing their relation to man and their control.

BIO 310 Cell Biology 4 credits
Prerequisite: Biology 103-104 and Chemistry 101-102
Corequisite: Chemistry 301 is recommended
Two lectures, one recitation and three lab. hours per week.

An introduction to the form and function of cells. The course will include a study of the origins of life; cell prototypes and the prokaryote; the eukaryotic cell (plant and animal) and its organelles; bioenergetics; the central dogma; and vital activities of various cell-types.

BIO 401 Histology and Microtechnique 4 credits
Prerequisite: Biology 202
Two lectures, one recitation and three lab. hours per week.

A study of the microscopic anatomy of normal animal tissues and organs; the methods of preparing these materials for microscopic study.

BIO 402 Vertebrate Physiology 4 credits
Prerequisite: Biology 103-104
Two lectures, one recitation and three lab. hours per week.

The basic principles involved in the physiology of vertebrate systems; the physico-chemical aspects and homeostatic mechanisms of the functional systems.

BIO 500 Independent Study 3 credits
Prerequisite: Department approval
Independent study under faculty guidance.

BIO 501, 502 Biological Research 6 credits
Prerequisite: Department approval

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.

BIO 503 Biology Seminar 1 credit
Prerequisite: Department approval

A discussion by faculty, visiting scientists and students of topics reflecting research and current problems in biological sciences.

BUSINESS LAW

BL 201 Business Law I 3 credits

An introduction to law in general, the courts, and the legal process together with the law of contracts, agency, and partnership.

BL 202 Business Law II 3 credits
Prerequisite: Business Law 201

The law of corporations, commercial paper and sales.

BL 403 Business Law III 3 credits
Prerequisite: Business Law 201

The law of property, wills, estates, trusts, insurance, secured transactions, bankruptcy, accountants' legal responsibility and government regulations.

CHEMISTRY

CHE 003-004 Chemistry and Life 8 credits

For students not intending to major in science.
Two lecture hours, one conference, and three lab hours per week.

Introduction to basic principles of chemistry. Emphasis is on application of these principles to living systems and their impact on present day living.

CHE 101-102 General Chemistry 8 credits

Two lectures, one conference, and three lab hours per week.

For the science major. Emphasis on quantitative aspects of chemistry at a more specialized level than in Chemistry 003-004.

CHE 201 Analytical Chemistry 4 credits

Prerequisite: Chemistry 102
Two lectures, one conference, and three lab hours per week.

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.

CHE 301, 302 Organic Chemistry 10 credits

Prerequisite: Chemistry 102
Three lectures, one conference, and four lab hours per week.

Aromatic and aliphatic compounds; reaction mechanisms based on electronic theory; preparation of representative compounds and quantitative analysis.

CHE 303 Inorganic Chemistry 3 credits

Prerequisite: Department approval
Three lecture hours per week.

The study of bonding, structure, and reactions of inorganic compounds based on modern physical chemical concepts; coordination compounds and organometallic compounds.

CHE 304 Biochemistry 4 credits

Prerequisite: Chemistry 301
Two lectures and four lab hours per week.

Physio-chemical approach; amino acids, proteins, carbohydrates, lipids, enzymes, intermediate metabolism; modern techniques for isolation, identification, and determination of compounds of biochemical significance.

CHE 401-402 Physical Chemistry 8 credits

Prerequisite: Department approval
Three lectures and four lab hours per week.

Atomic, molecular, and crystal structure; thermodynamics; solution properties; chemical kinetics; electrochemistry.

CHE 403 Advanced Physical Chemistry 3 credits

Prerequisite: Department approval
Three lecture hours per week.

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.

CHE 404 Instrumental Methods of Analysis 4 credits
Prerequisite: Department approval
Two lectures and five lab hours per week.
Theory and laboratory work in spectroscopy, adsorption, and emission; electroanalytical chemistry and chromatography as they apply to analytical chemistry.

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

CHE 501, 502 Chemical Research 2 credits
Prerequisite: Department approval
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.

CONTINUING EDUCATION

CCE 101 Consumer in Contemporary Society: 6 credits
The American economic system and the rights and responsibilities of consumers in the United States. The consumers' budget and the techniques of budgeting will be covered with emphasis on: Food expenditures; clothing purchases; home furnishings; and health care for the entire family.

CCE 102 Consumer Finance and Family Financial Decisions: 6 credits
The consumer finance and family financial decisions will be covered with emphasis on: insurance; consumer credit; banking and utilization of banking services and their utilization. Investment and pre-retirement planning will also be covered with emphasis on: social security protection and benefits; lifetime and retirement annuities, wills, mutual fund investment; regular savings and alternatives to regular savings plans.

CCE 103 Consumer and Woman's Civic Rights 3 credits
The role of the urban woman with emphasis on her civic rights and responsibilities, recent legislation and its implications to her as a consumer, especially in the area of social security, the role of the woman as a head of a household and her decision making-process in consumerism, female psychology as a buyer, the woman as a consumer-advocate "role model" in the home, budgeting, decision-making in a family structure, and consumer liberation for the woman.

CCE 104 Consumer and Tenants/Home Owners Civic Rights 3 credits
The tenant and his contractual relationship with the landlord, rent control, and rent stabilization, function of tenants associations, legal rights of tenants, housing, court, and legal aid, etc.
The landlord and his civic rights as they should be understood by the tenant.
The home owner relative to purchasing, financing, upkeep, tax laws, home owners rights and responsibilities as well as liabilities, block and civic association, current city, state and federal laws as they affect the tenants cooperation, home owners, and landlords. Subsidy programs, how and why they work and don't work.

CCE 105 Consumer and Adult Students Civic Rights 3 credits

An introduction to students rights as a new phenomenon, the student as a citizen with emphasis on age and majority, legislation, and liberties, due process and equal protection, the student as a consumer with emphasis on contracting for education services and truth in education services, truth in education legislation and financial aid, and the growth of students rights from 1936 to the present will be covered as well as a review of recent law suits.

CCE 106 Health Care Civic Rights 3 credits

Patient rights, the nature of the patient relationship to the health care provider, access to medical records and information, laws and regulations directed toward patients rights, focus on physical and mental health, health insurance public, private and prepaid, health care delivery system with a consideration of availability and rising costs, municipal, and voluntary hospitals, medicaid and medicare abuses, consumer representation in health care planning and policy making organizations.

CE 100 Communication Arts and Skills 3 credits

This course will assist the student in basic reading, writing and study skills. Reading speed and comprehension will be emphasized so as to enable the student to pursue successfully rigorous and scholarly college work.

CE 105 Ground School Requirements: Private Pilot Exam 3 credits

This course is open to all student pilots and those thinking of taking up the art of flying for either business or pleasure. In addition to ground instruction, students will be directed to flight schools within the area when they desire to begin flight instruction.

This course fulfills the requirements of Part 61 of the Federal Air Regulations in preparation for taking the F.A.A. written examination. An F.A.A. approved course of study is used and a stress is placed upon safety and the operation of the aircraft within the regulations.

Aerodynamics and performance, controls, powerplants, systems and their functions, aircraft loading, meteorology, navigation, and medical facts are only some of the areas covered.

CE 310 Career Development: Theory and Practice 3 credits

Students personally examine their values, interests and aptitudes in light of career possibilities. Theories and techniques which focus upon satisfactory career choice will be stressed.

CRIMINAL JUSTICE

CJ 101 Introduction to Law Enforcement Science 3 credits

Development of the modern American police system, the principles of administration and management in their application to law enforcement; a study of the police organizational structure. Jurisdiction of local, state and federal law enforcement agencies is covered along with introductory material to current police problems. (Pre-service students only.)

CJ 102 Criminal Procedure 3 credits

The criminal process. Modern legal problems associated with the investigation of crime, the acquisition of evidence, commencement of a criminal procedure. Included herein is the scientific fact finding approaches to the development of factual data, inductive and deductive reasoning. The development and practice of investigation; classification of various types of crime. (Pre-service students only.)

CJ 460 Criminal Justice 3 credits

An advanced in-depth view of the entire area of criminal justice. Includes proper procedures for prosecution and defense of charges, sentencing and appeal. Principal concern is with currently acceptable procedures and current efforts for reform.

CJ 461 Problems of Urban Law Enforcement 3 credits

The role of law enforcement officer and agency in the city of the 70's; the limitations and the extent of community cooperation necessary for proper law enforcement.

CJ 462 Workshop in Juvenile Delinquency 3 credits

This course designed for law enforcement officers and others interested in urban problems. The course deals with causes and remedies for delinquency. Methods of apprehension, care and commitment are discussed. Psychiatric approaches outlined. Delinquency treated as a national problem. The role of the schools—the home—discussed and treated. Confrontation between school—community treated with role of law enforcement discussed.

CJ463 Workshop in Corrections 3 credits

The place of probation, parole and pardons in the administration of the justice system; the contemporary use of probation and parole; role of the court in granting and terminating probation; release from a correctional institution; the legal rights of prisoners; rehabilitation programs within prisons; modern development in corrections procedures.

CJ 464 Community Relations in Law Enforcement 3 credits

Survey of the numerous and complex factors involved in the area of human relations and its effects on policing and police management. Examination made of prejudice and discrimination. Confrontation of community rights and rights of police officer discussed. Image of police officer and department discussed in light of current events. Means of improving relations outlined.

CJ 465 Courts Management 3 credits

It is for courts officers and involves 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.

CJ 466 Workshop in Imprisonment 3 credits

Prerequisites: Psy 461 Psychological Aspects of Poverty & CJ 463—Corrections.

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 officers rights and duties.

CJ 467 Development of American Criminal Justice 3 credits

Survey of the history and background of the American judical system, its origins and development. The theory of law; development of the courts; emergency of a continuum of decision involving individual rights and freedoms; current decisions involving socio-political, civil rights matters.

CJ 468 Processes in Rehabilitation **3 credits**

A systematic analysis of the alternatives in dealing with offenders in and out of institutions, emphasis on personnel dynamics of change and institutional reorganization.

CJ 469 Processes in Diversions **3 credits**

Methods of diverting young offenders from the criminal justice system, combining advocacy, peer level grouping, and project planning. Designed for the formation of organization and individuals involved with delinquency prone adolescents.

CJ 470 Methods of Criminal Investigation Procedures **3 credits**

An examination of criminal investigative techniques in the field. The course includes a consideration of conduct at the crime scene, interview and interrogation of witnesses and suspects, the use of informants and techniques of surveillance will be demonstrated. The special techniques employed in particular kinds of investigations as well as the presentation of the police case in court are emphasized.

CJ 471 Police Supervision **3 credits**

A consideration of supervisory problems with a police organization and the equating of sound principles of human relations and supervisory techniques to effective police performance. Course includes such topics as discipline—negative and positive, leadership, motivation, conference leadership.

CJ 472 Police Administration **3 credits**

A study of police problems at the administrative level, including coordination of all branches of a large police department. (An evaluation of line, staff and auxiliary functions; the interrelationships and inter-dependence of each. The utilization of planning, analysis and operations units as administrative aids is discussed.)

