

# QUEENSBOROUGH COMMUNITY COLLEGE

## CITY UNIVERSITY OF NEW YORK CURRICULUM COMMITTEE

**To:** Emily Tai, Academic Senate Steering Committee

**From:** Philip A. Pecorino, Chairperson, Committee on Curriculum

**Date:** March 27, 2012

**Subject: Monthly Report**

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The Committee on Curriculum has acted to send the following recommendation to the Academic Senate.

1. **New Courses**
2. **Changes in Courses**
3. **Removal of Courses**
4. **Degree Program Changes**

### 1. New Courses

#### DEPARTMENT of BUSINESS

##### **BU-812 Transcription and Dictation of Business Documents**

2 credits; 1 class hour, 3 laboratory hours

Prerequisite: BU-801 Typewriting/Keyboarding I or equivalent

**Catalogue Description:** Through the use of audio and word processing software, students will transcribe business documents that are used in corporate, government, and professional environments. Students will become familiar with business terminology used in the fields of advertising, education, real estate, accounting, banking, insurance, engineering, entertainment, marketing, travel, medicine, and law

##### **Rationale:**

This course is needed to:

- improve keyboarding skill
- improve listening skills (especially valuable for English as a Second Language students)
- become familiar with vocabulary used in business environments (advertising, education, government, public service, real estate, accounting, finance/banking, insurance, engineering, entertainment, restaurant services, marketing, travel, transportation)
- improve English mechanics
- become familiar with documents produced in the corporate, professional and government office environments.

Student demand:

BU-812 (Transcription and Dictation of Business Documents) will be required in the A.A.S.(Office Administration and Technology) two-year degree program.

Students may select either BU-812 (Transcription and Dictation of Business Documents) or BU-802 (Typewriting/Keyboarding II) in the A.A.S. (Medical Office Assistant) two-year degree program.

Students may select either BU-812 (Transcription and Dictation of Business Documents) or BU-802

(Typewriting/Keyboarding II) in the following certificate programs:

Health Care Office Administration: Managing, Coding, and Billing

Medical Office Assistant

Microsoft Office Applications Proficiency Preparation

School Secretary

## DEPARTMENT of SPEECH COMMUNICATION and THEATRE ARTS

### SP 230 Video Production I

2 class hours, 2 lab hours, 3 credits

Prerequisites: BE112 OR BE205 & BE122 OR BE226

**Catalogue Description:** Video Production I is an introductory class in the creation and aesthetics of video production with lecture and lab sections where students will critically examine, analyze and create the visual, auditory and narrative components of digital media. Students will apply concepts from lectures as they learn basic techniques of practical media production incorporating mediums such as photography, video, and audio. Students will utilize computer-based video editing, audio and imaging programs to create a variety of short narrative and documentary projects. This class will also have screenings of various short films and videos in class as well as additional assigned readings.

#### Rationale:

Video Production I will be a course designed for those students who desire to gain practical experience in video and audio production as well as further their understanding of culture and media. This course will also serve those students who will be continuing their study of media at four-year institutions. Media and Journalism-related majors are some of the most popular majors nationwide and this course of study operates at peak enrollment at other institutions in the CUNY system at both 2-year and 4-year institutions. This course would be the beginning of the development a degree program in Media Studies within the Visual and Performing Arts Academy, which would put Queensborough in a unique position as the only public institution in the immediate area to offer this type of program. The course also has great potential as an inter-disciplinary elective as digital design and implementation skills are a necessity in majors such as business and computer science. The New Media Technology and Music Program have also expressed interest in this course as an elective for their students. The additional lab hour will reflect the amount of work involved in preparing class assignments in the Media Lab. The course will be offered each semester and enrollment will be capped at 16 as this number corresponds to available work-stations in the Media Lab.

## 2. Changes in Courses

### DEPARTMENT of BUSINESS

From: BU-804 [Personal Information Management/Electronic Messaging Using Microsoft Outlook]

To: BU-804 Administrative Office Procedures (See Amendment 6)

#### Rationale:

The original title, Personal Information Management/Electronic Messaging Using Microsoft Outlook, is cumbersome and somewhat misleading. Although some of features of Microsoft Outlook software are used, the title gives the impression that the entire course is dedicated to using Microsoft Outlook.

This is just a title change. The catalog course description and the subject matter in this course remain unchanged.

