



## EXHIBIT "F"

OFFICE OF THE PRESIDENT

Item 7.1
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PRESENT TO BOARD: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

### I. PROGRAM REVISIONS

Request approval to revise the contact hours for two labs in the *Administrative Office Specialist* program, along with an update to the program's Classification of Instructional Program (CIP) number. The contact hour revisions are necessary to ensure alignment with the *Medical Administrative Specialist CC* program, so students in both programs complete the same lab courses. In addition, the Florida Department of Education has updated the program's CIP to reflect its current coding system. These changes do **not** affect the overall length of the program. The revisions will take effect in Spring 2026 (202620).

#### ➤ **#3430 Administrative Office Specialist CC**

- Change OTA 0422L Office Practices Lab I from 90 to 96 contact hours (first fall term)
- Change OTA 0932L Office Practices Lab IV from 96 to 90 contact hours (second spring term)
- Update CIP# 0552040103 to CIP# 0552040104

Request approval to revise the course structure to the Medical Assisting (HCI Track) program. Students in this program are not required to take a separate medical terminology course, as the content is already integrated into other courses. Additionally, students currently complete the medical office procedures without the simulation component. The simulation portion is reserved for the students in the Medical Administrative Specialist, as it provides additional front office training specific to that program. To better support the Medical Assisting students, we propose replacing

these two courses with a lab course designed to strengthen their preparation for the final term and the certification exam. These revisions do not affect the overall program length. The changes will take effect in Spring 2026 (202620).

➤ **#3500 Medical Assisting (HCI Track) CC**

- Remove MEA 0239 Occupational Medical Terminology II 48 contact hours and MEA 0310C Occupational Medical Office Procedures with Simulation 48 contact hours and replace both courses with OTA 0932L Office Practices Lab IV 96 contact hours in third fall term

II. COURSE REVISION

Request approval to modify the prerequisite for the following course, effective Spring 2026 (202620), by adding the option “or Instructor’s Approval.” Students in the Medical Assisting program are not required to complete the current prerequisite, OTA 0931L Office Practices Lab III. Instead, they will use OTA 0932L Office Practices Lab IV to review medical procedures and prepare for the certification exam.

- **OTA 0932L Office Practices Lab IV (15–288 contact hours) – Revise prerequisite to *OTA 0931L Office Practices Lab III or Instructor’s Approval***

**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**