The Committee will meet at 2:00 PM on Tuesday, February 5, 2002 in Humanities room 346.

Agenda

1. Consideration of Minutes of the December 17, 2001 meeting
2. Chair’s Report
3. New course – History 145 HISTORY OF NEW YORK STATE (attachment 1)
4. New certificate program -CERTIFICATE IN MICROSOFT OFFICE APPLICATIONS PROFICIENCY PREPARATION (attachment 2) note: this proposal contains two new courses.
5. New Business
# COURSE PROPOSAL FORM – History Department

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Course number</strong></td>
<td>Hi 145</td>
</tr>
<tr>
<td><strong>2. Course title:</strong></td>
<td>History of New York State</td>
</tr>
<tr>
<td><strong>3. Course description for the college catalog:</strong></td>
<td>Survey of the political, social, economic, and cultural history of the Empire State from colonial times to the modern era. Analysis of the forces and conditions that have made New York the financial and cultural capital of the United States. Secondary sources are supplemented by primary sources such as maps, diaries, journals, letters and government documents.</td>
</tr>
<tr>
<td><strong>4. Prerequisites and/or co-requisites:</strong></td>
<td>BE-122 (226) and BE-112 (or 205) or satisfactory score on the English Placement Test</td>
</tr>
<tr>
<td><strong>5. Hours and credits:</strong></td>
<td>3 class hours 3 credits</td>
</tr>
<tr>
<td><strong>6. Rationale - why the course is needed or desired; student demand; projected enrollment; how often it will be offered, etc.</strong></td>
<td>Currently, this course is being taught at Queens College, many other CUNY schools, and most Community Colleges in the State. Dr. Frank Warren, Chair of the History Department at Queens College, has indicated that he would like to see this course taught at QCC.</td>
</tr>
<tr>
<td><strong>7. Outcomes - specific goals that students are expected to achieve and competencies they are expected to develop</strong></td>
<td>The History Department is in the process of developing general goals for its curriculum and specific goals for each course. It can not complete the process until it receives the “General Education Goals” for the college.</td>
</tr>
<tr>
<td><strong>8. Assessment – methods used to determine the success of students (whether or not they achieved the goals and developed the competencies)</strong></td>
<td>Students will be required to take two quizzes plus a midterm and a final. All exams will include both essay and “short answer” questions. The final grade will be determined as follows:</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>2 Quizzes – 33.3%</td>
<td></td>
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<tr>
<td>Midterm Exam – 33.3%</td>
<td></td>
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<tr>
<td>Final Exam – 33.3%</td>
<td></td>
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</tbody>
</table>
9. **A detailed course outline (include a laboratory outline when applicable)**
   
   I. Exploration and Early Settlement  
   A. Algonquins  
   B. Iroquois Confederacy  
   C. Verrazano, Hudson, Champlain  
   D. Dutch West India Company  
   E. New Netherland, New Amsterdam and the Patroon System  

   II. New Netherland Becomes New York  
   A. Colonial Society and Culture  
   B. The Assembly  
   C. Colonial Wars  
   D. John Peter Zenger and Freedom of the Press  

   III. New York in the Revolutionary War  
   A. Tories Versus Loyalists  
   B. Declaration of Independence, State Constitution, Governor Clinton  
   C. Battles for New York City and Long Island  
   D. Saratoga  

   IV. New York in the Critical Period  
   A. Under the Articles of Confederation  
   B. The U.S. Constitution Is Ratified  
   C. The Nation’s First Capital  

   V. Statehood and the Rise of Prosperity  
   A. Settlement of the Interior  
   B. War of 1812  
   C. Factories, Canals and Railroads  
   D. Population Growth and a New Constitution  
   E. The Antirent Movement  

   VI. New York Supports the Union  
   A. The Abolition Movement  
   B. The Draft Riots  

   VII. New York From the Gilded Age to the Progressives  
   A. Immigration and Urbanization  
   B. Corporate Malpractice and Unjust Labor Conditions  
   C. Political Corruption, Tammany Hall and Tweed  
   D. Reformers Face “How the Other Half Lives”  
   E. Rough Rider  

   VIII. World War, Boom, Bust, and War Again  
   A. The Legacy of the Great War  
   B. Harlem Renaissance  
   C. Alfred E. Smith’s Brown Derby  
   D. Trains, Planes and Automobiles  
   E. The New Deal: A Governor Becomes President  
   F. The Legacy of World War II  

   IX. The Modern Era  
   A. The Age of Moses  
   B. State Government: “Keep New York Rolling With Rocky”  
   C. Local Governments and the Growth of Suburbia  
   D. New York City: Financial and Cultural Capital of the World
10. Methods of Instruction (such as lecture, distance learning, the web, television, writing intensive)
Lectures, class discussions, viewing of documentary films, PowerPoint slides, walking tours, museum trips.

