MISSION STATEMENT

The mission of the Business and Information Systems Department Programs is to provide a meaningful, content-specific education for students majoring in business administration, accounting, management, marketing management, computer programming, office administration and technology and medical office assistant as well as to provide core courses which will assist them to continue their education at four-year institutions and to be successful in their chosen careers.

The goals of the Business and Information Systems Department are:

• To provide students with a high-quality foundation in basic areas such as accounting, information technology, management, marketing, office administration and quantitative skills.
• To provide students with the necessary knowledge base in their chosen area of concentration to be qualified to enter the workforce or pursue a four-year degree.
• To provide practical work experiences through cooperative work programs.
• To develop well-rounded graduates in each business curriculum through exposure to the liberal arts and science courses.
• To enhance the students’ problem solving and critical thinking skills.
• To create an educational environment where students grow intellectually and attain their career goals.
• To sponsor activities that enhance students’ professional and social development.

All curricula have been designed to provide a quality education directed to prepare students for their chosen career area and/or the pursuit of a four-year degree.

All of the Business and Information Systems Department programs have been nationally accredited by the Accreditation Council for Business Schools and Programs.

The Paralegal Program gives the student a broad range of employment opportunities. There is an increasingly wide range of paralegal job opportunities in both the private and public sectors. Law firms, banks, accounting firms, the court system, and national, state and city government agencies all employ Paralegals.

The Paralegal Programs are accredited by the American Bar Association (ABA).
DEGREE AND CERTIFICATE PROGRAMS

Accounting, A.A.S.
Business Administration, A.S.
with Options in
• Accounting
• Computer Programming
• Management
• Marketing Management

Computer Information Systems, A.A.S.
with Options in
• Computer Programming
• Web Page Development

Marketing Management, A.A.S.
Medical Office Assistant, A.A.S.
Office Administration and Technology, A.A.S.
Paralegal Studies, A.A.S.
Paralegal Studies, Certificate

COURSES

Accounting (ACC)
Web Page Development (BIS)
Business (BUS)
Business Communications (COM)
Computer Literacy (CPL)
Computer Applications and Programming (DAT)
Finance (FIN)
Keyboarding (KEY)
Law (LAW)
Marketing (MKT)
Office Procedures (SEC)
Taxation (TAX)
Word Processing and Desktop Publishing (WPR)

ACCOUNTING

Associate in Applied Science Degree | Career Program
Business and Information Systems Department

Accountants are indispensable in modern business organizations. Their basic responsibilities include the recording and summarizing of financial transactions. Accountants are called upon to analyze, interpret, and prepare business records. They are often asked to make recommendations for more efficient operations. Accounting graduates may enter the field in such positions as bookkeepers, cost accounting clerks, junior accountants, and tax examiners for government agencies. After further study, graduates may continue their education to acquire the baccalaureate degree and become business managers, budget directors, private accountants or controllers. With further appropriate education and experience, graduates may qualify for certification as Certified Public Accountants or as teachers of accounting and related subjects. A Cooperative Work Experience course during their senior year allows students to gain valuable business experience in a supervised setting. Students are advised that there is an A.S. degree offered in the same discipline. The accounting program articulates with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs (see the Transfer Planning web site for more details).

Curriculum Coordinator: Professor Howard A. Clampman

Accounting Curriculum (Pathways)
60 Credits required for A.A.S Degree

Required Core

A. English Composition
• ENG 10 Fundamentals of Composition and Rhetoric OR
  ENG 11 Composition and Rhetoric I (3 Credits)
• ENG 12 Composition and Rhetoric II OR
  ENG 14 Written Composition and Prose Fiction OR
  ENG 15 Written Composition and Drama OR
  ENG 16 Written Composition and Poetry (3 Credits)

B. Mathematical and Quantitative Reasoning
• MTH 21 Survey of Mathematics I OR
  MTH 23 Probability and Quantitative Reasoning (3 Credits)

C. Life and Physical Sciences
• SCIENCE 2 AST 111, BIO 11, CHM 11, CHM 17, ENV 11,
  ESE 11, ESE 12, ESE 13, PHY 110 OR PHY 11 (3-4 Credits)

Flexible Core

A. World Cultures and Global Issues
• HIS 10 History of the Modern World OR
  HIS 11 Introduction to the Modern World (3 Credits)

B. US Experience in its Diversity OR

C. Creative Expression OR

E. Scientific World 2
• Flexible Core B: COMM 20, ECO 12, HIS 20, HIS 23,
  HIS 24, HIS 51, POL 11, and POL 41
• Flexible Core C: ART 11, ART 12, ART 55, ART 56,
  COMM 26, FRN 22, ITL 22, MUS 11, MUS 12, SPN 25,
  SPN 30, and SPN 31
• Flexible Core E: BIO 20/ HLT 20 (3 Credits)

D. Individual and Society
• COMM 11 Fundamentals of Interpersonal Communication
  (3 Credits)

SUBTOTAL 21-22
Specialization Requirements

- ACC 111 Principles of Accounting I (4 Credits)
- ACC 112 Principles of Accounting II (4 Credits)
- ACC 113 Principles of Intermediate Accounting (4 Credits)
- ACC 15 Accounting Information Systems (3 Credits)
- BUS 10 Introduction to Business (3 Credits)
- BUS 114 Applications of Mathematics for Business (3 Credits)
- COMM 12 Voice and Diction: Business and Professional Speech (2 Credits)
- DAT 10 Computer Fundamental and Applications (3 Credits)
- DAT 36 Microcomputer Spreadsheet Applications OR DAT 38 Microcomputer Database Applications (3 Credits)
- KEY 10 Keyboarding for Computers (1 Credit)
- LAW 41 Business Law (3 Credits)
- MKT 11 Principles of Marketing (3 Credits)
- CWE 31 Cooperative Work Experience (2 Credits)
- LAB SCIENCE CREDIT 1 (0-1 Credit)

SUBTOTAL 38-39

1 Students planning to transfer to a four-year college should take MTH 30 OR 31. The prerequisite for MTH 30/31 is MTH 6.

2 Students may select either a 4-credit OR a 3-credit science course. Students selecting a 3-credit course must also complete an additional 1-credit lab course to fulfill graduation requirements.

3 Flexible Core B: COMM 20, ECO 12, HIS 20, HIS 23, HIS 24, HIS 51, POL 11, and POL 41

Flexible Core C: ART 11, ART 12, ART 55, ART 56, COMM 26, FRN 22, ITL 22, MUS 11, MUS 12, SPN 25, SPN 30, and SPN 31

Flexible Core E: BIO 20/HLT 20

4 Students who have completed MTH 06 (or three years high school mathematics) and intend to transfer to a four-year college may take BUS 41 instead of BUS 111.

5 CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

Accounting Curriculum

60 Credits required for A.S. Degree

Core Requirements

- ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric I (3 Credits)
- CMS 11 Fundamentals of Interpersonal Communication (3 Credits)
- HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)
- MTH 12* Introduction to Mathematical Thought (3 Credits)
- SCIENCE* BIO 18, AST OR CHM (4 Credits)

TOTAL 16

Required Areas of Study

- ENG 12 Composition and Rhetoric II OR ENG 14 Written Composition and Prose Fiction OR ENG 15 Written Composition and Drama OR ENG 16 Written Composition and Poetry (3 Credits)
- RESTRICTED ELECTIVES** (5 Credits)

TOTAL 8

Specialization Requirements

- ACC 11 Fundamental Accounting I (4 Credits)
- ACC 12 Fundamental Accounting II (4 Credits)
- ACC 13 Intermediate Accounting (4 Credits)
- ACC 15 Accounting Information Systems (3 Credits)
- BUS 11 Business Mathematics (3 Credits)
- BUS 10 Introduction to Business (3 Credits)
- DAT 10 Computer Fundamentals and Applications (3 Credits)
- DAT 36 Microcomputer Spreadsheet Applications OR DAT 38 Microcomputer Database Applications (3 Credits)
- KEY 10 Keyboarding for Computers (1 Credit)
- LAW 41 Business Law (3 Credits)
- MKT 11 Principles of Marketing (3 Credits)
- CWE 31† Cooperative Work Experience (2 Credits)

TOTAL 36

NOTE: At least two courses must be taken from a list designated as “Writing Intensive” as published each semester in the Registration Guide and Schedule of Classes.

*Students who may later transfer to a four-year college should take a lab science from among BIO 11, CHM 10 or 11, PHY 11 or 12, and MTH 29, 30 or 31 instead of MTH 12.

**Select from Anthropology, Art, Communication, Economics, Geography, History, only 1 course in Health Education or 2 courses in Physical Education, Modern Languages, Music, Philosophy, Psychology, Political Science, or Sociology (no more than two courses from the same department or discipline).

†CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.
BUSINESS ADMINISTRATION

Associate in Science Degree | Transfer Degree
Business and Information Systems Department

The Business Administration curriculum provides a broad academic foundation so that graduates may transfer to the third year of a senior college or pursue immediate employment. Students must select one option from among the Accounting, Computer Programming, Management, and Marketing Management options.

Curriculum Coordinator: Dr. Rosemary Quinn

Business Administration Curriculum (Pathways)
60 Credits required for A.S. Degree

Required Core
A. English Composition (6 Credits)
B. Mathematical and Quantitative Reasoning (4 Credits)
C. Life and Physical Sciences (3-4 Credits)
SUBTOTAL 13-14

Flexible Core
A. World Cultures and Global Issues (3 Credits)
B. U.S. Experience in Diversity (3 Credits)
C. Creative Expression (3 Credits)
D. Individual and Society (3 Credits)
E. Scientific World (3 Credits)
Restricted Elective Select one course from Areas A-E. (3 Credits)
SUBTOTAL 18

Specialization Requirements
- ACC 111 Principles of Accounting I (4 Credits)
- BUS 41 Business Statistics (3 Credits)
- BUS 51 Business Organization and Management (3 Credits)
- DAT 10 Computer Fundamental and Applications OR DAT 30 Introduction to Computer Applications and Programming (3 Credits)
- LAW 41 Business Law (3 Credits)
- LAB SCIENCE Credit (0-1 Credit)
SUBTOTAL 16-17

Degree Options
Student must choose an option to graduate: Accounting, Computer Programming, Management or Marketing Management (12 Credits)

Accounting Option:
This option prepares students with fundamental courses in business and accounting. The option also provides the background for transfer to a senior college and completion of the baccalaureate degree. Students who wish to pursue a career in finance should select this option. Upon completion of further appropriate education and training, and with experience, the student may qualify by state examination as a Certified Public Accountant or as a teacher.
- ACC 112 Principles of Accounting II (4 Credits)
- ACC 113 Principles of Intermediate Accounting (4 Credits)
- ACC 15 Accounting Information Systems (3 Credits)
- KEY 10 Keyboarding for Computers (1 Credit)
SUBTOTAL 12

Students are advised that there is an A.A.S. degree offered in the same discipline.

