EXHIBIT "D"

SOUTH FLORIDA State College

OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: MARCH 24, 2021

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 REVISIONS

Request approval to revise the following career certificate program's course structure for better instruction and to coordinate with other programs. No change to program length; effective Fall 2021 (202210).

- **Administrative Office Specialist CC #3430**
  - **Add** OTA 0105 Occupational Intermediate Keyboarding (48 cont. hrs.)
  - **Add** OTA 0311 Occupational Business English (48 cont. hrs.)
  - **Add** OTA 0501 Occupational Business Mathematics Using Spreadsheets (48 cont. hrs.)
  - **Add** OTA 0930L Office Practices Lab II (48 cont. hrs.)
  - **Add** OTA 0931L Office Practices Lab III (48 cont. hrs.)
  - **Add** OTA 0932L Office Practices Lab IV (48 cont. hrs.)
  - **Change** OTA 0422L Office Practices Lab I from 42 to 90 cont. hrs.
  - **Replace** OCA 0301L Occupational Word Processing MS Word Lab, OCA 0402L Occupational Spreadsheet Applications Lab, OCA 0604L Occupational Desktop Publishing with PowerPoint Lab, OTA 0101L Occupational Introductory Keyboarding Lab, OTA 0013L Occupational Customer Relations Lab, OTA 0322L Occupational Business Communications Lab, OTA 0402L Occupational Office Equipment and Procedures Lab, OTA 0405L Occupational Files Management and Documents Processing Lab, OTA 0490L Occupational Personal Business Skills Lab, and OTA 0595L Occupational Introduction to Business Lab **with** OTA 0422L Office Practices Lab I, OTA 0930L Office Practices Lab II, OTA 0931L Office Practices Lab III, and OTA 0932L Office Practices Lab IV

Request approval to modify the following program's course structure to replace individual labs to improve course scheduling and content; adding two courses that will enhance students' business math and college success skills; increasing the customer relation course's contact hours to improve learning content and the externship's contact hours to give students more time to put into practice what they have learned. No program length change; effective Fall 2021 (202210).

- **Medical Administrative Specialist CC #3360**
  - **Add** OTA 0501 Occupational Business Mathematics Using Spreadsheets (48 cont. hrs.)
  - **Add** SLS 0936 Foundations for College Success (48 cont. hrs.)
  - **Change** OTA 0013 Occupational Business English's contact hrs. from 42 to 48
  - **Change** OTA 0943 Occupational Office Internship/Externship's contact hrs. from 48 to 138
  - **Remove** MEA 0239 Occupational Medical Terminology II (48 cont. hrs.)
  - **Remove** MEA 0239L Occupational Medical Terminology II Lab (48 cont. hrs.)
  - **Replace** HIM 0251L Occupational Health Care Coding and Diagnosis Lab, MEA 0230L Occupational Medical Terminology I Lab, MEA 0310L Occupational Medical Office Procedures Lab, MEA 0334L Occupational Medical Insurance and Billing Lab, OCA 0301L Occupational Word Processing MS Word Lab, OTA 0101L Occupational Introductory Keyboarding Lab, OTA 0311L Occupational Business English Lab, OTA 0402L Occupational Office Equipment and Procedures Lab, and OTA 0490L Occupational Personal Business Skills Lab **with** OTA 0422L Office Practices Lab I(48 cont. hrs.), OTA 0930L Office Practices Lab II (48 cont. hrs.), OTA 0931L Office Practices Lab III (48 cont. hrs.), and OTA 0932L Office Practices Lab IV (48 cont. hrs.)

II. PROGRAM ADDITION - PILOTED PROGRAM

Request approval to add following piloted apprenticeship program. This new apprenticeship in healthcare support occupations is the first of its kind and as such, the courses do not currently exist in the Statewide Course Numbering System; it is registered with the Florida Department of Education and the U.S. Department of Labor. It will allow students to earn while they learn with a rich on-the-job training experience at AdventHealth Sebring. Official course names and numbers will be provided once they are received; effective Spring 2021 (202120).

- **Advanced Patient Care Technician Apprenticeship (APCT) #3906 APP**

  Length: 3,000 Hours On-the-Job Training / 100 Occupational Credits

  - **Unofficial course names and numbers**
    - PRN 0101 Basic Healthcare APCT (90-160 cont. hrs.)
    - PRN 0102 Nursing Assistant APCT (75-120 cont. hrs.)
    - PRN 0103 Phlebotomy Skills APCT (75-120 cont. hrs.)
    - PRN 0104 Home Health Aide APCT (30-90 cont. hrs.)
    - PRN 0105 EKG Technician APCT (30-90 cont. hrs.)
    - PRN 0102L Nursing Assistant Lab APCT (1000-1200 cont. hrs.)
    - PRN 0103L Phlebotomy Skills Lab APCT (1000-1200 cont. hrs.)
    - PRN 0104L Home Health Aide Lab APCT (500-700 cont. hrs.)
    - PRN 0105L EKG Technician Lab APCT (500-700 cont. hrs.)