CJ 473 Problems and Issues Concerning Drug Abuse **3 credits**

This course will focus on the controversial social, medical, and legal problems of drug abuse. It will examine the background and history of drugs, the effect of the use of drugs, conditions associated with drug use, epidemiological studies, ideologies, enforcement and narcotic traffic.

CJ 474 Organized Crime in America **3 credits**

What is it, how it functions, its role in contemporary society, business, finance, labor, politics, consumer services. and corruption of the police and judiciary. The course covers origins, history and dimensions, in fact and fancy. European origins and ethnic patterns are examined. Methods and structure on both sides are extensively examined. How it operates and grows, its cohesiveness, wars, structure, economy and politics, and how federal, state, local government agencies exercise control.

CJ 475 Corruption in the Criminal Justice System **3 credits**

A historical, sociological, and practical discussion of the systematic and individual methods of corruption and its impact on the criminal justice system. Methods of reform, investigation and administrative efforts to combat corruption will also be investigated.

CJ 476 Forensic Science 3 credits

An introduction to the problems and techniques of scientific criminal investigation. Emphasis is placed on the value of various scientific aids to the officer, detective or field investigator. Case illustrations drawn from the experiences of crime laboratories throughout the nation are employed to indicate the role played by physical evidence.

CJ 477 Patrol Administration 3 credits

This course deals with the contemporary and future issues in patrol techniques, patrol planning, leadership and interpersonal relationships, organization, reporting and records, command and control, crime prevention and community relations, patrol manpower distribution, special operations, weapons and team policing.

ECONOMICS

ECO 201 Principles of Economics I 3 credits

Macro-economics; 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.

ECO 202 Principles of Economics II 3 credits

Micro-economics; markets, the price system, and the allocation of resources; competition, monopoly, monopolistic competition, and oligopoly; government and business; the distribution of income.

ECO 302 Economic Development of the United States 3 credits

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.

ECO 303 Economic Issues Today 3 credits

An examination of significant contemporary economic problems; the application of economic understanding to current issues, domestic and world-wide; typical relevant issues such as consumerism, environmental adjustments, national economic priorities, the monopoly threat, the United States in the world economy, etc.

ECO 306 Money and Banking 3 credits

Money and credit; commercial banking; central banking; monetary theory and monetary and fiscal policy; other banking and credit institutions; international banking.

ECO 307 Environmental Economics 3 credits

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.

ECO 308 Urban Economics 3 credits

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.

ECO 309 Labor Economics 3 credits

An examination of labor concepts, markets, and problems; 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 operation of the labor market; government in labor problems; theories of wages and employment.

ECO 311 Economic Geography 3 credits

The natural environment in economic life; theories of location and the evolution of patterns of agricultural and industrial distribution; theories of geographical determinants of human behavior; sources and application of energy; the roles of selected commodities.

ECO 312 Public Finance 3 credits

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.

ECO 316 Workshop in Personal Finance 3 credits

A lecture-discussion course intended to familiarize the student with the many aspects of his personal finance situation. Personal budgeting, investments, credit usage, mortgages, insurance protection, and related topics are covered.

ECO 317 Contemporary Economic Systems 3 credits

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.

ECO 318 Economics for the Health Field 3 credits

A study of the particular and peculiar effects of demography, fiscal policy and public policy on the health field. Population studies, clustering of metropolitan areas and the problems of rural scattered service areas will be analyzed.

ECO 400 Seminar in Economics 3 credits

Principles of research; bibliography; the application of statistical methods to a specific problem for individual research; recent developments in applied economics.

ECO 403 International Economics 3 credits

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 devaluation; foreign direct investment and multi-national corporation.

ECO 406 Development of Economic Thought 3 credits

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.

ECO 408 Economic Analysis: Macroeconomics 3 credits

A theoretical and empirical representation of the operation of the aggregate economy; the development of elementary and advanced models of the economy; and examination of empirical studies designed to test various hypotheses; economic policy suggested by aggregate economic models.

ECO 409 Economic Analysis: Microeconomics 3 credits

The law of supply and demand; costs and production; the law of markets, profits, and losses; the classical theory of value, distribution, and employment; the modern theory of value and distribution under pure and restricted competition; utility and preference fields as basis of demand theory; social costs and welfare economics.

ECO 500 Independent Studies 3 credits

Individual research and study with the approval of the department of economics.

ECONOMICS—BUSINESS OPTIONS

These suggested programs are meant to provide the student interested in utilizing his 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 and Management
Management 310— Behavioral Science
Management 303— Corporate Finance
Management 403— Financial Management
Management 408— Security Analysis
Management 411— Portfolio Management
Management 421— Interpretation of Financial Statements

Marketing-Marketing Research

Management 201— Industrial Organization and Management
Management 202— Marketing
Management 302— Advanced Marketing and Management
Management 309— The Sales Function
Management 310— Behavioral Science
Management 307— Advertising and Sales Promotion
Management 407— Market Research

EDUCATION

Information concerning the teacher training programs will be found on page 41 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 201 Foundations of Education: History and Philosophy **3 credits**

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: 45 hrs.;
Field Centered Experience: Observation—30 hrs.

ED 202 Introduction to the Education of Children and Youth **3 credits**

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—30 hrs.

ED 312 Foundations of Curriculum in Elementary Education **3 credits**

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

ED 402 Tests and Measurements **3 credits**

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

ED 404 Observation and Supervised Practice Teaching **6 credits**

Prerequisite: Completion of all other course work

During the senior year students in the teacher training program will spend a minimum of one term of supervised instructional experience in an approved secondary or elementary school. Aside from the normal school experience the student will be expected to attend individual and group conferences with the college supervisor and cooperating teacher. Students must be approved by the chairman of the education department.

On Campus: 15 hrs.;
Field Centered Experience: Full time teaching

ED 411 Special Methods in Elementary School Teaching

Prerequisites: Education 201, 202 and 312

411A Reading **3 credits**

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—30 hrs.

411E Individualized Reading 3 credits
Prerequisite: Education 411A

Each student will be required to collect, construct and evaluate materials for use in a classroom situation, a small group situation, and individualization.

On Campus: 45 hrs.;
Field Centered Experience: Peer Teaching

411F LANGUAGE ARTS 2 credits
Prerequisite: English 103 and 220

The principles, methods and materials employed in the teaching of listening and speaking skills, composition skills and writing skills in the elementary school.

On Campus: 20 hrs.;
Field Centered Experience: Micro Teaching—20 hrs.

411G Mathematics 2 credits
Prerequisite: Mathematics 103 and 104

The principles and practices employed in teaching mathematics in elementary schools.

On Campus: 20 hrs.;
Field Centered Experience: Micro Teaching—20 hrs.

411H Literature 2 credits

Children's literature and the techniques used in presenting it to children at different age levels; the use of audio-visual aids; illustrations of children's books.

On Campus: 30 hrs.;
Field Centered Experience: Micro Teaching—20 hrs.

411I Social Studies 2 credits
Prerequisite: History 201 and Sociology 203

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.

On Campus: 30 hrs.;
Field Centered Experience: Micro Teaching—20 hrs.

411J Science 2 credits
Prerequisite: Science 301-302

Principles and techniques employed in teaching science in the elementary schools.

On Campus: 30 hrs.;
Field Centered Experience: Micro Teaching—20 hrs.

411K Music and Art 2 credits
Prerequisite: Fine Arts 401-402

Principles and techniques employed in teaching music and art in the elementary schools.

On Campus: 30 hrs.;
Field Centered Experience: Micro Teaching—20 hrs.

ED 431 Diagnosis and Treatment of Reading Disabilities 3 credits
Prerequisite: Education 411A or 401G

A study of formal and informal methods of diagnosis; special in-class room procedures; analysis of the services rendered by clinics and other professional groups.

On Campus: 45 hrs.;
Field Centered Experience: Tutoring—30 hrs.

ED 434 School and Community **3 credits**

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 socio-economic changes of our time.

On Campus: 45 hrs.;
Field Centered Experience: Observation—10 hrs.

SECONDARY SCHOOL TEACHER TRAINING PROGRAM

ED 201 Foundations of Education: History and Philosophy **3 credits**

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—30 hrs.

ED 301 Methods, Problems, and Principles in Secondary Education **3 credits**

Methods and problems in junior and senior high schools and their relationship to basic principles; consideration of such topics as problems of transition in junior high school, secondary school organization, classroom management, lesson plans, problem-project method, evaluation, discipline, visual aids.

On Campus: 45 hrs.;
Field Centered Experience: Peer Teaching

ED 302 Educational Psychology **3 credits**

The application of educational psychology to the art of teaching and the science of learning with emphasis on growth and development, environmental influences, understanding of the individual pupils, nature and conditions of learning, transfer of past experiences, guiding pupils for personal adjustment and mental health.

On Campus: 45 hrs.;
Field Centered Experience: Tutoring—20 hrs.

ED 401 Special Methods in Secondary School Teaching **3 credits**

Prerequisites: Education 301 and 302

On Campus: 45 hrs.;
Field Centered Experience: Micro Teaching—30 hrs.

401C English **3 credits**

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.

401D Modern Languages **3 credits**

Aims, methods, and objectives of present-day modern language teaching in high schools and junior high schools; practical exercises; visits to local schools.

401E Mathematics **3 credits**

The teaching of mathematics in grades 7 through 12; procedures, techniques, and materials; opportunities for student presentations and discussion of strengths and weaknesses.

401F Social Studies 3 credits

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.

401G Reading 3 credits

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.

401H Science 3 credits

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.

401I Religion 3 credits

Classroom management; general methods; positive approach to God; methods of teaching Sacred Scripture; adolescent psychology; group guidance; techniques of oral presentation.

401J Accounting 3 credits

Prerequisite: Accounting 101-102

The teaching of accounting by modern methods in accordance with present-day concepts in business education; general principles and techniques of teaching a vocational business subject; skill development and the correct methods and techniques that should be used in accounting procedures.

401K Office Practice 2 credits

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.

ED 402 Tests and Measurements 3 credits

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

ED 404 Observation and Supervised Practice Teaching 6 credits

Prerequisite: Completion of all other course work

During the senior year students in the teacher training program will spend a minimum of one term of supervised instructional experience in an approved secondary or elementary school. Aside from the normal school experience the student will be expected to attend individual and group conferences with the college supervisor and cooperating teacher. Students must be approved by the chairman of the education department.

On Campus: 15 hrs.;
Field Centered Experience: Full time teaching.

ELECTIVE COURSES OFFERED BY THE DEPARTMENT

(Credits for each of the courses listed below may not be applied to the requirements for certification in New York State.)

ED 439 Basic Principles of Guidance **3 credits**

The relation of basic concepts to in-school problems; the reference materials, resources, and procedures of the guidance counsellor in the school.

