

Miami Dade College
Office of the Associate Provost of Academic Affairs

October 10, 2014

MEMORANDUM

TO: Lenore Rodicio
FROM: Beverly Moore-Garcia
SUBJECT: CURRICULUM REPORT #201410-01

All curriculum items included in this report were presented and discussed at the October 7, 2014, College CASSC meeting. Approval of curriculum items is for offering at all campuses and centers, all off campus sites, at Honors level and through Distance Education

Informational Items – No Voting Required

1. Study Abroad at MDC

Curriculum Requiring Approval

2. School of Business

Banking Courses

• **Course Modifications**

Effective Term:

Spring (2014-2)

Affected Campus (es):

North, Wolfson, Kendall, Homestead, InterAmerican, Hialeah, MDC-West, Centers, all off campus sites, at Honors level and through Distance Education.

Administrator (s):

Ana Cruz

Faculty:

Motion:

Approve 11 revised banking courses that include; modifying course descriptions and learning outcomes.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
BAN1004	Principal of Banking	3
BAN1013	Negotiable Instruments and the Payments Mechanism	3
BAN1155	International Banking	3
BAN1231	Introduction to Commercial Lending	3
BAN1240	Installment Credit	3
BAN1800	Law and Banking	3
BAN2210	Analyzing Financial Statements	3
BAN2211	Applied Financial Statements Analysis	3
BAN2253	Residential Mortgage Lending	3
BAN2501	Money and Banking	3
BAN2511	Marketing for Bankers	3

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BAS, Supervision & Management Courses

• **Course Modifications**

Effective Term: Spring (2014-2)
Affected Campus (es): North, Wolfson, Kendall, Homestead, InterAmerican, Hialeah, MDC-West, Centers, all off campus sites, at Honors level and through Distance Education.

Administrator (s): Ana Cruz

Faculty:

Motion: **Approve 11 revised BAS- Supervision and Management courses that include; modifying course descriptions, prerequisites, course title, and learning outcomes.**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
FIN3400	Finance for Non-Financial Managers	3
ISM4011	Management Information Systems (Removed "Introduction" from Title)	4
MAN3025	Organization Management	3
MAN3240	Organizational Behavior	3
MAN3301	Human Resource Management	3
MAN3894	Applied Case Studies in Management	3
MAN4120	Leadership Challenges and Supervision	3
MAN4162	Customer Relations for Managers	3
MAN4720	Strategic Management Decision Making	4
MAN4900	Capstone Project in Supervision and Management	4
MAN4941	Management Internship	3

3. **Social Science Discipline**

• **New Fee**

Course: SLS1106 First Year Experience Seminar
Effective Term: Spring (2014-2)
Affected Campus (es): North, Wolfson, Kendall, Homestead, InterAmerican, Hialeah, MDC-West, Centers, all off campus sites, at Honors level and through Distance Education.

Administrator (s): Carol Tulikangas

Faculty: Miriam Frances Abety and Vellisse Grimes

Motion: **Approve proposed new fee of \$10.00.**

4. **Announcements**

Morris Knapp

5. **Adjournment**

Morris Knapp

NOTE: Details for all informational and curriculum items requiring approval, are found on the next pages.

Next College CASSC Meeting

November 18, 2014, 1:30 p.m.

Room 2106 – Wolfson Campus

Detailed Agenda

1. Informational Item – No Voting Required

Study Abroad at MDC

10/8/2014

Study Abroad Programs

Office of International Education
CASSC Meeting: 10/7/2014

CCIS Programs
College Consortium for International Studies

- MDC partners with approx. 15 institutions within the U.S. Through these partnerships, MDC students can participate in other college's programs, and vice versa.
 - Montana State University sponsors programs in Australia
 - MDC sponsors programs in France in Costa Rica

Faculty-Led Programs

- Board Item Packet
 - Preliminary Approval Form
 - Board Item
 - Syllabus
 - Program Budget
 - Course Form 8888
 - Campus approval flyer
- Final deadline is June 17, 2015 (2015-2016 academic year)
- In order for a program to make, there is a 15:1 ratio.

Independent Programs

- MDC partners with approx. 10 institutions abroad. Through these partnerships, MDC students can attend courses directly with our partners abroad, and vice versa.
 - Universidad Francisco de Vitoria (Madrid, Spain)
 - Universitas Airlangga (Surabaya, Indonesia)
- Should students have interest in an institution MDC does not partner with, they may still be able to attend said institution for MDC credit.