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From: [BU-803 Advanced Keyboarding and Software Transcription/Projects]

1 class hour 3 laboratory hours; 2 credits

Prerequisite: [BU-802] or the equivalent

To: BU-812 Transcription and Dictation of Business Documents

1 class hour 3 laboratory hours; 2 credits

Prerequisite: BU-801 or the equivalent

#### Rationale:

The onslaught of technological changes in the office mandates that students planning careers in office administration and office management receive training that will enable them to qualify for entry-level positions and to climb career paths in extremely competitive technical environments.

At present, BU-803 (Advanced Keyboarding and Software Transcription/Projects) has a prerequisite of BU-802 (Typewriting/Keyboarding II). By changing this prerequisite to BU-801 (Typewriting/ Keyboarding I) students with basic keyboarding skill will be able to enroll in BU-812 (Transcription and Dictation of Business Documents) to:

- improve keyboarding skill by transcribing dictated business documents
- improve listening skills by using audio software (especially valuable for English as a Second Language students)
- become familiar with vocabulary used in business environments (advertising, education, government, public service, real estate, accounting, finance/banking, insurance, engineering, entertainment, restaurant services, marketing, travel, transportation, medicine, and law)
- improve English mechanics
- become familiar with the software used to produce the documents required in corporate, professional, and government office environments

This course is a requirement in the Office Administration and Technology A.A.S. curriculum. In the OAT certificate curricula, in the Medical Office Procedures certificate, and in the Medical Office Procedures A.A.S. curriculum, students are given the option of selecting the keyboarding courses that they feel will enhance their future careers. Obviously, by changing the prerequisite from BU-802 (Typewriting/Keyboarding II) to BU-801 (Typewriting/Keyboarding I) our students will gain the advantage of enrolling in a course which will help to prepare them for today's technical office environment while meeting their individual needs.

The title of BU-812 (Transcription and Dictation of Business Documents) has replaced the title used in BU-803 (Advanced Keyboarding and Software Transcription/Projects) because the title, Transcription and Dictation of Business Documents, clearly shows the kind and type of material that will be covered in BU-812.

## **DEPARTMENT of MATHEMATICS and COMPUTER SCIENCE**

**From:** MA-119 College Algebra  
[4 class hours] 3 credits

Prerequisite: MA-010 or exempt from remedial mathematics, or permission of the department.

Co-requisites: May be taken as a co-requisite to MA-121

Catalog Description: A basic presentation of the fundamental concepts of college algebra, systems of linear equations, inequalities, linear, quadratic, exponential and logarithmic functions

**To:** MA-119 College Algebra  
3 class hours 1 recitation hour 3 credits

Prerequisite: MA-010 or exempt from remedial mathematics, or permission of the department.

Co-requisites: May be taken as a co-requisite to MA-121

Catalog Description: A basic presentation of the fundamental concepts of college algebra, systems of linear equations, inequalities, linear, quadratic, exponential and logarithmic functions. During the recitation hour, students review properties of signed numbers, graphing of linear equations, basic geometric concepts, solution of linear equations, factoring algebraic expressions and its applications to rational expressions. A graphing calculator will be required.

### **Rationale:**

MA-119 contains a compensatory hour and this needs to be reflected in the designation of the hours. Hence, 3 class hours and 1 recitation hour.

## **DEPARTMENT of SOCIAL SCIENCES**

## Title

From: CJ101 Introduction to Criminal Justice

To: CJ101 Introduction to the American Criminal Justice System

## Course Description

From: [A survey of the institutions and processes of the criminal justice system. Special emphasis on police, courts, and corrections.] This course will satisfy the Social Sciences elective requirement for all QCC degree programs.

To: This course is an introductory survey of the American criminal justice system with a view to its social and institutional context, and its structure and functioning. The course provides an overview of the foundations and components of the criminal justice system, including (substantive and procedural) criminal law, police, courts and corrections. The main emphasis will be placed on the criminal justice process, and how the various institutions of criminal justice interact. Key issues will be addressed as they arise at different stages of the process, such as the conflict between crime control and due process, and conflicts related to, for example, gender, class and ethnicity. This course will satisfy the Social Sciences elective requirement for all QCC degree programs.