ED 476 Techniques of Counseling **3 credits**

An introduction to the meaning of counseling; the process, background and instruments used in counseling on an individual and or group basis within a framework of counseling theory. Use of information, appraisal, and referral to community agencies. Interpretation of counsel outcomes to school personnel and parents.

ED 477 Educational and Occupational Information **3 credits**

To develop an understanding of the career development of the individual-educational, occupational, and personal. Analysis of occupational choice theories and research. Psychosocial and economic trends influencing career decisions; analyses, organizational and dissemination of educational and vocational information materials.

ED 478 Humanistic Approaches to Learning **3 credits**

Understanding of human potentials of individuals; student needs and their learning styles; group processes applied in the classroom.

ED 479 Workshop in Educational Problems For Inner City Child **3 credits**

Use of new teacher techniques; implementation of innovative curriculum areas; use of community resources.

ED 501B Special Methods of Teaching Physical Education In Schools **3 credits**

Prerequisite: Nine credits in education

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.

ED 502A Methods and Materials of Teaching Health Education In the Elementary School **3 credits**

A critical examination of texts, materials and methods suitable for health education programs in the elementary schools. This course studies mass media techniques by which meaningful health instruction can be integrated and correlated into the elementary school program.

ED 502 B Methods and Materials of Teaching Health Education In the Secondary School **3 credits**

A critical examination of texts, materials and methods suitable for health education programs in the elementary schools. This course studies mass media techniques by which meaningful health instruction can be integrated and correlated into the elementary school program.

ELECTRONIC DATA PROCESSING

EDP 201 Introduction to Electronic Data Processing **3 credits**

The fundamental understanding of computers and the methods employed in implementing computer systems.

EDP 202 Information Systems 3 credits
Prerequisite: Electronic Data Processing 201 and 207

The classification, characteristics, and methodology of computer-based information systems; the theory and techniques of systems analysis.

EDP 203 Fortran 4 credits
Required by Science Majors

The functions and capabilities of a digital computer and the FORTRAN programming language.

EDP 204 Advanced Computer Programming 3 credits
Prerequisite: Electronic Data Processing 203 or 205

The functions and capabilities of computing systems; machine-oriented languages; the problems of storing and retrieving information from data files as basic problems in computer-based information systems.

EDP 205 Business Computer Programming 3 credits
Prerequisite: Electronic Data Processing 201

A systematic approach to the task of implementing a computer solution to the needs of information reporting within business; the potentials of problem-oriented languages; the Report Program Generator (RPG) language; actual development of programs on the College's equipment.

EDP 206 Introduction to Operations Research 3 credits
Prerequisite: Mathematics 105 and Electronic Data Processing 201 or 203

The application of quantitative methods in the management process; introduction to techniques for evaluating and choosing among alternative courses of action confronting a decision maker through the use of mathematical and logical models; computer-assisted solutions to sample problems.

EDP 207 Basic Systems and Procedures 3 credits

The fundamentals of systems design in the study of information flow; forms management and record retention; the feasibility study and office work measurement.

EDP 208 Basic Cobol Programming 4 credits
Prerequisite: Electronic Data Processing 201

Presentation of the Cobol Programming Language; programming drills, exercises, and case studies.

EDP 209 Management Information Systems 3 credits

A study of management decision criteria and the information requirements for effective decision-making. Contents include: decision theory, value and cost of information, data base design, integration of fundamentals information systems, man-machine interaction considerations of design of on-line management approaches, programmed decision making, feasibility analysis.

ENGLISH

ENG 100A Basic Writing Skills 3 credits

Designed for incoming students who demonstrae a need for remedial work in written expression. Instruction in the basic elements of vocabularly, grammar, sentence structure and punctuation;systematic drills and exercises; frequent short compositions.

Credits for this course do not fulfill core curriculum requirements.

ENG 103 Elements of Composition **3 credits**

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

ENG 104 The Research Paper **3 credits**

Instruction and practice in research paper writing: use of the library, note-taking, 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.

ENG 199 **3 credits**

(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.

ENG 203 Survey of English Literature I **3 credits**

A Survey of the major English authors from the Anglo-Saxon period through the end of the eighteenth century.

ENG 204 Survey of English Literature II **3 credits**

A survey of the major English authors from the Romantic movement to modern times.

ENG 220 Modern Short Fiction **3 credits**

(Formerly ENG 120)

Readings in the short story and novella by select authors—American, English and Continental—of the nineteenth and twentieth centuries.

ENG 222 Masterpieces of Drama **3 credits**

(Formerly ENG 122)

Readings in select works representing the major periods of dramatic literature from ancient Greece to the present.

ENG 301 Chaucer **3 credits**

A study, in the Middle English text, of "The Canterbury Tales," "Troilus and Criseyde," and selected minor works; and of the political, social, and cultural backgrounds of the fourteenth century.

ENG 302 Medieval English Literature **3 credits**

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.

ENG 303 Drama in England to 1700 (Exclusive of Shakespeare) **3 credits**

A study of the origins of drama in England; mysteries, miracles, interludes, and farces; close reading of representative plays from the Elizabethan, Jacobean, and Caroline drama; the masque; the heroic play; bourgeois tragedy and Restoration comedy. Theatrical backgrounds from contemporary sources on the staging, acting, costume, and decor of the plays read.

ENG 304 Eighteenth-Century English Literature **3 credits**

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.

Intermediate Level 6 credits
FRE 103-104 (French); GER 103-104 (German); ITA 103-104 (Italian); SPA 103-104 (Spanish)
Prerequisite: 102 or 116 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.
The control of elementary audio-lingual skills, and their further development; emphasis on developing reading skills.

Masterpieces 6 credits
FRE 201-202 (French); GER 201-202 (German); SPA 201-202 (Spanish)
Prerequisite: 104
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.

FRE 301 Seventeenth-Century Literature 3 credits
Prerequisite: French 202
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 credits
Prerequisite: French 202
A systematic study of articulation and intonation intended for teachers.

FRE 303 Advanced Conversation 3 credits
Prerequisite: French 202
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 credits
Prerequisite: French 202
A study of the principal authors and literary movements of this period, exclusive of the poets.

FRE 401 Contemporary French Drama 3 credits
Prerequisite: French 202
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 credits
Prerequisite: French 202
A study and appreciation of the poetical development in France from Lamartine to Verlaine.

FRE 403 Twentieth-Century Literature 3 credits
Prerequisite: French 202
A study of the development of French literature from 1900 to the present.

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

FRE 405 French Civilization and Culture **3 credits**

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

FRE 408 Eighteenth-Century Literature **3 credits**

Prerequisite: French 202

A study of the literature of the eighteenth century as a reflection of the historical, social, and cultural development of France.

FRE 410 Studies in French

Open to all students; no prerequisites. Liberal Arts credit; does not fulfill a language requirement. French majors may use for free elective credit only.

A course conducted entirely in English and dealing with an aspect of French literature or civilization. Specific topic to be announced each semester.

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

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

GER 301 Survey of German Literature in English **3 credits**

An introduction to the German Literary History without any prerequisites. The emphasis is on readings, interpretation, discussions and compositions centered on epic and lyric poetry and on short stories from different literary periods.

GER 302 Survey of German Drama in English **3 credits**

An introduction to the German Drama without any prerequisites. The emphasis is on reading, interpretation, discussions and compositions centered on German Classical and Romantic Drama including Goettu's *Faust*, as well as a survey of modern dramatic output.

GER 410 Studies in German

Open to all students; no prerequisites. Liberal Arts credit; does not fulfill a language requirement.

A course conducted entirely in English and dealing with an aspect of German literature or civilization. Specific topic to be announced each semester.

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

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

SPA 115, 116 Basic Conversational Spanish I and II **6 credits**

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.

SPA 302 Contemporary Spanish Literature from 1898 to Present **3 credits**

Prerequisite: Spanish 202

A study of the outstanding authors of the twentieth century and their works.

SPA 305, 306 History of Spanish-American Literature to Modernismo 6 credits
Prerequisite: Spanish 202

Selections from the principal Spanish-American writers from the sixteenth century to the present.

SPA 308 Advanced Conversation 3 credits
Prerequisite: Spanish 202

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 3 credits
Prerequisite: Spanish 202

A study of the stylistic structure of sentences and paragraphs; review of grammar when necessary.

SPA 401 Spanish Drama of the Golden Age 3 credits
Prerequisite: Spanish 202

A study of the chief dramatists of the period.

SPA 402 Spanish Civilization and Culture 3 credits
Prerequisite: Spanish 202

A study of the characteristics of Spanish culture based upon anthropological and sociological studies; humanistic and scientific contributions to civilization; readings and reports.

SPA 405 Advanced Phonetics 3 credits

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 3 credits
Prerequisite: Spanish 202

A study of the principal poets of the age; birth and development of the pastoral and picaresque novels; readings and discussions; reports.

SPA 407 Cervantes 3 credits
Prerequisite: Spanish 202

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

SPA 410 Studies in Spanish
Open to all students; no prerequisites. Liberal Arts credit; does not fulfill a language requirement. Spanish majors may use for free elective credit only.

A course conducted entirely in English and dealing with major aspects and themes of Hispanic literature or culture. Specific topic to be announced each semester.

SPA 411 Spanish Literature of the 18th and 19th Centuries 3 credits
Prerequisite: Spanish 202

Most important works from the Enlightenment to the Post-Romantic Period.

SPA 412 Contemporary Spanish-American Literature after World War II 3 credits
Prerequisite: Spanish 202 or Spanish 305-306

Contemporary novel, poetry and essays. The Nobel Prizes; Garbriela Mistral Miguel Angel

Asturias and Pablo Neruda. The works of Borges, Garcia-Marquez, Carpentier and others. Women poets in the Spanish-American counries.

SPA 413 Hispanic Caribbean Cultures and Literature **3 credits**
Prerequisite: Registration only through the permission of the Chairperson.

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. Their literary and humanistic contributions to the present United States. Comparisons with Mexican-American Literature.

FRENCH (SEE FOREIGN LANGUAGES)

GEOGRAPHY

GEO 312 Introductory Geography **3 credits**
Recommended for teacher training in Social Studies.

A study providing an orderly examination of the world's spatial complexities; emphasis on landscape features, transportation, landforms, vegetation, soil, land cultivations.

GERMAN (SEE FOREIGN LANGUAGES)

HEALTH CARE (SEE HEALTH SERVICES ADMINISTRATION)

HEALTH SCIENCE

HS 101 Personal Health **3 credits**

An introductory overview to health. Mental and emotional health, health problems of the family, human sexuality, personal health factors, drug abuse, nutrition, consumer health needs, health agencies and health careers are covered. This course is designed to provide scientific health information and promote desirable attitudes and practices.

HS 102 Community Health **3 credits**

An introductory course in the problems of community health. Content covers the spectrum of health problems providing the greatest fears and concern in the urban setting. Historical, sociologic and psychologic aspects, solving community health problems and comparison to severity and problems in other areas. Application of principles and methods to the promotion of better community health.

