

**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:** February 11, 2013 (February 19, 2013)

**Subject: Monthly Report for FEBRUARY 2013 revised version 2**

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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. **Changes in Programs**

1. **NEW COURSES**

**DEPARTMENT OF SOCIAL SCIENCES**

**ANTH 160 Anthropology of Health and Healing** 3 Class Hours; 3 Credits

Prerequisites: (and/or) co-requisites: BE122 OR BE226

**Description:** This course offers an overview of cross-cultural health, illness and healing practices. Topics covered include cultural interpretations of health and illness, varieties of healing practices, and global health concerns. Students will become acquainted with medical anthropology methods and theories and will learn anthropological approaches to health-related problems, including an examination of the ways social status, cultural meanings and economic inequalities influence health and illness across the globe. The course draws primarily on work from the fields of medical anthropology, but will also turn to more exploratory modes such as memoirs and expressive writing to gain a deeper, more personal understanding of the meaning and experience of health and illness in individual lives.

**Rationale:**

Health related careers are an area of consistent growth, and this trend is reflected in the enrollment numbers in the Health Sciences at Queensborough, which rose by 19.4% between 2006 and 2011 (to 1107). In addition to Health Sciences, this course will fulfill requirements in the Liberal Arts and Sciences, another major field that has shown a consistent pattern of increased enrollments, with a 14.1% increase (to 5323) for the A.A. degree and a 17.9% increase (to 1099) for the A.S. degree. The variety of anthropology courses currently offered is severely limited, and this course will help fulfill the needs of our students.

**ANTH 170 Sex and Gender in Cross-Cultural Context** 3 Class Hours; 3 Credits

Prerequisites: (and/or) co-requisites: BE122 OR BE226

**Description:** This course focuses on the construction of gender and sexuality across a wide range of cultures, exploring the role of kinship, religion, politics, and economics in the construction of gender roles, sexual practices, family arrangements, as well as gender and sexual identities and desires. This course confronts commonly-held assumptions

about gender and sexuality, as it explores the diversity of gender and sexuality across cultures and historical eras, paying particular attention to the social conditions, ideologies and power-structures that inform people's lives across cultures and societies.

**Rationale:** Recent legislation has improved the legal situation for individuals in parts of the globe, yet discrimination and violence based on gender, gender diversity and sexual preference continue to threaten the well-being of large portions of the population in the U.S. and globally. This is a topic that students have specifically approached me about and asked me to teach. Members of the LGBT community have expressed to me a need for more coursework geared specifically to issues of concern to them, and several students requested information about the course in order (entirely on their own initiative) to start a petition to demonstrate the need and interest in such a course. Anthropology provides a unique perspective on gender and sexuality as it explores the wide diversity of practices and norms that exist and have existed across the globe. Informed by the complex socio-economic contexts which compound gender and sexual stratification, this cross-cultural approach helps students understand the full diversity of the human experience and helps them identify key social and economic issues for research and policy investigation and analysis. This course will fulfill requirements in the Liberal Arts and Sciences, a major field that has shown a consistent pattern of increased enrollments, with a 14.1% increase (to 5323) for the A.A. degree and a 17.9% increase (to 1099) for the A.S. degree. The variety of anthropology courses currently offered is severely limited, and this course will help fulfill the needs of our students.

## **CHANGES IN COURSES**

### **5.) DEPARTMENT OF HEALTH, PHYSICAL EDUCATION and DANCE**

**PE-543 Swimnastics** 1 credit, 2 hours

Change in Course Title:

**From:** Swimnastics

**To:** Swim for Fitness

Change in Course Description

**From:** Water resistant exercises to increase cardiovascular endurance, muscular strength, and flexibility. A low impact aerobic workout for complete body conditioning and fitness.

**To:** Improvement of overall physical conditioning through swimming. Introduction to the fundamental principles of physical conditioning and their application to swimming. Under the instructor's direction and utilizing both traditional and novel aquatic activities, individualized programs of conditioning will be set up to meet the student's personal needs. Restricted to intermediate and advanced swimmers.

