




EXHIBIT "K"

OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. PROGRAM REVISION

Request approval to modify the following career certificate program by rearranging program course structure to coincide with term schedules/frameworks, adding Occupational Desktop Publishing with PowerPoint course per FLDOE requirement, decreasing externship hours to accommodate the addition of the PowerPoint course, and increasing lab hours so students can use this time to complete their coursework and ask questions. No program length change. Program revision effective Fall 2023 (202410).

➤ **Medical Administrative Specialist CC #3360**

• **CHANGE**

- OTA 0943 Occupational Office Internship/Externship hours from 138 to 48.
- OTA 0932L Office Practices Lab IV hours from 48 to 90.

• **ADD**

- OCA 0604 Occupational Desktop Publishing with PowerPoint (48 contact hours) to second Fall Term.

• **MOVE**

- MEA 0230 Occupational Medical Terminology I from second Fall Term to first Spring Term.
- MEA 0239 Occupational Medical Terminology II from second Spring Term to second Fall Term.
- MEA 0310 Occupational Medical Office Procedures from second Fall Term to first Spring Term.
- OTA 0322 Occupational Business Communications from first Spring Term to second Spring Term.

- OTA 0402 Occupational Office Equipment and Procedures I from first Spring term to first Fall Term.
- OTA 0490 Occupational Personal Business Skills from first Fall Term to second Fall Term.
- OTA 0943 Occupational Office Internship/Externships from Spring Second Flex Session to second Spring Term.

II. COURSE ADDITION

Request approval to add a prerequisite course for the new math pathways created by the State of Florida. Mathematical Literacy for College Students has been a prerequisite for MGF 1106, MGF 1107, and STA 2023 at other institutions. This course will be a foundation for students preparing to take MGF 1106, MGF 1107, MGF 1130, MGF 1131, or STA 2023. Emphasis will be placed on the application of linear equations and inequalities, systems of linear equations, and quadratic equations. Course will not count as a mathematics credit. Course addition effective Fall 2023 (202410).

- **MAT 1100 Mathematical Literacy for College Students** (3 credits)

SUGGESTED MOTION:

Move to approve curriculum proposals as presented.