HS 202 Health Problems **1 credit**

Required of all day students. A study of the effects of alcohol, tobacco and drugs on the individual. Current conditions likely to affect the health of humans emphasized as regards their sociological and psychological impact.

HS 204 Environmental Health **3 credits**

Evnironmental factors in man's physical environment which may affect health. Air, water and noise pollution; urban migration, radiation, food contamination, environmental health standards and requirements, and ecological control.

HS 206 Safety and First Aid 3 credits
(Formerly HS 203)

Survey of home, school and community programs of first aid and safety. Identification of types of accident hazards, control of conditions of causation and responsibilities of community agencies and individuals for safe living. Temporary treatment given in cases of accident or sudden illness leading to the American Red Cross certificate in standard first aid and personal safety.

HS 207 Nutrition 3 credits
(Formerly HS 205)

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, and the social and cultural influence on food selection.

HS 208 Principles of Public Health 3 credits

A survey of methods and principles on various areas of public health at the local, state, national and international level. Topics include: concepts of disease, medicine in history, population and poverty, maternal and child health, public health organizations, industrial and occupational health and accident prevention. The emergence of national health care systems discussed.

HS 301 Health Counseling 2 credits

The dynamics of interpersonal relations. The focus is on the role of interpersonal relations in behavior change, organizational change and health education. An examination of the ways in which the health professional can detect the needs of students and/or clients and work cooperatively in meeting these needs.

HS 302 Consumer Health 3 credits

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 and evaluation of products and other topics of interest to the consumer are included.

HS 304 Mental Health 2 credits

A study of the basic principles of positive mental health concepts. Forces and stresses tending to cause anxiety, nervousness and other typical reactions when human psychological needs are frustrated or in conflict. Theories of maladjustment, treatment and educating for changes in behavior with communication technique emphasized.

HS 401 Org. and Adm. of the School Health Program 3 credits

An introduction to the establishment and implementation of the total school health education program; health instruction, health services, health environment and the health of school personnel. For future teachers, health coordinators, and administrators.

HS 463 Crucial Health Issues 3 credits

An in-depth study of health problems which are of major concern. Specific content will change depending on up-to-date health issues. Public attitudes and opinions discussed. Comparison to critical health problems in other areas will be made. Public, voluntary and World Health Organizations' role in the issues explored.

HS 464 Biostatistics 3 credits

Introduction to methods and concepts of statistical analysis, as utilized in communicable and non-communicable disease data of the health fields. Methods of sampling, tabulation and

analyzation. Topics will include: distributions, tests of hypothesis, types of error, significance and confidence levels, and sample size.

HS 501 Public Health Administration **3 credits**

The organization, administration and development of public and community health programs. Laws and regulations delineating the states concerns in the community health area discussed. Role of the Community Health Planner in organizing programs dealing with public health problems. Structures of organizations, chains of command, intragroup and intergroup communications methodology. Utilizing community agencies as resources in developing community health programs—education of the public in areas of health concern, improving efficiency of health delivery services.

HS 503 Epidemiology **3 credits**
(Formerly HS 103)

The natural history of disease in various population groups, causes from the environment as well as biological factors influencing the emergence of diseases are discussed. Principles, practices, theory and methods are related to the control and prevention of disease. Determination of community needs for health services.

HS 504 Internship **6 credits**
(Health Science Majors only)

Student select areas and topics of interest for research. Field experience, apprenticeships, etc., are arranged. Students work in field experiences with community health organizations, hospitals, voluntary health organizations, etc. Field experiences are supervised, training lasts a minimum of one semester, although a longer period is desirable. Students hold seminar meetings to discuss problems encountered and progress made in solving them.

HEALTH SERVICES ADMINISTRATION

HA 401 Institutional Management in the Health Field **3 credits**

An introductory view of the manifold complexities of institutional management. Hospitals, nursing homes, custodial institutions will be delineated and described, organizationally and legally. Major problems in administering the modern health care institution are outlined and the groundwork for future study planned.

HA 402 Cost Analysis and Budgeting **3 credits**
Prerequisite: Health Care 436

A study of the aspects of the budget, cost controls and financial administration of health care facilities with particular emphasis on the interrelationship between individual departmental budgets and the total budget. Sources of funds, their use and importance to the total financial picture will be studied and analyzed.

HA 403 Legal Aspects of Health Care **3 credits**

A study of the legal problems that may confront health care personnel. Topics discussed include: contracts, consents, rights of patients, crimes, record keeping, wills, liability for negligence and malpractice, etc.

HA 404 Personnel Administration **3 credits**

Supervision, recruitment and training of staff; problems of employees; management control; techniques in interviewing; discipline techniques; union relations and negotiations; employee rights and benefits.

HA 405 Problems Workshop in Health Care **3 credits**

In depth case study problems in health care. Particular emphasis will be placed on actual

day by day problem solving situations. This course is intended for students with experience in the health care field.

HA 406 Professional Staff Relationships 3 credits

A study of the manifold problems concerned with the interrelationships of the various segments of the personnel found in health care facilities. Understanding of the positions of the professionals, semi-professionals, skilled and unskilled work forces in the institution. The problems of establishing positioning between the groups and the responsibilities of each group to each other and the institution.

HA 407 Influences of Government and "3rd" Parties 3 credits

Overview of the changes wrought by the government programs and other "3rd" party payment and conrol on the health care facility. A study on the new and proposed legislation on health delivery plans will enable the student to understand more fully the changing face of the profession.

HA 410 Specialty Management Areas 3 credits

A study of the difficult management areas of a health institution. The particular areas are the admissions office, the emergency room, and the operating arena. These areas require special consideration because they are considered to be key sections of the institution.

HA 411 Mental Health Care Administration 3 credits

A study of the problems peculiar to the custodial facilities in terms of legal areas and the nature of longterm internment. The changes in recent years such as half-way houses, community facilities and the inclusion of drug and alcohol problems. The student will research various new programs and attitudes involving commitment proceedings, release on probation, et al.

HA 430 Problems Workshop in Community Health Care Management 3 credits

In depth case study programs in the administration of community health care facilities with particular emphasis on the day by day problem solving and the creation of a philosophy of management style.

HA 431 Development and Community Relations 3 credits

This area. which includes, but is not limited to fund raising, is a most important one today. Studies on plans for fund raising, development for procedures in use throughout the world and the setting up of a community relations program will be made available for discussion. The setting up of lines of communication with the neighborhood, governmental authorities and others concerned with the welfare of the institution will be analyzed.

HA 433 Comparative Health Care Systems 3 credits

A course designed to give the student an awareness of health delivery systems as practiced throughout the world. The advantages and disadvantages of each will be studied and discussed.

HA 435 Issues in Geriatric Care 3 credits

Problems workshop format for the study of the unusual areas in the care of the aged. In-basket decision-making will be utilized to teach this innovative course. The senior citizen hotel, the extended care facility, the foster-grandparent program and numerous other new concepts with the aged will be analyzed.

HA 436 Accounting for Nurses 3 credits

An introduction to the basic principles of accounting including the bookkeeping cycle, oriented primarily to those students who will continue on in HC 402 (Cost Analysis & Budgeting).

HA 437 Fundamentals in Visual and Tactile Arts for Nurses 3 credits

This course is designed to give nurses experience in Visual and Tactile Arts that can be applied to the practical rehabilitation of patients. Much of the emphasis on the course will be dealing with developing eye and hand coordination through these experiences. Although stress will be placed on using the tools and mediums of art, in and out of class reading will be done by the student. Readings will integrate the practical with the psychological experiences of learning new ways of thinking. Student will be asked to purchase materials for the course so they can work in and outside of the class on the exercises.

HISTORY

HIS 101 Survey of Western Civilization (to 1500) 3 credits

A survey of the principal historical events, forces and movements from the Dawn of Man to the Reformation. Ancient, medieval, and early modern developments are examined in this period.

HIS 102 Survey of Western Civilization (since 1500) 3 credits

A survey of modern times, beginning with the Renaissance and Reformation. The course covers these movements plus the rise of national states, the Enlightenment, the Age of Revolutions, and the Nineteenth and Twentieth centuries.

HIS 201 History of the United States: 1896 to the Present 3 credits

The major economic, social, intellectual, and political movements of the twentieth century in the United States.

HIS 202 Ancient History 3 credits

A study of ancient history from the origin of man to the "Fall of Rome"; contributions made by the ancient world to modern civilization.

HIS 301 Medieval History 3 credits

A survey of a history of the Middle Ages; feudalism, universities, monarchy, church, the Hundred Years' War.

HIS 303 The World in the Twentieth Century 3 credits

A study of world history as seen from our century; the Russo-Japanese War, problems in Africa, the Balkan question, World Wars I and II; the conferences during and after the wars.

HIS 305 Latin American History I 3 credits

A survey of Latin American history from pre-conquest days through the independence movement; relationships of the period to present-day Latin America.

HIS 306 Latin American History II 3 credits

A survey of contemporary Latin America; church-state relationships, land, labor, trade, and culture.

HIS 307 American Minorities 3 credits

A survey of the peopling of the North American continent, with particular emphasis upon the United States.

HIS 311 A History of the Black American 3 credits

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.

HIS 312 Renaissance and Reformation 3 credits

Intellectual and religious movements during the transition from the Middle Ages to modern times.

HIS 313 International Labor Movements 3 credits

A comparative study of the origins and development of trade unionism and the present roles of labor internationals and national federations both in developed and underdeveloped nations including the U.S., Western European and Latin American blocs, the Soviet Union, Japan and the People's Republic of China.

HIS 314 Nations of the Modern World 3 credits

The nations of the world in modern times, offered in eight parts.

a) France.
b) Latin America (Argentina, Brazil, Mexico).
c) China.
d) Russia.
e) Italy.
f) England.
g) Germany.
h) Ireland.

HIS 400 Historical Seminar 3 credits

A thesis seminar. Emphasis placed on research and historical criticism. Divided into two separate seminars—Local History and Problems of the Western Hemisphere.

HIS 401 History of the United States: The Age of Discovery—1789 3 credits

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."

HIS 402 History of the United States: 1789-1896 3 credits

A study of the United States as it struggled to set the new government into motion; political, economic, cultural, and diplomatic developments in the nineteenth century.

HIS 403 Modern European History: 1600-1763 3 credits

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.

HIS 404 Modern European History: 1763-1900 3 credits

A study of the causes and effects of the French Revolution, the era of Metternich, emphasis on the Franco-Prussian War, the growth of nationalism, socialism, and democracy.

HIS 405 Cultural and Social History of the United States 3 credits

A study of the cultural and social developments in the United States; the trends of literature, arts, science, and philosophy as America comes of age.

HIS 406 Current Problems 3 credits

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.

HIS 407 Survey of United States Foreign Relations **3 credits**

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.

HIS 408 Facts, Myths and Legends—The Great Historians (Formerly Historiography) **3 credits**

A study of the sources of history; historians from major periods; the intellectual viewpoint in history; the distinctive types of historical writing.