Change in Prerequisites

**From:** none

**To:** Must be able to swim 25yards/freestyle without stopping.

**Rationale:** .

The purpose of this course is to help students develop a knowledge base about fitness concepts as they relate to swimming. This course also allows students to put the fitness concepts into practice as they develop individual workouts. It will also be designed as a complementary course to PE- 520/ Beginning Swimming and PE-521 Intermediate Swimming.

### **8.) DEPARTMENT OF SPEECH and THEATRE**

**SP-211 Speech Communication**

### **Change in hours and credits**

**From:** [4] class hours, 3 credits.

**To:** 3class hours, 3 credits

### **Change in prerequisites**

**From:** Prerequisite: Satisfactory completion of Speech Placement Test or successful completion of SP 020, 005 and/or 006.

Study of oral communication and its role in contemporary society. Emphasis on listening, interpersonal communication, small group decision making, and public speaking, informative and persuasive speaking.

**To:** Prerequisite: Exemption from Speech Testing or satisfactory completion of Speech Placement Test or successful completion of SP 020, 005 and/or 006.

### **Change in description:**

**From:** Study of oral communication and its role in contemporary society. Emphasis on listening, interpersonal communication, small group decision making, and public speaking, informative and persuasive speaking.

**To:** Study of oral communication and its role in contemporary society. Emphasis on listening, interpersonal communication, small group decision making, and public speaking, informative and persuasive speaking. This course introduces students to the principles and practices of contemporary forms of public speaking in the United States. Selecting topics from current U.S. society and or American history, students will perform research and gather credible evidence from both primary and secondary U.S. sources to create both informative and persuasive speeches. Students are also asked to employ methods taught in this course to analyze both historical and contemporary U.S. rhetoric for authenticity, organizational structure, target audiences and effectiveness as a means of persuasion or communication.

Enrollment limited to 22 students.

**Rationale:** Reducing the contact hours from four to three hours and capping course enrollment at 22 will better align this course with similar courses offered at other institutions, easing transferability. Change in prerequisite incorporates new CUNY FIRST screening. Change in course description more exactly relates course content.

### **SP 471 American Film History I**

**Prerequisites:** BE-112 (or 205) and BE-122 (or 226), or satisfactory score on the CUNY/ACT Assessment Test

### **Change in description:**

**From:** An historical study of the nature and development of the cinema as an art form in the United States from its beginnings until present time. Technological, economic, industrial, legal, social and cultural factors which played an important role in shaping film genres are examined decade by decade. Significant foreign influences are also cited along with hundreds of illustrative clips and a classic feature film each session

**To:** An historical study of the nature and development of the cinema as an art form in the United States from its beginnings until present time. Technological, economic, industrial, legal, social and cultural factors which played an important role in shaping film genres are examined decade by decade. Significant foreign influences are also cited along with hundreds of illustrative clips and a classic feature film each session. Enrollment will be limited to 30 students.

### **Change in hours and credits**

**From:** 3 Class Hours, [2 Screening Laboratory hours], 3 Credits

**To:** 3 class hours, 1 recitation hour, 3 credits

**Rationale:** The change in the course is to offer the class as a hybrid class where the students will use the recitation hour to meet individually with faculty or view an on-line lecture to augment the in-class screening lecture online. Students will

complete various assessment modules that incorporate the in-class and online lectures. The change in hours reflects equivalency with similar classes at other four-year institutions in CUNY. The course will be offered each fall and enrollment will be capped at 30.

## **SP 472 American Film History II**

**Prerequisites:** BE-112 (or 205) and BE-122 (or 226), or satisfactory score on the CUNY/ACT Assessment Test

### **Change in hours and credits**

**From:** 3 Class Hours, [2 Screening Laboratory hours], 3 Credits

**To:** 3 class hours, 1 recitation hour, 3 credits

### **Change in description:**

**From:** This course introduces basic concepts of cinematic communication and presents them as “languages” which filmmakers use to create predictable emotional responses in audiences. Photography, framing, shots, angles, movement both within the frame and of the camera, sound, editing, story narrative, acting and ideology are some of the components of film structure which directors use to create a visual style. Viewings and discussions are positioned to provide an active film vocabulary and achieve critical perspectives of modern American history and cinema.