Computer Programming Option:
This option provides a range of computer programming courses designed to provide the necessary foundation for employment and/or transfer to a senior college.
- DAT 38 Database Management Applications (3 Credits)
- DAT 47 JAVA Programming (3 Credits)
- DAT 48 Advanced JAVA Programming (3 Credits)
- DAT 49 UNIX Fundamentals (3 Credits)
SUBTOTAL 12

Management Option:
This option provides the student with skills needed to be a successful manager. Students are prepared to enter management training programs leading to middle-management positions. The option is also broad enough to allow students to pursue any business major at a senior college.
- MKT 11 Principles of Marketing (3 Credits)
- FIN 31 Principles of Finance (3 Credits)
- BUS 52 Organizational Behavior (3 Credits)
- BUS 53 International Management (3 Credits)
SUBTOTAL 12

Students are advised that there is an A.A.S. degree offered in the same discipline.
Marketing Management Option:
This option provides basic courses for those students interested in a career in Marketing Management and for those who intend to transfer to a senior college.

• MKT 11 Principles of Marketing (3 Credits)
• MKT 18 Consumer Behavior OR MKT 47 E-Marketing (3 Credits)
• MKT 41 Management of Retail Operations OR MKT 43 Principles of Advertising (3 Credits)
• MKT 48 Marketing Management (3 Credits)

SUBTOTAL 12

1 In order to comply with transfer requirement at Senior Colleges, students are required to complete MTH 30 or MTH 31 to fulfill Required Core B. The program has been given a waiver to require its students to take MTH 30 or MTH 31 to fulfill Required Area B. If students transferring into this program complete a different course in this area, they will be certified as having completed the Common Core, but it may not be possible for them to finish their degree within the regular number (60) of credits.

2 Students may select either a 4-credit STEM Variant science course or a 3-credit science course to fulfill Required Core C. Students selecting a 3-credit course must also complete an additional 1-credit lab course to fulfill graduation requirements.

3 In an effort to select courses which can be accepted as transfer credits at Senior Colleges and give students the breadth of knowledge required nationally of Business Majors, students are strongly recommended to complete HIS 10 or HIS 11 to fulfill Flexible Core A; ECO 12 to fulfill Flexible Core B; and COMM 11 and/or ECO 11 to fulfill Flexible Core D

4 DAT 10 is for students enrolled in the Accounting; Management; and Marketing Management options.

5 DAT 30 is for students enrolled in the Computer Programming Option only.

Students interested in transferring to Baruch College, SUNY Empire State, Lehman College, SUNY Maritime, SUNY Potsdam, and Sagrado Corazon should visit the articulation agreement section of the Transfer Planning web site for recommended courses.

BUSINESS ADMINISTRATION
(PRE-PATHWAYS)
Associate in Science Degree | Transfer Degree
Business and Information Systems Department

If you began studying at BCC in or after Fall 2013, Pathways applies. Pathways also applies to students who have returned to CUNY after an absence of more than one semester. If you are a continuing student who entered before Fall 2013, you will be able to choose whether you remain with your existing requirements or change to Pathways. You should consult with an academic advisor.

Curriculum Coordinator: Dr. Rosemary Quinn

Business Administration Curriculum
60 Credits required for A.S. Degree

Core Requirements
• ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric I (3 Credits)
• CMS 11 Fundamentals of Interpersonal Communication (3 Credits)
• HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)
• MTH 29 Pre-Calculus Mathematics for Business Students OR MTH 30 Pre-Calculus Mathematics OR MTH 31 Analytic Geometry and Calculus I (4 Credits)
• SCIENCE AST 11 OR 12, BIO 11, CHM 10, CHM 11, ENV 11, ESE 11 OR PHY 11 (4 Credits)

TOTAL 17

Required Areas of Study
• ECO 11 Microeconomics OR
  ECO 12 Macroeconomics (3 Credits)
• ENG 12 Composition and Rhetoric II OR
  ENG 14 Written Composition and Prose Fiction OR
  ENG 15 Written Composition and Drama OR
  ENG 16 Written Composition and Poetry (3 Credits)
• RESTRICTED ELECTIVES* (7 Credits)

TOTAL 13

Specialization Requirements
• ACC 11 Fundamental Accounting I (4 Credits)
• BUS 41 Business Statistics (3 Credits)
• BUS 51 Business Organization and Management (3 Credits)
• CMS 12 Voice and Diction: Business and Prof. Speech (2 Credits)
• DAT 10** Computer Fundamentals and Applications OR
  DAT 30*** Introduction to Computer Fundamentals and Programming (3 Credits)
• LAW 41 Business Law (3 Credits)
• Option Select one (12 Credits)

TOTAL 30
Accounting Option
This option prepares students with fundamental courses in business and accounting. The option also provides the background for transfer to a senior college and completion of the baccalaureate degree. Students who wish to pursue a career in finance should select this option. Upon completion of further appropriate education and training, and with experience, the student may qualify by state examination as a Certified Public Accountant or as a teacher.

- ACC 12 Fundamental Accounting II (4 Credits)
- ACC 13 Intermediate Accounting (4 Credits)
- ACC 15 Accounting Information Systems (3 Credits)
- KEY 10 Keyboarding for Computers (1 Credit)

TOTAL 12

Students are advised that there is an A.A.S. degree offered in the same discipline.

Computer Programming Option
This option provides a range of computer programming courses designed to provide the necessary foundation for employment and/or transfer to a senior college.

- DAT 38 Microcomputer Database Applications (3 Credits)
- DAT 47 JAVA Programming (3 Credits)
- DAT 48 Advanced JAVA Programming (3 Credits)
- DAT 49 UNIX Fundamentals (3 Credits)

TOTAL 12

Management Option
This option provides the student with skills needed to be a successful manager. Students are prepared to enter management training programs leading to middle-management positions. The option is also broad enough to allow students to pursue any business major at a senior college.

- BUS 52 Organizational Behavior (3 Credits)
- BUS 53 International Management (3 Credits)
- FIN 31 Principles of Finance (3 Credits)
- MKT 11 Principles of Marketing (3 Credits)

TOTAL 12

Students are advised that there is an A.A.S. degree offered in the same discipline.

Marketing Management Option
This option provides basic courses for those students interested in a career in Marketing Management and for those who intend to transfer to a senior college.

- MKT 11 Principles of Marketing (3 Credits)
- MKT 18 Consumer Behavior OR MKT 47 E-Marketing (3 Credits)
- MKT 41 Management of Retail Operations OR MKT 43 Principles of Advertising (3 Credits)
- MKT 48 Marketing Management (3 Credits)

TOTAL 12

NOTE: At least two courses must be taken from a list designated as “Writing Intensive” as published each semester in the Registration Guide and Schedule of Classes.

NOTE: Students interested in transferring to Baruch College’s Zicklin School of Business should review the Memorandum of Understanding, available on the Transfer Planning web site.


The Accounting, Management, and Marketing Management options fully articulate with Lehman College’s Business Administration B.B.A. degree.

The Management option fully articulates with SUNY Maritime’s B.S. in International Transportation and Trade, and SUNY Potsdam’s B.S. in Business Administration and Lehman College’s B.S. in Health Services Administration and with Colorado State University’s Global Campus B.S. degrees in Business Management and Healthcare Administration and Management.

All options articulation with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.

Students should refer to the agreements on the Transfer Planning web site for recommended courses.

*Restricted Electives: Select a total of seven credits from Art (non-studio courses), Communications, Economics, Geography, History, Health, Physical Education (only one course in Health Education or two courses in Physical Education), Modern Languages, Music (non-studio courses), Philosophy, Psychology, Political Science or Sociology. No more than two courses from the same department or discipline.

**DAT 10 is for students enrolled in the Accounting; Management; and Marketing Management options.

***DAT 30 is for students enrolled in the Computer Programming Option only.
COMPUTER INFORMATION SYSTEMS
Associate in Applied Sciences Degree | Career Program | Business and Information Systems Department
The field of computer information systems is rich in career opportunities with excellent starting salaries for qualified personnel. Corporations, government agencies, financial institutions, marketing and retail organizations, and small firms require the services of computer applications specialists, computer programmers, and information technology technicians. The Computer Information Systems Curriculum, based upon your interests, prepares you for various entry-level positions including junior computer programmer, computer operator, computer support specialist, application user specialist, data-entry operator, web page designer and desktop publishing specialist.

Students must select either the Computer Programming Option or the Web Page Development Option once they have earned 12 degree credits.

Graduates may transfer to related programs offered by four-year colleges. A Cooperative Work Experience course allows students to gain valuable business experience in a supervised setting.

Students interested in the Business Administration Computer Programming Option (A.S. Degree) in the Business and Information Systems Department should see the Business Administration curriculum information in the college catalog. Students interested in Computer Science (A.S. Degree) in the Mathematics and Computer Science Department should see the Computer Science curriculum information in the college catalog.

