MONTHLY REPORT: April 2018 - COMMITTEE ON CURRICULUM

To: Joel Kuszai, Academic Senate Steering Committee

From: Lorena B. Ellis, April 27, 2018

Subject: Committee on Curriculum April 2018 Monthly Report for the May 2018 Senate

CC: College Archives (CWilliams@qcc.cuny.edu)

The Committee on Curriculum has voted to send the following recommendations to the Academic Senate:
 1 course revision
 3 new courses
 1 course deletion
 10 Program revisions

1. **COURSE REVISIONS**

BUSINESS DEPARTMENT
Departmental approval: April -18-2018

Course revision: BU-801 Typewriting/Keyboarding I

From	To
BU801	BU801
Typewriting/Keyboarding I	Typewriting/Keyboarding
1 class hours 3 lab hours 2 credits	1 class hours 3 lab hours 2 credits
Pre-requisites: None	Pre-requisites: None
Co-requisites: None	Co-requisites: None
Course Description The techniques of touch typewriting/keyboarding are introduced. Students develop the ability to format letters, tables, memoranda, and reports. They learn how to follow instructions and acquire good work habits. Emphasis is on accuracy, speed, and aesthetic arrangement of material used in office situations.	Course Description The techniques of touch typewriting/keyboarding are introduced. Students develop the ability to format letters, tables, memoranda, and reports. They learn how to follow instructions and acquire good work habits. Emphasis is on accuracy, speed, and aesthetic arrangement of material used in office situations.

Rationale:
BU-802 Typewriting/Keyboarding II is being eliminated and will no longer be offered. The only Typewriting/Keyboarding course that will be available is BU-801. Since there won't be a sequel to BU-801, the number 'I' will be eliminated from the title of the course.

1. **NEW COURSES**

BIOLOGICAL SCIENCES AND GEOLOGY
Departmental approval March 14, 2018
New Course
BI-260 Patient Care Coordination
2 hours (class), 2 credits
Pre-requisite: BI-150 Organization & Delivery of Health Care
Co-requisite: none

Course description
Care Coordination is an increasingly significant concept in the health care industry. It includes helping patients navigate the complex health care system, such that patients have a more optimal experience and improved health outcomes. In this course, students will engage in lectures, group activities, and case studies that will train them to better communicate with and recognize the needs of patients. When students complete this course, they should be able to help patients receive timely and appropriate care, guide patients to engage more fully in their own care, and ensure that communication takes place between all the providers involved in a patient's health care experience.

Rationale:
The current curriculum lacks any coursework that prepares students to cater to the needs of patients, communicate with patients in a constructive manner, and help patients navigate through the complex healthcare system. These soft skills will improve a student's chance at attaining a job and allow them to succeed in the health care workforce. The United States health care industry is increasingly aiming to become more patient-centered and incorporate care coordination in all aspects of delivery. Accordingly, creation of a course titled Patient Care Coordination is imperative in preparing the students for jobs in healthcare and for ensuring that patients' needs are prioritized in the healthcare system.

MATH & COMPUTER SCIENCE (2 New Courses)
Departmental approval April 16, 2018

MA-71 Quantitative Reasoning
4 class hours, 1 computer laboratory hour, 0 credits
Pre-requisite: None
Co-requisite: None

Course Description for college catalog:
This developmental course provides an alternative pathway to the college liberal arts and science course MA-321 Mathematics in Contemporary Society. The course focuses on basic numeracy and quantitative reasoning skills necessary to make sense of the world around us. Topics covered include signed numbers; decimals and fractions; proportional reasoning; inequalities; interpreting graphs and charts; averages; linear functions, and translating word problems into mathematical expressions. This course cannot be used as a pre-requisite for MA-119 College Algebra and is not suited for Science, Technology, Engineering, or Math (STEM) students.

Rationale:
On a 10-25-2016 memo, CUNY Executive VC of Academic Affairs requested mathematics departments across the

university to offer at least one alternative pathway for students who plan to pursue non-Algebra-intensive studies. In response, the Mathematics & Computer Science department at Queensborough Community College designated MA-321 as an alternative entry-level course for non-STEM students. Students needing remediation will start in the pre-requisite course MA-71 or will go directly into MA-321 with additional support, MA-321 ALP, depending on their scores on the placement exam. See attachment.

MA-321 ALP Mathematics in Contemporary Society

2 class hours, 0 credits

Pre-requisite: None

Co-requisite: MA-321 Mathematics in Contemporary Society

Course Description for college catalog

Fundamentals of statistics, graphing, solving linear equations by graphing and algebraic methods, word problems, slope and y-intercept, applications, in addition to support needed to pass subject matter covered in MA-321.

Rationale:

On a 10-25-2016 memo, CUNY Executive VC of Academic Affairs requested mathematics departments across the university to offer at least one alternative pathway for students who plan to pursue non-Algebra-intensive studies. In response, the Mathematics & Computer Science department at Queensborough Community College designated MA-321 as an alternative entry-level course for non-STEM students. Students needing remediation will start in the pre-requisite course MA-71 or will go directly into MA-321 with additional support, MA-321 ALP, depending on their scores on the placement exam. See attachment.

1.   COURSE DELETION

BUSINESS DEPARTMENT
Departmental approval date: February 28, 2018

BU-802 Typewriting/Keyboarding II
1 class hour, 3 laboratory hours, 2 credits
Prerequisite: BU-801, or the equivalent

Course description
Building on the skills developed in BU-801, students are guided toward higher speed, greater accuracy, improved formatting techniques for letters, manuscripts, statistical material, and reports used in personal, business, and professional life.

Rationale:
To avoid redundancy of material covered in the entry-level course of BU-801 and to allow students to focus on developing audio transcription skills, which are needed in the medical office environment when transcribing medical documents.

4. PROGRAM REVISIONS

Business Department (8 program revisions)
Departmental approval 2-28-2018

AAS – Accounting

Rationale for all the changes
1. Add MA-440 as an additional Math choice in Common Core I B

Many accounting students transfer to other colleges that have a calculus requirement. In recent years, changes in the pre-requisites for MA-128 have resulted in many business students having difficulty in completing MA-128.

While MA-260 is a Pre-calculus course, the sequel to the course is MA-261 Applied Calculus for Business Students. As far as we know, only Baruch College accepts MA-260 and MA-261. Only a few students take MA-260, so MA-261 has not been offered in several years. If a student needs pre-calculus and calculus for the college they are transferring to, they are unable to complete with the sequence of MA-260 and MA-261 at Queensborough.

Offering students a choice of MA-440 will allow students to continue with MA-441 Analytic Geometry and Calculus if they choose to take it so they will have calculus when they transfer, or by completing MA-440 at Queensborough, they are eligible to continue with Calculus at their next college, since MA-440 and MA-441 are more traditional pre-calculus and calculus courses accepted by most colleges.

In addition, offering MA-440 as a mathematics Required Corse 1B course aligns with the choices in the A.S. in Accounting for Forensic Accounting and the A.S. in Business Administration programs offered in the Business Department.

2. CIS-101 course title change:
The new course title uses more current terminology which reflects the course content.

1.	**Department:**	Business				
2.	**Program name:**	Accounting – A.A.S.				
3.	**Program Code:**	01524				
4.	**HEGIS number:**	5002				
5.	**Date approved by the department**	Nov	8	2017		
		Feb	28	2018		
		Month	**Day**	**Year**		
6.	**Date the changes will be effective (if approved)**	Aug		2018		
		Month	**Day**	**Year**		
7.	All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~					
8.	All new text, courses, credits, etc. should be marked by <u>underlining</u>.					
9.	All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~					
10.	Show the whole set of program requirements in a From/To format (see example below)					
11.	Add all Program notes in 11A					
	Add all Course notes in 11B (Number your notes).					

