

KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York

CURRICULUM DATA TRANSMITTAL SHEET

DEPARTMENT BUSINESS DATE 9/17/15

Title of Course or Degree: OFFICE ADMINISTRATION AND TECHNOLOGY

Change(s) Initiated: (Please check)

- | | |
|---|--|
| <input type="checkbox"/> Closing of Degree | <input checked="" type="checkbox"/> Change in Degree or Certificate Requirements |
| <input type="checkbox"/> Closing of Certificate | <input type="checkbox"/> Change in Degree Requirements (adding concentration) |
| <input type="checkbox"/> New Certificate Proposal | <input type="checkbox"/> Change in Pre/Co-Requisite |
| <input type="checkbox"/> New Degree Proposal | <input type="checkbox"/> Change in Course Designation |
| <input type="checkbox"/> New Course | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> New 82 Course | <input type="checkbox"/> Change in Course Titles, Numbers, Credits &/or Hours |
| <input type="checkbox"/> Deletion of Course | <input type="checkbox"/> Change in Academic Policy |
| <input type="checkbox"/> Other (please describe): _____ | |

PLEASE ATTACH PERTINENT MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

I. DEPARTMENTAL ACTION

Action by Department and/or Departmental Committee, if required:

Date approved 9/17/15 Signature, Committee Chairperson: _____

Signature, Department Chairperson: _____

II. PROVOST ACTION

Provost to act within 30 days of receipt and forward to College-wide Curriculum Committee exercising one of the following options:

- A. Approved B. Returned to department with comments

Recommendations (if any): _____

Signature, Provost: _____ Date: _____

III. CURRICULUM SUB-COMMITTEE RECOMMENDATIONS:

- A. Approved B. Tabled (no action will be taken by Curriculum Committee)

Recommendations (if any): _____

Signature, Sub-Committee Chair: _____ Date: _____

IV. COLLEGE-WIDE CURRICULUM COMMITTEE ACTION

Committee to act within 30 days of receipt, exercising **one** of the following options:

- A. Approved (forwarded to Steering Committee)
B. Tabled (Department notified)
C. Not Approved (Department notified)

Signature, Chairperson of Curriculum Committee _____ Date: _____

The Director of the Office Administration & Technology program requests the following changes be made to the AAS in Office Administration & Technology Degree:

1. In the "ALL majors" section, ADD Business Communications (BA 3300) – 3 credits, as an additional alternative to ADM 3700.
2. Delete stenography requirements from the degree as follows:
 - a. Delete the EXECUTIVE concentration completely.
 - b. Delete ADM 1500, 1700 and 3000 from the LEGAL and SCHOOL concentrations.
3. Delete references to stenography in the options headings (see CURRENT list)
4. ADD the following course requirements:
 - a. In LEGAL concentration:
 - i. Word Information Processing (TEC 2100) – 3 credits
 - ii. Electronic Transcription (TEC 2300) – 3 credits
 - iii. Office Computer Applications II (TEC 2600) – 3 credits
 - iv. Business Law (BA 1200) – 3 credits
 - b. In SCHOOL concentration:
 - i. Word Information Processing (TEC 2100) – 3 credits
 - ii. Office Systems & Procedures (ADM 2400) – 3 credits
 - iii. Office Computer Applications II (TEC 2600) – 3 credits

I further request that no students be admitted to the EXECUTIVE concentration immediately. This will prevent new majors entering until such time that the concentration is officially removed.

In addition, please note that the three stenography courses: ADM 1500, ADM 1700, and ADM 3000 should remain in the catalog until current stenographic majors have completed them. I will then ask that they be removed from the catalog.

Rationale:

These proposed changes reflect the changing skill set needs of our students and discussions with our outside evaluator in our recent program review. Specifically, the EXECUTIVE concentration is no longer needed as, in practice, students opt for the LEGAL concentration. In addition, stenographic skills are no longer required in the field, having been replaced with more technological transcription skills.

CURRENT

A.A.S. OFFICE ADMINISTRATION AND TECHNOLOGY
TOTAL CREDITS: 60

DEPARTMENT: Business
Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. See *Graduation Requirements* in this catalog.