SS-250 Labor and Management

**From:** Prerequisite: [SS-211 or SS-212]

**To:** Prerequisite: BE-122 (or BE-226) or satisfactory score on the English Placement Test

## **Rationale:**

Since the start of the Verizon Next Step program SS250 has been populated exclusively by students in that program. SS250 is the only required economics course in the program, and the Next Step students have been exempted from the SS211 or SS212 prerequisite. Instructors who have taught SS250 have never found the lack of a SS211 or SS212 prerequisite to be a hindrance to student success. In fact most students have done quite well without it. So, because de facto there has been no SS211 or SS212 prerequisite requirement for several years and because the lack of the prerequisite does not jeopardize student performance in the course, it seems reasonable to eliminate what appear to be unnecessary prerequisites.

## **3. Removal of Courses**

### **DEPARTMENT of BUSINESS**

[BU-908 Word/Information Processing Using WordPerfect  
2 class hours 2 laboratory hours; 3 credits]

## **Rationale:**

As a result of this change, BU-908 (Word/Information Processing using WordPerfect) will no longer be offered for the following reasons:

- Microsoft Word has become the standard word processing software package in both the business environment and for

personal use. Since Microsoft Word is used in our other OAT (Office Administration and Technology) courses, our students become quite proficient using the features in this software. Those trained in Microsoft Word can easily adjust to WordPerfect in the workplace should the need arise.

- In addition, we cannot run the WordPerfect software on personal computers that have the Windows 7 operating system installed. All of the personal computers in the Business Department are using the Windows 7 operating system.

## 4. Degree Program Changes

### DEPARTMENT OF BUSINESS

**From:** Office Administration and Technology – A.A.S. Degree Program

Optional Tracks: ADMINISTRATIVE SECRETARY

OFFICE TECHNOLOGY/WORD INFORMATION PROCESSING

#### General Education Core Requirements

#### Credits

EN-101, EN-102	English Composition I, II	6
MA-321	Mathematics in Contemporary Society	3
	Laboratory Science	4
PE	Physical Education or Dance from the PE-400, 500, or 600 series	1
SP-111	Speech Communication	3
SS-211 or SS-212+	Economics	3
SS- or HI-	Elective in Social Science or History (selected from HI-100 series)	3

#### Requirements for the Major

BU-201	Business Organization and Management	3
BU-801 ❖	Typewriting/Keyboarding I	2
BU-802	Typewriting/Keyboarding II	2
[BU-803]	[Advanced Typewriting/Keyboarding]	2
[BU-804]	[Personal Information Management/Electronic Messaging Using Microsoft Outlook]	3
BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word/Information Processing using Microsoft Word for Windows	3
Free Electives		3
[Administrative Secretary		
BU-805**	Shorthand I (Gregg)	3
BU-806	Shorthand II	3
BU-807	Shorthand for the Professional Office	3
BU-906 or BU-908	Advanced Microsoft Office Word/Information Processing Using WordPerfect	3
Choose two courses from:**		
BU-500	Introduction to Microcomputer Applications	6
BU-859+	Desktop Publishing (software)	
BU-903	Medical Office Procedures	
BU-909	Cooperative Education in Business: Office Administration and Technology]	
[Office Technology: Word/Information Processing]		
BU-500	Introduction to Microcomputer Applications	3
BU-859+	Desktop Publishing (software)	3
BU-906	Advanced Microsoft Office	3
[BU-908]	[Word/Information Processing Using WordPerfect]	3
BU-	Business Electives	6
<b>Total for Administrative Track OR Office Technology Track</b>		<b>60</b>

❖ [Students who have had previous training in shorthand and/or typewriting, and who are exempt from introductory keyboarding and introductory shorthand are not given credit for those courses. Consequently, **students who are so excused must take other courses in their place** as outlined below:

- Student s who have had previous training in keyboarding and who are excused from BU-801 must take a free elective in its place.
- Students in the Administrative "Secretary track who have had appropriate previous training in shorthand and who are excused from BU-805 are required to take another BU-800 or BU-900 course in its place.]

\*\*Students wishing to prepare for the position of School Secretary may take BU-900 (School Records and Accounts) and BU-901, 902 (Educational Problems of the School Secretary I, II).

+Sections of BU-859 and one other course to be arranged by the department may be taken to partially satisfy the Writing Intensive requirement.

