

BRONX COMMUNITY COLLEGE  
of The City University of New York  
MINUTES OF THE CURRICULUM COMMITTEE

Tuesday, April 4, 1989  
Vol. 1988-89 No. 9  
South Hall Conference Room

I. Attendance

P. Baskett, A. Cosentino, F. Donnangelo, S. Friedlander, A. Galub, M. Kanuck,  
N. McLaughlin, M. Pulver, J. Ryan (presiding), P. Schira, M. Shopkow,  
P. Schwartz, S. Schwartz, J. Todaro, M. Todorovich, M. Wise, B. Witlieb

Dean of Academic Affairs

A. Fuller

Registrar

A. Glasser

Curriculum Coordinators

F. Costello, J. Graham, M. Wenzel

Guests

A. Lal, B. Ettinger, N. Grill

II. Chairman Ryan called the meeting to order at 2:20 P.M.

III. The Minutes of March 21 were approved with the following corrections:

p. 31 V omit "with no discussion" under sections A & B.  
P. 33 VI A. - sp. Grill

IV. Announcements

Dr. Ryan announced that the CUNY Academic Affairs Committee will recommend the approval of LTL for 3 rec 3 cr.

V. Correspondence

Dean Fuller circulated a memo from Dean Proto regarding a State Audit of TAP/STAP programs.

VI. Old Business

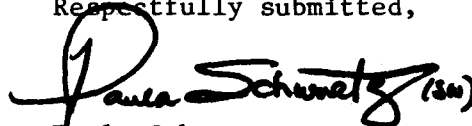
A. Change in prerequisite for existing courses:

1. AST 11 and AST 18: from prerequisite MTH 02 and RDL 02, Coreq. ENG 02 to prereq. MTH 03 or permission of department; coreq. ENG 02 or RDL 02  
Motion to make the changes passed: 14-5-1.
2. AST 12: from prereq. AST 11 and MTH 06 to prereq. MTH 03 or permission of department; coreq. ENG 02 or RDL 02.  
Motion defeated: 8-9-2.

- B. Change in title and curricular pattern for an existing Certificate Program (Dept. of Secretarial Studies) From Certificate Program in Word Processing to Certificate Program in Information Processing with course requirements changed.  
Motion to make changes approved 16-0-3
- C. Proposed experimental new course:  
Written Composition and Skills, 5 rec, 1 conf/rec, 3 cr.  
Motion to approve passed: 19-0-0.
- D. Proposed new course: Word Processing for Non-Secretarial Majors,  
2 rec, 2 lab, 3 cr.  
Motion to approve passed: 17-1-1.

VII. The meeting was adjourned at 3:45 P.M. The next meeting is scheduled for Tuesday, May 2 at 2:15 P.M.

Respectfully submitted,



Paula Schwartz  
Secretary

CURRICULUM ITEMS

PART A: Academic Affairs

SECTION AIII: Change in Existing Course

DEPARTMENT OF PHYSICS

PROPOSED:       AST 11                   2 Lec 1 Rec 2 Lab 4 Cr  
                  AST 18                   2 Lec 1 Rec 3 Cr

From:            AST 11 & AST 18  
                  Prerequisites: Elementary Algebra or MTH 02,  
                  or permission of department, and RDL 02 if  
                  required; corequisites: ENG 02 if required.

To:               AST 11 & AST 18  
                  Prerequisites: MTH 03 or permission of  
                  department; corequisites: ENG 02 or RDL 02  
                  if required.

RATIONALE: The Astronomy 11,18 courses are descriptive in nature and designed for the Liberal Arts and other non-Science majors. These students generally do not take MTH 02 but MTH 03. The ENG and RDL requirements are being adjusted to coincide with similar requirements for the other science options available to the Liberal Arts majors to fulfill their 1-yr laboratory science sequence.

PART A: Academic Affairs Curricular Items  
SECTION AII: New Course (Experimental)  
PROPOSED: ENG 10 - Written Composition and Skills 3 cr. 5 rec. 1 con/rec.  
Course Description: Review of ENG 02 material emphasizing paragraph development and unity. Emphasis on process, cause and effect, use of details, etc. to prepare students for the ENG 11 component-- practice in expository writing and selected non-fiction reading, and preparation of a library research project utilizing the rudiments of documentation.  
No student will be permitted to take the ENG 10 final examination unless he or she has passed the CUNY-WAT with a score of at least eight before the date of the final.  
Successful completion of ENG 10 is equivalent to successful completion of ENG 11.  
Prerequisite: Previous grade of F or R in ENG 02 and score of 4-3-3 or 3-4-3 on ENG 02 CUNY-WAT final.

DEPARTMENT OF ENGLISH

RATIONALE: Provide students who narrowly failed to pass ENG 02 with the opportunity to complete two semesters of English work in one, with intensive, focused instruction. Increased retention of these students is another goal.

## CURRICULUM ITEMS

PART A: Academic Affairs

SECTION AI: New Program

DEPARTMENT OF SECRETARIAL STUDIES

PROPOSED: Certificate Program in Information Processing

### COURSE CATALOG DESCRIPTION

To provide a course of study which will give students the necessary basic skills and knowledge to permit them to obtain gainful office employment; to encourage students to further their education.

Prerequisite: Ability to type 25 nwpm.