11. Texts, references and aids. A bibliography for the course and supplementary material, if any.

12. Curricula into which the course would be incorporated and the requirements it will satisfy.
Will be incorporated in the History Curricula. Will be required for AA degrees in Liberal Arts, Humanities, and Social Science Electives.

13. Transferability as an elective or course required by a major to senior colleges (with supporting documents if applicable). Include comparable courses at senior or other community colleges, if applicable.
This course is being taught at Queens College, many other CUNY schools, and most Community Colleges in the State. It is easily transferable. Below is a comparable course description from Queens College:
“Hi 128: History of New York State. 3 hr. 3 cr. From its beginnings as a Dutch colony to the present. Special attention to original materials, biographers, diaries, and travels that describe New York from generation to generation.”
14. **Faculty availability:**
   Two current faculty members can teach this course.

15. **Facilities and technology availability:**
   Classroom space is available. Video and technology cart are assessable within the department.

16. **List of courses to be withdrawn, or replaced by this course, if any:**
   None.
PROPOSED CERTIFICATE IN MICROSOFT OFFICE APPLICATIONS
PROFICIENCY PREPARATION

Part I The Needs and Goals of the Program
Part II New Course Offerings
   BU__ --Graphic Presentations Development Using Microsoft PowerPoint
   BU__--Advanced Project Development in Preparation for MOUS Certification
Part III Revised Course Offerings
   BU804—Personal Information Management/Electronic Messaging Using Microsoft Outlook (Revision)
   BU906—Advanced Microsoft Office (Title)
Part IV Current Course(s) to be used in new curriculum
   BU500, BU801/802/803, BU804, BU850, BU906, BU907, BU909, EN101 or 103
Part V Requirements for the Certificate (Suggested Catalog page)
Part VI Sample Programs
Part VI Addendum
   Microsoft Office User Specialist Programs within the surrounding areas
   List of Business Department Faculty

To be Submitted to the Curriculum Committee
By: Phyllis M. Pace, Associate Professor, Business Department, 2001
PROPOSED CERTIFICATE IN MICROSOFT OFFICE APPLICATIONS
PROFICIENCY PREPARATION

Purposes and Goals of the Program

Introduction
The constant evolution of technology presents an ongoing challenge to computer users. Every aspect of the business environment requires the use of the computer and various business applications. Over the past few years, Microsoft Office has been the leading office application program. Executives and/or managers continuously examine worker productivity. “The Microsoft Office User Specialist (MOUS) Certification sets the first global standard for desktop productivity across Microsoft Office applications. This performance-based certification examination can validate productivity for corporations, academic institutions, staffing agencies, training organizations and individuals alike.”

It is with this program that the student will become prepared to gain proficiency in the various Microsoft Office applications. In short, the Microsoft Office User Specialist Proficiency Program will provide students with training in Microsoft Office products and prepares them for certification exams.

Statement of Educational Goals

Educational Objectives
Most office support staff possess a minimal to substantial knowledge of word processing, spreadsheets, graphics, database, and/or scheduling. If the office worker is able to use only one of these applications thoroughly, he/she eventually must learn the other programs on his/her own or through a quick course overview. In doing so, that staff member is only able to use an apparent or limited amount of the features to get by. One of the issues involved in maximizing one’s knowledge of a particular program is whether he/she is able to perform a task correctly and efficiently within a limited time, rather than searching and spending time to discover how a task should be performed. The need for the worker to familiarize him/herself with the various application programs is especially relevant as continuous growth and dependence upon computers is evident in the office environment.

Vocational Opportunities. Office automation and the increased use of word processing equipment by support staff, professionals, and managerial employees will significantly affect administrative and clerical tasks. According to the 2001 Bureau of Labor Statistics, the following occupations are projected to increase over the 1998-2008 period:

- Administrative support including clerical by 9 percent adding 2.2 million new jobs
- Professional specialty occupations such as executive and accounting by 7.7 percent with 5.3 million jobs
- Executive and administrative managerial by 16 percent or 2.4 million jobs.

