**QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK
CURRICULUM COMMITTEE**

To: Philip Pecorino, Academic Senate Steering Committee
From: Aránzazu Borrachero, Chairperson, Committee on Curriculum
Date: May 1, 2014
Subject: Monthly Report

The Committee on Curriculum has sent the following recommendations to the Academic Senate:

**1. Revised Courses
2. Revised Academic Programs
3. New Courses
4. New Dual/Joint Degree Program**

1. Revised Courses

DEPARTMENT OF BUSINESS

BU-907: Word/Information Processing Using Microsoft Word for Windows

From: BU-907 [Word/Information Processing using Microsoft Word for Windows]	**To:** BU-907 Word Processing
3 credits 2 class hours, 2 laboratory hours	3 credits 2 class hours, 2 laboratory hours
Catalog Description: [This course develops student mastery of Microsoft Word for Windows word processing software. Emphasis is placed on the creation of sophisticated word processing documents.]	Catalog Description: This course develops mastery of word processing software. Emphasis is placed on the creation, design, development, and analysis of complex Microsoft Word documents for business, professional, and academic environments.

Rationale: These are title and course description changes. The present title (Word/Information Processing using Microsoft Word for Windows) is cumbersome and too long. Also, the Curriculum Committee in the past has requested that vendors not be mentioned in course titles. The description has also been updated to reflect the requirements of office administration personnel using word processing in business, academic, and professional office environments.

BU-500: Introduction to Microcomputer Applications

From: BU-500 Introduction to Microcomputer Applications	To: BU-500 Introduction to Microcomputer Applications
2 class hours 2 laboratory hours 3 credits	*2 class hours 2 laboratory hours 3 credits*
[Introduction to the use of computers in business, concepts of computer hardware and software, elements of problem-solving. Designed to provide "hands-on" experience with the IBM personal computer. Software packages are applied to business applications including spreadsheets, word processing, data base and graphics.]	Introduction to the fundamentals of computer use in business, including concepts of computer hardware, operating system and application software, elements of problem-solving. The course is designed to provide hands-on experience with the personal computer. Solutions to practical business problems are explored through the use of word processing, spreadsheet, and presentation software.

2. Revised Academic Programs

DEPARTMENT OF ART AND DESIGN

FROM:	TO:
[AR-121] Two-Dimensional Design	ARTS-121 Two-Dimensional Design
[AR-122] Three Dimensional Design: Introduction to Sculpture	ARTS-122 Three Dimensional Design: Introduction to Sculpture
[AR-148] Color Theory	ARTS-221 Color Theory
[AR-230] Sculpture	ARTS-182 Sculpture
[AR-231] Ceramics I	ARTS-186 Ceramics I
[AR-232] Ceramics II	ARTS-286 Ceramics II
[AR-251] Drawing I	ARTS-151 Drawing I
[AR-252] Drawing II	ARTS-252 Drawing II
[AR-253] Illustration	ARTS-253 Illustration
[AR-261] Painting I	ARTS-161 Painting I
[AR-262] Painting II	ARTS-262 Painting II
[AR-263] Painting III	ARTS-263 Painting III
[R-271, 272] Art for Teachers of Children	ARTS-130, ARTS 131 Art for Teachers of Children
[AR-280] Introduction to Art Therapy	ARTS-132 Introduction to Art Therapy
[AR-310] Introductory Survey of Art	ARTH-100 Introductory Survey of Art
[AR-311] History of Art I	ARTH-101 History of Art I
[AR-312] History of Art II	ARTH-202 History of Art II
[AR-315] Modern Art	ARTH-115 Modern Art
[AR-316] American Art	ARTH-116 American Art
[AR-317] History of Photography	ARTH-117 History of Photography
[AR-320] Contemporary Art	ARTH-120 Contemporary Art
[AR-325] History of Graphic Design	ARTH-225 History of Graphic Design
[AR-326] History of Asian Art	ARTH-126 History of Asian Art
[AR-328] History of African Art	ARTH-128 History of African Art
[AR-461] Introduction to Photography	ARTS-141 Introduction to Photography
[AR-462] Advanced Photographic Skills	ARTS-242 Advanced Photographic Skills