HIS 409 The American Presidents **3 credits**

A study of the historical evolution of the Presidency from the eighteenth century to the present, emphasizing both the institutions and the characters of the men who held the office.

HIS 410 The American City **3 credits**

Tracing the historical evolution of the city from the foundation of Jamestown to the present day. This course describes the major trends in urban development, the importance of the city in American history and the problems confronting urban America today.

ITALIAN (SEE FOREIGN LANGUAGES)

MANAGEMENT

MGT 201 Industrial Organization and Management (Formerly BM 201) **3 credits**

Philosophies and methodology underlying the successful operation of a business enterprise including study of the interaction of the use of labor, modern technology, and marketing knowledge; emphasis upon the conceptual aspects of problem solving and decision making utilizing twentieth-century techniques such as the computer, game theory, role playing, etc. The multi-national company and its particular problems will be studied.

MGT 202 Marketing (Formerly BM 202) **3 credits**

Policies concerning market research, product planning, brands, distribution channels, pricing, selling, sales promotion, and advertising; case problems. Marketing in foreign countries and the peculiar aspects of local culture and customs are to be evaluated.

MGT 301 Management Theory and Practice (Formerly BM 301) **3 credits**

Prerequisite: Management 201

Examination of organizational structure for similarities and differences in operation; the effective utilization of personnel, coordination of activities, and the functional aspects of enterprises within the American economic system; factors creating successful corporate goals, including motivation of personnel, establishing effective controls, and the social responsibilities of the organization.

MGT 302 Advanced Marketing and Management (Formerly BM 302) **3 credits**

Prerequisite: Management 202

Factors affecting demand and methods of satisfying it; the structure of the market; marketing methods and problems of various agencies; competitive practices; the management of the selling activities of a business; distribution policies, pricing, and the planning of marketing operations; managerial aspects stressed.

MGT 303 Corporate Finance 3 credits
(Formerly BM 303)
Prerequisite: Open only to juniors and seniors

Examine and analyze 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, warrants, and options.

MGT 306 Merchandising 3 credits

The study of contemporary and futuristic merchandising problems, methods and policies. Emphasis is placed on the impact that economic, sociological and physiological factors have on merchandising today and the future.

MGT 307 Advertising and Sales Promotion 3 credits
(Formerly BM 307)
Prerequisite: Management 202 and 302

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 methods of achieving success in them.

MGT 308 Quantitative Methods in Business 3 credits
(Formerly BM 308)
Prerequisites: Mathematics 105, 108 and 301

Undertakes the employment of mathematical and statistical tools in the solutions of business decision problems. Techniques of linear programming, inventory theory, queing theory, decision theory and computer simulation discussed. (Replaces Economic and Business Statistics)

MGT 309 The Sales Function 3 credits

The role of the sales function in the total marketing program. Salesmanship and selling methods. Problems and methods of recruiting, selecting, training, building sales quotas, or sales programs. Contribution of the behavioral sciences to typical sales situations.

MGT 310 Behavioral Science 3 credits
(Formerly BM 310)

The fundamental concepts of psychology, sociology, cultural anthropology and management are examined to gain a better understanding of the predictability and awareness of human behavior in organizational environments. Topics include: Individual and Group Reactions, Motivation, Perception, Leadership Roles, Personality Dynamics and Stem Culture Differentiation.

MGT 314 Credit Management 3 credits
(Formerly BM 314)

The principles and problems of modern credit management with emphasis on the construction and administration of successful programs for the 1970's.

MGT 400 Business Policies 3 credits
(Formerly BM 400)
Prerequisite: Open only to graduating seniors

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 or integrated approach to analysis is used, with the student assuming the role of corporate executive in leading group decision-making meetings.

MGT 403 Managerial Finance **3 credits**
(Formerly BM 403)
Prerequisite: MGT 303

The specific purpose of the course is to give the non-financially oriented student some awareness of the benefits of sound financial management. Among the topics analyzed are: Alternative Strategy Selection, Opportunity Costs, Ratio Analysis, Breakeven Analysis, Operating and Financial Leverage and Mergers and Acquisitions.

MGT 404 Personnel Management **3 credits**
(Formerly BM 404)
Prerequisite: Open only to upper juniors and seniors

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).

MGT 405 Management of a Small Business **3 credits**

Designed to introduce upper division students to the principles and problems of managing a small business firm. Examines the objectives, policies, facilities, finances, structure and personnel required in operating the small business.

MGT 407 Market Research **3 credits**
(Formerly BM 407)
Prerequisite: Management 202 and 302

An inter-disciplinary 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.

MGT 408 Security Analysis **3 credits**
(Formerly BM 408)
Prerequisite: Business Management 303

Quantitative and qualitative methods of analyzing industrial securities, with greatest emphasis on common stock; principles underlying the selection and management of both individual and institutional portfolios; market timing and technical strategies.

MGT 410A, B, C, D Seminars in Business Problems **3 credits**
(Formerly BM 410)

Seminars in specific types of business enterprises for seniors who are engaged in the field. Problem and case discussion techniques to be utilized. Students encouraged to develop own materials from work situations.
(May be taken as a substitute for BM 400 with permission of department chairperson.)

410A Banking
410B Stock Brokerage
410C Service Industries and Utilities
410D Insurance

MGT 411 Health Administration Seminar **3 credits**
Prerequisite: Open only to seniors

A case presentation study of current problems in health administration. The students will operate as members of the governing board of a health facility to individually present analyses of the problems and submit to questioning by the others in the group and the instructor.

MGT 412 Portfolio Management 3 credits

The Construction and analysis of both individual and institutional investment portfolios. Topics include: Portfolio Objectives, Strategies and Constraints; Economic and Non-Economic Variables Impacting Portfolios; Performance Measurement.

MGT 421 Interpretation of Financial Statements 3 credits

Designed for students other than accounting majors. Balance sheets, income statements and budgets of profit and non-profit organizations are examined, analyzed and interpreted.

MGT 500, 501 Small Business Consulting I and II 6 credits
(Formerly BM 500, 501)

Open only to Management and Accounting upper juniors or seniors.

A practical case course with 'hands-on' experience in the field 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.

MGT 510 Independent Study 3 credits

Individual research and study with the approval of the department of management.

MATHEMATICS

MAT 101 Fundamental Algebra 3 credits

Algebraic techniques; solution of first degree equations; graphs of linear and parabolic curves; applications with emphasis on business problems; compound interest and simple annuities.

Intended for students who enter without three units of high school mathematics, or with permission of department chairperson.

These credits may be used as elective credits towards the degree, but may not be used for required mathematics courses.

MAT 103 Foundations of Mathematics 1 3 credits

Historical orientation of mathematics; logic, number concepts, and algebra; readings on the mathematical order of nature; projective geometry and coordinate geometry. Intended for B.A. students.

MAT 104 Foundations of Mathematics II 3 credits

Applications of simple formulas; review of basic algebra; application of formulas to astronomy and gravitation; basic concepts of the calculus; trigonometric functions with applications to music; non-Euclidean geometries; modular arithmetic. Intended for B.A. students.

MAT 105 College Algebra 3 credits

Prerequisite: Mathematics 101 or three years of high school mathematics

Postulates; number system; linear and quadratic equations and functions; inequalities; mathematical induction; binomial theorem; determinants and matrices. Intended for accounting, business management, and economics majors.

MAT 109 Mathematics for Managerial Science I 3 credits

Prequisite: Mathematics 101 or 105 or three years of high school mathematics

Elementary algebra and break-even analysis, vectors and matrices determinants and systems of linear equations, linear programming, exponential and log functions.

MAT 110 Mathematics for Managerial Science II **3 credits**
Prerequisite: Mathematics 109

Mathematics of finance, compound interest and annuities. Introduction to differential calculus. Applications of the derivative. Integral calculus with applications.

MAT 202 Calculus I **4 credits**
Prerequisite: Intermediate Algebra and Trigonometry or Eleventh Year Mathematics

Emphasis given to calculus, including the differentiation and integration of simple algebraic forms, areas, volumes, rate and distance problems, differentials, approximate integration; polar coordinates and parametric equations are also studied.

MAT 203 Calculus II **3 credits**
Prerequisite: Mathematics 202

Derivatives of trigonometric, logarithmic, and exponential functions, integration by formal methods, by parts, by trigonometric substitution, by partial fractions; areas and volumes; arc length and surface areas; approximate integration.

MAT 301 Statistics **3 credits**
Prerequisite: Mathematics 105 or 202

A study of the principles and methods underlying collection of data, tabular and graphic representation, frequency distributions.

MAT 304 Calculus III **3 credits**
Prerequisite: Mathematics 203

Convergent and divergent series; expansion of functions in series; partial derivatives; double and triple integrals with applications; vector algebra with applications.

MAT 305 Theory of Equations **3 credits**
Prerequisite: Mathematics 202

Complex numbers, polynomials, algebraic equations, solutions of cubic and biquadratics; Cardan's and Ferrari's formulas; ruler and compass constructions; determinants and matrices.

MAT 307 Probability and Statistics I **3 credits**
Prerequisite: Mathematics 203

Sample space, concepts of the probability of an event. Counting theorems, Bayes Theorem, random variables for the discrete and continuous case, Moment-Generating Function Technique, special distributions, Transformations of variables. Students interested in an actuarial career should study mathematics 307.

MAT 308 Probability and Statistics II **3 credits**
Prerequisites: Mathematics 304 and 307

Limiting distributions, interval and point estimation, maximum likelihood ratio tests, Chi-square tests, random sampling, statistical hypotheses. Students interested in an actuarial career should study mathematics 308.

MAT 309 College Geometry **3 credits**

An extension of Euclidean geometry; a critical evaluation of the Euclidean postulates; a study of other geometries; projective, other non-Euclidean geometries.

MAT 401 Differential Equations I 3 credits
Prerequisite: Mathematics 203

Methods of solving ordinary, differential equations with applications to problems in geometry, physics, and chemistry; differential equations of the first order and the first degree or degree higher than first, and of the second order; linear differential equations with constant coefficients.

MAT 402 Differential Equations II 3 credits
Prerequisite: Mathematics 401

Methods of equations of order higher than the first; integration in series; Legendre's equation; Bessel's equation; total differential equations; partial differential equations of the first order and of higher orders; Fourier series; applications.

MAT 403 Advanced Calculus I 3 credits
Prerequisite: Mathematics 304

Rolle's theorem; law of the mean; partial differentiation and implicit functions; Taylor's series; differentiation and integration under integral sign; line integrals; theory of integration.

MAT 404 Advanced Calculus II 3 credits
Prerequisite: Mathematics 403

Series—absolute and uniform convergence; special integrals; improper integrals; gamma and beta functions; introduction to complex functions.

MAT 406 Theory of Numbers 3 credits
Prerequisite: Mathematics 202

An introductory course dealing mainly with divisibility, number theorems, theory and congruences, quadratic residues, and Diophantine equations.