Curriculum Coordinator: Professor Imran Ghafoor

Computer Information Systems Curriculum (Pathways)
60 Credits required for A.A.S. Degree

Required Core
A. English Composition
   • ENG 10 Fundamentals of Composition and Rhetoric OR
     ENG 11 Composition and Rhetoric I (3 Credits)
   • ENG 12 Composition and Rhetoric II OR
     ENG 14 Written Composition and Prose Fiction OR
     ENG 15 Written Composition and Drama OR
     ENG 16 Written Composition and Poetry (3 Credits)
B. Mathematical and Quantitative Reasoning
   • MTH 21 Survey of Mathematics I OR
     MTH 23 Probability and Statistics (3 Credits)
C. Life and Physical Science
   • SCIENCE1 AST 111, BIO 11, CHM 11, CHM 17, ENV 11,
     ESE 11, ESE 12, ESE 13, PHY 110 OR PHY 11 (3-4 Credits)

Flexible Core
A. World Cultures and Global Issues
   • HIS 10 History of the Modern World OR
     HIS 11 Introduction to the Modern World (3 Credits)
B. US Experience in Its Diversity OR C. Creative Expression
   OR E. Scientific World
   • Select from ANT, ART, COMM, ECO, GEO, HIS, BIO 20/
     HLT 20, Modern Language, MUS, PHL, PSY, POL OR
     SOC (3 Credits)

D. Individual and Society
   • COMM 11 Fundamentals of Interpersonal Communication
     (3 Credits)
   SUBTOTAL 21-22

Specialization Requirements
   • ACC 111 Principles of Accounting I (4 Credits)
   • BIS 13 Introduction to Internet and Web Development
     (3 Credits)
   • BUS 10 Introduction to Business (3 Credits)
   • BUS 114 Applications of Mathematics for Business (3 Credits)
   • COMM 12 Voice and Diction: Business and Professional
     Speech (2 Credits)
   • DAT 30 Introduction to Computer Fundamental and
     Programming (3 Credits)
   • DAT 33 Microcomputer Applications (2 Credits)
   • DAT 35 BASIC Language Programming (3 Credits)
   • KEY 10 Keyboarding for Computers (1 Credit)
   • CWE 31 Cooperative Work Experience (2 Credits)
   • LAB SCIENCE Credit 2 (0-1 Credit)
   SUBTOTAL 26-27

Degree Options—see next page for information
Student must choose an option to graduate:
   • Computer Programming
   • Web Page Development
   SUBTOTAL 12

Computer Programming Option:
   • DAT 38 Database Management Applications (3 Credits)
   • DAT 47 JAVA Programming (3 Credits)
   • DAT 48 Advanced JAVA Programming (3 Credits)
   • DAT 49 UNIX Fundamentals (3 Credits)
   SUBTOTAL 12

Web Page Development Option:
   • BIS 12 Multimedia Theory and Applications for Business
     (3 Credits)
   • BIS 23 Advanced Web Page Design and Development (3 Credits)
   • BIS 31 E-Commerce (3 Credits)
   • DAT 38 Database Management Applications (3 Credits)
   SUBTOTAL 12

1 Students planning to transfer to a four-year college should take
   MTH 30 or 31.
2 Students may select either a 4-credit or a 3-credit science
   course. Students selecting a 3-credit course must also
   complete an additional 1-credit lab course to fulfill graduation
   requirements.
3 Flexible Core B: COMM 20, ECO 12, HIS 20, HIS 23, HIS 24,
   HIS 51, POL 11, and POL 41
   Flexible Core C: ART 11, ART 12, ART 55, ART 56, COMM 26,
   FRN 22, ITL 22, MUS 11, MUS 12, SPN 25, SPN 30, and SPN 31
   Flexible Core E: BIO 20/ HLT 20
4 Students who have completed MTH 06 (or three years high
   school mathematics) and intend to transfer to a four-year
college may take BUS 41 instead of BUS 111.  
5 CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

All options articulate with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.

**COMPUTER INFORMATION SYSTEMS (PRE-PATHWAYS)**

**Associate in Applied Sciences Degree | Career Program Business and Information Systems Department**

If you began studying at BCC in OR after Fall 2013, Pathways applies. Pathways also applies to students who have returned to CUNY after an absence of more than one semester. If you are a continuing student who entered before Fall 2013, you will be able to choose whether you remain with your existing requirements OR change to Pathways. You should consult with an academic advisor.

Curriculum Coordinator: Professor Imran Ghafoor

**Computer Information Systems Curriculum**

60 Credits required for A.A.S. Degree

**Core Requirements**

- **ENG 10** Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric I (3 Credits)
- **CMS 11** Fundamentals of Interpersonal Communication (3 Credits)
- **HIS 10** History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)
- **MTH 12** Introduction to Mathematical Thought (3 Credits)
- **SCIENCE** BIO 18 OR CHM 10 (4 Credits)

**TOTAL 16**

**Required Areas of Study**

- **ENG 12** Composition and Rhetoric II OR ENG 14 Written Composition and Prose Fiction OR ENG 15 Written Composition and Drama OR ENG 16 Written Composition and Poetry (3 Credits)
- **RESTRICTED ELECTIVES #** (5 Credits)

**TOTAL 8**

**Specialization Requirements**

- **ACC 11** Fundamental Accounting I (4 Credits)
- **BIS 13** Introduction to the Internet and Web Development (3 Credits)
- **BUS 10** Introduction to Business (3 Credits)
- **BUS 11§** Business Mathematics (3 Credits)

- **DAT 30** Introduction to Computer Fundamentals and Programming (3 Credits)
- **DAT 33** Microcomputer Applications (2 Credits)
- **DAT 35** VISUAL BASIC Programming (3 Credits)
- **KEY 10** Keyboarding for Computers (1 Credit)
- **CWE 31†** Cooperative Work Experience (2 Credits)

**TOTAL 24**

**OPTIONS:** select one after completion of 12 credits (12 Credits)

**Computer Programming Option**

- **DAT 38** Microcomputer Database Applications (3 Credits)
- **DAT 47** JAVA Programming (3 Credits)
- **DAT 48** Advanced JAVA Programming (3 Credits)
- **DAT 49** UNIX Fundamentals (3 Credits)

**TOTAL 12**

**Web Page Development Option**

- **BIS 12** Multimedia Theory and Applications for Business (3 Credits)
- **BIS 23** Advanced Web Page Design and Development (3 Credits)
- **BIS 31** E-Commerce (3 Credits)
- **DAT 38** Microcomputer Database Applications (3 Credits)

**TOTAL 12**

**NOTE:** At least two courses must be taken from a list designated as “Writing Intensive” as published each semester in the Registration Guide and Schedule of Classes.

* Students who intend to transfer to a four-year college should take MTH 30 or 31 instead of MTH 12. Check for required Prerequisites for these math courses.

** Students who intend to transfer to a four-year college should take a science course with a laboratory component from among AST 11 or AST 12, BIO 11, BIO 21, CHM 10, CHM 11, ENV 11, ESE 11 or PHY 11. Non-transfer students may also take a science course with a laboratory component.

# Restricted Electives: Select a total of five credits from Art (non-studio courses), Communications, Economics, Geography, History, Health, Physical Education (only one course in Health Education or two courses in Physical Education), Modern Languages, Music (non-studio courses), Philosophy, Psychology, Political Science, or Sociology. No more than two courses from the same department or discipline.

§ Students who have completed MTH 06 (or three years high school mathematics) and intend to transfer to a four-year college may take BUS 41 instead of BUS 11.

† CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

All options articulate with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.
MARKETING MANAGEMENT

Associate in Applied Sciences Degree | Career Program
Business and Information Systems Department

Marketing facilitates the flow of goods and services from producers to consumers. In today’s marketing driven society, organizations need college graduates with knowledge of marketing functions, including advertising, personal selling, wholesaling, retailing, and marketing research. A Cooperative Work Experience course allows students to gain valuable experience in a supervised setting. Graduates are equipped to assume entry-level positions and to pursue self-employment opportunities. Students are advised that there is an A.S. degree offered in the same discipline. The program articulates with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.

Curriculum Coordinator: Professor Howard A. Clampman

Marketing Management Curriculum (Pathways)
60 Credits required for A.A.S. Degree

Required Core

A. English Composition
   • ENG 10 Fundamentals of Composition and Rhetoric OR
     ENG 11 Composition and Rhetoric I (3 Credits)
   • ENG 12 Composition and Rhetoric II OR
     ENG 14 Written Composition and Prose Fiction OR
     ENG 15 Written Composition and Drama OR
     ENG 16 Written Composition and Poetry (3 Credits)

B. Mathematical and Quantitative Reasoning
   • MTH 21 Survey of Mathematics I OR
   • MTH 23 Probability and Quantitative Reasoning (3 Credits)

C. Life and Physical Science
   • SCIENCE: AST 111, BIO 11, CHM 11, CHM 17, ENV 11,
     ESE 11, ESE 12, ESE 13, PHY 110 OR PHY 11 (3-4 Credits)

Flexible Core

A. World Cultures and Global Issues
   • HIS 10 History of the Modern World OR
     HIS 11 Introduction to the Modern World (3 Credits)

B. US Experience in its Diversity OR

C. Creative Expression OR E. Scientific World 3
   • Select from ANT, ART, COMM, ECO, GEO, HIS,
     BIO 20 / HLT 20, MODERN LANGUAGE, MUS, PHL,
     PSY, POL OR SOC (3 Credits)

D. Individual and Society
   • COMM 11 Fundamentals of Interpersonal Communication
     (3 Credits)

SUBTOTAL 21-22

Required Areas of Study

• PHYSICAL EDUCATION OR HEALTH EDUCATION 4 (2 Credits)

SUBTOTAL 2

Specialization Requirements

• ACC 111 Principles of Accounting I (4 Credits)
• BUS 10 Introduction to Business (3 Credits)
• BUS 11 Applications of Mathematics for Business (3 Credits)
• COMM 12 Voice and Diction: Business and Professional Speech (2 Credits)
• DAT 10 Computer Fundamental and Applications (3 Credits)
• LAW 41 Business Law (3 Credits)
• MKT 11 Principles of Marketing (3 Credits)
• MKT 18 Consumer Behavior OR MKT 47 E-Marketing (3 Credits)
• MKT 48 Marketing Management (3 Credits)
• MKT 41 Management of Retail Operations OR
  FIN 31 Principles of Finance (3 Credits)
• MKT 43 Principles of Advertising (3 Credits)
• CWE 31 Cooperative Work Experience (2 Credits)
• KEY 10 Keyboarding for Computers (1 Credit)
• LAB SCIENCE: credit (0-1 Credit)

SUBTOTAL 36-37

1 Students planning to transfer to a four-year college should take MTH 30 or 31.
2 Students may select either a 4-credit or a 3-credit science course. Students selecting a 3-credit course must also complete an additional 1-credit lab course to fulfill graduation requirements.
3 Flexible Core B: COMM 20, ECO 12, HIS 20, HIS 23, HIS 24, HIS 51, POL 11, and POL 41
4 Flexible Core C: ART 11, ART 12, ART 55, ART 56, COMM 26,
FRN 22, ITL 22, MUS 11, MUS 12, SPN 25, SPN 30, and SPN 31
5 Students who have completed MTH 06 (or three years high school mathematics) and intend to transfer to a four-year college may take BUS 41 instead of BUS 111.
6 CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department.