F		To:	
COMMON CORE REQUIREMENTS	**Credits**	**COMMON CORE REQUIREMENTS**	**Credits**
Required Core IA:		Required Core IA:	
ENGL-101 English Composition I	3	ENGL-101 English Composition I	3

Required Core 1B: Mathematics and Quantitative Reasoning Required: MA-260 Pre-calculus and Elements of Calculus for Business Students or MA-128 Calculus for Technical and Business Students Society [1]	4 4	Required Core 1B: Mathematics and Quantitative Reasoning Required: MA-260 Pre-calculus and Elements of Calculus for Business Students or MA-128 Calculus for Technical and Business Students Society [1] or MA-440 Pre-Calculus Mathematics	4 4
Required Core1C: Life & Physical Sciences (select from	3 – 4 [3]	Required Core 1C: Life & Physical Sciences (select from 1C [2])	3 – 4 [3]
Flexible Core 2A, 2B, 2D or SP-211 (select one course)	3	Flexible Core 2A, 2B, 2D or SP-211 (select one course)	3
ECON-101 Introduction to Macroeconomics or ECON-102 Introduction to	3	ECON-101 Introduction to Macroeconomics or ECON-102 Introduction to Microeconomics	3
Sub-total	19 – 20 [3]	Sub-total	19 – 20 [3]
REQUIREMENTS FOR THE MAJOR		**REQUIREMENTS FOR THE MAJOR**	
BU-101 Principles of Accounting I	4	BU-101 Principles of Accounting I	4
BU-102 Principles of Accounting II	4	BU-102 Principles of Accounting II	4
BU-103 Intermediate Accounting I	4	BU-103 Intermediate Accounting I	4
BU-104 Intermediate Accounting II	3	BU-104 Intermediate Accounting II	3
BU-108 Income Taxation	3	BU-108 Income Taxation	3
BU-110 Cost Accounting	4	BU-110 Cost Accounting	4
BU-111 Computer Applications in Accounting	3	BU-111 Computer Applications in Accounting	3
BU-201 Business Organization and Management	3	BU-201 Business Organization and Management	3
BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
BU-301 Business Law [4]	3	BU-301 Business Law [4]	3
BU-701 Principles of Finance	3	BU-701 Principles of Finance	3
CIS-101 Introduction to ~~Microcomputer~~ Applications	3	CIS-101 Introduction to Computers and Applications	3
Sub-total	40	Sub-total	40

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MAJOR ELECTIVES		MAJOR ELECTIVES	
Laboratory Science [5] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842,or PH-112	0-1	Laboratory Science [5] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842,or PH-112	0-1
Sub-total	0-1	Sub-total	0-1
Total	60	Total	60
11A. Program Note: From: *1 For students planning to transfer to an accounting program at a four-year institution, it is strongly recommended that they complete a calculus course prior to transfer. Students may substitute MA-441 (Analytic Geometry and Calculus I). Students should check with the institution to which they plan to transfer regarding the course that will satisfy this requirement.* *2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.* *3 The credit range accounts for STEM Variant in 1C.* *4 Sections of this course denoted as "WI" may be taken to satisfy the writing-intensive requirement.* *5 For students who do take 4 credit STEM Variant in Required Core 1C this laboratory science elective is not required.*		**To:** *1 For students planning to transfer to an accounting program at a four-year institution, it is strongly recommended that they complete a calculus course prior to transfer. Students may substitute MA-441 (Analytic Geometry and Calculus I). Students should check with the institution to which they plan to transfer regarding the course that will satisfy this requirement.* *2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.* *3 The credit range accounts for STEM Variant in 1C.* *4 Sections of this course denoted as "WI" may be taken to satisfy the writing-intensive requirement.* *5 For students who do take 4 credit STEM Variant in Required Core 1C this laboratory science elective is not required.* All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements	
11B. Course Note (number your notes): From:		**To:**	

12. Write a Rationale for all the changes

1. Add MA-440 as an additional Math choice in Common Core I B

Many accounting students transfer to other colleges that have a calculus requirement. In recent years, changes in the pre-requisites for MA-128 have resulted in many business students having difficulty in completing MA-128.

While MA-260 is a Pre-calculus course, the sequel to the course is MA-261 Applied Calculus for Business Students. As far as we know, only Baruch College accepts MA-260 and MA-261. Only a few students take MA-260, so MA-261 has not been offered in several years. If a student needs pre-calculus and calculus for the college they are transferring to, they are unable to complete with the sequence of MA-260 and MA-261 at Queensborough.

Offering students a choice of MA-440 will allow students to continue with MA-441 Analytic Geometry and Calculus if they choose to take it so they will have calculus when they transfer, or by completing MA-440 at Queensborough, they are eligible to continue with Calculus at their next college, since MA-440 and MA-441 are more traditional pre-calculus and calculus courses accepted by most colleges.

In addition, offering MA-440 as a mathematics Required Corse 1B course aligns with the choices in the A.S. in Accounting for Forensic Accounting and the A.S. in Business Administration programs offered in the Business Department.

2. CIS-101 course title change:
The new course title uses more current terminology which reflects the course content.

13. Write a Summary for all the changes

Add MA-440 as an additional Math choice in Common Core I B.
CIS-101 course title revision

14. **If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.**

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

16. **Explain briefly how students currently in the program will be able to complete the requirements**

AAS – Computer Information Systems (CIS)

Here is the information to include in a proposal to revise an existing degree or certificate program:

Rationale:
CIS-205 Introduction to Information Systems Management is an introductory level technology course with no prerequisites. The elective courses in our program are intended to build on the foundation of our core courses, and to provide advanced students who have already taken the core courses with the opportunity to be exposed to a broader range of more rigorous topics.

The CIS-205 course will still remain as part of the A.S. – Business Administration program.

MA-114 College Algebra & Trigonometry for Technical Students gives the students additional math choices and transfer options.

CIS-101 revised course title uses current terminology which reflects the course content.

1.	Department:	Business		
2.	Program name:	Computer Information Systems (CIS) – A.A.S.		
3.	Program Code:	01527		
4.	HEGIS number:	5101		
5.	Date approved by the department	2	28	2018
		Month	**Day**	**Year**
6.	Date the changes will be effective (if approved)	August	27	2018
		Month	**Day**	**Year**
7.	**All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**			

8.	**All new text, courses, credits, etc. should be marked by <u>underlining</u>.**
9.	**All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**
10.	**Show the whole set of program requirements in a From/To format (see example below)**
11.	**Add all Program notes in 11A** **Add all Course notes in 11B (Number your notes).**

From:		To:	
COMMON CORE REQUIREMENTS	**Credits**	**COMMON CORE REQUIREMENTS**	**Credits**
Required Core: IA		Required Core: IA	
ENGL-101 English Composition I	3	ENGL-101 English Composition I	3
ENGL-102 English Composition II	3	ENGL-102 English Composition II	3
Required Core: 1B MA-128 [1] Calculus for Technical and Business Students *or* MA-260 [1] Pre-calculus and Elements of Calculus for Business Students *or* MA-321 [1] Mathematics in Contemporary Society	4	Required Core: 1B <u>MA-114 College Algebra & Trigonometry for Technical Students</u> *or* MA-128 [1] Calculus for Technical and Business Students *or* MA-260 [1] Pre-calculus and Elements of Calculus for Business Students	<u>4</u> 4
Required Core 1C Life & Physical Sciences (select from 1C [2])	3 – 4 [3]	Required Core 1C Life & Physical Sciences (select from 1C [2])	3 - 4 [3]
ECON-101 Introduction to Macroeconomics *or* ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Macroeconomics *or* ECON-102 Introduction to Microeconomics	3
Flexible Core 2A, 2B, 2C, 2D: Humanities elective (select one course) [4]	3	Flexible Core 2A, 2B, 2C, 2D: Humanities elective (select one course) [4]	3
Flexible Core 2A, 2B, 2D, 2E: Social Sciences or History elective (select one	3	Flexible Core 2A, 2B, 2D, 2E: Social Sciences or History elective (select one course)	3
Subtotal	21 – 23 [3]	Subtotal	21 – 23 [3]
REQUIREMENTS FOR MAJOR		**REQUIREMENTS FOR MAJOR**	
BU-101 Principles of Accounting I	4	BU-101 Principles of Accounting I	4
BU-201 Business Organization and Management	3	BU-201 Business Organization and Management	3

BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
CIS-101 Introduction to ~~Microcomputer~~ Applications (formerly BU500)	3	CIS-101 Introduction to <u>Computers and</u> Applications (formerly BU500)	3
CIS-102 Computer Programming Fundamentals for Business (formerly BU502)	3	CIS-102 Computer Programming Fundamentals for Business (formerly BU502)	3
CIS-152 Computer Programming for Business I (formerly BU520)	3	CIS-152 Computer Programming for Business I (formerly BU520)	3
CIS-153 Microcomputer Operating Systems & Utility Software (formerly BU532)	3	CIS-153 Microcomputer Operating Systems & Utility Software (formerly BU532)	3
CIS-201 Local Area Network Management (formerly BU534)	3	CIS-201 Local Area Network Management (formerly BU534)	3
CIS-208 Database Management Systems (formerly BU508)	3	CIS-208 Database Management Systems (formerly BU508)	3
CIS-251 Analysis and Design of Systems Projects (New, replaces BU504, BU509)	3	CIS-251 Analysis and Design of Systems Projects (New, replaces BU504, BU509)	3
Subtotal	31	Subtotal	31
ELECTIVES (Select 6 Credits)		**ELECTIVES** (Select 6 Credits)	
CIS-202 Object Oriented Programming for Business (formerly BU522)	3	CIS-202 Object Oriented Programming for Business formerly (BU522)	3
CIS-203 Computer Programming for Business II (formerly BU 521)	3	CIS-203 Computer Programming for Business II (formerly BU 521)	3
CIS-204 Web Design (formerly BU 524)	3	CIS-204 Web Design (formerly BU 524)	3
~~CIS-205 Introduction to Information Systems Management (formerly~~ ~~BU512)~~	~~3~~		
CIS-206 Spreadsheet Business Applications (formerly BU 530)	3	CIS-206 Spreadsheet Business Applications (formerly BU 530)	3
CIS-252 Application Development for Mobile Devices (formerly BU 529)	3	CIS-252 Application Development for Mobile Devices (formerly BU 529)	3
CIS-254 Data Security for Business (formerly BU 537)	3	CIS-254 Data Security for Business (formerly BU 537)	3
MAJOR ELECTIVES		**MAJOR ELECTIVES**	
Laboratory Science [2] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842,or PH-112		Laboratory Science [2] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842,or PH-112	
Subtotal	0 – 1		0 – 1
ELECTIVES		**ELECTIVES**	
Free Elective	0 – 1	Free Elective	0 – 1
Subtotal	0 – 1	Subtotal	0 – 1
Total	60	Total	60
11A. Program Note: **From:**		**To:**	

1 Students intending to transfer to complete a bachelor's degree should consult with an adviser to take either MA-128 or MA-260.	*1 Students intending to transfer to complete a bachelor's degree should consult with an adviser to take either MA-128 or MA-260.*
2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.	*2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.*
3 The credit range accounts for Math credit variation in 1B and STEM variant in 1C.	*3 The credit range accounts for Math credit variation in 1B and STEM variant in 1C.*
4 Select one course from the Flexible Core designated as a Humanities Elective by a double asterisk (**) on page 75.	*4 Select one course from the Flexible Core designated as a Humanities Elective by a double asterisk (**) on page 75.*
5 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C (select one from BI-132, BI-171, CH-102, CH-121, ET-842, PH-112).	*5 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C (select one from BI-132, BI-171, CH-102, CH-121, ET-842, PH-112).*
All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.	*All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.*
11B. Course Note (number your notes): From:	To:

12. Write a Rationale for all the changes

CIS-205 Introduction to Information Systems Management is an introductory level technology course with no prerequisites. The elective courses in our program are intended to build on the foundation of our core courses, and to provide advanced students who have already taken the core courses with the opportunity to be exposed to a broader range of more rigorous topics.

The CIS-205 course will still remain as part of the A.S. – Business Administration program.

MA-114 College Algebra & Trigonometry for Technical Students gives the students additional math choices and transfer options.

CIS-101 revised course title uses current terminology which reflects the course content.

13. **Write a Summary for all the changes**

Add MA-114 as an additional math choice
CIS-101 course title change
Remove CIS-205 as an elective from the CIS program

14. **If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.**

15.	If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.
16.	Explain briefly how students currently in the program will be able to complete the requirements

AAS – Management.

Here is the information to include in a proposal to revise an existing degree or certificate program:

Rationale:

The change of course title for BU-404 and CIS-101 better reflects current business terminology. See Form 03 Course Revision for each of these courses for more information.

1.	Department:	Business		
2.	Program name:	Management – A.A.S.		
3.	Program Code:	01525		
4.	HEGIS number:	5004		
5.	Date approved by the department	02	28	2018
		Month	Day	Year
6.	Date the changes will be effective (if approved)	August		2018
		Month	Day	Year
7.	All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~			
8.	All new text, courses, credits, etc. should be marked by underlining.			
9.	All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~			
10.	Show the whole set of program requirements in a From/To format (see example below)			
11.	Add all Program notes in 11A Add all Course notes in 11B (Number your notes).			

From:		To:	
Management - A.A.S Degree Program - Marketing Concentration		Management - A.A.S Degree Program – Marketing Concentration	
COMMON CORE REQUIREMENTS	Credits	**COMMON CORE REQUIREMENTS**	Credits
REQUIRED CORE 1A:		REQUIRED CORE 1A:	
ENGL-101 English Composition I	3	ENGL-101 English Composition I	3
ENGL – 102 English Composition II	3	ENGL – 102 English Composition II	3
REQUIRED CORE 1B:	3	REQUIRED CORE 1B:	3
MA-321 Mathematics in Contemporary Society		MA-321 Mathematics in Contemporary Society	
REQUIRED CORE 1C: Life and Physical Sciences (select from 1C[1])	3-4[2]	REQUIRED CORE 1C: Life and Physical Sciences (select from 1C[1])	3-4[2]
FLEXIBLE CORE 2B: SP-211 Speech Communication	3	FLEXIBLE CORE 2B: SP-211 Speech Communication	3

ECON-101 Introduction to Macroeconomics Or ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Macroeconomics Or ECON-102 Introduction to Microeconomics	3
FLEXIBLE CORE 2A, 2B, 2D or 2E: Social Science or History elective (select one course)	3	FLEXIBLE CORE 2A, 2B, 2D or 2E: Social Science or History elective (select one course)	3
Subtotal	21-22[2]	Subtotal	21-22[2]
REQUIREMENTS FOR MAJOR		**REQUIREMENTS FOR MAJOR**	
BU-101 Principles of Accounting	4	BU-101 Principles of Accounting	4
BU 201 Business Organization and Management	3	BU 201 Business Organization and Management	3
BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
BU-301 Business Law I[3]	3	BU-301 Business Law I[3]	3
BU-401 Elements of Marketing	3	BU-401 Elements of Marketing	3
BU-701 Principles of Finance	3	BU-701 Principles of Finance	3
CIS-101 (formerly BU-500) Introduction to ~~Microcomputer~~ Applications	3	CIS-101 (formerly BU-500) Introduction to <u>Computers and</u> Applications	3
Subtotal	22	Subtotal	22
CONCENTRATION REQUIREMENTS		**CONCENTRATION REQUIREMENTS**	
BU-402 Marketing Research	3	BU-402 Marketing Research	3
BU-403 Elements of Salesmanship	3	BU-403 Elements of Salesmanship	3
~~BU-404 Elements of Advertising~~	3	BU-404 <u>Integrated Marketing Communications</u>	3
BU-405 Elements of Retailing	3	BU-405 Elements of Retailing	3
Subtotal	12	Subtotal	12
ADDITIONAL MAJOR REQUIREMENTS		**ADDITIONAL MAJOR REQUIREMENTS**	
Laboratory Science[1] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, PH-112	0-1[2]	Laboratory Science[1] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, PH-112	0-1[2]
HE-101 or HE-102 Health Education Or PE-400 or 500 series or DAN-100 Series (select one)	1-2	HE-101 or HE-102 Health Education Or PE-400 or 500 series or DAN-100 Series (select one)	1-2
Subtotal	1-3	Subtotal	1-3
ELECTIVES		**ELECTIVES**	
Business or Computer Information Systems electives	2-3	Business or Computer Information Systems electives	2-3
Subtotal	2-3	Subtotal	2-3
Total Credits Required	**60**	**Total Credits Required**	**60**

11A. Program Note:	
From:	**To:**
[1] STEM Variant in Required Core 1C satisfies laboratory science elective requirement.	[1] STEM Variant in Required Core 1C satisfies laboratory science elective requirement.
[2] The credit range accounts for STEM variant in 1C	[2] The credit range accounts for STEM variant in 1C
[3] Sections of this course denoted as WI may be taken to satisfy the writing intensive requirement.	[3] Sections of this course denoted as WI may be taken to satisfy the writing intensive requirement.
All students must successfully complete two (2) writing intensive classes (designated "WI") to fulfill degree requirements.	All students must successfully complete two (2) writing intensive classes (designated "WI") to fulfill degree requirements.
11B. Course Note (number your notes):	
From:	**To:**

12. Write a Rationale for all the changes

    The change of course title for BU-404 and CIS-101 better reflects current business terminology. See Form 03 Course Revision for each of these courses for more information.

