



2016-2017 CATALOG ADDENDUM

Distribute to: Admissions, Registrar and Financial Aid

Effective July 13, 2017

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A.O.S. DEGREE PROGRAM IN HOSPITALITY MANAGEMENT HEGIS CODE 5010

BUS250 Events and Convention Management

3 Credits

This course provides a closer look at the strategies of marketing to large groups and the business of booking meetings and conventions. Meeting planning requires a strong knowledge of venues, special events and meeting arrangements, marketing and sales, foods and beverages, menu development, and operational controls. Administrative tools for the planning and actual operation of events will be reviewed. Students will also use the Delphi system and learn the daily operations of hotel and systems management. Upon successfully completing the Delphi program, student will receive certification.

Prerequisite:

- BUS101 The Hospitality Industry
- BUS110 Hotel and Resort Management



| FLUSHING (Main Campus) | MANHATTAN | COMMACK |
|---|--|---|
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A.O.S. DEGREE PROGRAM IN OFFICE TECHNOLOGY WITH MEDICAL OFFICE OPTION HEGIS CODE 5005

The Office Technology program is centered on supporting business operations. Students will acquire skills and competencies necessary to obtain entry-level employment in a business or medical office environment. Utilizing various software applications, students will develop proficiency in word processing, spreadsheets, presentation software, webpage formatting, basic networking, e-mail, office systems and procedures. Emphasis is placed on administrative support technology, business and medical office administration. The Medical Office track curriculum aims to familiarize students with the procedures and document production of the modern doctor's office, clinic, or hospital office, and provide special preparation in medical terminology and codes for insurance processing and billing.

Graduation Requirements:

Students must complete a minimum of 61 credits of required and elective courses with a minimum cumulative GPA of 2.0.

- BUS101 The Hospitality Industry
- BUS110 Hotel and Resort Management



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A.O.S. DEGREE PROGRAM IN OFFICE TECHNOLOGY WITH MEDICAL OFFICE OPTION HEGIS CODE 5005

Pre-requisite change.

MET100 Medical Terminology

3 Credits

The purpose of this course is to provide the student with a medical vocabulary applicable to all specialties of medicine. The student will first master the art of building a medical vocabulary and then learn to apply it to the basic anatomy and physiology of the systems of the body.

Pre or Corequisite:

- ENG001 Developmental English or passed or exempted from the Reading and Writing sections of the COMPASS exam (for students enrolled before January 2015);

Prerequisite:

- None (As of July 2017)

MET202 Introduction to Human Anatomy and Physiology

3 Credits

This course introduces and familiarizes students with basic structures and functions of the human body. The structural units of the human body, the chemistry of living things, review of cell processing, review of individual body systems and functions of its parts, and an introduction to diseases and disorders of the human body will be emphasized.

Prerequisite:

- MET100 Medical Terminology