MARKETING MANAGEMENT
(PRE-PATHWAYS)

Associate in Applied Sciences Degree | Career Program
Business and Information Systems Department

If you began studying at BCC in or after Fall 2013, Pathways applies. Pathways also applies to students who have returned to CUNY after an absence of more than one semester. If you are a continuing student who entered before Fall 2013, you will be able to choose whether you remain with your existing requirements or change to
with a laboratory component.

**Students who intend to transfer to a four-year college should take MTH 06 (or three years high school mathematics) and intend to transfer to a four-year college, may take BUS 41 instead of BUS 11.

†CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester.

Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department.

College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

NOTE: At least two courses must be taken from a list designated as “Writing Intensive” as published each semester in the Registration Guide and Schedule of Classes.

*Students planning on transferring to a four-year college are advised to take MTH 21 or MTH 23.

### Marketing Management Curriculum

60 Credits required for A.A.S. Degree

#### Core Requirements

- **ENG 10** Fundamentals of Composition and Rhetoric OR **ENG 11** Composition and Rhetoric I (3 Credits)
- **CMS 11** Fundamentals of Interpersonal Communication (3 Credits)
- **HIS 10** History of the Modern World OR **HIS 11** Introduction to the Modern World (3 Credits)
- **MTH 12** Introduction to Mathematical Thought (3 Credits)
- **SCIENCE** OR **BIO 18** OR CHM (4 Credits)

TOTAL 16

#### Required Areas of Study

- **ENG 12** Composition and Rhetoric II OR **ENG 14** Written Composition and Prose Fiction OR **ENG 15** Written Composition and Drama OR **ENG 16** Written Composition and Poetry (3 Credits)
- **RESTRICTED ELECTIVES**# (5 Credits)

TOTAL 8

#### Specialization Requirements

- **ACC 11** Fundamental Accounting I (4 Credits)
- **BUS 10** Introduction to Business (3 Credits)
- **BUS 11** Business Mathematics (3 Credits)
- **CMS 12** Voice and Diction: Business and Prof. Speech (2 Credits)
- **DAT 10** Computer Fundamentals and Applications (3 Credits)
- **KEY 10** Keyboarding for Computers (1 Credit)
- **LAW 41** Business Law (3 Credits)
- **MKT 11** Principles of Marketing (3 Credits)
- **MKT 18** Consumer Behavior OR **MKT 47** E-Marketing (3 Credits)
- **MKT 48** Marketing Management (3 Credits)
- **MKT 41** Management of Retail Operations OR **FIN 31** Principles of Finance (3 Credits)
- **MKT 43** Principles of Advertising (3 Credits)
- **CWE 31†** Cooperative Work Experience (2 Credits)

TOTAL 36

**NOTE:** At least two courses must be taken from a list designated as “Writing Intensive” as published each semester in the Registration Guide and Schedule of Classes.

*Students who intend to transfer to a four-year college should take MTH 30 or 31 instead of MTH 12. Check for required Prerequisites for these math courses.

**Students who intend to transfer to a four-year college should take a science course with a laboratory component from among AST 11 or AST 12, BIO 11, BIO 21, CHM 10, CHM 11, ENV 11, ESE 11, PHY 11. Non-transfer students may also take a science course with a laboratory component.

Short Description: This curriculum is designed for students who would like to become Medical Office Assistants. They may work in physicians’ offices, hospitals, laboratories, and other health-related facilities. Students in the program are trained to transcribe recorded dictation of medical correspondence and case histories; complete computerized medical forms; maintain physicians’ financial, medical, and office records; prepare patients for medical examinations; perform basic clinical laboratory tests; and manage a medical office.

Curriculum Coordinator: Dr. Rosemary Quinn

### MEDICAL OFFICE ASSISTANT

**Associate in Applied Sciences Degree | Career Program**

**Business and Information Systems Department**

This curriculum is designed for students who would like to become Medical Office Assistants. They may work in physicians’ offices, hospitals, laboratories, and other health-related facilities. Students in the program are trained to transcribe recorded dictation of medical correspondence and case histories; complete computerized medical forms; maintain physicians’ financial, medical, and office records; prepare patients for medical examinations; perform basic clinical laboratory tests; and manage a medical office.

Curriculum Coordinator: Dr. Rosemary Quinn

### Medical Office Assistant Curriculum (Pathways)

60 Credits required for A.A.S. Degree

#### Required Core

**A. English Composition**

- **ENG 10** Fundamentals of Composition and Rhetoric OR **ENG 11** Composition and Rhetoric I (3 Credits)

**B. Mathematical and Quantitative Reasoning**

- **MTH 21** Survey of Mathematics I OR **MTH 23** Probability and Quantitative Reasoning (3 Credits)

**C. Life and Physical Science**

- **BIO 21** The Human Body (4 Credits)

#### Flexible Core

**A. World Cultures and Global Issues**
• HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)

D. Individual and Society
• COMM 11 Fundamentals of Interpersonal Communication (3 Credits)

B. US Experience in its Diversity OR
C. Creative Expression OR

E. Scientific World
Select from ART 11, ART 12, ART 55, ART 56, BIO 20/HLT 20, COMM 20, COMM 26, ECO 12, FRN 122, HIS 20, HIS 23, HIS 24, HIS 51, MUS 11, MUS 12, POL 11, POI 41, ITL 122, SPN 125, SPN 130, OR SPN 131 (6 Credits)

SUBTOTAL 22

Required Areas of Study
• BUS 11★ Applications of Mathematics for Business (3 Credits)
• DAT 36 Microcomputer Spreadsheet Applications (3 Credits)
• HLT 91 Critical Issues in Health (2 Credits)
• LAW 45 Medical Law (3 Credits)
• PEA Physical Education (1 Credit)

SUBTOTAL 12

Specialization Requirements
• KEY 10 Keyboarding for Computers (1 Credit)
• KEY 11 Document Formatting and Speed Development (2 Credits)
• KEY 12 Advanced Document Production (2 Credits)
• WPR 11 Transcription for Business (3 Credits)
• WPR 21 Word Processing Applications (3 Credits)
• BIO 22 Medical Terminology (2 Credits)
• BIO 46 Clinical Techniques I (2 Credits)
• BIO 47 Clinical Techniques II (2 Credits)
• SEC 35 Medical Office Procedures and Management (2 Credits)
• COM 31 Business Communications (3 Credits)
• NMT 78★ EKG - Interpretations and Techniques (2 Credits)
• NMT 79★ Phlebotomy (2 Credits)

SUBTOTAL 26

1 Students must select two 3-credit courses that fulfill Pathways Flexible Core B, C or E (no more than one course in each Core area).
2 Students who have completed MTH 06 (or three years high school mathematics) and intend to transfer to a four-year college may take BUS 41 instead of BUS 111.
3 Completion of BIO 22 and BIO 22 is required prior to registering for these courses as well as permission of the Medical Office Assistant Program Curriculum Coordinator.

NOTE: The program articulates with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.

MEDICAL OFFICE ASSISTANT
(PRE-PATHWAYS)

Associate in Applied Sciences Degree | Career Program Business and Information Systems Department

If you began studying at BCC in or after Fall 2013, Pathways applies. Pathways also applies to students who have returned to CUNY after an absence of more than one semester. If you are a continuing student who entered before Fall 2013, you will be able to choose whether you remain with your existing requirements OR change to Pathways. You should consult with an academic advisor.

Curriculum Coordinator: Dr. Rosemary Quinn

Medical Office Assistant Curriculum
60 Credits required for A.A.S. Degree

Core Requirements
• ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric I (3 Credits)
• CMS 11 Fundamentals of Interpersonal Communication (3 Credits)
• HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)
• BIO 21 The Human Body (4 Credits)
• MTH 12@ Introduction to Mathematical Thought (3 Credits)

TOTAL 16

Required Areas of Study
• BUS 11 Business Mathematics (3 Credits)
• DAT 36 Microcomputer Spreadsheet Applications (3 Credits)
• HLT 91 Critical Issues in Health (2 Credits)
• LAW 45 Medical Law (3 Credits)
• RESTRICTED ELECTIVES* (7 Credits)

TOTAL 18

Specialization Requirements
• KEY 10 Keyboarding for Computers (1 Credit)
• KEY 11 Document Formatting and Speed Development (2 Credits)
• KEY 12 Advanced Document Production (2 Credits)
• WPR 11 Transcription for Business (3 Credits)
• WPR 21 Word Processing Applications (3 Credits)
• COM 31 Business Communications (3 Credits)
• SEC 35 Medical Office Procedures and Management (2 Credits)
• NMT 78★ EKG - Interpretations and Techniques (2 Credits)
• NMT 79★ Phlebotomy (2 Credits)

SUBTOTAL 26

NOTE: At least two courses must be taken from a list designated as “Writing Intensive” as published each semester in the
Registration Guide and Schedule of Classes.

@ Students who intend to transfer to a four-year college should take MTH 29, 30, or 31. Check for required prerequisites for these math courses.