13. Write a Summary for all the changes

Change the course title and course description of BU-404.   Change the course title of CIS-101   Course descriptions are changed for BU-401 and BU-402.   See Form 03 Course Revision for each of these courses.

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15.   **If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.**

16.   **Explain briefly how students currently in the program will be able to complete the requirements**

AAS – Office Administration and Technology.
Here is the information to include in a proposal to revise an existing degree or certificate program:

Rationale:
The office environment has been transformed by rapidly changing technology. The role of the administrative assistant requires proficiency in every aspect of the business and virtual office. Specifically, the administrative assistant is called upon to use computer software to create spreadsheets; manage databases; and prepare

presentations, reports, and documents. Administrative assistants also use telecommunications and other multimodal mediums in their job duties and need to remain abreast of the latest digital technologies.

1.	**Department:**	Business
2.	**Program name:**	Office Administration & Technology—A.A.S. in Applied Science
3.	**Program Code:**	01526
4.	**HEGIS number:**	5005

5.	**Date approved by the department**	Feb	28	2018	
		Month	**Day**	**Year**	
6.	**Date the changes will be effective (if approved)**	Aug	27	2018	
		Month	**Day**	**Year**	

7.	**All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**
8.	**All new text, courses, credits, etc. should be marked by <u>underlining</u>.**
9.	**All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**
10.	**Show the whole set of program requirements in a From/To format (see example below)**
11.	**Add all Program notes in 11A** **Add all Course notes in 11B (Number your notes).**

From:		To:	
COMMON CORE REQUIREMENTS	**Credits**	**COMMON CORE REQUIREMENTS**	**Credits**
Required Core IA: ENGL-101 English Composition I ENGL-102 English Composition II	 3 3	Required Core IA: ENGL-101 English Composition I ENGL-102 English Composition II	 3 3
Required Core 1B: MA-321 Mathematics in Contemporary Society	3	Required Core 1B: MA-321 Mathematics in Contemporary Society	3
Required Core 1C: Life & Physical Sciences (select from 1C [2])	3-4 [3]	Required Core 1C: Life & Physical Sciences (select from 1C [2])	3-4 [3]
Flexible Core 2B: SP-211 Speech Communication	3	Life & Physical Sciences SP-211 Speech Communication	3
ECON-101 Introduction to Macroeconomics *or* ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Macroeconomics *or* ECON-102 Introduction to Microeconomics	3
Flexible Core 2A, 2B, 2D or 2E: Social Science or History elective (select one course)	3	Flexible Core 2A, 2B, 2D or 2E: Social Science or History elective (select one course)	3
Sub-total	21-22 [3]	Sub-total	21-22 [3]
REQUIREMENTS FOR THE MAJOR		**REQUIREMENTS FOR THE MAJOR**	
BU-201 Business Organization and Management	3	BU-201 Business Organization and Management	3
BU-801 Typewriting/Keyboarding ~~I~~ [1]	2	BU-801 Typewriting/Keyboarding[1]	2
~~BU-802 Typewriting/Keyboarding II~~	~~2~~		
BU-812 Transcription and Dictation of Business Documents	2	BU-812 Transcription and Dictation of Business Documents	2
BU-804 Administrative Office Procedures	3	BU-804 Administrative Office Procedures	3
BU-850 Fundamentals of Microsoft Windows	1	BU-850 Fundamentals of Microsoft Windows	1
BU-859 ~~Desktop Publishing~~	3	BU-859 <u>Corresponding in the Digital World</u>	3

		BU-860 Professional Business Career Development and the Virtual Office	3
BU-906 Advanced Microsoft Office	3	BU-906 Advanced Microsoft Office	3
BU-907 Word Processing	3	BU-907 Word Processing	3
CIS- 101 Introduction to ~~Microcomputer~~ Applications	3	CIS-101 Introduction to <u>Computers and</u> Applications	3
		Sub-total	26
		ELECTIVES (choose 10 – 12 credits)	
~~Any BU-800 or BU-900 course(s)~~	~~3~~	<u>BU-101 Principles of Accounting I</u>	<u>4</u>
~~Business or Computer Information Systems electives~~	~~6~~	<u>BU-301 Business Law I</u>	<u>3</u>
		<u>BU-600 Business Internships</u>	<u>3</u>
		<u>BU-810 Legal Office Procedures</u>	<u>3</u>
		<u>BU-903 Medical Office Procedures</u>	<u>3</u>
		<u>BU-916 Medical Coding and Billing I</u>	<u>3</u>
		<u>BU-917 Healthcare Information Management</u>	<u>3</u>
		<u>BU-918 Medical Coding and Billing II</u>	<u>3</u>
		<u>CIS-206 Spreadsheet Business Applications</u>	<u>3</u>
		<u>CIS-208 Database Management Systems</u>	3
Sub-total	~~34~~	Sub-total	10-12
ADDITIONAL MAJOR REQUIREMENTS		**ADDITIONAL MAJOR REQUIREMENTS**	
Laboratory Science [2] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	0-1	Laboratory Science [2] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	0-1
HE-101 or HE102 Health Education or PE-400 or 500 series or DAN-100 Series (select one)	1	HE-101 or HE102 Health Education or PE-400 or 500 series or DAN-100 Series (select one)	1-2
Sub-total	1-2	Sub-total	1-3
ELECTIVES			
Free electives	3		
Total	60	Total	60

11A. Program Note:

From:	To:
2 STEM Variant in Required Core 1C satisfies laboratory science elective requirement. *3 The credit range accounts for STEM Variant in 1C.* *All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.*	*2 STEM Variant in Required Core 1C satisfies laboratory science elective requirement.* *3 The credit range accounts for STEM Variant in 1C.* *All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements*

11B. Course Note (number your notes):

From:	To:

1 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
	1 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

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12. Rationale for all the changes

The office environment has been transformed by rapidly changing technology. The role of the administrative assistant requires proficiency in every aspect of the business and virtual office. Specifically, the administrative assistant is called upon to use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. Administrative assistants also use telecommunications and other multimodal mediums in their job duties and need to remain abreast of the latest digital technologies.

12.   Write a Summary for all the changes

Discontinuance of BU-802—Typewriting/Keyboarding II BU-859 course title revision, course description revision, some content revision BU-860 New Course Proposal——Professional Business Career Development and the Virtual Office

13.   If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15.	**If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.**
16.	**Explain briefly how students currently in the program will be able to complete the requirements**

AS – Business Administration.

Here is the information to include in a proposal to revise an existing degree or certificate program:

Rationale:

CIS-205 new course title more accurately reflects the course content.

