AGENDA

1. Approval of the Minutes of the March 20, 2018 meeting.

2. Department of Business, Departmental approval date: 2-28-2018
   Course revisions
   CIS-101 Introduction to Microcomputer Applications (title)
   CIS-205 Introduction to Information Systems Management (title)
   CIS-208 Data Base Management Systems (Course description)
   BU-401 Elements of Marketing (Course description)
   BU-402 Marketing Research (Course description)
   BU-404 Elements of Advertising (title)
   BU-859 Desktop Publishing (title)

New Course
BU-860 Professional Business Career Development and the Virtual Office

Course Deletion
BU-802 Typewriting/Keyboarding II

Program revisions
1. AAS – Accounting
   1. add MA-440 as an additional Math choice
   2. CIS-101 course title change

2. AAS – CIS
   1. add MA-114 as an additional Math choice
   2. eliminate CIS-205 as a CIS majors elective course
   3. CIS-101 course title revision
   4. CIS-152 course description revision
   5. CIS-208 course description revision

3. AAS – Management
   1. BU-401 course description revision
   2. BU-402 course description revision
   3. BU-404 course title revision and course description revision
   4. CIS-101 course title revision

4. AAS – Office Administration and Technology
   1. remove BU-802 from program
   2. add new course titled Professional Business Career Development and the Virtual Office
   3. BU-859 course title revision and course description revision
4. CIS-101 course title revision

5. AS – Business Administration
   CIS-205 course title revision

6. AS – in Accounting for Forensic Accounting QCC/John Jay Dual/Joint Degree Program
   CIS-101 course title revision

   CIS-101 course title revision

8. Certificate Program – Office Administration Assistant
   1. CIS-101 course title revision
   2. BU-859 course title revision