* Restricted Electives: Select a total of seven credits from Art (non-studio courses), Communications, Economics, English, Geography, History, Health Education, Physical Education (only one course in Health Education or two courses in Physical Education), Modern Languages, Music (non-studio courses), Philosophy, Psychology, Political Science or Sociology (no more than two courses from the same department or discipline).

** Completion of BIO 21 and BIO 22 is required prior to registering for these courses as well as permission of the Medical Office Assistant Program Curriculum Coordinator.

NOTE: The program articulates with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.

### OFFICE ADMINISTRATION AND TECHNOLOGY

#### Associate in Applied Sciences Degree | Career Program Business and Information Systems Department

Numerous employment opportunities for college trained administrative assistants with office information systems skills exist in a wide variety of offices–business, professional and governmental organizations. The Department is equipped with the latest technology, and computer facilities are available for students to enhance their skills. Students learn machine transcription, office procedures, computer systems and applications including a variety of software programs, Internet, e-mail, multimedia, web page development, and composition of business correspondence. The program articulates with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.

Curriculum Coordinator: Dr. Rosemary Quinn

#### Office Administration and Technology Curriculum (Pathways)

60 Credits required for A.A.S. Degree

### Required Core

A. English Composition  
   - ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric I (3 Credits)

B. Mathematical and Quantitative Reasoning
   - MTH 21 Survey of Mathematics I OR MTH 23 Probability and Quantitative Reasoning (3 Credits)

C. Life and Physical Science  
   - SCIENCE 2 AST 11, BIO 11, CHM 11, CHM 17, ENV 11, ESE 11, ESE 12, ESE 13, PHY 10 OR PHY 11 (3-4 Credits)

### Flexible Core

A. World Cultures and Global Issues  
   - HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)

B. US Experience in its Diversity OR

C. Creative Expression OR E. Scientific World
   - Select from ANT, ART, COMM, ECO, GEO, HIS, BIO 20/HLT 20, MODERN LANGUAGE, MUS, PHL, PSY, POL OR SOC (6 Credits)

### Required Areas of Study

- BUS 10 Introduction to Business (3 Credits)
- BIS 13 Introduction to Internet and Web Development (3 Credits)
- WPR 23 Office Administration and Supervision (2 Credits)
- DAT 10 Computer Fundamental and Applications (3 Credits)

### Specialization Requirements

- KEY 10 Keyboarding for Computers (1 Credit)
- KEY 11 Document Formatting and Speed Development (2 Credits)
- KEY 12 Advanced Document Production (2 Credits)
- WPR 11 Transcription for Business (3 Credits)
- WPR 21 Word Processing Applications (3 Credits)
- WPR 24 Presentation for Business (3 Credits)
- COM 31 Business Communications (3 Credits)
- DAT 36 Microcomputer Spreadsheet Applications (3 Credits)
- DAT 38 Microcomputer Database Applications (3 Credits)
- SEC 41 Office Procedures (2 Credits)
- CWE 31 Cooperative Work Experience (2 Credits)
- LAB SCIENCE Credit 2 (0-1 Credit)

### Notes

1 Students planning to transfer to a four-year college should take MTH 30 or 31. Please check prerequisites for these math courses.

2 Students may select either a 4-credit or a 3-credit science course. Students selecting a 3-credit course must also complete an additional 1-credit lab course to fulfill graduation requirements.

3 Students must select two 3-credit courses that fulfill Pathways Flexible Core B, C or E (no more than one course in each Core area).

4 CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.
OFFICE ADMINISTRATION AND TECHNOLOGY (PRE-PATHWAYS)

If you began studying at BCC in OR after Fall 2013, Pathways applies. Pathways also applies to students who have returned to CUNY after an absence of more than one semester. If you are a continuing student who entered before Fall 2013, you will be able to choose whether you remain with your existing requirements OR change to Pathways. You should consult with an academic advisor.

Office Administration and Technology Curriculum
60 Credits required for A.A.S. Degree

Core Requirements

- ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric I (3 Credits)
- CMS 11 Fundamentals of Interpersonal Communication (3 Credits)
- HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)
- SCIENCE* Science Course (4 Credits)
- MTH 12@ Introduction to Mathematical Thought (3 Credits)
- CMS 12 Voice and Diction: Business and Professional Speech (2 Credits)

TOTAL 18

Required Areas of Study

- BUS 10 Introduction to Business (3 Credits)
- BIS 13 Introduction to the Internet and Web Development (3 Credits)
- WPR 23 Office Administration and Supervision (2 Credits)
- DAT 10 Computer Fundamentals and Applications (3 Credits)
- RESTRICTED ELECTIVES** (4 Credits)

TOTAL 15

Specialization Requirements

- KEY 10 Keyboarding for Computers (1 Credit)
- KEY 11 Document Formatting and Speed Development (2 Credits)
- KEY 12 Advanced Document Production (2 Credits)
- WPR 11 Transcription for Business (3 Credits)
- WPR 21 Word Processing Applications (3 Credits)
- WPR 24 Presentations for Business (3 Credits)
- COM 31 Business Communications (3 Credits)
- DAT 36 Microcomputer Spreadsheet Applications (3 Credits)
- DAT 38 Microcomputer Database Applications (3 Credits)
- SEC 41 Office Procedures (2 Credits)
- CWE 31 Cooperative Work Experience*** (2 Credits)

TOTAL 27

* Students who intend to transfer to a four-year college should take a science course with a laboratory component such as: BIO 11, BIO 21, CHM 10, CHM 11, CHM 17, ENV 11, PHY 11, AST 11 or 12; ESE 11 or ESE 12. Non-transfer students may also take a science course with a laboratory component.

@ Students who intend to transfer to a four-year college should take MTH 30 or 31. Check for required prerequisites for these math courses.

** Restricted Electives: Select a total of four credits from Art (non-studio courses), Communications, Economics, English, Geography, History, Health Education, Physical Education (only one course in Health Education or two courses in Physical Education), Modern Languages, Music (non-studio courses), Philosophy, Psychology, Political Science or Sociology (no more than two courses from the same department or discipline).

*** Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

PARALEGAL STUDIES

Associate in Applied Sciences Degree | Career Program
Business and Information Systems Department

The Paralegal Studies Curriculum was developed according to guidelines provided by the American Bar Association’s Standing Committee on Paralegals. It offers students a background in the legal fundamentals, appropriate skills and practical experience necessary for professional employment. The paralegal can perform tasks delegated by a lawyer as long as the lawyer is responsible to the client and assumes full professional responsibility for the work. A paralegal cannot give legal advice, appear in court (except as permitted by law) or set fees.

There is an increasingly wide range of paralegal job opportunities in both the private and public sectors. Law firms, banks, accounting firms, insurance companies, brokerage houses, the court system, schools, hospitals, welfare centers, public program law offices, neighborhood legal centers, legal aid offices, and national, state and city government agencies all employ paralegals. Federal, New York State, and New York City civil service systems have paralegal job classifications. The paralegal program gives the student a broad range of employment opportunities.

A paralegal education can prove to be a good background for an executive career in professions other than law and for the law profession itself. One can apply earned credits towards a law-related bachelor’s degree. The program has a large liberal arts component, which enables students to continue their education after completion of the A.A.S. Paralegal Degree.

The Paralegal Studies curriculum emphasizes business and law courses that prepare students for employment that includes research, writing, and other tasks commonly assigned by law firms to paralegals. The curriculum features a 210-hour internship (LAW 98) component in which students work in a legal setting. This exposes students to the legal profession and makes them further aware of their ethical and professional responsibilities.
The goals and objectives of the program are:

- To acquire an Associate in Applied Science Paralegal Studies degree or a Paralegal Certificate.
- To provide the students with a background in the legal fundamentals, appropriate skills and practical experience necessary for professional employment.
- To give students a broader range of employment opportunities, the curriculum offers a wide variety of business, law, and liberal arts courses.
- To give students the opportunity to continue their education after completion of the A.A.S. Paralegal degree. This is met by the curriculum’s large liberal arts core. Students have the automatic right to transfer to any of the City University of New York’s (CUNY) senior colleges upon receipt of their Paralegal A.A.S. degree. We presently have an articulation agreement with New York City Technical College as well as with SUNY Canton and SUNY Empire State.
- To expose our students to the legal profession in which they will be employed. This is met by a 210 hour working internship in a law related facility.
- To provide students with knowledge of the ethical responsibilities and the legal restrictions placed on legal assistants.

Upon completion of the program, the student should be able to perform the following tasks:

(i) Draft legal documents
(ii) Conduct legal research
(iii) Assist attorneys preparing for trial
(iv) Interview clients

The Lay Advocate Option prepares students for service to people and institutions that are concerned with the criminal system, family law, the poor, the mentally and physically handicapped and the elderly.

The Paralegal Certificate is designed for advanced students who already have a minimum of 60 college credits OR a two-year degree. A credit OR noncredit internship is optional.