1.	**Department:**	Business			
2.	**Program name:**	Business Administration – A.S.			
3.	**Program Code:**	01520			
4.	**HEGIS number:**	5004			
5.	**Date approved by the department**	Feb	28	2018	
		Month	**Day**	**Year**	
6.	**Date the changes will be effective (if approved)**	Aug	27	2018	
		Month	**Day**	**Year**	
7.	**All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**				
8.	**All new text, courses, credits, etc. should be marked by <u>underlining</u>.**				
9.	**All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**				
10.	**Show the whole set of program requirements in a From/To format (see example below)**				
11.	**Add all Program notes in 11A** **Add all Course notes in 11B (Number your notes).**				

Fro	To:

REQUIREMENTS FOR THE A.S. DEGREE		REQUIREMENTS FOR THE A.S. DEGREE	
COMMON CORE REQUIREMENTS	**Credits**	**COMMON CORE REQUIREMENTS**	**Credits**
Required Core 1A: ENGL-101 English Composition I	3	Required Core 1A: ENGL-101 English Composition I	3
Required Core 1B: Mathematics and Quantitative Reasoning Required: MA-114 [1] College Algebra and Trigonometry for Technical Students or MA-119 [2] College Algebra	4	Required Core 1B: Mathematics and Quantitative Reasoning Required: MA-114 [1] College Algebra and Trigonometry for Technical Students or MA-119 [2] College Algebra	4
Required Core1C: Life & Physical Sciences (select from 1C [3])	3 – 4 [4]	Required Core 1C: Life & Physical Sciences (select from 1C [3])	3 – 4 [4]
Flexible Core 2A: World Cultures & Global Issues	3	Flexible Core 2A: World Cultures & Global Issues	3
Flexible Core 2B: U.S. Experience & Its Diversity	3	Flexible Core 2B: U.S. Experience & Its Diversity	3
Flexible Core 2C: Creative Expression (select from 2C)	3	Flexible Core 2C: Creative Expression (select from 2C)	3
Flexible Core 2D: Individual & Society (select from 2D)	3	Flexible Core 2D: Individual & Society (select from 2D)	3
Flexible Core 2E: Scientific World (select from 2E)	3	Flexible Core 2E: Scientific World (select from 2E)	3
Flexible Core 2A, 2B, 2C, 2D or 2E: (select one course)	3	Flexible Core 2A, 2B, 2C, 2D or 2E: (select one course)	3
Sub-total	30 – 31 [4]	Sub-total	30 – 31 [4]
REQUIREMENTS FOR THE MAJOR		**REQUIREMENTS FOR THE MAJOR**	
BU-101 Principles of Accounting I	4	BU-101 Principles of Accounting I	4
BU-102 Principles of Accounting II	4	BU-102 Principles of Accounting II	4

BU-201 Business Organization and Management	3	BU-201 Business Organization and Management	3
BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
CIS-205 (formerly BU-512) Introduction to Information Systems ~~Management~~	3	CIS-205 (formerly BU-512) Introduction to Information Systems and Technologies	3
BU-301 Business Law [5]	3	BU-301 Business Law [5]	3
MA-128 or MA-440 [2]	4	MA-128 or MA-440 [2]	4
ECON-101 Introduction to Microeconomics or ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Microeconomics or ECON-102 Introduction to Microeconomics [6]	3
Sub-total	27	Sub-total	27
MAJOR ELECTIVES		**MAJOR ELECTIVES**	
Laboratory Science [2] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	0-1	Laboratory Science [2] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842, or PH-112	0-1
Sub-total	0-1 [4]	Sub-total	0-1 [4]
ELECTIVES		**ELECTIVES**	
Free electives	0-1	Free electives	0-1
Sub-total	0-1	Sub-total	0-1
Total Credits Required	**60**	**Total Credits Required**	**60**

11A. Program Note: From: *1 MA-114 is the preferred prerequisite for MA-128.* *2 Students who are exempt from or placed out of MA-119, required under 1B above, will use one of the courses under Requirements for the Major to satisfy 1B in Common Core. Students who have taken MA-128 or MA-441 to satisfy Flexible Core 1B will take BU-401 or BU-701. This may require 1 additional free elective credit* *3 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.* *4 The credit range accounts for STEM variant in 1C.* *5 Sections of this course, designated "WI," may be taken to satisfy the writing-intensive requirement.* *6 Students who have taken ECON-101 or ECON-102 in the Common Core 2D are recommended to take BU-401 or BU-701 or the second*	**To:** *1 MA-114 is the preferred prerequisite for MA-128.* *2 Students who are exempt from or placed out of MA-119, required under 1B above, will use one of the courses under Requirements for the Major to satisfy 1B in Common Core. Students who have taken MA-128 or MA-441 to satisfy Flexible Core 1B will take BU-401 or BU-701. This may require 1 additional free elective credit* *3 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.* *4 The credit range accounts for STEM variant in 1C.* *5 Sections of this course, designated "WI," may be taken to satisfy the writing-intensive requirement.* *6 Students who have taken ECON-101 or ECON-102 in the Common Core 2D are recommended to take BU-401 or BU-701 or the second Economics course.* *All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.*

11B. Course Note (number your notes):	
From:	To:

12. Write a Rationale for all the changes

CIS-205 new course title more accurately reflects the course content.

13. Write a Summary for all the changes

CIS-205 revised course title.

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15.	If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.
16.	Explain briefly how students currently in the program will be able to complete the requirements

AS – in Accounting for Forensic Accounting QCC/John Jay Dual/Joint Degree Program.

Here is the information to include in a proposal to revise an existing degree or certificate program:

Rationale:

CIS-101 new course title uses more current terminology which reflects the course content.

1.	Department:	Business				
2.	Program name:	QCC/John Jay Dual/Joint Accounting for Forensic Accounting – A.S./B.S.				
3.	Program Code:	36361				
4.	HEGIS number:	0502				
5.	Date approved by the department	Feb	28	2018		
		Month	**Day**	**Year**		
6.	Date the changes will be effective (if approved)	Aug	27	2018		
		Month	**Day**	**Year**		
7.	All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~					
8.	All new text, courses, credits, etc. should be marked by <u>underlining</u>.					
9.	All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~					
1	Show the whole set of program requirements in a From/To format (see example below)					
1	Add all Program notes in 11A					
1.	Add all Course notes in 11B (Number your notes).					

Fro	To:

REQUIREMENTS FOR THE A.S. DEGREE		REQUIREMENTS FOR THE A.S. DEGREE	
COMMON CORE REQUIREMENTS	**Credits**	**COMMON CORE REQUIREMENTS**	**Credits**
Required Core 1A: ENGL-101 English Composition I ENGL-102 English Composition II	 3 3	Required Core 1A: ENGL-101 English Composition I ENGL-102 English Composition II	 3 3
Required Core 1B: Mathematics and Quantitative Reasoning MA-128[1] Calculus for Technical and Business Students or MA-260[1] Pre-Calculus and Elements of Calculus for Business Students or MA-440[1] Pre-Calculus Mathematics	 4	Required Core 1B: Mathematics and Quantitative Reasoning MA-128[1] Calculus for Technical and Business Students or MA-260[1] Pre-Calculus and Elements of Calculus for Business Students or MA-440[1] Pre-Calculus Mathematics	 4
Required Core1C: Life & Physical Sciences (select from 1C [2])	3 – 4 [3]	Required Core 1C: Life & Physical Sciences (select from 1C [2])	3 – 4 [3]
Flexible Core 2A: World Cultures & Global Issues	3	Flexible Core 2A: World Cultures & Global Issues	3
Flexible Core 2B: U.S. Experience & Its Diversity	3	Flexible Core 2B: U.S. Experience & Its Diversity	3
Flexible Core 2C: Creative Expression (select from 2C)	3	Flexible Core 2C: Creative Expression (select from 2C)	3
Flexible Core 2D: Individual & Society (recommended: PHIL-130)	3	Flexible Core 2D: Individual & Society (recommended: PHIL-130)	3
Flexible Core 2E: Scientific World (select from 2E)	3	Flexible Core 2E: Scientific World (select from 2E)	3
Flexible Core 2A, 2B, 2C, 2D or 2E: (recommended: SOCY-101)	3	Flexible Core 2A, 2B, 2C, 2D or 2E: (recommended: SOCY-101)	3
Sub-total	31 – 32 [3]	Sub-total	31 – 32 [3]
REQUIREMENTS FOR THE MAJOR		**REQUIREMENTS FOR THE MAJOR**	
BU-101 Principles of Accounting I	4	BU-101 Principles of Accounting I	4
BU-102 Principles of Accounting II	4	BU-102 Principles of Accounting II	4
BU-103 Intermediate Accounting I	4	BU-103 Intermediate Accounting I	4