Employment in occupations requiring an associate degree or specialized certification is projected to increase by 31 percent, faster than any other occupational group categorized by education and training. Consequently, employers seek to hire employees who are proficient in their related job task. As is evident in the attached employment classifieds and internet posted ads, the demand for proficiency and knowledge required using the latest Microsoft Office software applications in the areas of banking, accounting, marketing, legal, medical, human resources, information technology is great. Certified professionals earn as much as $5,000 to $25,000

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1 Microsoft, MOUS: General Information Menu, www.mous.net
more than their uncertified counterparts.³ In Europe, some job seekers use certificates called Computer Driving Licenses to show they have mastered basic skills such as word processing and e-mail.⁴

Relationship of program to existing offerings. Queensborough Community College Business Department offers a variety of business programs that award certificates and degrees. In the Office Technology and Administration and Computer Information Systems (Applications) disciplines, students are prepared to make the most of computer applications. A number of the courses in these programs may be used for the program being proposed.

Managers and/or support staff alike must possess the ability to use various business programs effectively and efficiently. As corporations aim to maximize profits so is it that they expect employee productivity to be at its highest level. Once “MOUS certified, it will provide staffing with a method to verify skills and training outcomes. MOUS certification is the only Microsoft approved certification program designed to measure and validate users’ skills with the Microsoft Office suite of desktop productivity applications (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access and Microsoft Outlook).⁵ Being able to prepare the application user for competence and confidence in handling software programs provides quality in the education process as the student tackles new programs or application upgrades. “MOUS certification has provided thousands of people with the proof that they are able to increase their productivity by more fully utilizing the functionality of Microsoft Office applications.”⁶

Educational advantages. Participation in this Microsoft Office Applications Proficiency Preparation Program will allow Queensborough Community College to offer marketable credentials to students who are entering the workforce or making the transition to new areas of employment. The program also offers a standardized curriculum for teaching computer applications, premised on the development of skills valued in both education and industry. This will allow QCC to meet the changing demands of the market for quality training.

Community Needs

Proficiency in the Microsoft Office software applications aids in the productivity process of neighboring organizations. “By gaining the knowledge needed and then obtaining MOUS certification, will demonstrate employee competence, helping managers with job placement and advancement. Hiring or promoting candidates with MOUS certification may also reduce the amount of training needed to enable new employees to contribute to the overall level of organizational effectiveness. MOUS certification distinguishes end users of Microsoft Office products as truly knowledgeable—a designation which attracts attention in a competitive job market.”⁷

MOUS certification review courses and administering of tests can be conducted through the proposed Business Institute. Students will be prepared for the review after completion of relevant courses. The Business Institute can charge a fee for the review courses and administering of tests, thus, generating revenue for the College.

Offering this certificate program at QCC will allow students to gain proficiency in various Microsoft programs. The student will then have the opportunity to take the desired test right on campus through the Business Institute. It is

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⁵ Microsoft, MOUS: General Information Menu, www.mous.net
⁶ Microsoft, MOUS: General Information Menu, www.mous.net
⁷ Microsoft, MOUS: General Information Menu, www.mous.net
necessary to provide the student every opportunity to become fully MOUS certified through the learning process and the accessibility of testing.

The Link Between the College Mission and the Program

The mission of the community college is to prepare students for the workforce and/or for the transfer to a four-year college. Being able to proficiently use the Microsoft Office applications gives the prospective employee proof of his/her productivity; thus, he/she is given a head start in the competitive markets for jobs and promotions. Credits from this certification program may be transferred to our two-year degree program.

4 Authorized Testing Centers around the surrounding area--
Briarciffe College, Corporate Training Division, Bethpage, New York
Career Blazers Learning Center, Long Island, New York
Monroe College, Bronx, New York
Western Suffolk BOCES, Dix Hills, New York
CompUSA Training Center, Garden City, Hauppauge, White Plains, New York, New York
City College, Adult & Continuing Education, Convent Avenue, New York, New York
Marstech Consulting, John Street, New York, New York
New York Career Institute, Park Row, New York, New York
PC-Tech USA & You-Ri.Inc., Madison Avenue, New York, NY
Technical Career Institutes, West 31st Street, New York, New York
JOPA Technical Services, Inc. Pelham, New York
Learning Suite.com, Sunnyside Boulevard, Plainview, New York
Technology Training Solutions, Plainview, New York
New Horizons of Long Island, Westbury, New York
Berkeley College, White Plains, New York
NHWC Inc., White Plains, New York
The Center for Career Freedom, Inc. White Plains, New York
Westchester Business Institute, White Plains, New York

The Way the Program Serves our Students

The employee at every level should be proficient in using the various Microsoft Office applications. The demands on employee productivity have increased and workers are required to perform effectively. Student training can provide the support, resources and practice needed to become proficient in the Microsoft Office applications. Training materials must meet the "approved courseware" logo approved and/or that the instructor has passed the appropriate examination. The need for workers to exhibit their capabilities will yield to production. Thus, the proficient worker becomes a much more marketable prospect and furthers his/her career goals. Being qualified in Microsoft Office applications provides a method to verify employee skills. Because of the reported gains in productivity attributable to becoming certified, more and more employers will specifically request certified job applicants.