Approved by the American Bar Association
Curriculum Coordinator: Professor Raymond Canals

Paralegal Studies Curriculum (Pathways)
60 Credits required for A.A.S. Degree

Required Core
A. English Composition
- ENG 10 Fundamentals of Composition and Rhetoric OR
  ENG 11 Composition and Rhetoric I (3 Credits)
- ENG 12 Composition and Rhetoric II OR
  ENG 14 Written Composition and Prose Fiction OR
  ENG 15 Written Composition and Drama OR
  ENG 16 Written Composition and Poetry (3 Credits)

B. Mathematical and Quantitative Reasoning
- MTH 21 Survey of Mathematics I OR

MTH 23 Probability and Statistics (3 Credits)
Required Core C. Life and Physical Sciences - OR - Flexible Core E. Scientific World
- SCI Choose from AST 111, AST 112, BIO 11, BIO 19, BIO 20/HLT 20, BIO 21, CHM 11, CHM 17, CHM 110, ENV 11, ESE 11, ESE 12, ESE 13, PHY 11 OR PHY 110 (3-4 Credits)

Flexible Core
A. World Cultures and Global Issues
- HIS 10 History of the Modern World OR
  HIS 11 Introduction to the Modern World (3 Credits)

D. Individual and Society
- COMM 11 Fundamentals of Interpersonal Communication (3 Credits)

Additional Flexible Core Requirement (Area A)
- SOC 11 Introduction to Sociology (3 Credits)
SUBTOTAL 21-22

Specialization Requirements
- POL 11 American National Government OR
  SOC 35 Introduction to Social Work (3 Credits)
- DAT 10 Computer Fundamental and Applications (3 Credits)
- LAW 17 Introduction to Paralegal Studies (3 Credits)
- LAW 19 Introduction to Law Office Management and Computers (3 Credits)
- LAW 41 Business Law (3 Credits)
- LAW 47 Civil Procedures (3 Credits)
- LAW 95 Legal Research and Writing (3 Credits)
- LAW 96 Advanced Legal Research and Writing (3 Credits)
- LAW 98 Paralegal Seminar and Internship (2 Credits)
SUBTOTAL 26

Restricted Electives
Choose one of the following three courses:
- ACC 111 Principles of Accounting I (4 Credits)
- BUS 111 Applications of Mathematics for Business (3 Credits)
- TAX 11 Introduction to Taxation (3 Credits)
SUBTOTAL 3-4

Choose three of the following nine courses:
- LAW 52 Business Organizations (3 Credits)
- LAW 62 Family Law (3 Credits)
- LAW 64 Constitutional Law (3 Credits)
- LAW 65 Criminal Law and Procedures (3 Credits)
- LAW 72 Real Property (3 Credits)
- LAW 77 Immigration Law (3 Credits)
- LAW 82 Insurance and Torts (3 Credits)
- LAW 92 Estates, Trusts and Wills (3 Credits)
- LAW 91 2 Landlord Tenant Advocacy (3 Credits)
SUBTOTAL 9
FREE ELECTIVES

• To complete the 60 credit requirement 0-1

Lay Advocate Option

Students selecting the Lay Advocate option should replace 9 credits of the Paralegal Studies curriculum restricted electives and LAW 98 in the specialization requirements with the following:

• HLT 97\(^3\) Field Work in Community Health Resources (3 Credits)
• LAW 62 Family Law (3 Credits)
• LAW 65 Criminal Law and Procedures (3 Credits)
• LAW 89 Legal Advocacy (3 Credits)

SUBTOTAL 12

1 Students must choose one science course. This course may be selected from courses included in Required Core C or Flexible Core E.
2 Department permission required
3 HLT 97 is in lieu of LAW 98

PARALEGAL STUDIES (PRE-PATHWAYS)

Associate in Applied Sciences Degree | Career Program
Business and Information Systems Department

If you began studying at BCC in or after Fall 2013, Pathways applies. Pathways also applies to students who have returned to CUNY after an absence of more than one semester. If you are a continuing student who entered before Fall 2013, you will be able to choose whether you remain with your existing requirements or change to Pathways. You should consult with an academic advisor.

Approved by the American Bar Association | Curriculum Coordinator: Professor Raymond Canals

Paralegal Studies Curriculum

60 Credits required for A.A.S. Degree

Core Requirements

• ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric I (3 Credits)
• ENG 12 Composition and Rhetoric II OR ENG 14 Written Composition and Prose Fiction OR ENG 15 Written Composition and Drama OR ENG 16 Written Composition and Poetry (3 Credits)
• CMS 11 Fundamentals of Interpersonal Communication (3 Credits)
• HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)
• SCIENCE* Choose from AST 11, AST 12, BIO 11, BIO 50, CHM 10, CHM 11, CHM 13, ESE 11, ESE 12, OR PHY 11 (4 Credits)
• MTH 12* Introduction to Mathematical Thought (3 Credits)

TOTAL 18 - 19

Restricted Electives

• ACC 11** Fundamental Accounting II OR BUS 11** Business Mathematics OR TAX 11** Introduction to Taxation (3-4 Credits)
• LAW 52*** Business Organizations (3 Credits)
• LAW 62*** Family Law (3 Credits)
• LAW 64 *** Constitutional Law (3 Credits)
• LAW 65*** Criminal Law and Procedures (3 Credits)
• LAW 72*** Real Property (3 Credits)
• LAW 77*** Immigration Law (3 Credits)
• LAW 82*** Insurance and Torts (3 Credits)
• LAW 92*** Estates, Trusts and Wills (3 Credits)
• LAW 91***† Landlord Tenant Advocacy (3 Credits)

TOTAL 12-13

FREE ELECTIVES

• To complete the 60 credit requirement 0-1

NOTE: At least two courses must be taken from a list designated as “Writing Intensive” as published each semester in the Registration Guide and Schedule of Classes.

*Students who may later transfer to a four-year college should take a lab science from among BIO 11, CHM 10 or 11, PHY 11, AST 11 or 12, ENV 11, ESE 11 or 12 and MTH 29, 30 or 31 instead of MTH 12.

** Choose one out of three courses.
***Choose three out of nine courses.
****Departmental permission.

Students selecting the Lay Advocate Option should replace the Paralegal Studies curriculum restricted electives with the following:

Lay Advocate Option

• HLT 97# Field Work in Community Health Resources (3 Credits)
• LAW 62 Family Law (3 Credits)
• LAW 65 Criminal Law and Procedures (3 Credits)
• LAW 89 Legal Advocacy (3 Credits)

TOTAL 12

#HLT 97 is in lieu of LAW 98.

NOTE: At least two courses must be taken from a list designated as “Writing Intensive” as published each semester in the Registration Guide and Schedule of Classes.

PARALEGAL
Certificate Program
Business and Information Systems Department
The certificate course of study is designed for advanced students who do not wish to enroll in the Paralegal A.A.S. Degree program. Minimum entrance requirements are 60 college credits OR a two-year degree. Students entering with 60 credits should have completed courses in the following areas: English, Communication, Social Science, History, Music or Art, Science and Mathematics.
Curriculum Coordinator: Professor Raymond Canals

Paralegal Certificate Curriculum
30-31 Credits required for Certificate

• DAT 10 Computer Fundamentals and Applications (3 Credits)
• LAW 17 Introduction to Paralegal Studies (3 Credits)
• LAW 19 Introduction to Law Office Management and Computers (3 Credits)
• LAW 41 Business Law (3 Credits)
• LAW 47 Civil Procedure (3 Credits)
• LAW 95 Legal Research and Writing (3 Credits)
• LAW 96 Advanced Legal Research and Writing (3 Credits)
• LAW 52* Business Organizations (3 Credits)
• LAW 62* Family Law (3 Credits)
• LAW 65* Criminal Law and Procedures (3 Credits)
• LAW 72* Real Property (3 Credits)
• LAW 77* Immigration Law (3 Credits)
• LAW 82* Insurance and Torts (3 Credits)
• LAW 91* Landlord/Tenant Advocacy (3 Credits)
• LAW 92* Estates, Trusts and Wills (3 Credits)
• ACC 111** Principles of Accounting I (4 Credits)
• BUS 111** Applications of Mathematics for Business (3 Credits)
• TAX 11** Introduction to Taxation (3 Credits)

*Choose 2 of these 8 law courses.
**Choose 1 of these 3 law courses.

NOTE: Students who may later transfer to a four-year college should consult an advisor for possible replacement courses.

For information on Gainful Employment, please visit http://www.bcc.cuny.edu/Gainful-Employment-Disclosure/?page2=GedtPCP

COURSES

Accounting

Please note that ACC 111, ACC 112 and ACC 113 replace ACC 11, ACC 12 and ACC 13 respectively.

ACC 111  4 rec 4 cr
Principles of Accounting I
This course examines the fundamental principles of accounting theory and practice, including the analysis of assets, liabilities, and owners' equity accounts; allocation, estimation, and accrual procedures for financial statement preparation.
Prerequisites: MTH 01, if required
Corequisite: ENG 02 or RDL 02 if required.

ACC 112  4 rec 4 cr
Principles of Accounting II
The overall purpose of this course is to apply fundamental accounting principles to the corporate and partnership forms of business organizations. These will include an introduction to the fundamental accounting concepts relating to accounting for property, plant and equipment (plant assets), accounting for long term liabilities, partnerships, equity transactions for corporations, statement of cash flows, and financial statement analysis.
Prerequisite: ACC 11 or ACC 111.

ACC 113  4 rec 4 cr
Principles of Intermediate Accounting
Theory and problems of accounting applied to preparation of financial statements; problems of valuation; and income determination.
Prerequisite: ACC 12.

ACC 15  3 rec 1 lab 3 cr
Accounting Information Systems
Information systems and their relationship to the accounting function. Emphasis on interaction of accounting and information systems, application of information systems to financial/accounting management decisions, and control of these systems. A computerized accounting information package will be explored.
Prerequisite: ACC 12.

Business

BIS 12  4 rec 3 cr
Multimedia Theory and Applications for Business
Provides a theoretical understanding of multimedia technologies and fundamentals of multimedia software design and development. Students produce multimedia packages in business applications and their areas of specialization.
Corequisites: ENG 02 or RDL 02 if required; KEY 10 or equivalent skill level with permission of the department.
BIS 13 4 rec 3 cr
Introduction to the Internet and Web Development
Introduction to using the Internet and World Wide Web (WWW) for business and general use. Emphasis on Internet tools, which include e-mail, chat rooms, listservs, newsgroups, and Gopher as applied to business. Students optimize use of the Internet by learning how to identify and access information resources on the WWW through browsing, navigating, searching, and retrieving business-related information. Design and development of business-related Web pages.
Prerequisites: ENG 01 or RDL 02 if required; KEY 10 or equivalent skill level with permission of the department.

BIS 23 2 rec 2 lab 3 cr
Advanced Web Page Design and Development
This course introduces advanced concepts of the World Wide Web to increase interactivity and enhance the appearance and impact of a Web page. Topics to be covered include graphics, creative layouts, image maps, framed Web pages, and JavaScript.
Prerequisites: ENG 11, KEY 10 or equivalent skill level with departmental permission, and BIS 13.