Business Electives [for the Office Technology Track]: (choose 6 credits)

BU-530 Spreadsheet Applications

[BU-805 Shorthand I (Gregg)

BU-806 Shorthand II]

BU-810 Legal Office Procedures

BU-900 School Records and Accounts

BU-901, 902 Educational Problems of the School Secretary I, II

BU903 Medical Office Procedures

**To: Office Administration and Technology – A.A.S. Degree Program**

**General Education Core Requirements Credits**

EN-101, EN-102	English Composition I, II	6
MA-321	Mathematics in Contemporary Society	3
	Laboratory Science	4
PE	Physical Education or Dance from the PE-400, 500, or 600 series	1
SP-111	Speech Communication	3
SS-211 or SS-212+	Economics	3
SS- or HI-	Elective in Social Science or History (selected from HI-100 series)	3

**Requirements for the Major**

BU-201	Business Organization and Management	3
BU-801❖	Typewriting/Keyboarding I	2
BU-802	Typewriting/Keyboarding II	2
<u>BU-812</u>	<u>Transcription and Dictation of Business Documents</u>	2
BU-804	<u>Administrative Office Procedures</u>	3
BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word/Information Processing using Microsoft Word for Windows	3
BU-500	Introduction to Microcomputer Applications	3
BU-859+	Desktop Publishing (software)	3
BU-906	Advanced Microsoft Office	3
BU-	<u>Any BU-800 or BU-900 course/s</u>	3
BU-	Advised Business Electives from the list below*	6
Free Electives		3
	<b>Total</b>	<b>60</b>

❖ Students who have had previous training in typewriting, and who are exempt from BU-801 (Typewriting/Keyboarding I) are not given credit for that course. Consequently, students who are excused from BU-801 must take a free elective in its place.

\*\*Students wishing to prepare for the position of School Secretary may take BU-900 (School Records and Accounts) and BU-901, 902 (Educational Problems of the School Secretary I, II).

+Sections of BU-859 and one other course to be arranged by the Business Department may be taken to partially satisfy the Writing Intensive Requirement.

\*Business Electives: (choose 6 credits):

- BU-530 Spreadsheet Applications
- BU-810 Legal Office Procedures
- BU-900 School Records and Accounts
- BU-901, 902 Educational Problems of the School Secretary I, II
- BU903 Medical Office Procedures
- BU-909 Cooperative Education in Business:  
Office Administration and Technology

**From: Health Care Office Administration: Managing, Coding, and Billing – Certificate Program**

**General Education Core Requirements**

**Credits**

EN-101 or EN-103	English Composition I Writing for the New Media	3
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**Requirements for the Major**

BI-520	Public Health Science	4
BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
BU-909	Cooperative Education in Business	3
BU-914	Critical Issues in Health Care Administration	3
BU-916	Medical Coding and Billing I	3
Two courses selected from the following (dependent on typing ability) BU-801* BU802 <b>[BU-803]</b>	Typewriting/Keyboarding I Typewriting/Keyboarding II <b>[Advanced Typewriting/Keyboarding]</b>	4
Choose three credits: BI-150 BI-403 SS-640 HE-101 or HE-102 or CPR (HE-110)	Organization & Delivery of Health Care Medical Terminology Medical Ethics Health Education or CPR	3
<b>Total</b>		<b>30</b>

*\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or **[BU-803 (Advanced Typewriting/Keyboarding)]**. Students should seek advisement from the Department of Business.*

**To: Health Care Office Administration: Managing, Coding, and Billing – Certificate Program**

**General Education Core Requirements**

**Credits**

EN-101 or EN-103	English Composition I Writing for the New Media	3
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**Requirements for the Major**

BI_520	Public Health Science	4
BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
BU-909	Cooperative Education in Business	3
BU-914	Critical Issues in Health Care Administration	3
BU-916	Medical Coding and Billing I	3
Two courses selected from the following (dependent on typing ability) BU-801* BU802 <b><u>BU-812</u></b>	Typewriting/Keyboarding I Typewriting/Keyboarding II <b><u>Transcription and Dictation of Business Documents</u></b>	4
Choose three credits: BI-150 BI-403 SS-640 HE-101 or HE-102 or CPR (HE-110)	Organization & Delivery of Health Care Medical Terminology Medical Ethics Health Education or CPR	3
<b>Total</b>		<b>30</b>