This certificate program will allow the student to become familiar with each of the Microsoft Office applications through the use of the "approved courseware" texts, thus, being able to manage task applications efficiently. It is difficult to estimate the number of new student enrolled for this program as the Business Department attracts a large number of students throughout its various programs. MOUS certification can be obtained through testing by an authorized training center or through the newly proposed business institute at QCC.
Faculty Interest, Commitment, and Cost Assessment

A number of instructors in the Business Department will be able to teach the various courses. However, course certification preparation and testing should be administered by certified instructors, utilizing the appropriate practice materials to assist the student in preparing for the various tests. Thus far, Professor Phyllis Pace is a Word certified instructor. All courses can be taught within the various computer rooms. We will need to obtain the practice tests for the different Microsoft Office programs unless, of course, certification preparation is conducted through other means.

Resource material needed. Individual Microsoft Office course approved textbooks and practice tests.
QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

BU__             4 hours
2 credits

Graphic Presentations Development (Microsoft PowerPoint)


Course Description

Graphic presentation programs are designed to assist the user in producing high-quality presentations that are both interesting and effective to the audience. Producing professional-looking presentations will allow for more impressive production of the learning process. The graphic presentation program includes features such as text handling, outlining, graphing, drawing, animations, clip art, and multimedia support. These types of programs suggest layouts for different types of presentations and offer professionally designed templates to aid in the production of a presentation.

Goal

The student will be able to develop, create, and produce effective presentations through the use of graphic presentation programs such as Microsoft PowerPoint. By using the PowerPoint program, the student will be able to include layout, organization, and slide production to presentations.

Grading

Final grades will be determined by tests, lab assignments, projects, and presentations.
SCHEDULE AND CONTENT

Week 1    PowerPoint Window and Presentations Development
Week 2    Use of AutoContent Wizard to create presentations
           View, edit, save, open, and enhance presentations
Week 3 & 4 Correcting errors, changing fonts, inserting pictures/
           Clipart
Week 5    Adding new slides with AutoLayout, displaying Slide
           Master, viewing, saving and printing a presentation
Week 6 & 7 Creating multi-level bulleted list slides and reviewing a
           presentation in slide sorter view
Week 8    Adding header and footer to outline pages, adding
           animation effects, formatting, and running an animated
           slide show
Week 9 & 10 Creating a presentation on the Web using PowerPoint
Week 11   Using embedded visuals to enhance a slide show/Moving
           through a Show/Excluding Slides/Rehearsing the Show/
           Self-running shows/Controlling the End of the Show
Week 12   Customizing PowerPoint/The Common Tasks Menu/The
           SlideMiniature/Rulers and Guides/Customizing Toolbars/
           Color Schemes and Backgrounds/Creating Templates/
           Adding Multimedia—Sound and Music
Week 13   Creating a presentation containing interactive OLE
           documents/sharing data with Word/Linking and embedding/Using Word
           Outline/Inserting a Word Table/Sharing data with Excel/Copying Excel
           cells/Inserting Excel charts/Copying formula results into a presentation
Week 14   Importing clips from the Microsoft Clip Gallery live
           Website/Inserting, editing and setting hyperlinks/Using
           hyperlink buttons

QUEENSBOROUGH COMMUNITY COLLEGE
    The City University of New York
BU-804  

Personal Information Management/Electronic Messaging  
Using Microsoft Outlook (Revision)  


Course Description

Facilitating the organizational approach to maintaining electronic messaging by providing integrated e-mail, information management and collaboration, this course will include instruction for the integrated calendar, task management, and contact capabilities. Microsoft Outlook is an integrated desktop information management program that lets the user manage personal and business information and communicate with others.

This course is designed to include the use of the computer, in simulated office assignments, to convey the current thinking and skills required of an administrative assistant. Students sharpen skills while preparing documents such as scheduling, itineraries, accounting records, and their own resumes. They also concomitantly develop communication, interviewing, and human relations skills.

Goal

Using a desktop information manager such as Microsoft Outlook, the user will be able to manage business and personal information such as e-mail messages, calendar, contacts, and tasks. The student will be able to share information with others, connect to the Internet and maintain group scheduling.

To develop sufficient proficiency to enable an individual to enter the profession of administrative assistant equipped with those knowledges, understandings, skills and attitudes which will provide a basis for initial success in job performance and for future career growth.