BIS 31 2 lec 2 lab 3 cr
E-Commerce
This course is structured to provide an understanding of the complexities of the marketplace for E-Commerce and the design, maintenance, and administration of a Web-based E-Commerce site. It will also include identification of some E-Commerce sites that are currently utilized in business.
Prerequisites: BIS 13 and BUS 10.

BUS 10 3 rec 3 cr
Introduction to Business
Introductory survey course to acquaint students with business as a field of study. Analysis of the role of business in society with emphasis on how the business system operates. Functional areas of accounting, marketing, finance, business law, management and information systems.
Corequisite: RDL 02 or ENG 02 if required.

BUS 41 3 rec 1 lab 3 cr
Business Statistics
Introduction to statistical methods as a basis for decision-making and operations control in business, utilizing principles of probability, sampling error, estimation and the descriptive methods of frequency distribution correlation, index number and time series analysis. Application to data pertinent to business and economic problems in such areas as accounting, production and marketing.
Prerequisite: Three years of high school mathematics or MTH 06. Corequisite: ENG 02 or RDL 02 if required.

BUS 51 3 rec 3 cr
Business Organization and Management
An introduction to basic managerial concepts and practices. The nature of organizations and their relationships with external forces (social, economic, legal/political, competitive, technological and global) are explored. Key management functions, including decision-making, planning, organizing, directing and controlling are examined. Analytical and hands-on skills are further developed by introducing students to the application of mathematical models in the solution of managerial problems.
Corequisite: ENG 02 or RDL 02 if required and MTH 05 if required.

BUS 52 3 rec 3 cr
Organizational Behavior
This course explores the impact of individuals, groups, organizational structure, and the external environment on human behavior within organizations. A managerial perspective is established by examining how organizational behavior concepts are applied to improve performance in the workplace. Topics discussed include organizational design, corporate culture, motivation and reward systems, leadership, group dynamics, and decision-making.
Prerequisite: BUS 51

BUS 53 3 rec 3 cr
International Management
This course introduces the student to concepts and techniques employed in managing multinational organizations. It provides a basic understanding of the challenges confronted by management and the knowledge needed to operate successfully in global markets. The impact of rapidly changing cultural, political, legal, technological, and competitive forces on key managerial functions is also examined.
Prerequisite: BUS 51.

BUS 11 3 rec 3 cr
Applications of Mathematics for Business
This course examines the application of mathematics to business. Topics include problems of interest, bank discounts, purchase discounts, installment sales, payrolls, depreciation, profit distribution, taxes, and insurance.
Prerequisite: MTH 01. Corequisite: RDL 02 or ENG 02 if required.
NOTE: This course replaces BUS 11.

Computer Literacy
CPL 11 2 lab 1 cr
Computer Literacy
Introduction to computer fundamentals for academic and professional use. Students will be introduced to the operational components of computers such as hardware, software, and use of the Windows Operating System. Students will receive hands-on experience using popular software and E-mail as well as acquire basic Internet skills.
necessary for research and term paper preparation. Ethical issues in computing will also be addressed. This course is open only to non-business majors.

Prerequisite: ENG 01 or RDL 01 if required.

Computer Applications and Programming

DAT 10 2 rec 2 lab 3 cr
Computer Fundamentals and Applications
Introduction to computers and their use in information processing. Topics include hardware and software concepts, elements of system analysis, system design, and management information systems. Emphasis on computer usage, programming skills, and use of application programs involving word processing, spreadsheets, and data base management.
Corequisites: RDL 02 or ENG 02 if required; MTH 03 or MTH 05.

DAT 30 2 lect 2 lab 3 cr
Introduction to Computer Fundamentals and Programming
Introduction to data processing equipment and operation; basic elements of electronic data processing, input, processing, storage, and output; flow-charting, numbering systems and business programming applications. Introduction to BASIC language programming in both a lecture and laboratory setting.
Corequisites: RDL 02 or ENG 02 if required; MTH 03 or MTH 05.

DAT 33 1 lect 2 lab 2 cr
Microcomputer Applications
Provides “hands-on” experience with microcomputers through use of an integrated software system with word processing, spreadsheet analysis, database management and graphics components.
Corequisite: RDL 01 or ENG 01 if required.

DAT 35 2 lect 2 lab 3 cr
Visual Basic Programming
This course will provide a foundation for writing Windows based application programs that are event-driven with Graphical User Interface (GUI). Topics will include dialogs, menus, controls, scope of variables, data types, selection and iteration structures, objects and instances, MIDI, fonts and graphics, plus file I/O. Students will write and debug several programs using different business applications.
Prerequisites: DAT 10, DAT 30 or departmental approval.

DAT 36 2 lect 2 lab 3 cr
Microcomputer Spreadsheet Applications
The lab portion involves “hands-on” training to design and implement financial and other applications. Includes development of personalized menus, use of MACRO capabilities, functions, and graphics. The lecture portion involves the business use of spreadsheets. Illustrations of business uses as well as case work will be addressed.
Prerequisites: DAT 10, DAT 30 or DAT 33 or departmental approval.

DAT 38 2 lect 2 lab 3 cr
Microcomputer Database Applications
The lab portion involves converting file design, simple and complex data entry, like sorting and indexing, editing and modifying databases, and report generation. The lecture portion involves the business of databases. Illustrations of business uses as well as case work will be addressed.
Prerequisites: DAT 10, DAT 30 or DAT 33 or departmental approval.

DAT 47 2 lect 2 lab 3 cr
JAVA Programming
An introduction to Web-based application programming, using JAVA language, which is based in C/C++, but completely object-oriented and platform-independent, to create interactive/dynamic Web pages. Students familiar with the format and syntax of a programming language will develop applets designed to be executed over the internet within Web browsers, as well as stand-alone applications.
Prerequisite: DAT 10 or DAT 30 or departmental approval.

DAT 48 2 rec 2 lab 3 cr
Advanced JAVA Programming
This course is a continuation of JAVA Programming (DAT 47). The Fundamentals of JAVA such as Syntax, Primitive Data Types and Operations, Control Structures, Methods and Arrays will be reviewed. Classes and Objected Strings, Class Inheritance and Interfaces, GUI Programming Applets, Exception Handling, Input/Output Multithreading are studied in detail and Data Structures are introduced.
Prerequisite: DAT 47 or departmental approval.

DAT 49 2 rec 2 lab 3 cr
UNIX Fundamentals
This course is an introduction to operating systems with particular emphasis on the use, management and operation of the UNIX operating system. Students will learn how to effectively integrate UNIX utilities and user commands within a networked multi-user environment.
Prerequisite: DAT 10 or DAT 30 or departmental approval.

Finance

FIN 31 3 rec 3 cr
Principles of Finance
American financial system; public and private financial institutions; financial problems of industrial and commercial firms. Procedures of business, foreign trade, and consumer financing; governmental policies and their effects on economic activities.
Corequisite: ENG 02 or RDL 02 if required.
Keyboarding

KEY 10 2 rec 1 cr

Keyboarding for Computers
Introduction to keyboarding through classroom instruction and laboratory practice. Emphasis is placed on speed and accuracy in keying alpha/numeric text. Students are expected to achieve a minimum speed of 20 words per minute.

KEY 11 5 rec 2 cr

Document Formatting and Speed Development
This course is designed to increase speed and accuracy and develop proofreading skills. Emphasis is placed on the proper formatting and production of business correspondence (memos, letters, tables, and reports) from straight and rough draft copy. Students are expected to achieve a minimum speed of 30 words per minute.

Prerequisite: KEY 10 or department permission.
Corequisite: ENG 01 or RDL 01 if required.

KEY 12 4 rec 2 cr

Advanced Document Production
This course is designed to enable students to produce more complex business documents using decision-making skills to determine content and formatting. Students are expected to achieve a minimum speed of 40 words per minute. Students will be able to demonstrate proficiency in producing high quality business documents.

Prerequisite: KEY 11 or department permission.
Corequisite: ENG 02 or RDL 02 if required.

Law

LAW 17 3 rec 3 cr

Introduction to Paralegal Studies
Introduces students to the legal system as it operates in the State of New York, the legal process, and certain basic areas of the law (torts, contracts, property). Roles of the lawyer and paralegal within the legal system especially as they relate to the unauthorized practice of law, fiduciary relationships, and ethical considerations. Students become familiar with specific paralegal skills. They practice and perfect such skills as interviewing techniques, factual investigation and formal and informal advocacy.

Prerequisite: ENG 02 or RDL 02 if required.

LAW 19 3 rec 3 cr

Introduction to Law Office Management and Computers
Survey of principle areas of law office management, docket control, calendar monitoring, bookkeeping/accounting systems, functions of the law library and computers in the law office.

Students gain understanding of computers, operating systems and programming in the modern law office; overview of other computer applicators for lawyers and paralegals; computer law, hardware and software tailored for law office applications.

Prerequisites: DAT 10, RDL 02, and ENG 02 if required.

LAW 41 3 rec 3 cr

Business Law
Survey of the legal and economic environment of business, and interrelationship and impact of ethical, social and political influences on individuals and organizations in the study of agency, antitrust, bankruptcy, constitutional, consumer, contract, criminal, and labor laws, and the federal and state court systems.

Corequisite: ENG 02 or RDL 02 if required.

LAW 45 3 rec 3 cr

Medical Law
Law as it affects work of medical secretarial assistants and paralegals including medical practice acts, legal relationship of physician and patient, professional liability, types of medical practice, preparation of reports for workers’ compensation, and court litigation.

Prerequisites: DAT 10, RDL 02, and ENG 02 if required.

LAW 47 3 rec 3 cr

Civil Procedure
Common, statutory and constitutional law; the judicial system; and civil and criminal proceedings from initiation to enforcement and judgment.

Corequisites: ENG 02 or RDL 02 if required; LAW 17.

LAW 52 3 rec 3 cr

Business Organizations
Introduction to law relating to business organizations: agency; sole proprietorships and partnerships; corporations; government regulation; drafting and research practice; functions of the lawyers and paralegal assistant.