[AR-463] Large Format and Studio Photography	ARTS-343 Large Format and Studio Photography
[AR-464] Photography as Fine Art	ARTS-344 Photography as Fine Art
[AR-465] Creating the Documentary Image	ARTS-345 Creating the Documentary Image
[AR-466] Color Photography	ARTS-346 Color Photography
[AR-468] Photographing People	ARTS-348 Photographing People
[AR-469] Illustration and Fashion Photography	ARTS-349 Illustration and Fashion Photography
[AR-473] Electronic Imaging	ARTS-291 Electronic Imaging
[AR-474] Digital Photography	ARTS-243 Digital Photography
[AR-480/481] Special Problems in Studio Art	ARTS-381, ARTS-382 Special Problems in Studio Art
[AR-510] Printmaking: Relief and Stencil	ARTS-270 Printmaking: Relief and Stencil
[AR-511] Printmaking: Intaglio	ARTS-271 Printmaking: Intaglio
[AR-512] Printmaking II	ARTS-272 Printmaking II
[AR-541] Advertising Design and Layout	ARTS-290 Advertising Design and Layout
[AR-543] Design for Desktop Publishing	ARTS-292 Design for Desktop Publishing
[AR-544] Design for Motion Graphics	ARTS-293 Design for Motion Graphics
[AR-641] Introduction to Video Art	ARTS-191 Introduction to Video Art
[AR-642] Web-Animation	ARTS-192 Web-Animation
[AR-801] Art Administration	ARTH-150 Art Administration
[AR-803] Art Curating	ARTH-251 Art Curating
[AR-804] Art Institutions and the Business of Art	ARTH-252 Art Institutions and the Business of Art
[AR-901] Gallery Internship I	ARTH-380 Gallery Internship I
[AR-902] Gallery Internship II	ARTH-381 Gallery Internship II
[AR-903] Artist Apprentice Internship I	ARTS-380 Artist Apprentice Internship I
[AR-904] Artist Apprentice Internship II	ARTS-381 Artist Apprentice Internship II
[[AR-483] Portfolio Project in Studio Art	ARTS-390 Portfolio Project in Studio Art

Rationale: QCC has traditionally used the two-letter/three-digit convention of denominating classes, but there is a progressive tendency in course designation to adopt a more efficient model with a three- and four-letter convention that distinguishes subsets of courses within the discipline. The new sequences also reflect the level of learning, with the first digit suggesting the place in the hierarchy and/or sequence of study. The Department of Art and Design is proposing a change of course designation to stay current with this tendency. The department also hopes that the new system will help students to decode the character and relative placement of classes. In the visual arts there is a common distinction made between studio and art history--hence "ARTS" and "ARTH". Queens College has adopted the identical bifurcated designations.

DEPARTMENT OF BUSINESS

Office Administration Assistant Certificate

From:

Office Administration Assistant Certificate

Option A (Corporate Office Administration Assistant)

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

[Option B (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: BU-8XX or BU-9XX course OR HE-106	 First Aid and Safety Education	3
	Total	16]

Option C (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-600	Business Internships	3
BU-XXX 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
	Total	16-17

Option D (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
	Total	16

	Total Credits for Office Administrative Assistant	30

	Certificate	

To:

Office Administration Assistant Certificate*

Option A (Corporate Office Administration Assistant)

BU-907	Word Processing	3
BU-600	Business Internships	3
Select two courses from: BU-903 BU-810 BU-920 BU-859	 Medical Office Procedures Legal Office Procedures Graph Presentations Development Using Microsoft PowerPoint Desktop Publishing	6
BU-XXX	Advised Business Electives	4
	Total	16

Option B (Legal Office Administration Assistant)

BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word Processing	3
BU-810	Legal Office Procedures	3
BU-301	Business Law I	3
Select one course from: BU-903 BU-859 BU-920	 Medical Office Procedures Desktop Publishing Graph Presentations Development Using Microsoft PowerPoint	3
Free Electives		3
	Total	16

Option C(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-600	Business Internships	3
BU-XXX 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
	Total	16-17

Option D (Healthcare Office Administration Assistant)

BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3
BU-907	Word Processing	3
BU-600	Business Internships	3
BU-916	Medical Coding I	3
BU-917	Healthcare Information Management	3
	Total	16

	Total Credits for Office Administrative Assistant Certificate	30

To complete the certificate, students can follow one of the options OR select any 16 credits from the courses listed in any of the options to design an Office Administration Assistant Certificate that meets their future career objectives.