Faculty-Led Cont'd

- Students will register for MDC courses as they normally would; however, a section or all of the course is taught abroad
- Program leader may choose how long they want the program to be abroad.
 - For a 6 weeks program, group may be in Spain for 4 of the 6 weeks
- When students return, their grade will be determined by the professor's evaluation.

Students Receiving Credits for Non-Faculty-Led Programs

- Upon student's completion of program, MDC OIE will receive official transcript from domestic or international partner institution.
- The courses are then evaluated and posted to student's MDC transcript as transfer credits.

Financial Aid

- Depending on the student's individual file, s/he may be able to use financial aid to study abroad.
- Students should get in contact with Mr. Daphnis, Director of Financial Aid Wolfson Campus, at least 6 months in advance of their program.

Study Abroad Fair

- MDC will host its first Study Abroad Fair in November.
 - Faculty will have the opportunity to present their programs to students
 - Students will be able to speak with program leaders and MDC's international partners.

Study Abroad Fair Dates

- Wolfson Campus
 - November 4, 2014 (Chapman Conference room)
 - 9:00am – 11:00am Program Showcase
 - 1:15pm – 3:15pm Future Directions for FL Colleges/universities:
- Kendall Campus
 - November 5, 2014
 - 9:00am – 11:00am Program Showcase (room R403)
 - 1:15pm – 3:15pm Best Practices (room R402)
- North Campus
 - November 6, 2014 (Building 7 Breezeway)
 - 9:00am – 11:00am Program Showcase
 - 1:15pm – 3:15pm International Partners, Faculty, Florida Institutions – Speed Dating

Curriculum Requiring Approval

2. School of Business

Banking Courses

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Administrator (s): Ana Cruz

Faculty:

Motion: **Approve 11 revised banking courses that include; course descriptions and learning outcomes.**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN1004	Principal of Banking	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: In this course the students will learn the foundation, structure and function of financial systems. The course plan includes the review of the role of banks as businesses and their impact in the economy. The students will receive an overview of the main entities that comprise the financial system: financial intermediaries, investments and financial markets. The students will be able to describe the risk infrastructure of financial institutions, the regulatory environment, and the responsibilities inherent in complying with regulatory requirements associated with safety and soundness of banks. (3 hr. lecture).

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN1013	Negotiable Instruments and the Payment Mechanism	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: This course is designed to provide students with an overview of payment systems, specifically negotiable instruments. The course plan includes a discussion of the requirements defined by Article 3 of the Uniform Commercial code and other laws applicable to negotiable instruments. In this course the students will learn the requirements associated with the transfer of negotiable instruments including but not limited to the parties involved and their rights. (3 hr. lab).

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN1155	International Banking	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: In this course the students will learn about the evolution of international banking and finance, the processes, the prevailing competition and the issue of cross-border risk exposure. The course plan provides a review of salient global financial events such as the merger of European currencies into one single currency: the Eurodollar and the expansion of high speed electronic global payments. This course is designed for all level bankers, investment bankers or junior officers wishing to pursue a career in international banking. (3 hr. lab)

VOTE: UNANIMOUS APPROVAL
IN FAVOR 29
OPPOSED 0
ABSTAINED 0

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN1231	Introduction to Commercial Lending	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: This course provides an increased awareness of the credit underwriting process. It provides a comprehensive foundation to the lending process including technical and interpretative analysis of financial information from liquidity, solvency, ratio and cash flow analysis to the basics for the completion of a credit approval memorandum. Students will learn the concepts of qualitative analysis including the assessment of industry risk, market risk and management risk. The course provides an understanding of the role of loan policy and the need to summarize the borrower's various risks into an appropriate credit risk rating. (3 hr. lab). Prerequisites: BAN2210,

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN1240	Installment Credit	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: In this course the student will learn a comprehensive approach to consumer lending, identifying financial risks and the regulatory environment that impact and promote safety and soundness in lending. The course centers around providing a practical approach to the fundamentals of consumer installment lending, including a review of different loan products, their life cycles, the credit application process and the essentials of the closing process (3 hr. lecture).

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN1800	Law and Banking	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: This course is designed to provide students with a comprehensive knowledge base in a range of areas within the commercial banking laws. The students will learn the fundamentals of legal and regulatory principles in the field of banking and their impact and application to bank products, services and client relationships. Through a carefully designed course plan, students new to banking will gain insight and understanding of US laws and regulations impacting the banking industry. (3 hr. lecture).