*\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or **BU-812 (Transcription and Dictation of Business Documents)**. Students should seek advisement from the Department of Business.*



**From: Microsoft Office Applications Proficiency Preparation – Certificate Program**

**General Education Core Requirements**

**Credits**

EN-101 or EN-103	English Composition I Writing for the New Media	3
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**Requirements for the Major**

BU-500	Introduction to Microcomputer Applications	3
BU-850	Fundamentals of Microsoft Windows	1
BU-906	Advanced Microsoft Office	3
BU-907	Word/Information Processing using Microsoft Word for Windows	3
BU-920	Graph Presentations Development Using Microsoft PowerPoint	3
BU-804	[Personal Information Management/Electronic Messaging Using Microsoft Outlook]	3
BU-921	Advanced Project Development in Preparation for MOS Certification	3
BU-909	Cooperative Education in Business	3
One course selected from the following (dependent on typing ability) BU-801* BU802 [BU-803]	Typewriting/Keyboarding I Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	2
<b>Electives</b>		
Advised Business Electives		3
	<b>Total</b>	<b>30</b>

\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or [BU-803 (Advanced Typewriting/Keyboarding)]. Students should seek advisement from the Department of Business.

**To: Microsoft Office Applications Proficiency Preparation – Certificate Program**

**General Education Core Requirements**

**Credits**

EN-101 or EN-103	English Composition I Writing for the New Media	3
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**Requirements for the Major**

BU-500	Introduction to Microcomputer Applications	3
BU-850	Fundamentals of Microsoft Windows	1
BU-906	Advanced Microsoft Office	3
BU-907	Word/Information Processing using Microsoft Word for Windows	3
BU-920	Graph Presentations Development Using Microsoft PowerPoint	3
BU-804	<u>Administrative Office Procedures</u>	3
BU-921	Advanced Project Development in Preparation for MOS Certification	3
BU-909	Cooperative Education in Business	3
One course selected from the following (dependent on typing ability) BU-801* BU802 <u>BU-812</u>	Typewriting/Keyboarding I Typewriting/Keyboarding II <u>Transcription and Dictation of Business Documents</u>	2
<b>Electives</b>		
Advised Business Electives		3
	<b>Total</b>	<b>30</b>

\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or BU-812 (Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.

**From: Accounting/Office Administration Technology – Certificate Program**

**General Education Core Requirements Credits**

EN-101	English Composition I	3
MA-321	Mathematics in Contemporary Society	3

**Requirements for the Major**

BU-101	Principles of Accounting I	4
BU-111*	Computer Applications in Accounting	3
BU-500	Introduction to Microcomputer Applications	3
BU-801**	Typewriting/Keyboarding I	2
BU-804	[Personal Information Management/Electronic Messaging Using Microsoft Outlook]	3
BU-906	Advanced Microsoft Office	3
BU-912	Cooperative Education in Business	3
<b>Electives+</b> BU- Select one of the following: BU-102 BU-201 BU-530	Advised Business Electives  Principles of Accounting II Business Organization and Management Spreadsheet Applications	3-4
<b>Total</b>		<b>30</b>

\*Students may take BU-111 upon completion of BU-101 with a grade of C or better. A pre-requisite waiver will be granted to students enrolled in the Accounting/Office Administration Technology Certificate Program.

\*\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or [BU-803 (Advanced Typewriting/Keyboarding)]. Students should seek advisement from the Department of Business.

+Students should seek advisement from the Business Department prior to the selection of a business elective.

**To: Accounting/Office Administration Technology – Certificate Program**

**General Education Core Requirements Credits**

EN-101	English Composition I	3
MA-321	Mathematics in Contemporary Society	3

**Requirements for the Major**

BU-101	Principles of Accounting I	4
BU-111*	Computer Applications in Accounting	3
BU-500	Introduction to Microcomputer Applications	3
BU-801**	Typewriting/Keyboarding I	2
BU-804	<u>Administrative Office Procedures</u>	3
BU-906	Advanced Microsoft Office	3
BU-912	Cooperative Education in Business	3
<b>Electives+</b> BU- Select one of the following: BU-102 BU-201 BU-530	Advised Business Electives  Principles of Accounting II Business Organization and Management Spreadsheet Applications	3-4
<b>Total</b>		<b>30</b>

\*Students may take BU-111 upon completion of BU-101 with a grade of C or better. A pre-requisite waiver will be granted to students enrolled in the Accounting/Office Administration Technology Certificate Program.

