



## Expedited Application for Registration of a New Certificate or Advanced Certificate Program

This application is for New York degree-granting institutions seeking to register a new Certificate or Advanced Certificate program. Please download and save this file, enter the requested information, and submit to the State Education Department.

*Note that public institutions should use the appropriate SUNY/CUNY proposal submission forms in lieu of the attached forms and submit proposals to SUNY/CUNY Central Administration. The expedited review option is not available to programs intended to prepare candidates for teacher certification or professional licensure.*

Item	Response (type in the requested information)
<b>Program type</b> <i>Check program type</i>	<input checked="" type="checkbox"/> Certificate <input type="checkbox"/> Advanced Certificate
<b>Institution name and address</b>	Queensborough Community College, CUNY  <i>Additional information:</i> <ul style="list-style-type: none"> <li>▪ Specify campus where program will be offered, if other than the main campus:</li> <li>▪ If any <i>courses</i> will be offered off campus, indicate the location and number of courses and credits:</li> </ul>
<b>Program title, credits, and proposed HEGIS code</b>	Program title: Accounting/Office Administration Technology Credits: 30-31 Proposed HEGIS code: 5002.00
<b>Program format</b>	Check all program scheduling and format features that apply: (See definitions) i) <b>Format:</b> <input checked="" type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Weekend <input type="checkbox"/> Evening/Weekend <input type="checkbox"/> Not Full-Time ii) <b>Mode:</b> <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Independent Study <input type="checkbox"/> External <input type="checkbox"/> Accelerated <input type="checkbox"/> Distance Education* iii) <b>Other:</b> <input type="checkbox"/> Bilingual <input type="checkbox"/> Language Other Than English  *If distance education, please also see <a href="http://www.highered.nysed.gov/ocue/ded/individualprogramproposal.htm">www.highered.nysed.gov/ocue/ded/individualprogramproposal.htm</a> .
<b>Related degree program(s)</b>	Indicate the registered degree program(s) by title, award and five-digit SED code to which the credits will apply: Most of the credits will apply to the A.A.S. in Office Administration and Technology 01526; some of the credits will apply to the A.A.S. in Accounting 01524
<b>Contact person for this proposal</b>	Name and title: Dean Karen Steele  Telephone: 718-631-6604                      Fax: 718-281-5684                      E-mail: <a href="mailto:ksteele@qcc.cuny.edu">ksteele@qcc.cuny.edu</a>
<b>CEO (or</b>	Name and title: Dr. Diane Call, Provost

<b>designee) approval</b>  <b>Signature affirms the institution's commitment to support the proposed program.</b>	Signature and date:
	If the program will be registered jointly <sup>1</sup> with another institution, provide the following information:
	Partner institution's name:
	Name and title of partner institution's CEO: Signature of partner institution's CEO:

Please enter the requested information about the proposed program. Answer rows will expand as needed when information is entered.

### 1. Program Description and Purpose

**a) Provide a brief description of the program as it will appear in the institution's catalog.**

*Answer:* The certificate program in Accounting/Office Administration Technology will offer students the opportunity to enroll in a unique one-year skills-oriented business track, leading to employment in today's fast paced technology driven business environment. The curriculum will serve to develop student's technical and communication skills, ability to use word processing, electronic spreadsheets, integrated accounting, and data based management to solve business problems. The one-year college program, which is offered in both the day and evening sessions, provides the essential combination of education and training for those seeking employment in a highly competitive job market.

**b) List educational and (if appropriate) career objectives.**

*Answer:* The certificate earned by the student will serve as educational background and field experience to help obtain entry-level employment in the field of Accounting/Office Administration Technology.

**c) How does the program relate to the institution's mission and/or master plan?**

*Answer:* This certificate program will prepare the student for a career by providing them with a variety of opportunities to enrich themselves both intellectually and socially. In addition this program will enable them to develop the knowledge and skills necessary for career success.

