



EXHIBIT "D"

OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: DECEMBER 3, 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. COURSE REVISION

Request approval to remove the prerequisite for OST 2322 Office Equipment and Procedures II, effective Spring 2026 (202620). Course has been revised to align with the FLDOE curriculum frameworks for the Office Administration program and now covers distinct topics that do not depend on the foundational knowledge from the prerequisite OST 2321C.

- **OST 2322 Office Equipment and Procedures II (3 credit hours) – Remove prerequisite OST 2321C Office Equipment and Procedures I**

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.