

MONTHLY REPORT: May 2018 - COMMITTEE ON CURRICULUM

To: Joel Kuszai, Academic Senate Steering Committee
From: Lorena B. Ellis, June 11, 2018
Subject: Committee on Curriculum May 2018 Monthly Report for the September 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
- 1 course deletion

1. COURSE REVISION

BIOLOGICAL SCIENCES AND GEOLOGY

Departmental approval: April 18, 2018

BI-110 Fundamentals of Life Science

3 lecture hours, 3 credits

BI-110	BI-110
Fundamentals of Life Science	Fundamentals of Life Science
3 lecture hours, 3 credits Satisfies the Non-laboratory Science component of the Science and Mathematics requirements for the A.A. degree and the liberal arts core or elective requirements for the A.S. degree	3 lecture hours, 3 credits Satisfies the Non-laboratory Science component of the Science and Mathematics requirements for the A.A. degree and the liberal arts core or elective requirements for the A.S. degree
Pre-requisite: none	Pre-requisite: none
Co-requisite: none	Co-requisite: none
Presents basic concepts of the life sciences. Includes scientific measurement, the properties of matter and energy on which life is dependent, and levels of organization. Especially recommended for those students who plan to take additional courses in the life sciences. Credit will not be given to students who have successfully completed BI-111, BI-140, BI-160, BI-201, BI-301, or BI-501 prior to taking BI-110.	Presents basic concepts of the life sciences. Includes scientific measurement, the properties of matter and energy on which life is dependent, and levels of organization. <u>Not open</u> to students who have successfully completed BI-111, BI-140, BI-160, BI-201, BI-301, or BI-501 prior to taking BI-110.

Rationale:

The course is NOT designed for students who plan to continue with biology classes.

The catalog description currently states "Especially recommended for those students who plan to take additional courses in the life sciences." This is no longer true. There is a new course designed for those students. Life science students should be taking BI-111 instead of BI-110. Each semester students in the Medical Assistant Program register for BI-110 by mistake and we must contact them to change to BI-111.

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.