Grading

Final grades will be determined by tests, assignments and activities.
Outlook Window and features/Navigating the Outlook Screens
Viewing the Outlook Bar

Organization of messages/Creating, addressing and sending messages/Sending attachments/Flagging a message/Creating an AutoSignature/Reading and forwarding messages/Responding to a message

Use of Personal Address Book/Using Folders—Personal folders Displaying folders/Expanding and Collapsing/Creating and Deleting/Moving, Copying and Renaming

Calendar/Scheduling/Verifying and editing calendar items

Creating contact records/Managing contacts/adding a contact/Creating categories/Finding a contact/Contact List Views/Sending a message to a contact

The Journal—create, view, change, add and delete items Use of the Journal Timer/Recording Journal entries for a contact/Creating tasks involving a contact/Adding and editing tasks/Recurring tasks/Scheduling tasks as appointments/Marking the Task completed

Using Folders—E-Mail, sorting and grouping messages

Organize Tool Pane/Customizing the Outlook Bar/Customizing Views

Group feature—Sharing Information with other individuals/Assigning Access to Folders

Use of Filter/AutoArchive/Archiving Outlook items/Using Form Templates/Using Sample Forms/Creating a Custom Form

Create E-Mail messages in HTML format

In conjunction with maintaining time and task management, telecommunications, business information resources, travel, meeting, and conference arrangements.

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

BU__            4 hours
3 credits

Advanced Project Development in Preparation for MOUS Certification
There is no specific required text. However, all students will be assigned relevant material (text, exams, project review, etc.), which are relevant to the software being used. (Microsoft Word, Excel, Access, PowerPoint, Access, Outlook, etc.) Recommended texts include the following:


On-line software Practice Exams

**Course Description**

Using projects to enhance MOUS Certification preparation provides an effective way to review and practice for the various Microsoft Office User Specialist exams. Microsoft Office Certification Review textbooks and practice exams will be used to allow the student to become familiar with the specific tests. Complete student/instructor interaction will focus on reviewing individual Microsoft Office Application functions and core concepts. A comprehensive review of all word processing, spreadsheets, database, graphic presentation programs, and/or electronic messaging will be determined based on student’s needs. Students will simply become more productive by fully using the capabilities of the various Microsoft Office program(s).

**Goal**

Students will be able to complete samples projects designed to bring together and apply previously learned concepts and techniques. The student will be able to prepare with confidence for the various MOUS Certification exams. The student will be given a comprehensive review and practice exams of either one or more of the Microsoft Office application programs. Step-by-step instruction, performance-based activities, and practice assessments will allow the student to adequately prepare for the individual exams.
BU__ Advanced Project Development in Preparation for MOUS Certification

**SCHEDULE AND CONTENT**

Projects to be determined by conference between faculty and student. Each project will require students to demonstrate a variety of technical proficiency as they relate to each program.

Microsoft Office User Specialist Programs within the Surrounding Areas

While a number of educational institutions offer individual courses to gain proficiency in Microsoft Office application programs, none present a full certificate program.

1. Briarcliffe College offers training through the *Knowledge Worker* with 24-hour class instruction in beginning, intermediate and advance software programs.

2. CompUSA provides computer training through their *Total Solutions Provider* program, in which designed classes are offered to businesses, government organizations and educational institutions.

3. PC Mac Central affords computer skills training with course offerings mirroring the popular business applications in classes that are formatted in 6-hour time frames through hand-on training.


A number of Authorized Testing Centers (ATC), however, allow for the certification testing.

**Authorized Testing Centers around the surrounding area--**

Briarcliffe College, Corporate Training Division, Bethpage, New York  
Career Blazers, Long Island, New York  
Monroe College, Bronx, New York  
Western Suffolk BOCES, Dix Hills, New York  
CompUSA Training Center, Garden City, Hauppauge, White Plains, New York, New York  
City College, Adult & Continuing Education, Convent Avenue, New York, New York  
Marstech Consulting, John Street, New York, New York  
New York Career Institute, Park Row, New York, New York  
PC-Tech USA & You-RI.Inc., Madison Avenue, New York, NY  
Technical Career Institutes, West 31st Street, New York, New York  
JOPA Technical Services, Inc. Pelham, New York  
Learning Suite.com, Sunnyside Boulevard, Plainview, New York
Technology Training Solutions, Plainview, New York
New Horizons of Long Island, Westbury, New York
Berkeley College, White Plains, New York
NHWC Inc., White Plains, New York
The Center for Career Freedom, Inc. White Plains, New York
Westchester Business Institute, White Plains, New York