**d) Describe the role of faculty in the program's design.**

*Answer:* Faculty members teaching in each of the Business Department programs (Accounting, Computer Information System, Management, Marketing and Office Administration/Technology) met to discuss the needs of current business employers and designed a certificate program that will secure for the student the educational as well as the on-the-job internship experience which will lead to gainful employment.

**e) Describe the input by external partners, if any (e.g., employers and institutions offering further education).**

*Answer:* A thorough search of internet based employment websites indicates that there exists opportunity for students who will be acquiring both education and training by completing the one-year certificate program. Opportunities exist in both large and small companies located throughout the boroughs of New York City.

**f) What are the anticipated Year 1 through Year 5 enrollments?**

*Answer:*

Projected Headcount	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year
(Percentage New)	(25%)	(50%)	(60%)	(75%)	(90%)
Full-time	12	17	25	35	45
Part-time	7	12	17	23	30
<b>Total</b>	<b>19</b>	<b>29</b>	<b>42</b>	<b>58</b>	<b>75</b>

<sup>1</sup> If the partner institution is non-degree-granting, see CEO Memo 94-04 at [www.highered.nysed.gov/ocue/ceo94-04.htm](http://www.highered.nysed.gov/ocue/ceo94-04.htm).

## 2. Sample Program Schedule

Complete the sample program schedule (**Table 1**) for the first full cycle of the program (e.g., two semesters for a traditional 24 credit-hour Certificate program).

- If the program will be offered through a nontraditional schedule, provide a brief explanation of the schedule, including its impact on financial aid eligibility.
- For existing courses, submit a copy of the catalog description. Provide syllabi for all new courses. Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades.

## 3. Faculty

**a) Complete the faculty tables** that describe full-time faculty (**Table 2**), part-time faculty (**Table 3**), and faculty to be hired (**Table 4**), as applicable. Faculty curricula vitae should be provided only on request.

**b) What is the institution's definition of "full-time" faculty?**

*Answer:* The definition of "full-time" faculty is based on a 27 hour teaching program per academic year.

## 4. Financial Resources and Instructional Facilities

**a) Summarize** the instructional facilities and equipment committed to ensure the success of the program.

*Answer:* Use of computer labs, classrooms, up to date computer software applications.

**b) Complete** the new resources table (**Table 5**). No new resources will be required.

## 5. Admissions

**a) List all *program* admission requirements** (or note if identical to the institution's admission requirements).

*Answer:* The program admission requirements are identical to those for admission to the college.

**b) Describe the process for evaluating exceptions to those requirements.**

*Answer:* There will be no exceptions to the general requirements for admission to the college.

**c) How will the institution encourage enrollment by persons from groups historically underrepresented in the discipline or occupation?**

*Answer:* This program will be described in the QCC College Catalog along with all degree and certificate programs as well as faculty representatives being present at the College Open House. QCC Representatives will make on-site visits to local area high schools to introduce the program to students and guidance counselors. The program will also be advertised in local area publications that target certain underrepresented populations.

## 6. Academic Support Services

**Summarize the academic support services available** to help students succeed in the program.

*Answer:* Students will have complete access to the Campus Learning Center with faculty liaison support, the Campus Writing Center, Academic Computing Center as well as being part of the Business Freshman Academy.

## 7. Credit for Experience

**If this program will grant substantial credit for learning derived from experience, describe the methods of evaluating the learning and the maximum number of credits allowed.**

*Answer:* no credit will be granted for prior experiential learning. Students take one cooperative education course (3 credits), in which they work at a business (135 hours), participate in class seminars, and write a term paper.