MAT 408 Numerical Analysis 3 credits
Prerequisite: Mathematics 304 and 401 and Electronic Data Processing 203

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.

MAT 409 Modern Algebra 3 credits
Prerequisite: Mathematics 304

Sets and mappings; theory of groups, rings, and fields; isomorphism; the field of real numbers and the field of complex numbers.

MAT 410 Functions of a Complex Variable 3 credits
Prerequisite: Mathematics 403

Point set theory; algebra of complex numbers; complex analysis; Cauchy-Riemann partial differential equation; Cauchy-Goursat theorem; conformal maps.

MAT 411 Real Variables 3 credits
Prerequisite: Mathematics 403

The real numbers and the concepts of limit, sequence, and series; functions of one real variable, continuity, derivative integrals.

MAT 412 Linear Algebra 3 credits
Prerequisite: Mathematics 304

Vector spaces; basis; dimension; systems of linear equations; matrices and determinants; scalar product; orthogonality and eigen-values.

MAT 414 Topology **3 credits**
Prerequisite: Mathematics 403

Set theory; definition of topology and topological space; homeomorphisn and homeorphic spaces; compactness and connectedness; separation axioms; metrics spaces and completion of a metric space.

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 (exclusive of seminars).

PHI 101 Basic Problems in Philosophy **3 credits**

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 studies in the context of brief selections from the writings of philosophers between antiquity and the present.

PHI 114 Logic **3 credits**
(Formerly PHI 314)

An introduction to philosophical inquiry through a study of the structure of validity in reasoning. The study includes analyses of terms, propositions, and arguments, as well as an examination of common fallacies. This course will be taught as a preparation for subsequent courses in philosophy.

PHI 201 Philosophy of Man **3 credits**
Prerequisite: Philosophy 101 or Philosophy 114

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.

PHI 203 Theories of Knowledge **3 credits**
(Formerly PHI 302)
Prerequisite: Philosophy 101 or Philosophy 114

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.

PHI 309 Marxism **3 credits**
Prerequisite: Philosophy 101 or 114 and Philosophy 201 or 203
Concepts, sources, backgrounds of Marxism; dialectical and historical materialism; Hegel and Feuerbach; problem of history; meaning of work; notion of superstructure; concept of revolution.

PHI 310 American Philosophy **3 credits**
Prerequisite: Philosophy 101 or 114 and Philosophy 201 or 203
Distinctive characteristics of American philosophic thought analysed and discussed; attention to the thought of Edwards, Emerson, Royce, Santayana, Peirce, James, Mead, Dewey.

PHI 323 Existentialism 3 credits
Prerequisite: Philosophy 101 or 114 and Philosophy 201 or 203
An examination and evaluation of the thought of such philosophers as Kierkegaard, Nietzsche, Heidegger, Jaspers, Marcel and Sartre.

PHI 326 Philosophy of Science 3 credits
Prerequisite: Philosophy 101 or 114 and Philosophy 202 or 203
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.

PHI 327 Metaphysics 3 credits
Prerequisite: Philosophy 101 or 114 and Philosophy 202 or 203
An inquiry into the problem of being and into the concepts in terms of which it has been elucidated. Topics studied include the question of the possibility of metaphysics itself and the peculiarity of this question. Readings from ancient, medieval, modern, and contemporary philosophers.

PHI 403 Moral Philosophy 3 credits
Prerequisite: Philosophy 101 or 114 and Philosophy 202 or 203
An examination of the basic questions of moral philosophy and of 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.

PHI 404 Political Philosophy 3 credits
Prerequisite: Philosophy 101 or 114 and Philosophy 201 or 203
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.

The courses listed below may not be taken to satisfy the core curriculum requirement.

PHI 431 Seminar: Greek Philosophy 3 credits
Prerequisite: six credits in philosophy and permission of department chairperson.
Close examination and analysis of representative texts in ancient philosophy with particular emphasis on Plato and Aristotle. An advanced course.

PHI 432 Seminar: Medieval Philosophy 3 credits
Prerequisite: six credits in philosophy and permission of department chairperson.
Close examination and analysis of representative texts of major figures from the Christian, Arabic, and Jewish traditions. Particular attention to the question of the relation between philosophical inquiry and religious belief. An advanced course.

PHI 441 Seminar: Modern Philosophy 3 credits
Prerequisite: six credits in philosophy and permission of department chairperson

Close examination and analysis of representative texts of some of the major figures in modern European philosophy from Descartes to J.S. Mill. An advanced course.

PHI 442 Seminar: Contemporary Philosophy 3 credits
Prerequisite: six credits in philosophy and permission of department chairperson

Close examination and analysis of representative texts of one or more of the major figures in twentieth century philosophy. An advanced course.

PHYSICAL EDUCATION

PE I Skills Activities **2 credits**
Four Hours

Theory, instruction and practice in the fundamentals of team sports and games. Techniques in soccer and volleyball; including coaching techniques. Offered in the fall.

PE II Skills Activities **2 credits**
Four Hours

Theory, instruction and practice in the fundamentals of team sports and games. Techniques in basketball, softball, baseball, and track and field; including coaching methods. Offered in the spring.

PE III Skills Activities **2 credits**
Four Hours

Theory and instruction of individual and dual sports. Techniques in badminton, golf and tennis; including coaching methods. Offered every semester.

PE VI Skills Activities **2 credits**
Students who have completed PE VW need instructor approval before registering.
Four Hours

Theory, instruction and practice in the fundamentals of team sports and games. Techniques in field hockey and lacrosse. Offered in the spring.

PE VII Skills Activities **2 credits**
Not open to students who have completed PE VM or PE VW.
Four Hours

Theory, instruction and practice in the fundamentals of team sports and games. Techniques in speedball, football and combatives. Offered in the fall.

PE X Advanced Skills **2 credits**
Prequisite: Physical Education I, III or Department Approval.
Four Hours

Theory, instruction and practice in advanced skills, strategy and conditioning for two sports.

a. Tennis and Badminton
b. Basketball and Volleyball

PE 101 Lifetime Sports **1 credit**
One Hour
Students may select any of the following activities:

a. Basketball
b. Volleyball
c. Badminton
d. Swimming
e. Lifesaving*
g. Gymnastics
h. Modern Dance
i. Folk Dance
l. Tennis
n. Yoga
p. Karate
q. Golf
r. Floor Hockey

* Prerequisite for (e.) Lifesaving: Intermediate Swimming Ability

PE 103 Elementary Aquatics 1 credit
Physical education majors who hold current WSI certification are exempt.
Two Hours

Fundamentals and development of forms and style in stroke mechanics. Students must demonstrate basic swimming proficiency. Offered in the fall.

PE 104 Advanced Aquatics 1 credit
Prerequisite: PE 103 or Department approval
Two Hours

Techniques in competitive swimming and coaching methods. Lifesaving leading to American Red Cross-Advanced Lifesaving Certification.
Offered in the spring.

PE 105 Folk, Square and Social Dance 1 credit
Two Hours
Instruction and practice in the basic steps and techniques of folk, square and social dance. Offered in the fall.

PE 106 Modern Dance 1 credit
Two Hours

An introduction to the fundamental techniques of modern dance.
Offered in the spring.

PE 201 The Recreation Program 1 credit
One Hour

The preparation on non professionals and volunteer workers for neighborhood community recreational programs; programs, use of facilities, public relations, and leadership; intensive study of urban community programs.

PE 203 Community Recreation 3 credits
Three Hours

History and philosophy of recreation; consideration of current problems; recreational organization and leadership; intensive study of urban community programs. Offered in the fall.

PE 205 Elementary Gymnastics 1 credit
Two Hours
Tumbling and apparatus development of basic skills; floor and mat stunts. Offered in the fall.

PE 208 Applied Anatomy and Kinesiology 3 credits
Prerequisite: Biology 004 or 104
Three Hours

Emphasis on the action of the joints, muscles, and ligaments involved in physical exercise, their relationships to other body systems and the mechanical principles involved. Offered in the fall.

PE 210 Philosophy and Techniques of Coaching and Officiating **2 credits**
Two Hours

Evaluation of 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. Offered in the spring.

PE 211 Movement Experience and Games of Low Organization **2 credits**
Four Hours
Prerequisite: Any Skills Activities or Department approval

Techniques and methods in conducting elementary games. Theory and practice in rhythmic activities and movement education applicable to different age levels. Offered every semester.

PE 212 Intermediate Gymnastics **1 credit**
Prerequisite: Physical Education 205 or Department approval
Two Hours

Emphasis on methods and procedures for individual and group instruction; including gymnastic games and exhibition gymnastics. Offered every semester.

PE 213 Advanced Gymnastics **1 credit**
Prerequisite: Physical Education 205
Two Hours

Advanced Skill techniques in heavy apparatus, stunts and tumbling; competitive gymnastics and coaching methods. Offered in the spring.

PE 301 History and Principles of Physical Education **2 credits**
Two Hours

Orientation in the history and principles of physical education; current trends and problems in physical education analyzed and evaluated. Offered in the fall.

PE 302 Physical Education for the Atypical **2 credits**
Prerequisite: Physical Education 208
Two Hours

Development of exercise programs and of modified athletic activities to meet the specific needs of the handicapped. Offered in the spring.

PE 304 Organization and Administration of Physical Education **2 credits**
Prerequisite: Any Skills Activities or Department approval
Two Hours

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. Offered in the fall.

PE 305 Physiology of Exercise 3 credits
Prerequisite: Biology 004 or 104, Chemistry 003
Three Hours

Physiological effects of exercise and of movement on the human body; physiology of growth and of development; the neuromuscular bases of physical activity. Offered in the spring.

PE 307 Camp Administration 3 credits
Three Hours

Study of various types of camps; counselor selection and training, program planning, facilities and equipment, health and safety; basic principles and current trends in camping. Offered in the spring.

PE 308 Motor Learning 3 credits
Three Hours

An introduction to the concepts, principles and theories of movement and motor learning. Offered in the fall.

PE 316 or PSY 316 Psychology of Sport 3 credits
Three Hours

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 the fall.

PE 402 Evaluation of Physical Education 2 credits
Prerequisite: Any skills activity
Two Hours

Methods and procedures used in the construction, administration and interpretation of standardized testing in physical education; introduction to elementary statistical methods. Offered in the spring.

PE 403 Care & Prevention of Athletic Injuries 3 credits
Prerequisite or Corequisite: Physical Education 208 or Department approval
Three Hours

Study of the most common accidents and injuries in physical education and 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. Offered in the spring.

PE 450 Field Experience I 2 credits
Prerequisite: Sophomore class standing; Department Chairperson approval
Four Hours

Observation and supervised experience in an area of student's expressed professional interest.

PE 455 Field Experience II **2 credits**
Prerequisite: Physical Education 450; Junior Class Standing; Department Chairperson Approval
Four Hours

Observation and supervised experience in an area of student's expressed professional interest.