BUSINESS DEPARTMENT FACULTY
Teaching OAT and CIS curriculum

Karen Grant
Brenda Hersh
Arlene Moriber
Phyllis Pace, MOUS (Word) Certified
Kathy Villani
Barry Appel
Layne Bonaparte
Wolstan Brown
Marjorie Deutsch
Stephen Friedman
William Gray
Marilyn Katz
Anthony Kolios
Arlene Podos
Marie Rummo
Daniel Tsang
John Zipfel
PROPOSED CERTIFICATE
MICROSOFT OFFICE APPLICATIONS
(MOUS Certification)
PROFICIENCY PREPARATION

GENERAL EDUCATION CORE REQUIREMENTS

EN-101 or 103 English Composition 3

REQUIREMENTS FOR THE MAJOR

BU-500 Introduction to Microcomputer Applications 3
BU-850 Fundamentals of Microsoft Windows 1
BU-906* Advanced Microsoft Office 3
BU-907 Information Processing using Microsoft Word 3
BU** Graphic Presentations Development Using Microsoft PowerPoint 2
BU-804 Personal Information Management/Electronic Messaging 3
Using Microsoft Outlook (Revision)
BU** Advanced Project Development in Preparation for MOUS Certification 3
BU-909 Cooperative Education in Business 3
Total 24

Choose two courses from
BU801 or 802 or BU 803 or Voice Recognition 2
Advised Business Electives 3
Total 29

Free Elective 1
Total 30

This program would replace the current Word Processing Certificate

*Proposed New Title--Presently Project Development Using Microsoft Office and the Internet. Reason for change of title is we don't want to have two projects courses
**New Courses**

P. Pace

Sample Programs

**PROPOSED CERTIFICATE**
**MICROSOFT OFFICE APPLICATIONS**
**(MOUS Certification)**
**PROFICIENCY PREPARATION**

Full-Time Students

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<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
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<tbody>
<tr>
<td>EN 101 or 103</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BU 801/BU802/803</td>
<td>2</td>
<td>BU 906</td>
</tr>
<tr>
<td>BU 907</td>
<td>3</td>
<td>BU PowerPoint</td>
</tr>
<tr>
<td>BU 500</td>
<td>3</td>
<td>BU 909</td>
</tr>
<tr>
<td>BU 804</td>
<td>3</td>
<td>Advised Business Elective</td>
</tr>
<tr>
<td>Free Elective</td>
<td>1</td>
<td>BU Advanced Project</td>
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<tr>
<td></td>
<td></td>
<td>Development in Preparation</td>
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<tr>
<td></td>
<td></td>
<td>For MOUS Certification</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>Total</strong></td>
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Part-Time Students

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<tbody>
<tr>
<td>BU 801/BU802/803</td>
<td>2</td>
<td>BU 906</td>
</tr>
<tr>
<td>BU 907</td>
<td>3</td>
<td>EN 101 or 103</td>
</tr>
<tr>
<td>BU 500</td>
<td>3</td>
<td>BU 804</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8</td>
<td><strong>Total</strong></td>
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<thead>
<tr>
<th></th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
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<tbody>
<tr>
<td>Advised Business Elective</td>
<td>3</td>
<td>BU Advanced Project</td>
</tr>
<tr>
<td>BU 850</td>
<td>1</td>
<td>BU 909</td>
</tr>
<tr>
<td>BU PowerPoint</td>
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</tr>
<tr>
<td>Free Elective</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
<td><strong>Total</strong></td>
</tr>
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MICROSOFT OFFICE APPLICATIONS PROFICIENCY PREPARATION CERTIFICATE PROGRAM

UAPC Codes for Microsoft Office Applications Proficiency Preparation Program—
Day: _______; Evening: _______

The Certificate Program in Microsoft Office Applications Proficiency Preparation has been designed to prepare the student to skillfully utilize the leading office application programs used in offices today. As corporations aim to maximize profits, they, in turn, expect employee productivity to be at its highest level. It is with this program that the student will become prepared to gain proficiency in the various Microsoft Office applications.

Students who complete this program will be prepared to take the Microsoft Office User Specialist (MOUS) Certification tests. These tests are the first global standard for desktop productivity across Microsoft Office applications. Certification in the various Microsoft Office applications provides standards that can be used by corporations, academic institutions, and government agencies to find employees that are suited to their needs. In addition, Certification can be used as a guide to assist in both course and curriculum design in the academic environment.

This certificate program will prepare the application user with competence and confidence in handling the various Microsoft Office applications programs.