\*\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) or BU-812 (Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.

+Students should seek advisement from the Business Department prior to the selection of a business elective.

From: School Secretary – Certificate Program

**General Education Core Requirements**

**Credits**

EN-101	English Composition I	3
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**Requirements for the Major**

BU-804	[Personal Information Management/Electronic Messaging Using Microsoft Outlook]	3
BU-900	School Records and Accounts	2
BU-901	Educational Problems of the School Secretary I	2
BU-902	Educational Problems of the School Secretary II	2
Two courses selected from the following (dependent on typing ability) BU-801* BU802** [BU-803]	Typewriting/Keyboarding I Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	4
[One course from the following:] BU-907 [BU-908]	Word/Information Processing using Microsoft Word for Windows [Word/Information Processing using WordPerfect]	3
Two courses from the following: BU-805 BU-806 BU-909 HE-106	Shorthand I** Shorthand II** Cooperative Education in Business First Aid and Safety Education	6
<b>Electives</b>		
	Liberal Arts and Sciences electives	2-3
	Business electives	2-3
	<b>Total</b>	<b>30</b>

\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and [BU-803 (Advanced Typewriting/Keyboarding).] Students should seek advisement from the Department of Business.

EN-102 is strongly recommended.

\*\*Available by credit by exam

To: School Secretary – Certificate Program

**General Education Core Requirements**

**Credits**

EN-101	English Composition I	3
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**Requirements for the Major**

BU-804	<u>Administrative Office Procedures</u>	3
BU-900	School Records and Accounts	2
BU-901	Educational Problems of the School Secretary I	2
BU-902	Educational Problems of the School Secretary II	2
Two courses selected from the following (dependent on typing ability) BU-801* BU802** <u>BU-812</u>	Typewriting/Keyboarding I Typewriting/Keyboarding II <u>Transcription and Dictation of Business Documents</u>	4
<u>BU-907</u>	<u>Word/Information Processing using Microsoft Word for Windows</u>	3
Two courses from the following: BU-805 BU-806 BU-909 HE-106	Shorthand I** Shorthand II** Cooperative Education in Business First Aid and Safety Education	6
<b>Electives</b>		
	Liberal Arts and Sciences electives	2-3
	Business electives	2-3
	<b>Total</b>	<b>30</b>

\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and BU-812 (Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.

EN-102 is strongly recommended.

\*\*Available by credit by exam

From: Medical Office Assistant – A.A.S. Degree Program

**General Education Core Requirements**

**Credits**

EN-101,102 or 103	English Composition I;II; Writing for the New Media	6
MA-301	Foundations of Mathematics	3
SS-310*	Sociology	3
HI-110, 111, 112*	History	3
SS-640	Medical Ethics	3
BI-520	Public Health Science	4

**Requirements for the Major**

BI-110	Fundamentals of Life Science	3
BI-150	Organization and Delivery of Health Care	2
BI-340	Assisting in Medical Office: Clinical Testing Procedures	2
BI-341	Assisting in Medical Office: Medical Assisting Procedures	2
BI-403	Medical Terminology	2
BI-451	Phlebotomy Technology	1
BI-451	EKG Technology	2
<b>Business Courses</b>		
Any one course from the following (depending on keyboarding ability) BU-802 [BU-803]	Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	2
BU-903	Medical Office Procedures	3
BU-907*	Word/Information Processing using Microsoft Word	3
BU-916, 918	Medical Coding and Billing I, II	6
<b>Internship</b>		
BU-909 or BI-961 and HE-110	Cooperative Education in Business Phlebotomy Practice Cardiopulmonary resuscitation	3
<b>Electives</b>		
Seven credits to be selected from the following courses: BI-950, 951, 952 BU-801 HE-103 SP-211 CH-120	Field Experience in Medical Assisting Typewriting/Keyboarding I Nutrition and Health Speech Communication Fundamentals of Chemistry	7
<b>Total</b>		<b>60</b>

\*Writing Intensive sections of these courses are offered each semester.

