

New York State Education Department
Office of Adult Career and Continuing Education Services
Bureau of Proprietary School Supervision
89 Washington Avenue
Education Building Addition
Room 560 EBA
Albany, NY 12234

Checklist for Curriculums in Computer Courses, incl. Coding

Please **CHECK** if you have completed the following:

1. Curriculum title is descriptive and clear, without advertising. The program that is being taught is specified in the title
2. Listed the content outline - the units with hours - under <Coursework>, <<Additional Coursework>>. Units are less than 100hrs, but **NOT** splintered into mini-units. Each subject is one single unit
3. Uploaded under <Coursework Documents> all required documents. The main document is the **Content Description**. It is structured the exact same way as the units in the **Content Outline**, with the content of each unit being list-like and detailed. Other documents uploaded here, as necessary, are translator affidavits, letters of approval from other agencies, etc. Note: **NEVER** use “other” as a category
4. Selected the appropriate category under <Method of Instruction>
5. Specified programs, software names, and versions for **Textbooks and Instructional Aids**, if any. The students’ standard published and/or online textbook is specified, as are the conditions under which students can access any online textbook
6. **Equipment List** is to industry standards. If students have to supply their own computer and software, this is noted, with the specifications included

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7. Computer description includes the manufacturer, model, speed in MHz, size of RAM, and size of Hard Drive. Computer software and hardware is **NOT** older than five years except for specific instructional purposes
8. Made use and/or referred to (the former 21a) **Content Outline** guidelines and (the former 21b) **Performance Objectives**
9. Instructional hours are only those hours with teacher/student interaction
10. For any internships, used the latest [BPSS standard Affiliation Agreement](#). Uploaded 1 signed agreement with the BPSS Curriculum Unit. Uploaded information (marked with date) on the internship sites under the <Curriculum Internship List> tab