CUNY CORE

Courses approved for CUNY Common Core at the time of this catalog’s publication are listed in the *General Education: CUNY Pathways* section on page 43, and identified in the Course section, beginning on page 99.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
* Mathematical & Quantitative Reasoning.....	3
* Life and Physical Sciences.....	3

FLEXIBLE CORE.....9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- * E. Scientific World

* **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

Students with typing skills may be exempt from elementary and/or intermediate courses upon consultation with the Department Advisor. Depending on their keyboarding skills, students must take one of these three keyboarding course sequences:

- Students with no (or minimal) keyboarding skills must take TEC 1100, 1200 and 1300 (6 credits)
- Students with moderate keyboarding skills, with department approval, must take TEC 4100 and 1300 (6 credits)
- Students with advanced keyboarding skills, with department approval, must take TEC 4200 (4 credits)

ALL majors must take:

Keyboarding (as listed above)	4–6 credits
Organizing the Electronic Office (TEC 2400)	3
Office Administration (TEC 3400).....	3
Business Communications (ADM 3700) or Business Communications (BA 3300)	3
Computer Applications (TEC 2500) or Introduction to Computer Concepts (BA 6000).....	3

Field Experience (ADM 9200).....	3
Critical Issues in Personal Health (HE 1400).....	1

PLUS, FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

EXECUTIVE

Elementary Shorthand (ADM 1500).....	3
Intermediate Shorthand (ADM 1700).....	3
Advanced Shorthand and Transcription (ADM 3000).....	4

LEGAL

Elementary Shorthand (ADM 1500).....	3
Intermediate Shorthand (ADM 1700).....	3
Advanced Shorthand and Transcription (ADM 3000).....	4
Word Information Processing I (TEC 2100).....	3
Electronic Transcription (TEC 2300).....	3
Office Computer Applications II (TEC 2600).....	3
Business Law (BA 1200).....	3
Legal Terminology and Law Office Transcription (TEC 5000).....	3

SCHOOL

Elementary Shorthand (ADM 1500).....	3
Intermediate Shorthand (ADM 1700).....	3
Advanced Shorthand and Transcription (ADM 3000).....	4
Word Information Processing I (TEC 2100).....	3
Office Computer Applications II (TEC 2600).....	3
Office Systems and Procedures (ADM 2400).....	3
School Secretary I (ADM 5300).....	2
School Secretary II (ADM 5400).....	2
School Records and Accounts (ADM 5500).....	2

PLUS, OPTIONS FOR NON-STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 2100).....	3 credits
Machine Transcription (TEC 2300).....	3
Office Systems and Procedures (ADM 2400).....	3
Office Computer Applications II (TEC 2600).....	3
Photodigital Illustration (TEC 5900).....	3

MEDICAL WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 2100).....	3 credits
Machine Transcription (TEC 2300).....	3
Office Systems and Procedures (ADM 2400).....	3
Terminology and Electronic Transcription (TEC 6100).....	4
Computer Applications for Medical Office (TEC 6200).....	3

ELECTIVES: 1-9 1-4 credits sufficient to meet required total of 60 credits.

Students with 3 elective credits available are encouraged to take TEC 5700, 5800, or 5900.

§ Consultation with the Department Advisor is required.

PROPOSED

A.A.S. OFFICE ADMINISTRATION AND TECHNOLOGY
TOTAL CREDITS: 60

DEPARTMENT: Business
Requirements for Matriculants

COLLEGE REQUIREMENTS

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ENG 2400.....	3
* Mathematical & Quantitative Reasoning.....	3
* Life and Physical Sciences.....	3

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Business Communications (ADM 3700) or Business Communications (BA 3300)	3

Computer Applications (TEC 2500) or Introduction to Computer Concepts (BA 6000)	3
Field Experience (ADM 9200)	3
Critical Issues in Personal Health (HE 1400)	1

PLUS, FOR MAJORS WITH CONCENTRATIONS IN:

LEGAL

Word Information Processing I (TEC 2100)	3
Electronic Transcription (TEC 2300)	3
Office Computer Applications II (TEC 2600)	3
Business Law (BA 1200)	3
Legal Terminology and Law Office Transcription (TEC 5000)	3

SCHOOL

Word Information Processing I (TEC 2100)	3
Office Computer Applications II (TEC 2600)	3
Office Systems and Procedures (ADM 2400)	3
School Secretary I (ADM 5300)	2
School Secretary II (ADM 5400)	2
School Records and Accounts (ADM 5500)	2

WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 2100)	3 credits
Machine Transcription (TEC 2300)	3
Office Systems and Procedures (ADM 2400)	3
Office Computer Applications II (TEC 2600)	3
Photodigital Illustration (TEC 5900)	3

MEDICAL WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 2100)	3 credits
Machine Transcription (TEC 2300)	3
Office Systems and Procedures (ADM 2400)	3
Terminology and Electronic Transcription (TEC 6100)	4
Computer Applications for Medical Office (TEC 6200)	3

ELECTIVES: 1-4 credits sufficient to meet required total of 60 credits.

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