Rationale: It is being proposed that the Education Office Administration Assistant optional concentration be replaced by a Legal Office Administration optional concentration. The Education Office Administration Assistant (originally "School Secretary Certificate") was designed for students aspiring to become school secretaries in the New York City Board of Education. BU-900, BU-901, and BU-902 were required in the School Secretary Certificate curriculum. However, times have changed. The New York City Board of Education has not offered the School Secretary exam since 2009 and the demand for BU-900, 901, and 902 has constantly diminished. BU-901 and BU-902 were offered in the Fall 2013 and both courses were cancelled. In the Spring 2013 assessment of BU-900 (School Records and Accounts) the following appears:
 "The New York City Board of Education is now using 'community assistants' to do the work that was formerly done only by those who passed the school secretary examination. These 'community assistants' receive approximately 50% less pay than a licensed school secretary. At present, there are no plans to reopen the school secretary exam."
At present, the Office Administration Assistant Certificate does not address the demands of the job market for support staff in the legal field. Therefore, a concentration in Legal Office Administration Assistant is needed. The courses listed in the new Legal Office Administration Assistant, Option B, are already in existence. In a recent article published in the Sunday, February 9, 2014 issue of Newsday, the LI Business section headline was "Legal Boom, Long Island's Law Firms Grow as NYC's Downsize." On Long Island, employment in legal services grew by 1,600 in the past five years, rebounding to a 10-year high as law firms have added more lawyers and support staff (State Labor Department data). Since QCC is located on Long Island (Queens) right next to Nassau County, the employment outlook on Long Island for our student population is significant. In addition, students in the Legal option are given the opportunity to take BU-903 (Medical Office Procedures) since many law firms are increasingly dealing with medical lawsuits.

DEPARTMENT OF SOCIAL SCIENCES

QCC/John Jay Dual/Joint Degree Program: A.S. in Criminal Justice

From:

Additional Major Requirements

Foreign Language 6-8
[MA-440 Pre-Calculus Mathematics……………….....................................4
MA-121 Elementary Trigonometry……………………………………………….1]
One course in PE-400 or PE-500 series or DAN-100 series........................1
Laboratory Science   BI-132, BI-171, CH-102, CH-111, CH-121,
                                  ET-842 or PH-112...0-1
                                                                     Sub-total 13-15

Electives
Free electives: [Students who have two free elective credits available
                 are recommended to take SOCY-240...............................0-2
                                                                     Sub-total 0-2]

To:
QCC/John Jay   Dual/Joint Degree Program: A.S. in Criminal Justice

Additional Major Requirements
Foreign Language 6-8
MA-336 Statistics[1]……………………………………………………………...3
One course in PE-400 or PE-500 series or DAN-100 series......................1
Laboratory Science   BI-132, BI-171, CH-102, CH-111, CH-121,
                                  ET-842 or PH-112...0-1
                                                                     Sub-total 11-13
Electives
Free electives: Students are recommended to take SOCY-240.............0-4

[1] Students who are exempt from MA119 will use MA336 to satisfy the Common Core 1B requirement and must take either CRIM201 or CRIM204 to complete the 60-credit degree.

Rationale: Pursuant to a discussion of course requirements in the Dual/Joint Programs in Criminal Justice at a Justice Academy summit meeting at John Jay College on Feb. 26, 2014, it was decided that changes in the Mathematics requirements are in order.   The replacement of MA440 and MA121 with MA336 is believed to be necessary in order to familiarize Criminal Justice students with a kind of mathematics that they are much more likely to encounter and utilize both in upper-level undergraduate courses at John Jay College (e.g., CJBS250 Research Methods and Statistics for Criminal Justice) and in their later careers in the field of Criminal Justice. Dr. David Barnet, John Jay College's Director of Academic Planning, who oversees the Justice Academy Partnership programs, approved this change.

3. New Courses

DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES

LA 213: Intermediate Arabic I
3 lecture hours, 3 credits

Prerequisites and/or co-requisites: Arabic LA 112 with a grade of C or higher, or placement by the Department of Foreign Languages.

Course description: Intermediate Arabic I is a third-semester course, continuing to develop listening, speaking, reading, and writing in Modern Standard Arabic (MSA), and fostering acquaintance with colloquial variants of Arabic. The course builds vocabulary as well as knowledge of the Arabic grammar system and conventional Arabic usage within the context of assignments designed to familiarize students with everyday activities in the Arabic-speaking world.