**To:** This course introduces basic concepts of cinematic communication and presents them as “languages” which filmmakers use to create predictable emotional responses in audiences through historically significant American films and their makers. Films will be examined and discussed in relation to American culture and society. Photography, framing, shots, angles, movement both within the frame and of the camera, sound, editing, story narrative, acting and ideology are some of the components of film structure which directors use to create a visual style. Viewings and discussions are positioned to provide an active film vocabulary and achieve critical perspectives of modern American history and cinema. Enrollment is limited to 30 students.

**Rationale:** The change in course hour allows for the course to be offered as a hybrid class where the students will use the recitation hour to meet individually with faculty or view an on-line lecture to augment the in-class screening lecture online. Students will complete various assessment modules that incorporate the in-class and online lectures. The change in hours also reflects equivalency with similar classes at other four-year institutions in CUNY and will allow the course to be included in Pathways. The course will be offered each spring and enrollment will be capped at 30.

## **CHANGES IN PROGRAMS**

### **DEPARTMENT of BUSINESS**

Revision in Certificate program **Office Administration Assistant Certificate**

**FROM:** Microsoft Office Applications Proficiency Preparation Certificate  
School Secretary Certificate; Accounting/Office Administration Technology Certificate

**TO:** Office Administration Assistant Certificate

**Rationale:** At the present time, students interested in earning a 30-credit certificate for the purpose of entering or climbing career ladders as an office administrative assistant are required to enroll in one of the three certificates listed under **From** above. Students in our present certificate programs often do not know if they will work as an office administrative assistant in a private corporation, professional office, civil service or government office. Therefore, one certificate—the Office Administration Assistant Certificate—will replace three certificates (Microsoft Office Applications Proficiency Preparation, School Secretary, Accounting/Office Administration Technology). This Office Administration Assistant Certificate incorporates flexibility and choices that allow students

to use their business elective credits to select the courses that will best serve their particular interests and meet the ever-changing demands and requirements of the job market.

Four optional concentrations in office administration (Corporate, Education, Accounting, Healthcare) are available for those wishing to become an administrative assistant in a particular area or field. Neither the courses listed in the Office Administration Assistant Certificate nor the courses listed in the optional concentrations are new. These courses are presently part of the Business Department’s course offerings. In addition, the past policy of allowing students—with keyboarding and basic word processing skills to take a test for the purpose of receiving credit or for being excused from BU-801 (Typewriting/Keyboarding I)—is unchanged.

The curriculum in the Office Administration Certificate incorporates the following general education objectives<sup>1</sup> within its 30 credits:

1. communicate effectively through reading, writing, listening and speaking
4. use information management and technology skills effectively for academic research and lifelong learning
5. integrate knowledge and skills in their program of study

**From:**

**[Microsoft Office Applications Proficiency Preparation**

**General Education Core Requirements** **Credits**

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

**Requirements for the Major**

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

**School Secretary**

<sup>1</sup> CUNY Queensborough Community College Catalog, 2012-2013, page 9.

## General Education Core Requirements

## Credits

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

BU-804	Administrative Office Procedures	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
One course selected from the following (dependent on typing ability)*		4
BU-801	Typewriting/Keyboarding I  Typewriting/Keyboarding II  Transcription and Dictation of Business Documents	
BU-802		
BU-812		
BU-907		
Two courses from the following:		6
BU-805	Shorthand I**	
BU-806	Shorthand II**	
BU-909	Cooperative Education in Business	
HE-106	First Aid and Safety Education	
<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 exam

## Accounting/Office Administration Technology

### General Education Core Requirements

### Credits

EN-101	English Composition	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 (Microsoft Office)	3
BU-801**	Typewriting/Keyboarding I	2
BU-804	Administrative Office Procedures	3
BU-906	Advanced Microsoft Office	3
BU-909	Cooperative Education in Business	3
<b>Electives</b>		
BU-	Advised Business Electives	3-4
Select one of the following:		
BU-102	Principles of Accounting II	
BU-201	Business Organization and Management	
BU-530	Spreadsheet Applications	

	<b>Total</b>	<b>30</b>
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\*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. ]

