



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: MAY 23, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

I. PROGRAM ADDITION

Request approval to offer the Business Management and Analysis occupational certificate program. New program will provide the Highlands Career Institute students as well as traditional college students an additional offering in the area of business. Program will prepare students as General and Operations Managers, Computer User Support Specialists, Human Resources Managers, and Management Analysts; effective Fall 2018 (201910).

➤ **Business Management and Analysis #3620 - OC**

- Length 900 contact hours
- OCA 0301 Occupational Word Processing MS Word - 48 contact hours
- OCA 0301L Occupational Word Processing MS Word Lab - 48 contact hours
- OCA 0402 Occupational Spreadsheet Applications - 48 contact hours
- OCA 0402L Occupational Spreadsheet Applications Lab - 48 contact hours
- OCA 0461 Occupational Database Applications - 48 contact hours (*New*)
- OCA 0461L Occupational Database Applications Lab - 48 contact hours (*New*)
- OCA 0604 Occupational Desktop Publishing with PowerPoint - 48 contact hours
- OCA 0604L Occupational Desktop Publishing with PowerPoint Lab - 48 contact hours
- OTA 0322 Occupational Business Communications - 48 contact hours
- OTA 0322L Occupational Business Communications Lab - 48 contact hours
- OTA 0402 Occupational Office Equipment and Procedures - 48 contact hours

- OTA 0402L Occupational Office Equipment and Procedures Lab - 48 contact hours
- OTA 0455 Occupational Business Fundamentals - 48 contact hours *(New)*
- OTA 0455L Occupational Business Fundamentals Lab - 48 contact hours *(New)*
- OTA 0475 Occupational Legal Aspects of Business - 48 contact hours *(New)*
- OTA 0475L Occupational Legal Aspects of Business Lab - 48 contact hours *(New)*
- OTA 0490 Occupational Personal Business Skills - 48 contact hours
- OTA 0595 Occupational Introduction to Business - 48 contact hours
- OTA 0949 Occupational Business Management and Analysis Internship/Externship - 36 contact hours *(New)*
- TRA 0011 Occupational Supply Chain Management - 48 contact hours *(New)*
- TRA 0011L Occupational Supply Chain Management Lab - 48 contact hours *(New)*

II. PROGRAM REVISION

Request approval to revise the Practical Nursing occupational certificate program to be in accordance with FLDOE frameworks. No change to program length; effective Fall 2018 (201910).

➤ **Practical Nursing #3400 - OC**

- Add “Completion of ATI TEAS entrance exam” to admission requirements.
- Replace HSC 0003C Introduction to Healthcare, *PRN 0001 Introduction to Nursing Theory *(Delete)*, PRN 0001L Introduction to Nursing Lab *(Delete)*, PRN 0010 Vocational Adjustments I and Health (Theory) *(Delete)*, and PRN 0022 Body Structure and Function (Theory) *(Delete)* with PRN 0098 Practical Nursing Foundations Theory *(New)* and PRN 0098L Practical Nursing Foundations Clinical *(New)*.
- Replace *PRN 0011 Vocational Adjustments II (Theory) *(Delete)*, PRN 0120 Care of Childbearing Family/Community *(Delete)*, and PRN 0120L Care of Childbearing Family/Community Clinical *(Delete)* with PRN 0690 Comprehensive Nursing and Transitional Skills Theory *(New)* and PRN 0690L Comprehensive Nursing and Transitional Skills Clinical *(New)*.
- Change PRN 0379 Medical-Surgical Nursing Theory contact hours from 210 to 245 and add prerequisite PRN 0098 Practical Nursing Foundations Theory.
- Change PRN 0379L Medical-Surgical Nursing Clinical I contact hours from 270 to 280 and add prerequisite PRN 0098L Practical Nursing Foundations Clinical.
- Change PRN 0384L Medical-Surgical Nursing Clinical II contact hours from 120 to 150.

* Related lab fee will automatically be deleted.

III. COURSE REVISIONS

Request approval to revise following courses by adding/removing enrollment restrictions where needed for the new Business Management and Analysis OC program; effective Fall 2018 (201910).

- **OTA 0322 Occupational Business Communications** - remove corequisite “OTA 0595 or equivalent” and add “or Instructor’s Approval”.
- **OTA 0322L Occupational Business Communications Lab** - remove corequisite “OTA 0595L or equivalent”.
- **OTA 0595 Occupational Introduction to Business** - add “or Instructor’s Approval” to corequisite.

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.