Rationale: The Arabic Language program at Queensborough Community College (QCC) has expanded over the past few years, attracting a growing number of students. An Intermediate Modern Standard Arabic (MSA) course allows students to fulfill their language and elective requirements, especially those students who began their study of Arabic at QCC at the level of LA 112. The intermediate course also establishes the necessary linguistic foundation for more advanced work in Arabic at senior colleges. Together with LA 111 and LA 112, Arabic 213 makes up 12 credits, which can be applied toward a minor in Arabic at senior colleges where available. The steady high enrollment in Arabic classes at QCC is an indicator that Arabic 213 will attract a sufficiently high number of students to warrant its offering as a regular class each semester alongside Elementary Arabic I and II or as individual study with the classes distributed among the Arabic Instructors.

DEPARTMENT OF BUSINESS

BU 529: Application Development for Mobile Devices
3 credits: 2 lecture hours, 2 laboratory hours

Prerequisites: BU 521 or BU 522

Course description: This course concentrates on application development for Android based mobile devices – Tablets, Cell Phones, PDA, etc. Topics include fundamentals of Android applications development and programming concepts, and techniques for mobile devices. Emphasis is placed on hands on business applications development for mobile Android devices. This course requires computer programming knowledge in applications development with a GUI programming language.

Rationale: As computer technology changes rapidly, the need for curricula updates are urgent. This course is a response to such a need and a necessity to align the CIS curriculum with those at CUNY and elsewhere. The projected enrollment is from 40 to 50 students per semester.

BU 537: Data Security for Business

Prerequisites: BU534
3 credits: 2 class hours, 2 lab hours

Course description**:** This course is intended to meet the needs of students who want to be able to protect their computers and networks from attacks. The course is designed to provide a truly interactive learning experience through textbook case

solver, requiring them to apply concepts presented in the text and lectures. The course covers desktop security, Internet security, personal security, wireless network security, and enterprise security.

Rationale: There is high demand for the skills taught in this course:

- 246 million data records of Americans containing personal information such as addresses, Social Security numbers and credit card numbers have been exposed due to weak security.
- A computer connected to the Internet is probed by an attacker for weaknesses every 39 seconds on average.
- Web pages that infect an Internet user's computer by just viewing the site are increasing at a rate of 6,000 new infected Web pages each day.

4. New Dual/Joint Degree Program

Dual/Joint A.A.S./B.S. Degree Program in Nursing with CUNY School of Professional Studies

For full documentation and details please see the documents at:

http://www.qcc.cuny.edu/governance/academicSenate/curr/documents.html

Rationale: This proposal recognizes the value of having many different paths in nursing education. Associate degree nursing programs are typically housed within community colleges, which traditionally have offered lower tuition costs than four-year programs and provide more remedial services to students who are often first-generation college students. More numerous than four-year colleges, community college programs often provide opportunity for diverse students, including adult learners, as their goal is to service the educational needs of the local community. Thus, associate degree nursing programs provide easier access, enhanced academic support services and a shorter time period for individuals to become licensed registered nurses. These programs should continue. However, as healthcare increases in complexity and requires greater levels of inter-professional collaboration, these graduates should be encouraged to continue their education and obtain a BS degree in Nursing. Trends in the nursing profession point to the need for CUNY to increase its capacity at the baccalaureate level. This includes local and national hiring trends favoring baccalaureate prepared nurses, as compared to associate degree nurses. The proposed program will contribute to CUNY's ability to improve students' career trajectories, and will add registered nurses to the workforce who hold the credentials that clinical agencies desire. With a baccalaureate degree in hand, the program's graduates will be in a position to pursue the graduate level credentials needed to assume leadership positions in health-care and nursing education across the metropolitan area and beyond.
The New York State Education Department, as well as CUNY, advocates for the creation of seamless articulation for graduates of Associate degree to BS in Nursing programs. Many states—North Carolina, Illinois and Oregon—have created statewide projects to ensure that this happens. While continued efforts have been made to expand RN to BS completion programs at senior colleges within CUNY, there is a limited physical capacity for expansion of seats. Therefore, a new dual-joint program with a community college and the online baccalaureate completion program at the CUNY School for Professional Studies would enhance CUNY's capacity to remain in line with national trends within the nursing profession.