BU-104 Intermediate Accounting II	3	BU-104 Intermediate Accounting II	3
BU-111 Computer Applications in Accounting	3	BU-111 Computer Applications in Accounting	3
BU-203 Principles of Statistics	3	BU-203 Principles of Statistics	3
CIS-101 (formerly BU-500) Introduction to ~~Microcomputer~~ Applications	3	CIS-101 (formerly BU-500) Introduction to <u>Computers and</u> Applications	3
ECON-101 Introduction to Macroeconomics or ECON-102 Introduction to Microeconomics	3	ECON-101 Introduction to Macroeconomics or ECON-102 Introduction to Microeconomics	3
Sub-total	27	Sub-total	27
MAJOR ELECTIVES		**MAJOR ELECTIVES**	
Laboratory Science [2] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842,or PH-112	0-1	Laboratory Science [2] BI-132, BI-171, CH-102, CH-111, CH-121, ET-842,or PH-112	0-1
Sub-total	0-1	Sub-total	0-1
ELECTIVES		**ELECTIVES**	
Free electives	1-2	Free electives	1-2
Sub-total	1 – 2	Sub-total	1 – 2
Total Credits Required	**60**	**Total Credits Required**	**60**

11A. Program Note: From:	**To:**
11B. Course Note (number your notes): From:	**To:**
1 Students are required to take particular courses in some areas of the Common Core that fulfill both general education and major requirements. If students do not take the required courses in the Common Core, they will have to take additional credits to complete their degree requirements. *2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.* *3 The credit range accounts for STEM Variant in 1C.* *All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill*	*1 Students are required to take particular courses in some areas of the Common Core that fulfill both general education and major requirements. If students do not take the required courses in the Common Core, they will have to take additional credits to complete their degree requirements.* *2 Laboratory science elective required for students who do not take STEM Variant in Required Core 1C.* *3 The credit range accounts for STEM Variant in 1C.* *All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree requirements.*

12.   Write a Rationale for all the changes

CIS-101 new course title uses more current terminology which reflects the course content.

13. Write a Summary for all the changes

CIS-101 revised course title.

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

16. Explain briefly how students currently in the program will be able to complete the requirements

Certificate Program – Computer Information Systems.

Here is the information to include in a proposal to revise an existing degree or certificate program:

Rationale:
CIS-101 revised course title uses current terminology which reflects the course content.

1.	Department:	Business			
2.	Program name:	Computer Information Systems – Certificate Program			
3.	Program Code:	01524			
4.	HEGIS number:	5002			
5.	Date approved by the department	Feb	28	2018	
		Month	Day	Year	
6.	Date the changes will be effective (if approved)	Aug	27	2018	
		Month	Day	Year	

7.	All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~
8.	All new text, courses, credits, etc. should be marked by underlining.
9.	All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~
10.	Show the whole set of program requirements in a From/To format (see example below)
11.	Add all Program notes in 11A Add all Course notes in 11B (Number your notes).

From:		To:	
CORE REQUIREMENTS	Credits	CORE REQUIREMENTS	Credits

ENGL-101 English Composition I Flexible Core 2A, 2B, 2C, 2D or 2E: Liberal Arts and Sciences Electives (select two courses)	3 6	ENGL-101 English Composition I Flexible Core 2A, 2B, 2C, 2D or 2E: Liberal Arts and Sciences Electives (select two courses)	3 6
Sub-total	9	Sub-total	9
REQUIREMENTS FOR THE MAJOR		REQUIREMENTS FOR THE MAJOR	
CIS-101 (formerly BU-500) Introduction to ~~Microcomputer~~ Applications	3	CIS-101 (formerly BU-500) Introduction to <u>Computers and</u> Applications	3
CIS-102 (formerly BU-502) Computer Programming Fundamentals for Business	3	CIS-102 (formerly BU-502) Computer Programming Fundamentals for Business	3
CIS-153 (formerly BU-532) Microcomputer Operating Systems and Utility Software	3	CIS-153 (formerly BU-532) Microcomputer Operating Systems and Utility Software	3
CIS-206 (formerly BU-530) Spreadsheet Business Applications	3	CIS-206 (formerly BU-530) Spreadsheet Business Applications	3
CIS-208 (formerly BU-508) Database Management Systems	3	CIS-208 (formerly BU-508) Database Management Systems	3
Sub-total	15	Sub-total	15
ELECTIVES, SELECT TWO (2) COURSES FROM:		ELECTIVES, SELECT TWO (2) COURSES FROM:	
CIS-152 (formerly BU-520) Computer Programming for Business I	3	CIS-152 (formerly BU-520) Computer Programming for Business I	3
CIS-201 (formerly BU-534) Local Area Network Management	3	CIS-201 (formerly BU-534) Local Area Network Management	3
CIS-204 (formerly BU-524) Web Design	3	CIS-204 (formerly BU-524) Web Design	3
CIS-251 Analysis and Design of Systems Projects	3	CIS-251 Analysis and Design of Systems Projects	3
Sub-total	6	Sub-total	6
Total Credits Required	30	Total Credits Required	30
11A. Program Note: From:		To:	
11B. Course Note (number your notes): From:		To:	

12. Write a Rationale for all the changes

CIS-101 revised course title uses current terminology which reflects the course content.

13. Write a Summary for all the changes

CIS-101 course title revision.

14. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

16. Explain briefly how students currently in the program will be able to complete the requirements

Certificate Program – Office Administration Assistant.

Here is the information to include in a proposal to revise an existing degree or certificate program:

Rationale:
BU-859
The office environment has been transformed by rapidly changing technology. The role of the administrative assistant requires proficiency in every aspect of the business and virtual office. Specifically, the administrative assistant is called upon to use computer software to create spreadsheets; manage databases; and prepare | presentations, reports, and documents. Administrative assistants also use telecommunications and other multimodal mediums in their job duties and need to remain abreast of the latest digital technologies.

CIS-101
Revised course title uses current terminology which reflects the course content.

1.	**Department:**	Business		
2.	**Program name:**	Office Administration Assistant—Certificate Program		
3.	**Program Code:**	81027		
4.	**HEGIS number:**	5005		

5.	**Date approved by the department**	Apr	25	2018
		Month	**Day**	**Year**
6.	**Date the changes will be effective (if approved)**	Aug	27	2018
		Month	**Day**	**Year**

7.	**All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**
8.	**All new text, courses, credits, etc. should be marked by <u>underlining</u>.**
9.	**All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**
10.	**Show the whole set of program requirements in a From/To format (see example below)**
11.	**Add all Program notes in 11A** **Add all Course notes in 11B (Number your notes).**

	From:			**To:**	
CORE REQUIREMENTS:			**CORE REQUIREMENTS:**		
ENGL-101 or ENGL-103	English Composition I or Writing for the New Media	3	ENGL-101 or ENGL-103	English Composition I or Writing for the New Media	3
BU-801	Typewriting/Keyboarding ~~I~~ [1]	2	BU-801	Typewriting/Keyboarding [1]	2
CIS-101	Introduction to ~~Microcomputer~~ Applications	3	CIS-101	Introduction to <u>Computers and</u> Applications	3
BU-804	Administrative Office Procedures	3	BU-804	Administrative Office Procedures	3
BU-906	Advanced Microsoft Office	3	BU-906	Advanced Microsoft Office	3
	Sub-total	14		Sub-total	14

	OPTION A - CORPORATE OFFICE ADMINISTRATION ASSISTANT			OPTION A - CORPORATE OFFICE ADMINISTRATION ASSISTANT	
BU-907	Word Processing	3	BU-907	Word Processing	3
BU-600	Business Internships	3	BU-600	Business Internships	3
	Select two (2) from			**Select two (2) from**	
BU-903	Medical Office Procedures		BU-903	Medical Office Procedures	
BU-810	Legal Office Procedures		BU-810	Legal Office Procedures	
~~BU-920~~	~~Graph Presentations Development using Microsoft PowerPoint~~				
BU-859	~~Desktop Publishing~~		BU-859	<u>Corresponding in a Digital World</u>	
		6			6
BU-xxx	Business Elective	4	BU-xxx or <u>CIS-xxx</u>	Business <u>or CIS Elective</u>	4
	Sub-total	16		Sub-total	16
	OPTION B - LEGAL OFFICE ADMINISTRATION ASSISTANT			OPTION B - LEGAL OFFICE ADMINISTRATION ASSISTANT	
BU-850	Fundamentals of Microsoft Windows	1	BU-850	Fundamentals of Microsoft Windows	1
BU-907	Word Processing	3	BU-907	Word Processing	3
BU-810	Legal Office Procedures	3	BU-810	Legal Office Procedures	3
BU-301	Business Law I	3	BU-301	Business Law I	3
	Select one (1) from:			**Select one (1) from:**	
BU-903	Medical Office Procedures	3	BU-903	Medical Office Procedures	3