PE 500 Independent Study **2 credits**
Prerequisite: Senior Class Standing; 3.0 major index; 2.8 overall index; Department Chairperson Approval

Independent study and readings in an area of specialization in the discipline of physical education. Conferences, report or term paper.

PHYSICS

PHY 101-102 General Physics **8 credits**
Prerequisite or Corequisite: Mathematics 202, 203
Two lectures, two recitations, and two lab hours per week.

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.

POLITICAL SCIENCE

P SC 202 Introduction to Political Science—Scope and Method **3 credits**
Survey of the major contemporary trends in political science research enables the student to understand and work with a variety of analytical tools.

P SC 204 American National Government **3 credits**

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.

P SC 301 Comparative Government **3 credits**
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.

P SC 302 Government and Politics of Africa and Asia **3 credits**

Regional approach on alternating basis between the two continents. Stress on characteristics of the 'third-world' nation: one-party government, military dictatorship, socio-economic underdevelopment, inter-group conflict, geographic impediment.

P SC 303 American Political Parties **3 credits**

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 the special-interests.

P SC 304 State and Local Government **3 credits**
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 inter-governmental relations.

P SC 305 Politics and Administration in Latin America 3 credits

Contemporary governmental 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, interhemispheric politics).

P SC 306 Metropolitan Government and Politics 3 credits

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.

P SC 307 Government and Politics of the Soviet Union and Communist China 3 credits

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.

P SC 400 Political Science Seminar 3 credits

Each seminar is devoted to a particular theme within which the student selects his senior thesis topic. Seminar meetings are divided between instruction on thesis writing and discussions of assigned reading material on the seminar theme.

P SC 402 American Constitutional Law 3 credits

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.

P SC 404 Government and Business: 1865-Present 3 credits

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.

P SC 405 Introduction to Law and the American Judicial Process 3 credits

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.

P SC 406 International Relations 3 credits

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.

P SC 407 United States Congress 3 credits

This course examines the evolution of Congress, the principles on which it is based, its methods of operation, its struggles, and place in America's future.

PSYCHOLOGY

Courses are offered both in the fall and spring semesters unless otherwise indicated.

PSY 201 General Psychology **3 credits**

General introduction to psychology as a science; the data, methodology, and purposes of psychology.

PSY 215 Survey of Clinical Psychology **3 credits**

A general review of the theories of clinical psychology. Attention will be given to the problems of diagnosis and methods of treatment.

PSY 220 Experimental Analysis and Design **3 credits**

Three lecture hours per week.

A consideration of the use of experimental method in psychological research; scientific research as a decision making process.

Offered in spring only. Should be taken by sophomores.

PSY 300 Psychology Statistics **3 credits**

Prerequisites: Psychology 201, 220

The use of statistics in psychology; descriptive and inferential techniques, prediction, and tests of significance.

Offered in fall only. Should be taken by juniors.

PSY 305 Basic Experimental Psychology **4 credits**

Prerequisites: Psychology 201 and 220

Two lectures and three lab hours per week.

A general experimental approach to the study of human behavior; sensation, learning, motivation, emotion; individual and group research, experimentation, and report writing.

Offered in fall only. Should be taken with PSY 300.

PSY 309 Tests and Measurements **3 credits**

Prerequisite: Psychology 201 and 300

The theoretical framework, underlying principles, and techniques of psychological tests; tests of aptitude, achievement, interest, and personality.

Offered in spring only.

PSY 310 Psychology of Learning **3 credits**

Prerequisite: Psychology 201

Major theories of learning and significant research findings in the areas of learning, motivation, and behavioral modification.

Offered in fall only.

PSY 314 Human Sexuality **3 credits**

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, (autoeroticism, bisexual, heterosexual, homosexual and others) will be studied from a foundation of historical, anthropological, and moral perspectives.

PSY 316 or PE 316 Psychology of Sport **3 credits**

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.

PSY 325 PARAPSYCHOLOGY 3 credits

This course deals with the major topics in parapsychology including: ESP, telepathy, precognition, psychokinesis, auras, etc. The course of instruction will include both lectures and demonstration.

PSY 329 Psychology of Women 3 credits

A general survey of the role of women in western society and its effects on current modes of psychological adjustment in the face of our changing social structure.

PSY 403 Developmental Psychology I (Child Psychology) 3 credits

Human development from conception to early adolescence; psychophysical development and theories of personality development.

Offered in fall only.

PSY 404 Developmental Psychology II (Adolescent Psychology) 3 credits

Human development from puberty to early adulthood; psychophysiological development and psychosocial problems of adolescence.

PSY 405 The Psychology of the Exceptional Child 3 credits

Prerequisite: Psychology 403

Psychological, physiological, emotional and social characteristics of the exceptional child; procedures for evaluating and assisting his development.

PSY 406 Personality Theories 3 credits

Prerequisite: Psychology 201

Theories of personality; structure and measurement of personality variables.

Offered in spring only.

PSY 408 Physiological Psychology 3 credits

Prerequisite: Psychology 201

The interrelationship of the physiological structure and behavior of the organism; consideration of the structure and function of the nervous system, the neurophysiological foundation of sensation, perception and emotion; comparative studies on neurophysiological structure and response.

Offered in fall only.

PSY 409 Abnormal Psychology 3 credits

Deviant human behavior from a psychodynamic point of view; etiology, symptom pattern, underlying dynamics, and treatment of emotional illness.

Offered in fall only.

PSY 410 Social Psychology 3 credits

Social dimensions in psychology; reciprocal contributions of the behavioral sciences to the understanding of human behavior.

PSY 411 Systematic Psychology 3 credits

Prerequisites: Psychology 201

The history of psychology with special emphasis on the contribution of contemporary psychological research and theories.

Offered in fall only.

PSY 412 Psychology of Perception 3 credits

Prerequisite: Psychology 201

The nature of perceptual processes and their functional relationship to environmental, behavioral, and physiological factors.
Offered in fall only.

PSY 413 Group Dynamics **3 credits**

Individual behavior in the group process; current theoretical views and research findings: sensitivity training; techniques of working with groups; participation in training groups and skill groups; role playing.

PSY 415 Clinical Psychology **3 credits**
Prerequisites: Psychology 201 & 409

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.

PSY 421, 422 Field Experience in Psychology **6 credits**
Prerequisites: Psychology 201; 409

Open to senior psychology majors only with permission of the department chairperson and instructor.

Observation and supervised experience in selected clinical, social, educational or industrial settings; participation in institutional staff meetings and training sessions.

PSY 426 Counselling The Drug User **3 credits**

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.

PSY 450 Experimental Psychology: Social **4 credits**
Prerequisite Psychology 300; 305; 410
Two lectures and three lab hours per week.

The methods and special techniques employed in the experimental analysis of social behavior.
Offered in spring only.

PSY 451 Experimental Psychology: Learning and Motivation **4 credits**
Prerequisite: Psychology 300; 305; 310
Two lectures and three lab hours per week.

The methods and special techniques employed in the experimental analysis of learning and motivation.
Offered in spring only.

PSY 452 Experimental Psychology: Sensation and Perception **4 credits**
Prerequisite: Psychology 300; 305; 412
Two lectures and three lab hours per week.

The methods and special techniques employed in the experimental analysis of sensory and perceptual processes.
Offered in spring only.

PSY 455, 456 Independent Research in Psychology **credit varies**
Prerequisite: Psychology 305

The individual investigation into some selected topic of research in Psychology under the direction of a faculty member of the department, with approval of Department chairperson only.

PSY 461 Psychological Aspects of Poverty **3 credits**

The cultural and psychological framework around the notion of poverty: the psychol-

ogy of poverty and its effects upon the urban complex; poverty as seen through the eyes of the ghetto community.

PROPOSED CONCENTRATION IN BUSINESS FOR PSYCHOLOGY MAJORS

Mgt. 201 Industrial Organization and Management
Mgt. 202 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 would probably be required to have Acct. 101-102 as a prerequisite. It might be advisable to take these as part of this program at St. Francis College.

The following is a list of suggested psychology electives:

PSY 309 Tests and Measurements
PSY 406 Personality Theories
PSY 409 Abnormal Psychology
PSY 410 Social Psychology
PSY 413 Group Dynamics

Those students interested in personnel should also consider the following courses:

PSY 426 Counselling the Drug User
PSY 461 Psychological Aspects of Poverty

RELIGIOUS STUDIES

Group 1: REL 201; 402; 341; either 612 or 621; 701 and 702.

Group 2: REL 303; 322; 634; 651; 701; 702.

Group 3: REL 201; 601; 341; either 612 or 621; 701; 702.

Group 4: REL 312; 633; 304; either 622 or 641; 701; 702.

Courses in religious studies will be offered in the four groups listed above. Both majors and non-majors may take either REL 701 or REL 702 and any student may take these courses more than once. Students intending to register for REL 702 should obtain written permission from the chairperson before doing so.

REL 101 An Introduction to Religious Studies **3 credits**

This course situates the study of religion within the general context of man's search for identity and values. It provides a basic study of the religious dimensions of life and some of the vital issues they present in our times.

REL 201 The Origins of Biblical Traditions **3 credits**

This course provides an intensive study of traditions within the Old and New Testaments. The relative influences of history, law, legend, myth and other literary forms will be especially emphasized.

REL 303 The Search For God **3 credits**

Belief in God studied in the context of modern atheism, secularism, and the encounter with world religions. Humankind's knowledge of God; God in the world.

REL 304 Myth, Symbol and Modern Man **3 credits**

An investigation of myth, symbolism and ritual activity as a celebration of life first in archaic societies, then in ancient Israel and early Christianity. Application to the Passover Seder and the Christian Sacraments.

REL 312 The Experience of Jesus **3 credits**

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.

REL 322 Religion and Community **3 credits**

Interpersonal relationship as a prerequisite for personal development. An analyses of various forms of interpersonal relationship such as friendship, romantic love, marriage, and the Church, attempting to elucidate the constructive, as well as the destructive, aspects of these efforts to overcome isolation and form community. Religion as a relective activity which expresses the consciousness of community.

REL 341 The Search for Immortality **3 credits**

This course studies the quest of ages of human enterprise to overcome death and achieve immortality.

REL 402 Contemporary Moral Issues **3 credits**

This 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.

REL 601 A Survey of World Religions **3 credits**

A study of world religions, their basic insights with special emphasis on their mutual concord and discord.

REL 612 Religion, Witchcraft, and the Occult **3 credits**

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.

REL 621 Near Eastern Religions **3 credits**

This course treats the classical religious expressions of the ancient Near East. Particular reference will be given to the religions of Egypt, the Fertile Crescent and Persia.

REL 622 Oriental Religions **3 credits**

This course considers the classical religious expressions of India, China and Japan.

REL 633 Inter-Faith Studies **3 credits**

The contemporary movement toward Christian unity and human solidarity discussed in light of its Biblical roots and theological principles. Historical survey of the major issues that led to the fragmentation of Church into Roman Catholic, Orthodox, and Protestant groups. The ecumenical progress of recent decades in perspective; future possibilities for the movement.