### EXPLANATION:

Purpose. To provide a one-year career education program of college level courses for students who are unable to obtain an A.A.S. Degree in secretarial studies. To provide a course of study which will give students the necessary basic skills and knowledges to permit them to obtain gainful office employment; to encourage students to further their education.

### Objectives.

- 1- To enable the adult who wishes to reenter the work force to develop his/her skills for gainful employment.
- 2- To prepare individuals for a career in office employment.
- 3- To develop the broad knowledges necessary for successful employment in the office.
- 4- To enable students to develop operational skills using the latest electronic equipment and software packages currently used in a business environment.
- 5- To produce correspondence and reports.

### JUSTIFICATION FOR INAUGURATING THE PROGRAM

To retain the students who are experiencing failure in degree programs.

To give the student of limited ability a goal towards which he can realistically work, thereby giving him a sense of accomplishment and minimizing feelings of failure and frustration.

**Proposal for Certificate Program in Information Processing**  
page 2

**PROPOSED METHOD TO EVALUATE WHETHER CERTIFICATE PROGRAM MEETS STATED NEEDS:**

- a) Review of grades to determine whether students are achieving at established college level.
- b) Survey of students to determine if they are employed in offices and in what capacity.

**ENROLLMENT**

Approximate enrollment first year - 50

**IS CERTIFICATE PROGRAM WITHIN SCOPE AND BUDGET CAPABILITY OF COLLEGE?**

Yes

- a) Can present faculty and staff conduct program?      yes
- b) Additional Equipment Needed -- None
- c) Additional Cost Data -- None

**IS A GRANT INVOLVED?**      No

**DOES THIS CERTIFICATE PROGRAM SERVE CURRENT OBJECTIVES OF BRONX COMMUNITY COLLEGE?**      Yes

It is consistent with the philosophy of Bronx Community College to provide the students with maximum opportunity for growth as a productive member of society.

BRONX COMMUNITY COLLEGE  
of The City University of New York  
DEPARTMENT OF SECRETARIAL STUDIES

CERTIFICATE PROGRAM IN INFORMATION PROCESSING

First Semester

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
ENG 11	Fundamentals of Written Composition I	3
WPR 21*	Information Processing Applications and Administration	3
KEY 11 or 12	Keyboarding I or Keyboarding II	2
WPR 11*	Machine Transcription I	3
CMS 12	Voice and Diction	2
PEA or HLT 91	Any Physical Education Activity Course or HLT 91	1-2
		14-16

Second Semester

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
KEY 12 or 13	Keyboarding II or Keyboarding III	2
COM 31	Business Communications	3
SEC 41	Office Procedures	2
WPR 12	Machine Transcription II	3
	LA Elective	3
WPR 22	Information Processing Office Simulation	3
		16

\*Prerequisite: Ability to type 25 nwpm.

CURRICULUM ITEMS

PART A: Academic Affairs

SECTION A11: New Course

DEPARTMENT OF SECRETARIAL STUDIES

NAME OF PROPOSED COURSE: Word Processing for non-secretarial majors

COURSE CATALOG DESCRIPTION:

The course provides instruction on the operations of a word processing package on a microcomputer. Students will be able to perform operations such as inputting, revising, outputting, storing, retrieving, search and replace, centering, copying and moving, and formatting.

Prerequisites: KEY 10 or permission from department 3 credits, 2 rec, 2 labs  
ENG 01; RDL 01

EXPLANATION:

Rationale. The ability to perform word processing operations on a microcomputer (IBM or compatible equipment) is a skill that is required in many professions.

Purpose. To provide students with the opportunity to achieve an operational skill in word processing applications using various software packages such as Word Perfect, Multimate, and Displaywrite 4.

Objectives. Students who successfully complete this course will be able (1) to understand the components of a microcomputer, (2) to utilize a word processing software package, (3) to produce complex documents, (4) to become familiar with alternative commands and procedures to perform specific operations.



## COURSE OUTLINE

### WEEK

1

#### Introduction to Personal Computer

- A. Basic Components
- B. Basic Operational Keys:  
Keyboard, Functional Keys, Codes,  
CTRL, ALT, NUMERIC, CAP LOCK

2

#### Disk Management

- A. Disk Drives
- B. Software
- C. Booting the System
- D. Formatting of Diskettes
- E. Copying Diskettes
- F. Loading Software
- G. Inputting of Simple Keyboarding Applications
- H. Quitting

3

#### Document Creation and Retrieval

- A. Document Defaults
- B. Document Formatting
- C. Applications
- D. Saving to Target Disk Document Identification
- E. Target Disk
- F. Directory
- G. Recalling Document
- H. Proofreading
- I. Correcting Errors
- J. Saving and Replacing Revised Text
- K. Applications

4

#### Editing Functions

- A. Inserting Text
- B. Deleting Text
- C. Applications
- D. Printing Documents
- E. Stop Printing Procedure

## COURSE OUTLINE

WEEK	
5	Applications
6	Review and Testing
	Advanced Editing Functions
	A. Moving
	B. Copying
	C. Searching and Replacing
	D. Production
7	Production of Multi-page Documents
	A. Page Length
	B. Pagination
	C. Headers and Footers
	D. Reformatting
	E. Applications
8	Production of Multi-page Documents (continued)
9	Columnar Documents
	A. Numeric Keyboard
	B. Applications
10	Testing
11	Columnar Document Manipulation
	A. Headings
	B. Merging Columns and Text
	C. Applications
12	Document Production Using Alternate Codes
13	Production Packet
14	Review
15	Testing