BU-859	Desktop Publishing	3	BU-859	Corresponding in the Digital World	3
BU-920	Graph Presentations Development using Microsoft PowerPoint	3			
	Free Elective	3		Free Elective	3
Sub-total	Sub-total	16		Sub-total	16

OPTION C – ACCOUNTING/OFFICE ADMINISTRATION ASSISTANT			OPTION C – ACCOUNTING/OFFICE ADMINISTRATION ASSISTANT		
MA-321	Mathematics in Contemporary **Society**	3	MA-321	Mathematics in Contemporary **Society**	3
BU-101	Principles of Accounting I	4	BU-101	Principles of Accounting I	4
BU-111	Computer Applications in Accounting	3	BU-111	Computer Applications in Accounting	3
BU-600	Business Internships	3	BU-301	Business Internships	3
	Select one (1) from:			**Select one (1) from:**	
BU-102	Principles of Accounting II	4	BU-102	Principles of Accounting II	4
BU-201	Business Organization and Management	3	BU-201	Business Organization and Management	3
CIS-206	Spreadsheet Business Applications (formerly BU-530)	3	CIS-206	Spreadsheet Business Applications (formerly BU-530)	3
Subtotal		16-17	Subtotal		16-17

OPTION D – HEALTH CARE OFFICE ADMINISTRATION ASSISTANT			OPTION D - HEALTH CARE OFFICE ADMINISTRATION ASSISTANT		
BU-850	Fundamentals of Microsoft Windows	1	BU-850	Fundamentals of Microsoft Windows	1
BU-903	Medical Office Procedures	3	BU-903	Medical Office Procedures	3
BU-907	Word Processing	3	BU-907	Word Processing	3
BU-600	Business Internships	3	BU-600	Business Internships	3
BU-916	Medical Coding I	3	BU-916	Medical Coding I	3
BU-917	Healthcare Information Management	3	BU-917	Healthcare Information Management	3
Subtotal		16	Subtotal		16
Total Credits Required		**30**	**Total Credits Required**		**30**

11A. Program Note:

From:	To:

11B. Course Note (number your notes):

From:	To:
1 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.*	*1 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*

12. Rationale for all the changes

BU-859
The office environment has been transformed by rapidly changing technology. The role of the administrative assistant requires proficiency in every aspect of the business and virtual office. Specifically, the administrative assistant is called upon to use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. Administrative assistants also use telecommunications and other multimodal mediums in their job duties and need to remain abreast of the latest digital technologies.

CIS-101
Revised course title uses current terminology which reflects the course content.

13.   Write a Summary for all the changes

BU-859—revision of course and course title

CIS-101 change of course title.

14.   If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

15.   If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

16.   Explain briefly how students currently in the program will be able to complete the requirements

*   *   *

BIOLOGICAL SCIENCES AND GEOLOGY/BUSINESS DEPARTMENTS

Medical Office Assistant A.A.S. Degree Program

Here is the information to include in a proposal to revise an existing degree or certificate program:

1.   **Department:**   Biological Sciences & Geology/Business Departments
2.   **Program Name:**   Medical Office Assistant A.A.S. Degree Program
3.   **Program Code:**   32494
4.   **HEGIS Number:**   5214

	Month	Day	Year
5. Date approved by department:	4	25	2018
6. Date consulted with the Office of Academic Affairs:	3	14	2018
7. Date submitted to the Committee on Curriculum:	4	18	2018
8. Date approved by the Committee on Curriculum:	4	24	2018
9. Date the changes will be effective (if approved)	8	01	2018

10. **Rationale: Why this revision is needed or desired.**

Two major revisions are being proposed for the Medical Office Assistant A.A.S. Degree Program: a name change and the addition of one new course, which will require the removal of two elective credits.

The current title of the program, Medical Office Assistant, does not reflect the range of skills encompassed by the current curriculum. Students are trained in both clinical and administrative responsibilities. Based on the courses offered, the more appropriate term for this program is Medical Assistant, which is the title used more frequently by medical offices and hospitals for assistants who perform both clinical and adminsitrative responsibilities. Thus, renaming the A.A.S. degree to Medical Assistant would better reflect the range of skills taught in this program, as well as the needs of the health care industry.

The current curriculum lacks any coursework that prepares students to cater to the needs of patients and help patients navigate through the complex healthcare system. These are critical skills for students training to become assitants in health care facilities. Accordingly, creation of a new course called Patient Care Coordination is imperative in preparing students for jobs in healthcare and for ensuring that patients' needs are prioritized in the healthcare system. Two credits will be reallocated from Elective Credits to Major Requirements to accommodate this new course into the degree program.

An additional minor revision is to add BI 510 Pharmacology as an Advised Elective. Many Medical Assistants are expected to assist with drug prescriptions and dispensing. Additionally, as electronic prescriptions have become the norm in places like NY, students are advised to have some basic exposure to pharmacology.

11. **All text or items that will be deleted or changed should be marked with a ~~strikethrough~~.**
12. **All new text, courses, credits, etc. should be marked by <u>underlining</u>.**
13. **Show the whole set of program requirements in a From/To format.**

From: ~~Medical Office Assistant~~		To: <u>Medical Assistant</u>	
Common Core	**Credits**	**Common Core**	**Credits**
ENGL 101 or ENGL 103 English Composition I or English Composition for the New Media	3	ENGL 101 or ENGL 103 English Composition I or English Composition for the New Media	3
ENGL 102 English Composition II	3	ENGL 102 English Composition II	3
MA 301 Foundations of Mathematics	3	MA 301 Foundations of Mathematics	3
BI 520 Introduction to Public Health	4	BI 520 Introduction to Public Health	4
HI 110 or 111 or 112 History	3	HI 110 or 111 or 112 History	3
SOCY 101 Sociology	3	SOCY 101 Sociology	3
PHIL 140 Medical Ethics	3	PHIL 140 Medical Ethics	3
Sub-Total	**22**	**Sub-Total**	**22**
Requirements for the Major		**Requirements for the Major**	
BI 111 Introduction to Human Biology	3	BI 111 Introduction to Human Biology	3
BI 150 Organization and Delivery of Health Care	2	BI 150 Organization and Delivery of Health Care	2
BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2	BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2

BI 341 Assisting in the Medical Office: Medical Testing Procedures	2	BI 341 Assisting in the Medical Office: Medical Testing Procedures	2
BI 403 Medical Terminology	2	BI 403 Medical Terminology	2
BI 451 Phlebotomy	1	BI 451 Phlebotomy	1
BI 452 EKG Technology	2	BI 452 EKG Technology	2
~~BU 802 Typewriting/Keyboarding II or~~ BU 812 Transcription and Dictation of Business Documents	2	BU 812 Transcription and Dictation of Business Documents	2
BU 903 Medical Office Procedures	3	BU 903 Medical Office Procedures	3
BU 907 Word Processing Using Microsoft Word	3	BU 907 Word Processing Using Microsoft Word	3
BU 916 Medical Billing and Coding I	3	BU 916 Medical Billing and Coding I	3
BU 917 Healthcare Information Management	3	BU 917 Healthcare Information Management	3
		<u>BI 260 Patient Care Coordination</u>	2
Sub-Total	~~28~~	**Sub-Total**	<u>**21**</u>
Additional Requirements for the Major		**Additional Requirements for the Major**	
INTERNSHIP REQUIREMENTS: BU 600 Business Internships or BI 961 Phlebotomy Internship and HE 110 Cardiopulmonary Resuscitation	3	INTERNSHIP REQUIREMENTS: BU 600 Business Internships or BI 961 Phlebotomy Internship and HE 110 Cardiopulmonary Resuscitation	3
Elective Requirements (Choose from the following: BI 950, 951, 952 (1 cr. each) Field Experience in Medical Assisting, BU 801 Typewriting/Keyboarding ~~I~~*, BU 918 Medical Coding and Billing II, HE 103 Nutrition and Health, SP 211 Speech Communication, CH 120 Fundamentals of Chemistry)	~~7~~	Elective Requirements (Choose from the following: BI 950, 951, 952 (1 cr. each) Field Experience in Medical Assisting, BU 801 Typewriting/Keyboarding*, BU 918 Medical Coding and Billing II, HE 103 Nutrition and Health, SP 211 Speech Communication, CH 120 Fundamentals of Chemistry, **<u>Advised Elective: BI 510 Pharmacology</u>)	<u>5</u>
Sub-Total	~~10~~	**Sub-Total**	<u>**8**</u>
Total	60	**Total**	60

14.   **Add all Program notes in 14A.**
     Add all Course notes in 14B (Number your notes).