Prerequisite: ENG 02 or RDL 02 if required.

LAW 62 3 rec 3 cr

Family Law
Focus on legal aspects of marriage; custody and visitation; economic and social aspects of divorce, separation, annulment, and anti-nuptial agreements; contractual relations among members of the family; family court procedures; criminal jurisdiction over minors; drafting and research practice; functions of the lawyer and paralegal assistant. Aspects of criminal, statutory and constitutional law as it affects the juvenile offender.

Prerequisite: ENG 02 or RDL 02 if required.

LAW 63 3 lec 3 cr

Law for Security Personnel
A study of the legal problems in the private security sector. Included is a review of the powers and restrictions on “private police,” (e.g., arrest, search and seizure, eavesdropping, and
Constitutional Law
This course provides an analysis of the historical development of constitutional criminal procedure. The effect of the due process clause of the Fourteenth Amendment is examined through a study of the leading Supreme Court decisions relating to criminal justice. Special attention is placed upon the Fourteenth Amendment’s use to apply the Bill of Rights to the States.
Prerequisite: ENG 02 or RDL 02 if required.
LAW 64 3 lec 3 cr

Criminal Law and Procedures
Provides understanding of basic distinctions between criminal and civil law; familiarization with criminal justice system; major stages of a criminal case.
Corequisite: ENG 02 or RDL 02 if required.
LAW 72 3 rec 3 cr

Real Property
Law of real property and real estate transactions. Analysis of sales, obligations of the real estate broker, surveys, recordings, closings and title searches, mortgages, assignments, consolidation agreements, and mortgage foreclosures. Law of landlord and tenant are extensively reviewed.
Corequisite: ENG 02 or RDL 02 if required.
LAW 77 3 rec 3 cr

Immigration Law
Hands-on course dealing with concepts and techniques of immigration law. Procedures for preparation of immigrant and non-immigrant visa applications; and the skills necessary to assist immigrants who seek asylum, citizenship, naturalization or employment, or who face exclusion or deportation proceedings. Emphasis on the practice of immigration law from the perspective of a paralegal.
Corequisite: ENG 02 or RDL 02 if required.
LAW 82 3 rec 3 cr

Insurance and Torts
Survey of the law of insurance and the law of torts, especially as they relate to each other: nature and types of insurance, indemnity and subrogation; the insurance contract; defenses against payment to the insured; government regulations; tort liability; intentional torts; negligent torts, litigation; drafting and research practice; functions of the lawyer and paralegal assistant.
Corequisite: ENG 02 or RDL 02 if required.
LAW 89 3 rec 3 cr

Legal Advocacy
Administrative law and advocacy, agency advocacy, preparation and conduct of administrative hearings, due process rights, and basics of evidence. Procedural rights in public benefit entitlement programs and the rights of the physically and mentally handicapped and the elderly. Also, procedural rights in housing programs and overview of landlord and tenant law, administrative advocacy, and trial advocacy.
Corequisite: ENG 02 or RDL 02 if required.
LAW 91 3 rec 3 cr

Landlord/Tenant Advocacy
This hands-on course deals with concepts and techniques used in Housing Court. Students learn strategies for representing tenants against the New York City Housing Authority, rent stabilization and rent control laws, and the Jiggetts Preliminary Relief System. Conduct research in housing and welfare law; and develop direct and cross-examination skills.
Prerequisites: LAW 17 and LAW 47; completion of 30 credits, a “C+” average and permission from director of the program.
LAW 92 3 rec 3 cr

Estates, Trusts and Wills
Requirements, formalities, drafting and execution of wills and trusts, probating wills, intestacy law, administration of wills and estates, preparation of federal estate and inheritance tax returns; transfer tax proceedings under the law of New York State; estate planning.
Corequisite: RDL 02 or ENG 02 if required.
LAW 95 3 rec 3 cr

Legal Research and Writing
How to research legal questions and to present results to the supervising attorney. Role of legal research in the process of legal advocacy; historical development and present organization of the Anglo-American legal system; organization and procedures of the New York courts; various tools of legal research and how to use them; skill in researching and answering legal questions in an active law office; skill in organizing and writing legal memoranda.
Prerequisites: ENG 10 or ENG 11, LAW 17, LAW 47.
LAW 96 3 rec 3 cr

Advanced Legal Research and Writing
Drafting pleadings and business agreements, law office memoranda, memoranda of law in support of motions, pretrial and memoranda of law, and appellate briefs. Use of computer research tools, such as WESTLAW or LEXIS. Substantive aspects, with emphasis on the conduct of practical exercises in research and writing. The art of oral advocacy.
Prerequisites: ENG 10 or ENG 11, LAW 17, LAW 47, LAW 95.
LAW 98 2 rec 2 cr

Paralegal Seminar and Internship
Provides students with an optimal practical experience in the legal field by placing them in various legal environments—law offices OR corporate, judicial, OR administrative agency—which have shown an interest in sponsoring an intern. The seminar and internship program provides direct contact and utilization of skills and knowledge obtained in the classroom and permits students to practice and perfect those skills in an operating office situation. In addition to satisfying the
individual needs of students, this program helps the student crystalize and clarify career goals. 
Prerequisites: LAW 17, LAW 47, and completion of at least 40 credits toward a degree.

Marketing Management

MKT 11 3 rec 3 cr  
**Principles of Marketing**  
Introduction to the role and scope of marketing in a rapidly changing and challenging environment. Designed to set an overall framework for further studies in the marketing “field,” this course surveys broad marketing issues and focuses on the planning and implementation of product, promotion, pricing, and distribution strategies. 
Corequisite: ENG 02 or RDL 02 if required.

MKT 18 3 rec 3 cr  
**Consumer Behavior**  
Explores the impact of cultural, social, economic, and psychological influences on consumer decision-making. Highlights the importance of understanding consumer behavior in formulating and implementing the marketing strategy and traces key stages of the consumer decision-making process. 
Prerequisite: MKT 11.

MKT 41 3 rec 3 cr  
**Management of Retail Operations**  
Examines the role of retailing within the larger marketing system and focuses on strategic aspects of retailing. The management decision-making process with respect to key areas, such as growth and diversification strategies, financial planning, store location, merchandising management, human resources management, advertising and sales promotion are explored. 
Prerequisite: MKT 11.

MKT 43 3 rec 3 cr  
**Principles of Advertising**  
Introduces advertising as a fundamental business function and as a creative outcome of the marketing strategy. This course addresses a wide variety of conceptual and technical issues, including consumer behavior, market segmentation, advertising planning and research, media and budget considerations, copywriting, art direction and production, and sales promotion. 
Prerequisite: MKT 11.

MKT 48 3 rec 3 cr  
**Marketing Management**  
Designed to provide a basic understanding of key issues facing today’s marketing managers, this course introduces the student to fundamental concepts and techniques needed to manage the marketing function. Topics include the analysis of marketing opportunities and constraints, an examination of the decision-making process with respect to product, promotion, pricing, and distribution strategies as well as the planning and delivery of marketing programs. A managerial orientation is developed through the case study method. 
Prerequisites: ENG 01 and RDL 01 if required; MKT 11. 
Corequisites: ENG 02 or RDL 02 if required.

Office Administration and Technology and Medical Assistant Programs

COM 31 2 rec 2 lab 3 cr  
**Business Communications**  
An introduction to the principles of writing business correspondence and reports. Emphasis will be placed on the outlining of ideas and the development of the composition of written communications such as routine letters, memos, email messages, and reports. The assimilation of content and interpretation of incoming correspondence for appropriate action and response will also be addressed. Language Arts skills will be reviewed and reinforced. A term report will be required. 
Prerequisite: ENG 10 or ENG 11, KEY 12.

SEC 35 4 rec 2 cr  
**Medical Office Procedures and Management**  
Perform secretarial and medical assistant responsibilities in private physicians’ offices, hospitals, and medical laboratories. Cultivation of desirable personal traits and attitudes of the medical office assistant. Office projects include case histories, medical reports, filing systems, and record-keeping. Development of skill in transcribing medical reports. 
Prerequisites: KEY 13, WPR 11, or department permission. 
Corequisites: BIO 47.

SEC 41 4 rec 2 cr  
**Office Procedures**  
This course is designed to equip students with the ability to perform efficiently in their role as administrative assistants and as members of an office team by learning the role of support staff. Topics include prioritizing work assignments; managing time and stress; planning meetings and conferences; making travel arrangements; and integrating technologies that have increased office productivity. Projects requiring the analysis of data and development of critical thinking and problem-solving.
skills will be incorporated into the course.
Prerequisites: COM 31, KEY 12.

Taxation

TAX 11  3 rec 3 cr

Introduction to Taxation
Study of the current federal, New York State and New York City income tax laws and regulations: concepts of taxable gross and net income, deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on government forms.
Prerequisites: BUS 11 and ACC 11 or permission of the department.

Word Processing

WPR 11  5 rec 3 cr

Transcription for Business
Students will develop transcription skills necessary to transcribe simple documents. A review of grammar and punctuation along with an emphasis on spelling and word study skills will enable students to produce documents.
Prerequisite: KEY 10.
Corequisites: ENG 10 / 11, KEY 11, or permission of department.

WPR 21  3 rec 3 cr

Word Processing Applications
Students will learn the essential features and commands of current word processing software to improve productivity and efficiency in the creation of business documents.
Prerequisite: KEY 10.
Corequisite: KEY 11.

WPR 23  3 rec 2 cr

Office Supervision and Administration
This course is designed to introduce students to the role and functioning of the office supervisor OR administrator. Students will become familiar with the nature of supervisory issues as they relate to employees, other supervisors, and upper management.
Prerequisite: WPR 21.

WPR 24  3 rec 3 cr

Presentations for Business
Students will learn the concepts and practical applications of current presentation software. Topics will include producing text with graphic elements such as charts, graphs, and tables to general professional-looking fliers, reports, forms, letterheads, and slide presentations.
Prerequisites: RDL 02, if required; MTH 05 or CUNY math proficiency; ENG 10 or ENG 11; WPR 21 or permission of Department.