## To: Office Administration Assistant Certificate

### Core Requirements

### Credits

EN-101	English Composition I or	
EN-103	Writing for the New Media	3
BU-500	Introduction to Microcomputer Applications (Microsoft Office)	3
BU-801*	Typewriting/Keyboarding I*	2
BU-804	Administrative Office Procedures	3
BU-906	Advanced Microsoft Office	3
	<b>Total</b>	<b>14</b>

### Optional Concentration (Corporate Office Administration Assistant)

BU-907	Word/Information Processing using Microsoft Word	3
BU-909	Cooperative Education in Business	3
Select two courses from:		6
BU-903	Medical Office Procedures	
BU-810	Legal Office Procedures	
BU-920	Graph Presentations Development Using Microsoft PowerPoint	
BU-859	Desktop Publishing	
BU-XXX	Advised Business Electives	4
	<b>Total</b>	<b>16</b>

### Optional Concentration (Education Office Administration Assistant)

BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word/Information Processing using Microsoft Word	3
BU-900	School Records and Accounts	2
BU-901/902	Educational Problems of the School Secretary I/II	4
BU-909	Cooperative Education in Business	3
One course selected from any:		3
BU-8XX or BU-9XX course		
OR		
HE-106	First Aid and Safety Education	
	<b>Total</b>	<b>16</b>

### Optional Concentration (Accounting/Office Administration Assistant)

MA-321	Mathematics in Contemporary Society	3
BU-101	Principles of Accounting I	4
BU-111**	Computer Applications in Accounting	3
BU-912	Cooperative Education in Business:	3
	Accounting/Office Administration Technology	
BU-XXX	Advised Business Electives	3-4
Select one of the following:		

BU-102	Principles of Accounting II	
BU-201	Business Organization and Management	
BU-530	Spreadsheet Applications	
<b>Total</b>		<b>16-17</b>

### Optional Concentration (Healthcare Office Administration Assistant)

BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing using Microsoft Word	3
BU-909	Cooperative Education in Business	3
BU-916	Medical Coding I	3
BU-917	Healthcare Information Management	3
<b>Total</b>		<b>16</b>

<b>Total Credits for Office Administrative Assistant Certificate</b>		<b>30</b>
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\*Students who have had previous training in typewriting/keyboarding may replace BU-801 with 2 free elective credits. To be excused from BU-801, the keyboarding/typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. In addition, students requesting to be excused from BU-801 must pass an exam which consists of the following:

- The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors
- The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level

OR

Students who have had previous training in typewriting/keyboarding may receive 2 credits for BU-801 by passing **Credit by Exam** which consists of the following:

- The ability to touch type for 3 minutes between 35-40 words per minute with a maximum of 3 errors
- The ability to format business documents (letters, memorandums, manuscripts, tables) using word processing software at a professional level

Those taking **Credit by Exam** must register and pay for the course. An additional fee is charged for those taking **Credit by Exam**. Those students who pass **Credit by Exam** are given credit for BU-801 and receive a grade of P. Those students who do not pass **Credit by Exam** must complete the BU-801 course in which they have already registered. Students must take **Credit by Exam** within the first two weeks of the semester.

\*\*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.

## DEPARTMENT of MECHANICAL ENGINEERING

### Curriculum Revision Proposal: New Media Technology Program

The following changes were approved on November 28, 2013 by the Engineering Technology Department for the New Media Technology Program:

**From:** [New Media] Technology – A.A.S. Degree Program

**To:** Internet Technology – A.A.S. Degree Program

**Rationale:** The title Internet Technology is more easily recognized by students and better describes the curriculum.

**From:**

### REQUIREMENTS FOR THE MAJOR

ET-504§ Operating Systems and System Deployment .....2

ET-704 Networking Fundamentals I .....4

ET-710§ Web Technology I: Building



and Maintaining Web Sites .....	4
ET-712 Web Client Programming: JavaScript .....	3
AR-121 Two Dimensional Design .....	3
AR-473 Electronic Imaging.....	2
[ME-200 Digital Audio for New Media .....	3]
Sub-total	21