REL 634 The American Religious Experience 3 credits

An inquiry into the mutual interaction of religion and American culture. The origin of distinctly American religious leaders and uniquely American religious expressions.

REL 641 Judaism 3 credits

This course provides a basic introduction to the concepts of Judaism as they are practiced and understood by contemporary members of the Jewish faith.

REL 651 Mysticism 3 credits

This course focuses on those special recipients of the religious experience called mystics. It will discuss both Eastern and Western mysticism.

REL 701 Seminar 3 credits

This course deals intensively with specific subjects that will be announced.

REL 702 Independent Study 3 credits

This course is a directed individual investigation of some topic of research in religious studies selected by the student. Students intending to register for REL 702 should obtain written permission from the chairperson before doing so. Both majors and non-majors may register for this course.

SCIENCE

SCI 301-302 General Earth Science 6 credits

Two lectures and two hours of laboratory and demonstration each week. A study of the solar system; basic concepts of climate; study of the structure and composition of the earth.

SCI 400 A, B, C, D Science Seminar 1 credit

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.

SOCIAL STUDIES

S S 400 Social Studies Seminar 3 credits

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.

S S 401 Seminar on Planning for the Future 3 credits

An introduction to the study of future; the role of sciences in planning; methods of long range predictions. Course offered on pass-fail basis.

SS 402 Seminar on the Future of American Institutions 3 credits

This course consists of a series of lectures to be given on the future of American institutions by leading scholars. The subject this academic year is the future of the American presidency.

SOCIOLOGY

SOC 203 Principles of Sociology **3 credits**

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.

SOC 301 Social Problems **3 credits**

Prerequisite: Soc 203

An inquiry into the nature of social problems, both causes and consequences, within complex, industrial society, and in the perspective of social change.

SOC 303A Criminology **3 credits**

Prerequisite: Soc 203

The sociological approach to the study of crime causation and to patterns of criminal and delinquent behavior in contemporary society.

SOC 303B The Sociology of Corrections **3 credits**

Prerequisites: Soc 203 and 303A

The study of the structure and functioning of the American system of corrections: law enforcement, courts, institutions, probation and parole. Field experience required.

SOC 304A Urban Sociology **3 credits**

Prequisite: Soc 203

A study of the city, suburbs, and metropolitan areas as unique phenomonon from a sociological perspective. An emphasis on the American City on its development over the last century.

SOC 304B Urban Planning **3 credits**

Prerequisite: Soc 203

The development of the urban environment; the inter-relationship of social and spatial factors; the need for planning; the tools of the planner; some current concepts concerning the role of the planner.

SOC 305 Social Anthropology **3 credits**

Prerequisite: Soc 203

An inquiry into the concept of culture as applied to both simple and complex societies; the ethnology of pre-literate peoples with emphasis on social, economic, and political organization.

SOC 308A Introduction to Social Work **3 credits**

Prerequisite: Soc 203

This 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; casework, group work, and community organization; describes the major programs to special client groups: families, children, the elderly, the mentally ill, the handicapped, etc.

SOC 308 B Field Experience in Social Work **3 credits**

Prerequisite: Soc 308

This course is designed to provide those interested in relating theory with the practice. The student's interest and demonstrated readiness is the major factor in the selection of the professional social work agency: family, child care, community, hospital, school . . . etc. The student is trained under joint supervision of the agency and department for a minimum of six hours a week throughout the semester.

SOC 309 Sociology of Communication 3 credits
Prerequisite: Soc 203

Primary and secondary communication systems. Language in socialization, social organization, and social control; theories of communication. Modern mass communication media: structure, content, and effects.

SOC 310 Child Care 3 credits
Prerequisite: Soc 203

This 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.

SOC 311 Social Research Methods 3 credits
Prerequisite: Soc 203

Preparation of a research proposal. Formulation of the problem; survey of relevant literature; definition of concepts; preparation of research design and research tools.

SOC 312 Sociology of Minority Groups 3 credits
Prerequisite: Soc 203

The analysis of interaction among racial, ethnic, and religious groups in the United States; the study of structure, dynamics, and problem aspects.

SOC 313 Social Change 3 credits
Prerequisite: Soc 203

Theories of social change: evolution, revolution, conflict, culture lag. Planned and unplanned change. Community development in urban slums and under-developed areas.

SOC 314 Population Dynamics 3 credits
Prerequisite: Soc 203

This course surveys the world population growth and its implications; analyzes the three "vital" events: birth, death, and migration under the influence of religious, economic, political, familial, and other institutional norms The methodology of demographic analysis is given much attention.

SOC 315 Sociology of West Indian Peoples 3 credits
Prerequisite: Soc 203

The Caribbean as a socio-cultural area; race, ethnicity, and class; the community; domestic organization; religion and folklore.

SOC 316 Sociology of Public Administration 3 credits
Prerequisite: Soc 203

This 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 317 American Public Policy and Social Problems 3 credits
Prerequisite: Soc 203

The development of public social policy in resolving contemporary social problems: the unique American approach.

SOC 318 Sociology of Sex Roles **3 credits**
Prerequisite: Soc 203

The course in sex roles explores the development of masculinity-femininity as a consequence of two possible sources: a) biological, b) social conditioning. These factors are examined in detail. In addition, the consequences of sex roles are examined in the economic, political and social realms of society. Recommendations for change are proposed.

SOC 400 Sociology Seminar **3 credits**

A coordinating seminar for the 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.

SOC 401 Sociology of Politics **3 credits**
Prerequisite: Soc 203

Contributions of sociology to theory and research in political behavior; analysis of the social bases of power and the political processes in organized groups.

SOC 402 Sociology of the Family **3 credits**
Prerequisite: Soc 203

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 civilizational processes.

SOC 403 Industrial Sociology **3 credits**
Prerequisite: Soc 203

This course traces the development of the industrialization process and its impact on the social organization of work; surveys the array 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 404 Theory and History of Sociology **3 credits**
Prerequisite: Soc 203

A systematic survey of the growth of sociological theory; a study of influential individuals and representative schools from Auguste Comte to the present day.

SOC 405 Contemporary Sociological Theory **3 credits**
Prerequisite: Soc 203 and 404

An examination of major currents in sociological thought of the twentieth century; systematic explanation of the dimensions of sociology as conceived by seminal sociologists of Europe and the United States (Weber, Mannheim, Mills, Merton, and Parsons).

SOC 406 Sociological Statistics **3 credits**
Prerequisite: Soc 203

Statistical techniques most commonly used in the analysis of sociological data.

SOC 407 The Sociology of Religion **3 credits**
Prerequisite: Soc 203

The sociological study of religion in society; forms of religious organization; religion as social process; religion and social change.

Soc 408 Complex Organizations: Structure and Process 3 credits
Prerequisite: Soc 203

This 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 409 Medical Sociology 3 credits
Prerequisite: Soc 203

Society and disease; societal coping with illness and injury; society and health care administration.

SOC 500 Independent Studies 3 credits

Individual research, study or field work under the direction of a faculty member with the approval of the department chairperson only.

SPANISH (SEE FOREIGN LANGUAGES)

SPEECH

SPE 203 Public Speaking 3 credits

Introduction to phonetics and study of basic diction; speech screening; practice of extemporaneous speaking, organized according to purpose: speaking to persuade, to inform, to entertain; analysis of individual problems.

SPE 204 Speech Clinic No credit
One-hour-a-week service course.

Intensive work on the correction of outstanding speech difficulties; individual and small-group instruction given on a pass-or-fail basis. Required only of those who fail in speech screening during Speech 203.

SPE 301 Oral Interpretation 3 credits
Prerequisite: Speech 203

Presentation and analysis of selections from various forms of prose and poetry.

SPE 302 Discussion and Debate 3 credits
Prerequisite: Speech 203

Practice in discussions, speeches, and debates; theory of argumentation; analyzing problems and propositions; persuasive speaking; organization and development of cases; criticism and evaluation.

SPE 303 Language and Communication 3 credits

The various aspects of language and communications study; descriptive and historical linguistics, semantics, the role of language in human behavior, communication theory, and media ecology.

SPE 304 Mass Communications 3 credits

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.

SPE 305 History of Film **3 credits**

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.

SPE 306 Studies in Film **3 credits**

Prerequisite: Speech 305

An in-depth study of key techniques through the productions of major directors. Topics include: symbolism in the film and the relation of film to written literature, as well as these elements that are peculiar to film.

SPE 307 Journalism **3 credits**

Reporting and editing for the journalistic media, especially newspapers, magazines, special journals, house organs, radio and TV. The role of the publisher, editor, writer, and other professionals, the place of advertising, layout, features and the like will be studied. Key issues include 1) freedom of the press; 2) rights of a reporter; and, 3) slander. Field trips to newspaper offices; guest lecturers.

SPE 403 Advanced Oral Expression **3 credits**

Prerequisite: Speech 203

Extended speeches and lectures relating to selected areas; practice in special forms such as reports, sales talks, sermons.

SPE 404 Acting **3 credits**

An introduction to the basic techniques and theories of acting; exercises in the fundamentals of voice, pantomime, movement, and concentration. Conducted as a workshop.

SPE 405 Play Production **3 credits**

An introduction to the problems of bringing a play to life on the stage; the roles of the playwright, director, producer, actor, and the various stagecrafters as they apply to both professional and amateur productions.

SPE 408 Theatre in Performance **3 credits**

A course that investigates 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 style from the conventional to the avant garde. Expenses in addition to tuition are required to meet the cost of ticket purchases. All St. Francis meetings analyze the productions in light of modern trends. Depending upon availability, guest performers, writers and directors associated with the production are interviewed by the class. Grade evaluation is determined by a written examination at the term's end.

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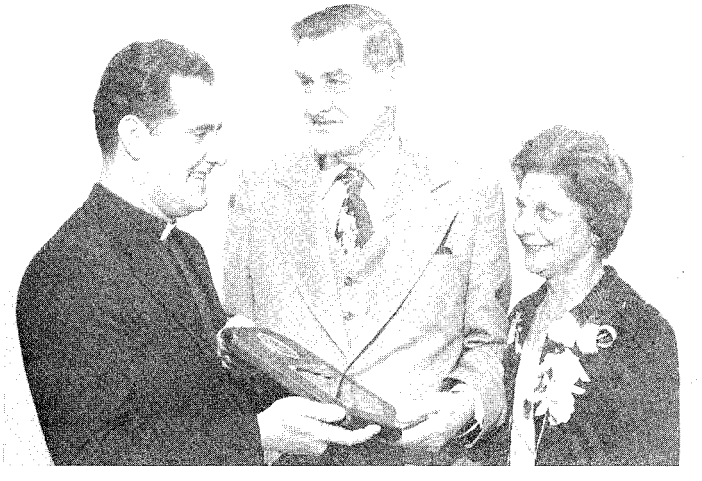

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