## 8. Program Assessment and Improvement

**Summarize the plan for periodic evaluation of the new program, including a timetable and the use of data to inform program improvement.**

*Answer:* This certificate program will be assessed in its initial year at the end of each semester as to student academic success. Upon the completion of the certificate program, student follow-ups will be made to determine if the student obtained gainful employment. The individual courses within this certificate program are assessed on a two-year cycle by faculty members teaching the courses. Upon completion of the assessment process all faculty assessing the courses meet to discuss the learning outcomes and implement the suggested improvements and strategies. In addition, the ACBSP (an independent agency) will assess the program upon its periodic review of the QCC Business Department course curriculum and as part of the College's regular academic program review cycle. Assessment of this program will be considered during periodic self-studies for the College's Middle States re-accreditation.

## **9. Transfer Programs**

If the program will be **promoted as preparing students for transfer to a program at another institution**, provide a copy of an articulation agreement with the institution

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**Table 1: Program Schedule**

- Indicate **academic calendar** type:   x\_Semester   Quarter   Trimester   Other (describe)
- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Copy/expand the table as needed to show additional terms

<b>Term: Fall 1 semester</b>				<b>Term:</b>			
<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New</b>	<b>Prerequisite(s)</b>	<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New</b>	<b>Prerequisite(s)</b>
BU 101-Principles of Accounting I	4						
BU 500- Introduction to Microcomputer Applications	3						
BU 801-Typewriting/Keyboarding I	2						
EN 101-English Composition I	3		Exemption from or passing score on the CUNY/ACT Writing and Reading tests				
MA 321-Mathematics in Contemporary Society	3		MA-010 or MA-013 or satisfactory score on Math Placement Test.				
Term credit total:	15			Term credit total:			
<b>Term: Spring 1 semester</b>				<b>Term:</b>			
<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New</b>	<b>Prerequisite(s)</b>	<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New</b>	<b>Prerequisite(s)</b>
BU 111-Computer Applications in Accounting	3		BU-101, 500.				
BU 804-Personal Information Management/Electronic Messaging Using Microsoft Outlook	3						
BU 906 – Advanced Microsoft Office	3		BU-500.				
BU 912 – Cooperative Education Internship Program	3	x	15 credits in the Accounting/Office Administration Technology Certificate Program.				
Advised Business Course Elective: BU-102 Principles of Accounting II(4) BU-201 Business Org. and Mgmt. (3) BU-530 Spreadsheet Applications (3)	3-4		BU-101 BU-500				
Term credit total:	15-16			Term credit total:			
<b>Term:</b>				<b>Term:</b>			
<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New</b>	<b>Prerequisite(s)</b>	<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New</b>	<b>Prerequisite(s)</b>

Term credit total:				Term credit total:			
<b>Term:</b>				<b>Term:</b>			
<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New</b>	<b>Prerequisite(s)</b>	<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New</b>	<b>Prerequisite(s)</b>
Term credit total:				Term credit total:			
<b>Program Totals:</b>		<b>Credits:</b> 30-31					

**New:** indicate if new course    **Prerequisite(s):** list prerequisite(s) for the noted courses

**Table 2: Full-Time Faculty**

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on faculty members who are full-time at the institution and who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

Faculty Member Name and Title (include and identify Program Director)	Program Courses to be Taught	Percent Time to Program	Highest and Other Applicable Earned Degrees & Disciplines (include College/University)	Additional Qualifications: list related certifications/licenses; occupational experience; scholarly contributions, etc.
M.Seiler- Professor (Co-Program Director)	BU 912-Cooperative Education Internship Program	33%	MBA –Accounting Baruch	CPA-N.Y.S.
G. Burdi-Assistant Professor (Co-Program Director)	BU 101- Principles of Accounting I	33%	MBA –Taxation St. John’s University	CPA-N.Y.S.
P.Pace-Professor	BU 801-Typewriting/Keyboarding I	20%	MBA-Management Adelphi University	Professional Diploma-St. John’s University
K. Villani-Professor	BU 111- Computer Applications in Accounting	33%	MBA-Accounting Hofstra University	CPA-N.Y.S.
K.Grant-Professor	BU 804-Personal Information Management/Electronic Messaging Using Microsoft Outlook	30%	MS-Business Education Hunter College	
	BU-906-Advanced Microsoft			
E. Hanssen-Assistant Professor	BU 500-Introduction to Microcomputer Applications	20%	MBA-Management Science/Computer Science Pace University	