**SUGGESTED SEQUENCE OF COURSES**

**Semester 3**

[ME-200 Digital Audio Arts for New Media .....	3]
EN-102 English Composition II: Intro. to Literature .....	3
——— New Media Technology elective .....	4
——— Laboratory Science .....	4
Sub-total	14

**To:**

**REQUIREMENTS FOR THE MAJOR**

ET-504§ Operating Systems and System Deployment .....	2
ET-704 Networking Fundamentals I .....	4
ET-710§ Web Technology I: Building and Maintaining Web Sites .....	4
ET-712 Web Client Programming: JavaScript .....	3
<u>ET-718 Database Technology .....</u>	<u>3</u>
AR-121 Two Dimensional Design .....	3
AR-473 Electronic Imaging.....	2
Sub-total	21

**SUGGESTED SEQUENCE OF COURSES**

**Semester 3**

<u>ET-718 Database Technology.....</u>	<u>3</u>
EN-102 English Composition II: Intro. to Literature .....	3
——— New Media Technology elective .....	4
——— Laboratory Science .....	4
Sub-total	14

**Rationale:** The music department no longer offers ME-200 Digital Audio for New Media. A replacement course MP-210 is appropriate for recording technicians but not New Media (Internet Technology) students. Database technology has become an increasingly important course for students in the field. We therefore propose to replace ME-200 (3 credits) with ET-718 (3 credits) in the requirements for the major. Both the Engineering Technology and the Music Department agree to this change.

**From:**

**ELECTIVES\*\***

Select 17 credits from the following:

ET-375 Introduction to Robotics .....	4
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ET-481 Personal Computer Technology, Architecture, and Troubleshooting .....	2
ET-505 Introduction to 'C++' Object Oriented Programming .....	4
ET-506 Introduction to UNIX (LINUX) .....	4
ET-507 Advanced 'C++' Object Oriented Programming .....	4
ET-705 Networking Fundamentals II .....	4
ET-706 Network Configuration I (Cisco CCNA 3) .....	4
ET-707 Network Configuration II (Cisco CCNA 4) .....	4
ET-714 Web Technologies II: Building Database- Driven Web Sites .....	4
ET-716 Java Programming Technology .....	4
[ET-718 Database Technology .....	3]
ET-720 Advanced Web and Multimedia Programming Applications .....	1
ET-728 Web Tech: XML .....	4
ET-991 Cooperative Education .....	1
ET-992 Cooperative Education .....	1
AR-642§ Web Animation .....	3
Sub-total 17	

*\*\* The following New Media Technology electives are highly recommended: AR-642, [ET-714,] ET-716[,] ET-718, ET-720, ET-991, 992*

**To:**

**ELECTIVES\*\***

Select 17 credits from the following:

ET-375 Introduction to Robotics .....	4
ET-481 Personal Computer Technology, Architecture, and Troubleshooting .....	2
ET-505 Introduction to 'C++' Object Oriented Programming .....	4
ET-506 Introduction to UNIX (LINUX) .....	4
ET-507 Advanced 'C++' Object Oriented Programming .....	4
<u>ET-510 Introduction to Digital Electronics.....</u>	<u>4</u>
ET-705 Networking Fundamentals II .....	4
ET-706 Network Configuration I (Cisco CCNA 3) .....	4
ET-707 Network Configuration II (Cisco CCNA 4) .....	4
ET-714 Web Technologies II: Building Database- Driven Web Sites .....	4
ET-716 Java Programming Technology .....	4
ET-720 Advanced Web and Multimedia Programming Applications .....	1
ET-728 Web Tech: XML .....	4

ET-991 Cooperative Education .....	1
ET-992 Cooperative Education .....	1
AR-642§ Web Animation .....	3

Sub-total 17

*\*\* The following New Media Technology electives are highly recommended: AR-642, ET-716, ET-718, ET-720, ET-991, 992*

**Rationale:** By making ET-718 a required course, it can no longer be listed as an elective. Additionally we propose to add ET-510 Introduction to Digital Electronics as an elective in the program because it is a prerequisite course for the elective ET-375 Introduction to Robotics. The period after ET-716 is a typographical error and is changed to a comma.