14A. Program Note

From:	To:
All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree	All students must successfully complete two (2) writing-intensive classes (designated "WI") to fulfill degree

requirements.	requirements.

14B. Course Note

From:	To:
*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 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. **Upon the recommendation from an advisor, students will be advised, but not required, to take Pharmacology as elective credit

15. Write a summary for all of the changes.

The Medical Office Assistant A.A.S. Degree Program will change its name to Medical Assistant A.A.S. Degree Program.

A new course titled Patient Care Coordination will be added to the major requirements and the Elective Requirements will be reduced from 7 credits to 5 credits to accommodate for this new course.

An exisiting course BI-510: Pharmacology will be added as an Advised Elective to the list of Electives.

The Business Department is removing BU 802 (Typwriting/Keyboarding II) altogether, and therefore, this option will be removed from the program. This does not affect credits, since students had a choice to take this course or BU 812 (Transcription and Dictation of Business Documents).

16. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

A New Course Proposal Form and a Syllabus/Course Objectives Form have both been submitted for the new proposed course, Patient Care Coordination.

17. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

The Business Department is removing the course BU 802 Typewriting/Keyboarding II altogether from department offerings, and therefore, this will be removed from the program. Students will no more have a choice between BU 802 Typewriting/Keyboarding II and BU 812 Transcription and Dictation of Business Documents. Instead, all students will be required to take BU 812 Transcription and Dictation of Business Documents.

18. Explain briefly how students currently in the program will be able to complete the requirements

Any student who has enrolled in the Medical Office Assistant Degree Program before Fall 2018 will not be required to complete the new course (BI 260 Patient Care Coordination) and will graduate with a Medical Office Assistant degree. However, they will be encouraged to take the new course as an elective. Alternatively, any student who enrolls in Fall 2018 or after will graduate with a Medical Assistant degree and will have to complete the new course (Patient Care Coordination) and take fewer electives.

Medical Office Assistant Certificate Program
Here is the information to include in a proposal to revise an existing degree or certificate program:

1. **Department:** Biological Sciences and Geology/Business
2. **Program Name:** Medical Office Assistant Certificate Program
3. **Program Code:** 81316
4. **HEGIS Number:** 5214

		Month	Day	Year
5.	Date approved by department:	4	25	18
6.	Date consulted with the Office of Academic Affairs:	3	14	18
7.	Date submitted to the Committee on Curriculum:	4	18	18
8.	Date approved by the Committee on Curriculum:	4	24	18
9.	Date the changes will be effective (if approved)	8	01	18

10. **Rationale: Why this revision is needed or desired.**

The rationale of the changes proposed in this form is to revise the Medical Office Assistant (MOA) 1-year certificate program, such that it specifically caters to students who want to work in medical facilities and perform office duties, but don't want to perform clinical duties. These changes distinguish the certificate program from the current MOA A.A.S. degree program, which seeks to undergo a name change to Medical Assistant Program and includes both administrative and clinical components. The revisions should better prepare certificate students for a job in a medical office or facility, especially those students who are interested in pursuing solely an administrative job. Specifically, three new courses will be added to the curriculum: (1) BI 260 Patient Care Coordination (2 credits), (2) BI 150 Organization and Delivery of Healthcare (2 credits), (3) BU 917 Health Information Management (3 credits). The first two courses are essential for any student who desires to enter the health care industry, regardless of what types of he/she has. The third course is very beneficial and informative to someone who desires to be skilled in administrative duties at a health care facility. To accommodate these three new additions to the Certificate Program, BI 520 Introduction to Public Health (4 credits) will be removed from this program. This course focuses heavily on scientific and clinical skills, and is therefore not necessary for the training of a Medical Office Assistant. Additionally, three credits will be removed from Elective Requirements. Some exposure to clinical training will remain, so that students are exposed to the different responsibilities of medical assistants, but more emphasis will be on administrative duties.

11. **All text or items that will be deleted or changed should be marked with a ~~strikethrough.~~**
12. **All new text, courses, credits, etc. should be marked by <u>underlining</u>.**
13. **Show the whole set of program requirements in a From/To format.**

From:		To:	
Common Core	**Credits**	**Common Core**	**Credits**
ENGL 101 English Composition I	3	ENGL 101 English Composition I	3
BI 111 Introduction to Human Biology	3	BI 111 Introduction to Human Biology	3
Sub-Total	**6**	**Sub-Total**	**6**
Requirements for the Major		**Requirements for the Major**	
BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2	BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2
BI 341 Assisting in the Medical Office: Medical Testing Procedures	2	BI 341 Assisting in the Medical Office: Medical Testing Procedures	2
BU 903 Medical Office Procedures	3	BU 903 Medical Office Procedures	3
BU 907 Word Processing Using Microsoft Word	3	BU 907 Word Processing Using Microsoft Word	3
~~Two courses selected from the following:~~ BU 801* Typewriting/Keyboarding ~~I~~ ~~BU 802 Typewriting/Keyboarding II~~ BU 812 Transcription and Dictation of Business Documents	4	BU 801* Typewriting/Keyboarding	2
~~BI 520 Introduction to Public Health~~	4	BU 812 Transcription and Dictation of Business Documents	2
		<u>BI 260 Patient Care Coordination</u>	<u>2</u>

		BI 150 Organization and Delivery of Heath Care	2
		BU 917 Healthcare Information Management	3
Sub-Total	18	**Sub-Total**	21
Additional Requirements for the Major		**Additional Requirements for the Major**	
Advised Electives**	3	Advised Electives**	3
~~Free Electives~~	~~3~~		
Sub-Total	6	Sub-Total	3
Total	30	**Total**	30

14. **Add all Program notes in 14A.**
   Add all Course notes in 14B (Number your notes).

14A. Program Note

From:	To:

14B. Course Note

From:	To:
~~*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.	*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. **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.

15. Write a summary for all of the changes.

Three new courses will be added to Major Requirements: BI 260 (Patient Care Coordination, 2 credits), BI 150 (Organization and Delivery of Health Care, 2 credits), BI 917 (Healthcare Information Management, 3 credits). The addition of 7 new credits will require the removal of BI 520 (Introduction to Public Health, 4 credits) and 3 Free Elective credits.

Students will no more have a choice of two classes between BU 801 Typewriting/Keyboarding, BU 802 Typewriting/Keyboarding II, and BU 812 Transcription and Dictation because BU 802 is not being offered anymore. Instead, all students will be required to take BU 801 Typewriting/Keyboarding and BU 812 Transcription and Dictation.

16. If the program revision includes course revisions or new courses, submit the appropriate Course Revision form and/or New Course Proposal Form, along with the Syllabus and Course Objectives form.

A New Course Proposal Form and a Syllabus/Course Objectives Form have both been submitted for the new proposed course BI 260 (Patient Care Coordination).

17. If courses will be deleted from the program, make clear whether the courses are to be deleted from the department's offerings as well.

The Business Department is removing the course BU 802 Typewriting/Keyboarding II altogether from department offerings, and therefore, this will be removed from the program. Students will no more have a choice of two courses between the following three: BU 801 Typewriting/Keyboarding, BU 802 Typewriting/Keyboarding II and BU 812 Transcription and Dictation. Instead, all students will be required to take BU 801 Typewriting/Keyboarding and BU 812 Transcription and Dictation.

18. Explain briefly how students currently in the program will be able to complete the requirements

Any student that has enrolled in the Medical Office Assistant (MOA) Certificate Program before Fall 2018 does not have to complete the added requirements. However, they will be encouraged to take the new added courses as electives. Alternatively, any student who enrolls in Fall 2018 or after will have to complete the new MOA Certificate requirements.

*   *   *