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on faculty members who are full-time at the institution and who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

<b>Faculty Member Name and Title</b> (include and identify Program Director)	<b>Program Courses to be Taught</b>	<b>Percent Time to Program</b>	<b>Highest and Other Applicable Earned Degrees &amp; Disciplines</b> (include College/University)	<b>Additional Qualifications:</b> list related certifications/licenses; occupational experience; scholarly contributions, etc.
D.Tsang-Assistant Professor	BU 500-Introduction to Microcomputers Applications  	20%	PHD-Certificate Programming System Analysis and Design University of West Ontario	



**Table 3: Part-Time Faculty**

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on part-time faculty members who will be teaching each course in the major field or graduate program.

Faculty Member Name and Title	Program Courses to be Taught	Highest and Other Applicable Earned Degrees & Disciplines (include College/University)	Additional Qualifications: list related certifications/licenses; occupational experience; scholarly contributions, etc.
S. Kanfer-Adjunct	BU 101-Principles of Accounting I   	MBA-Finance Adelphi University	
D.Glinert-Adjunct	BU 906-Advanced Microsoft Office   	MBA-Business Administration Adelphi University	
P.Guckert-Adjunct	BU 804-Personal Information Management/Electronic Messaging Using Microsoft Outlook   	MS-Business Administration Hofstra University	
C. Small-Adjunct	BU 801- Typewriting/Keyboarding I   	MPA-Health New York University	
L.Panosky-Adjunct	BU 111- Computer Applications in Accounting   	MS-Accounting Queens College	

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Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on part-time faculty members who will be teaching each course in the major field or graduate program.

<b>Faculty Member Name and Title</b>	<b>Program Courses to be Taught</b>	<b>Highest and Other Applicable Earned Degrees &amp; Disciplines</b> (include College/University)	<b>Additional Qualifications:</b> list related certifications/licenses; occupational experience; scholarly contributions, etc.

**Table 4: Faculty to be Hired**

If faculty must be hired, specify the number and title of new positions to be established and minimum qualifications.

Title/Rank of Position	No. of New Positions	Minimum Qualifications (including degree and discipline area)	F/T or P/T	Percent Time to Program	Expected Course Assignments	Expected Hiring Date
Sufficient Faculty on Staff to meet needs of program.						

**Table 5: New Resources**

List **new** resources that will be engaged specifically as a result of the new program (e.g., a new faculty position or additional library resources). New resources for a given year should be carried over to the following year(s), with adjustments for inflation, if they represent a continuing cost.

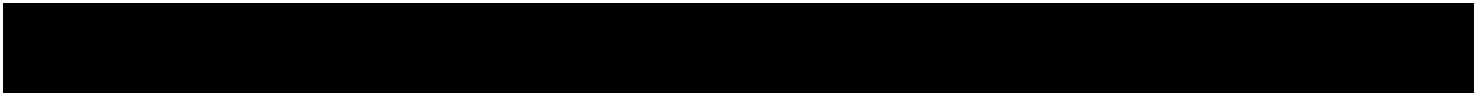
New Expenditures	Year 1	Year 2	Year 3
Personnel			
Library			
Laboratories and Equipment			
Supplies & Expenses (Other Than Personal Service)			
Capital Expenditures			
Other			
<b>Total all</b>	<b>Current resources sufficient to meet needs of program.</b>	<b>Current resources sufficient to meet needs of program.</b>	

**This completes the application for a Certificate or Advanced Certificate program.**

**State Education Department Contact Information**

New York State Education Department  
Office of Higher Education  
Office of College and University Evaluation  
89 Washington Avenue  
Albany, NY 12234  
(518) 474-2593 Fax: (518) 486-2779

[EXPEDITEDCERTS@mail.nysed.gov](mailto:EXPEDITEDCERTS@mail.nysed.gov)



## Definitions for Certificate and Advanced Certificate Proposals

### I. General Definitions\*

**Adequate, approved, equivalent, satisfactory, sufficient:** Adequate, approved, equivalent, satisfactory, sufficient, respectively in the judgment of the commissioner.