To: Medical Office Assistant – A.A.S. Degree Program

**General Education Core Requirements**

**Credits**

EN-101,102 or 103	English Composition I,II; Writing for the New Media	6
MA-301	Foundations of Mathematics	3
SS-310*	Sociology	3
HI-110, 111, 112*	History	3
SS-640	Medical Ethics	3
BI-520	Public Health Science	4

**Requirements for the Major**

BI-110	Fundamentals of Life Science	3
BI-150	Organization and Delivery of Health Care	2
BI-340	Assisting in Medical Office: Clinical Testing Procedures	2
BI-341	Assisting in Medical Office: Medical Assisting Procedures	2
BI-403	Medical Terminology	2
BI-451	Phlebotomy Technology	1
BI-451	EKG Technology	2
<b>Business Courses</b>		
Any one course from the following (depending on keyboarding ability) BU-802 <u>BU-812</u>		2
BU-903	Medical Office Procedures	3
BU-907*	Word/Information Processing using Microsoft Word	3
BU-916, 918	Medical Coding and Billing I, II	6
<b>Internship</b>		
BU-909 or BI-961 and HE-110	Cooperative Education in Business Phlebotomy Practice Cardiopulmonary resuscitation	3
<b>Electives</b>		
Seven credits to be selected from the following courses: BI-950, 951, 952 BU-801 HE-103 SP-211 CH-120		7
<b>Total</b>		<b>60</b>

\*Writing Intensive sections of these courses are offered each semester.

**From: Medical Office Assistant – Certificate Program**

**General Education Core Requirements Credits**

EN-101	English Composition I	3
BI-110	Fundamentals of Life Science	3

**Requirements for the Major**

BI-340	Assisting in Medical Office: Clinical Testing Procedures	2
BI-341	Assisting in Medical Office: Medical Assisting Procedures	2
BI-520	Public Health Science	4
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
Two courses selected from the following (dependent on typing ability) BU-801* BU802 [BU-803]	Typewriting/Keyboarding I Typewriting/Keyboarding II [Advanced Typewriting/Keyboarding]	4
<b>Electives</b>		
	Advised electives**	3
	Free electives	3
	<b>Total</b>	<b>30</b>

\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and [BU-803 (Advanced Typewriting/Keyboarding)]. Students should seek advisement from the Department of Business.

\*\*Advisement is a cooperative effort by the Department of Business and the Department of Biological Sciences and Geology, and is conducted in line with the student's background, interests, and goals.

**To: Medical Office Assistant – Certificate Program**

**General Education Core Requirements Credits**

EN-101	English Composition I	3
BI-110	Fundamentals of Life Science	3

**Requirements for the Major**

BI-340	Assisting in Medical Office: Clinical Testing Procedures	2
BI-341	Assisting in Medical Office: Medical Assisting Procedures	2
BI-520	Public Health Science	4
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
Two courses selected from the following (dependent on typing ability) BU-801* BU802 BU-812	Typewriting/Keyboarding I Typewriting/Keyboarding II <u>Transcription and Dictation of Business Documents</u>	4
<b>Electives</b>		
	Advised electives**	3
	Free electives	3
	<b>Total</b>	<b>30</b>

\*Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and BU-812 (Transcription and Dictation of Business Documents). Students should seek advisement from the Department of Business.

\*\*Advisement is a cooperative effort by the Department of Business and the Department of Biological Sciences and Geology, and is conducted in line with the student's background, interests, and goals.

**DEPARTMENT OF SOCIAL SCIENCES**

**QCC/John Jay Dual/Joint Degree Program: A.S. in Criminal justice (catalogue, page 107)**

FROM: [MA-120 College Algebra and Trigonometry 3]

**TO:**

**MA-119 College Algebra 3**

**MA-121 Trigonometry 1**

**SUGGESTED SEQUENCE OF COURSES**

**MA-119 College Algebra 3**

**MA-121 Trigonometry 1**

Note: Students who place out of MA-**[120]** **-119** should take BU-203 (John Jay equivalent is STA 250), which means junior year skills course requirement in the B.A. in Criminal Justice program at John Jay College.

From: Free Electives ([1-3] cr.)

To: Free Electives (0-2 cr.)

**Rationale:**

These changes are necessitated by changes in the Math and CS Dept. courses. MA120 has been deleted and replaced by MA119 and MA121. The additional 1 credit of required math will reduce the available credits to Free Elective to 0-2.