GENERAL EDUCATION CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN-101 or 103</td>
<td>English Composition I..................................................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>** Sub-total **</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIREMENTS FOR THE MAJOR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BU-500</td>
<td>Introduction to Microcomputer Applications........</td>
<td>3</td>
</tr>
<tr>
<td>BU-850</td>
<td>Fundamentals of Microsoft Windows..................</td>
<td>1</td>
</tr>
<tr>
<td>BU-906*</td>
<td>Advanced Microsoft Office...................................</td>
<td>3</td>
</tr>
<tr>
<td>BU-907</td>
<td>Information Processing using Microsoft Word........</td>
<td>3</td>
</tr>
<tr>
<td>BU- **</td>
<td>Graphic Presentations Development Using Microsoft PowerPoint*</td>
<td>2</td>
</tr>
<tr>
<td>BU-804</td>
<td>Personal Information Management/Electronic Messaging Using Microsoft Outlook (Revision)</td>
<td>3</td>
</tr>
<tr>
<td>BU- **</td>
<td>Advanced Project Development in Preparation for MOUS Certification</td>
<td>3</td>
</tr>
<tr>
<td>BU-909</td>
<td>Cooperative Education in Business..................</td>
<td>3</td>
</tr>
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<td>** Sub-total **</td>
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Advised Business Electives

Choose two courses from

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BU801 or 802 or BU803 or Voice Recognition........</td>
<td>2</td>
<td></td>
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<td>** Sub-total **</td>
<td>2</td>
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</tbody>
</table>

Free Elective

1

Total Credits Required for the Microsoft Office Applications Proficiency Preparation Certificate Program 30
COURSE PROPOSAL FORM

1. Course Number: BU___

2. Course Title: Graphic Presentations Development Using Microsoft PowerPoint

3. Course description for college catalog:

Graphic presentation programs are designed to assist the user in producing high-quality presentations that are both interesting and effective. The graphic presentation program includes features such as text handling, outlining, graphing, drawing, animations, clip art, and multimedia support. These types of programs suggest layouts for different types of presentations and offer professionally designed templates to aid in the production of a presentation.

4. Prerequisites: None

5. Hours and credits: 4 hours, 2 lecture, 2 lab, 2 credits

6. Rationale:

Most office support staff possess a minimal to substantial knowledge of word processing, spreadsheets, graphics, database, and/or scheduling. If the office worker is able to use only one of these applications thoroughly, he/she eventually must learn the other programs on his/her own or through a quick course overview. In doing so, that staff member is only able to utilize an apparent or limited amount of the features to get by. One of the problems of maximizing one’s knowledge of a particular program is whether he/she is able to perform a task correctly and efficiently within a limited time factor, rather than searching and spending time to discover how a task should be performed. The need for the worker to familiarize him/herself with all the various application programs is especially evident as continuous growth and dependence upon computers takes over the office environment. One program, in particular, that will allow for professional-looking presentations is Microsoft PowerPoint. This type of software program suggests layouts for different types of presentations and aids in the production of presentations with ease and proficiency. The student will be able to develop, create, and produce effective presentations through the use of graphic presentation program Microsoft PowerPoint. By using the PowerPoint program, students will be able to include layout, organization, and slide production in their presentations.
7. Outcomes for students:

To give students the comprehensive concepts of graphical presentation development. Concomitantly students will broaden their use of computer skills and expand their interest in learning new software and applications.

8. Assessment: tests, lab assignments, projects, and presentations.

9. Course outline provided in Proposed Certificate in Microsoft Office Applications Proficiency Preparation

10. Methods of instruction: Lecture, observation, hands-on application, and activities.

11. Text, references and aids:


12. Curricula into which the course would be incorporated and requirements it will Satisfy:

    Proposed Certificate in Microsoft Office Applications Proficiency Preparation

13. Transferability as an elective or course required by a major to senior colleges:

    Baruch equivalency courses—none

14. Faculty availability:

    See attached list

15. Facilities and technology availability:

    Business Department classrooms and labs having access to the Internet.

16. List of courses to be withdrawn, or replaced by this course, if any:

    None
COURSE PROPOSAL FORM (Revision)

1. Course Number: BU-804

2. Course Title: Personal Information Management/Electronic Messaging Using Microsoft Outlook (Revision)

3. Course description for college catalog:
   Facilitating the organizational approach to maintaining electronic messaging by providing integrated e-mail, information management and collaboration, this course will allow for the integrated calendar, task management, and contact capabilities. Microsoft Outlook is an integrated desktop information management program that lets the user manage personal and business information and communicate with others.
   This course is designed to include the use of the computer, in simulated office assignments, to convey the current thinking and skills required of an administrative assistant. Students sharpen skills while preparing documents such as scheduling, itineraries, accounting records, and their own resumes. They also concomitantly develop communication, interviewing, and human relations skills.