**Higher education** means postsecondary education, and includes the work of colleges, junior colleges, community colleges, two-year colleges, universities, professional and technical schools, and other degree-granting institutions.

**Advanced Certificate:** For the purposes of the expedited certificate process, a Certificate program that is composed of graduate-level courses.

**Branch campus:** A unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution offers one or more curricula leading to a certificate or degree.

**Certificate:** A credential issued by an institution in recognition of the completion of a curriculum other than one leading to a degree.

**College:** A higher educational institution authorized by the Regents to confer degrees.

**Commissioner:** The Commissioner of Education.

**Course:** An organized series of instructional and learning activities dealing with a subject.

**Credit:** A unit of academic award applicable towards a degree offered by the institution.

**Curriculum or program:** The formal educational requirements necessary to qualify for certificates or degrees. A curriculum or program includes general education or specialized study in depth in a particular field, or both.

**Department:** The Education Department of the State of New York.

**Extension center:** A unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, but at which the institution either conducts more than 15 courses for credit or has more than 350 course registrations for credit in any academic year.

**Extension site:** A unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, and at which the institution conducts no more than 15 courses for credit and has no more than 350 course registrations for credit in any academic year.

**Junior college or two-year college:** A higher educational institution which is authorized by the Regents to offer undergraduate curricula below the baccalaureate level which normally lead to the associate degree.

**Principal center:** The location of the principal administrative offices and instructional facilities of a college, university, or other degree-granting institution, as defined by the institution's officers. In exceptional cases and with the approval of the commissioner, an institution may designate more than one principal center for an institution that offers curricula leading to degrees and that is part of a public or independent multi-institution

system, *principal center* means the location of the institution's principal administrative offices and instructional facilities, as defined by the institution's officers, but not the location of the system's central administration.

**Registration:** Approval of a curriculum in an institution of higher education for general purposes, for admission to professional practice, or for acceptance toward a credential issued by the department or by the institution.

**Semester hour:** A credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

**University:** A higher educational institution offering a range of registered undergraduate and graduate curricula in the liberal arts and sciences, degrees in two or more professional fields, and doctoral programs in at least three academic fields.

## **II. Format Definitions**

**Accelerated:** The program is offered in an accelerated curricular pattern which provides for early completion.

**Bilingual:** Instruction is given in English and in another language. By program completion, students are proficient in both languages. This is not intended to be used to identify programs in foreign language study.

**Day Program:** For programs having EVENING, WEEKEND, or EVENING/WEEKEND formats, indicates that all requirements for the degree or other award can also be completed during traditional daytime study.

**Distance Education:** A major portion of the requirements for the degree or other award can be completed through study delivered by distance education.

**Evening:** All requirements for the degree or other award must be offered during evening study.

**Evening/Weekend:** All requirements for the degree or other award must be offered during a combination of evening and weekend study.

**External:** All requirements for the degree or other award must be capable of completion through examination, without formal classroom study at the institution.

**Independent Study:** A major portion of the requirements for the degree or other award must be offered through independent study rather than through traditional classes.

**Language:** The program is taught in a language other than English.

**Not Full-Time:** The program cannot be completed on a full-time basis: for example, a 24-credit program that leads to a Certificate that cannot be completed in two semesters. Such programs are not eligible for TAP payments to students.

**Standard:** For programs having **Independent**, **Distance Education**, **External**, or **Accelerated** formats, indicates that all requirements for the degree or other award can also be completed in a standard, traditional format.

**Weekend:** All requirements for the degree or other award must be offered during weekend study.

\* From TITLE 8 CHAPTER II REGULATIONS OF THE COMMISSIONER, § 50.1