III. COURSE ADDITIONS

Request approval to offer new Honors Spanish Language and Civilization as an elective for the Honors Program. The new honors course is geared to assist heritage speakers in acquiring further knowledge in reading and writing Spanish with a focus on culture; effective Summer 2021 (202130).

- **SPN 2XXX Honors Spanish Language and Civilization** (3 credit hours)

Request approval to add Honors Human Anatomy and Physiology I & II and Honors Microbiology to the Honors Program. The new BSC and MCB honors courses are designed to offer our SFSC students an in-depth learning and analysis of a topic in form of under-graduate research with a component that offers competitive edge to students applying for higher education. The Honors Anatomy and Physiology I & II and Honors Microbiology will be classified as General Education Requirements under the Natural Sciences along with their counterparts; effective Summer 2021 (202130).

- **BSC 1085C Honors Human Anatomy and Physiology I** (4 credit hours)
- **BSC 1086C Honors Human Anatomy and Physiology II** (4 credit hours)
- **MCB 2010C Honors Microbiology** (4 credit hours)

IV. COURSE REVISIONS

Request approval to remove the following course prerequisites/corequisites to improve Elementary Education BS #7710 program standards; effective Fall 2021 (202210).

- **Remove** EDE 4223 Integrated Arts, Music, and Physical Education in the Elementary Schools' corequisite of EDE 4942
- **Remove** EDE 4942 Elementary Education Internship II's corequisite of EDE 4423
- **Remove** EDG 3442 Teaching Strategies and Classroom Management's prerequisite of Program Admission

Request approval to modify following courses due to program course and lab structure changes in both Administrative Office Specialist CC #3430 and Medical Administrative Specialist CC #3360; effective Fall 2021 (202210).

- **Remove** HIM 0251 Occupational Health Care Coding and Diagnosis' corequisite of MEA 0310
- **Remove** MEA 0230 Occupational Medical Terminology I's corequisite of MEA 0230L or Instructor's Approval
- **Remove** MEA 0310 Occupational Medical Office Procedures' corequisites of OTA 0101 and MEA 0310L or Instructor's Approval
- **Remove** OCA 0301 Occupational Word Processing MS Word's prerequisite of OTA 0101 or Instructor's Approval and corequisite of OCA 0310L
- **Remove** OCA 0402 Occupational Spreadsheet Applications' corequisite of OCA 0402L
- **Remove** OCA 0604 Occupational Desktop Publishing with PowerPoint's corequisite of OCA 0604L
- **Remove** OTA 0013 Occupational Customer Relations' corequisite of OTA 0013L or Instructor's Approval
- **Remove** OTA 0101 Occupational Introductory Keyboarding's corequisite of OTA 0101L or Instructor's Approval
- **Remove** OTA 0105 Occupational Intermediate Keyboarding's corequisite of OTA 0105L
- **Remove** OTA 0311 Occupational Business English's corequisite of OTA 0311L

- **Remove** OTA 0322 Occupational Business Communications' corequisite of OTA 0322L or Instructor's Approval
- **Remove** OTA 0402 Occupational Office Equipment and Procedures' corequisite of OTA 0402L or Instructor's Approval
- **Remove** OTA 0405 Occupational Files Management and Document Processing's corequisite of OTA 0101 and OTA 0405L
- **Remove** OTA 0490 Occupational Personal Business Skills' corequisite of OTA 0101 and OTA 0490L or Instructor's Approval
- **Remove** OTA 0595 Occupational Introduction to Business' corequisite OTA 0595L or Instructor's Approval
- **Change** OTA 0943 Occupational Office Internship/Externship's contact hrs. from 48 to a variable of 48-150

V. COURSE REINSTATEMENT

Request approval to reinstate the following course; FLDOE requires students to perform budgeting and accounting procedures, complete financial instruments for making deposits and withdrawals, and read and reconcile financial statements under the Administrative Office Specialist's curriculum; effective Fall 2021 (202210).

- **OTA 0501 Occupational Business Mathematics Using Spreadsheets** (48 cont. hrs.)

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.