4. Prerequisites: None

5. Hours and credits: 4 hours, 2 lecture, 2 lab, 3 credits

6. Rationale:
   Most office support staff possess a minimal to substantial knowledge of word processing, spreadsheets, graphics, database, and/or scheduling. If the office worker is able to use only one of these applications thoroughly, he/she eventually must learn the other programs on his/her own or through a quick course overview. In doing so, that staff member is only able to utilize an apparent or limited amount of the features to get by. One of the problems of maximizing one’s knowledge of a particular program is whether he/she is able to perform a task correctly and efficiently within a limited time factor, rather than searching and spending time to discover how a task should be performed. The need for the worker to familiarize him/herself with all the various application programs is especially evident as continuous growth and dependence upon computers takes over the office environment. One program, in particular, is the Microsoft Outlook software program, which will allow for the management of e-mail messages, calendar and scheduling process, contacts and tasks.
7. Outcomes for students:

Through the use of a desktop information manager such as Microsoft Outlook, the user will be able to manage business and personal information such as e-mail messages, calendar, contacts, and tasks. The student will be able to share information with others, connect to and share information through the Internet and maintain group scheduling.

To develop sufficient proficiency to enable an individual to enter the profession of administrative assistant equipped with those knowledges, understandings, skills and attitudes which will provide a basis for initial success in job performance and for future career growth.

8. Assessment: tests, assignments, and activities

9. Course outlined provided in Proposed Certificate in Microsoft Office Applications Proficiency Preparation

10. Methods of instruction: lecture, observation, hands-on application, and activities.

11. Texts, references and aids:


12. Curricula into which the course would be incorporated and requirements it will satisfy:

    Proposed Certificate in Microsoft Office Applications Proficiency Preparation

13. Transferability as an elective or course required by a major to senior colleges:

    Baruch equivalency courses—none

14. Faculty availability: See attached list

15. Facilities and technology availability: Business Department classrooms and labs having Internet access.

16. List of courses to be withdrawn, or replaced by this course, if any:

    None
COURSE PROPOSAL FORM

1. Course Number: BU__

2. Course Title: Advanced Project Development in Preparation for MOUS Certification

3. Course description for college catalog:

   Using projects to enhance MOUS Certification preparation provides an effective way to review and practice for the various Microsoft Office User Specialist exams. Microsoft Office Certification Review textbooks and practice exams will be used to allow the student to become familiar with the specific tests. Complete student/instructor interaction will focus on reviewing individual Microsoft Office Application functions and core concepts. A comprehensive review of all word processing, spreadsheets, database, graphic presentation programs, and/or electronic messaging will be determined based on student’s needs. Students will simply become more productive by fully using the capabilities of the various Microsoft Office program(s). Students will be provided an integrated approach to learning that combines self-paced and competency-based instruction with flexible scheduling.

4. Prerequisites: BU907, PowerPoint, Outlook, or any other Microsoft Office application program.

5. Hours and credits: 4 hours, 2 lecture, 2 lab, 3 credits

6. Rationale:

   Most office support staff possess a minimal to substantial knowledge of word processing, spreadsheets, graphics, database, and/or scheduling. Once the student has completed the individual Microsoft Office application course desired as outlined in the prerequisites, he/she will need to prepare for the completing of complex projects and individual exams for MOUS Certification. Skill development and test preparation will allow the student confidence and training in order to be ready for certification.

7. Outcomes for students:

   Students will have to organize, develop and complete complex projects using Microsoft Office. Students will be given a comprehensive review and practice of either one or more of the Microsoft Office application programs. Step-by-step instruction, performance-based activities, and practice assessments will allow the student to adequately prepare for the individual exams.

8. Assessment: tests, lab assignments, projects, and student/instructor interactions.

9. Course outline provided in Proposed Certificate in Microsoft Office Applications Proficiency Preparation

10. Methods of instruction: Lecture, observation, hands-on application, activities, practice tests, and review.

11. Texts, references and aids:


On-line software Practice Exams

12. Curricula into which the course would be incorporated and requirements it will satisfy:

   Proposed Certificate in Microsoft Office Applications Proficiency Preparation

13. Transferability as an elective or course requirement by a major to senior colleges:

   None

14. Faculty Availability:

   See attached list

15. Facilities and technology availability:

   Business Department classrooms and labs having Internet access.

16. List of courses to be withdrawn, or replaced by this course, if any:

   None