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN2210	Analyzing Financial Statements	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: In this course the students will learn the framework and resources available to analyze financial statements and to assess a company's operation and future performance. The course covers the critical objectives with the assessment of business performance such as: the relationship between the company's business and financial strategy, their financial statements, ratio, profitability, balance sheet and cash flow analysis. The course plan includes the use of financial and accounting information to make lending/credit and investment decisions. The course is targeted to a wide range of students including those pursuing careers in banking, general management, investment banking, financial analysis and consulting. (3 hr. lecture). Prerequisites: ACG2021

VOTE: UNANIMOUS APPROVAL
IN FAVOR 29
OPPOSED 0
ABSTAINED 0

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN2211	Applied Financial Statement Analysis	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: This course provides a comprehensive analysis of business strategy, operating performance, financial condition and cash flow strength. The student will learn basic and advanced financial concepts impacting the viability of a business, including accounting rules, methods of credit analysis, assessment of financial ratios, historical financial analysis, cash flow and financial forecasting. (3 hr. lab). Pre-requisites: BAN2210,

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN2253	Residential Mortgage Lending	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: This course covers all phases of the residential mortgage lending process, including a foundation to the underwriting, credit analysis and servicing of residential mortgage loans. The student will learn the aspects of construction and permanent financing for residential property, real estate and mortgage law, financing options in real estate, appraisals, servicing, regulatory requirements and secondary mortgage markets. The students will become familiar with the critical issues necessary for any individual to operate successfully in the residential mortgage loan market. Target audience for this course includes loan officers, underwriters, loan processors and individuals interested in pursuing a career in the mortgage lending business. (3 hr. lecture).

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN2501	Money and Banking	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The course is designed to provide students with an overview of the US financial systems including theory and practice of monetary policy and financial instruments. Students will learn about interest rate determination, the structure and role of banks, financial institutions in the intermediation process, the factors impacting inflation, and variables in the economy. The course plan is designed not only for students but individuals working in the financial services industry including junior officers to mid-management and entry level staff who are considering pursuing a career in the banking field. (3 hr. lab)

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
BAN2511	Marketing for Banker	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: Marketing of financial services is a specialized segment of marketing. It is highly competitive, making the process of selling for bankers a highly specialized and challenging endeavor. Changing market conditions, deregulation, the emergence of new competitors from within and external to the banking industry and the rapid integration of new technologies are some of the challenges bankers encounter. It covers the aspects of a consultative selling approach with emphasis on planning, implementing and fostering a long term advisory relationship with clients. The students will learn to become proficient on how to prepare for a successful sales presentation and closing. (3 hr. lab).

VOTE: UNANIMOUS APPROVAL
IN FAVOR 29
OPPOSED 0
ABSTAINED 0

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Affected Campus (es): North, Wolfson, Kendall, Homestead, InterAmerican, Hialeah, MDC-West, Centers, all off campus sites, at Honors level and through Distance Education.

Administrator (s): Ana Cruz

Faculty:

Motion: **Approve 11 revised BAS- Supervision and Management courses that include; course descriptions, prerequisites, course title, learning outcomes and fee increase.**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
FIN3400	Finance for Non-Financial Managers	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The students will learn to apply their financial skills and decision-making abilities to address financial issues in a business environment. They will learn how financial markets influence their decisions and the role of financial intermediaries in these markets. Emphasis will be placed on financial and capital budgeting, working capital management, short and long term financing, valuation of the firm, and overall capital structure. The course will require the student to apply the time value of money through the use of present and future value scenarios. (3 hr. lecture Pre-requisites: ACG2071, and QMB2100, or STA2023, FIN2000,

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
ISM4011	Management Information Systems	4	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The student will use information technology software to assist in making decisions of a business nature. The course will examine the use of computer systems and information technology and their applications to make more effective business decisions. The course will include the latest terminology, techniques and applications of information systems in a business organization. (4 hr. lecture)
Pre-requisites: CGS1060, Senior status or permission by department chair.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN3025	Organizational Management	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The student will learn the major functions of supervision and management including the functions of planning, staffing, directing and controlling. Emphasis is placed on learning how to communicate more effectively with employees and how to increase leadership effectiveness. Major topics include goal setting and attainment, organizational structure, decision-making, strategic planning, managing stress, and ethical behavior and ethical role modeling. Cases that present the student with opportunities to make supervisory and management decisions, along with timely feedback on their effectiveness, will be used. (3 hr. lecture) Pre-requisites:

VOTE: UNANIMOUS APPROVAL
IN FAVOR 29
OPPOSED 0
ABSTAINED 0

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN3240	Organizational Behavior	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The student will learn about social behavioral sciences that can be applied to supervision and management. Major topics include motivation, conflict, corrective actions and rewards, job related stress, organizational dynamics, the evolving global environment, and the responsibility to stakeholders and the planetary environment. The student organizational behavior and how to integrate behavioral concepts will be reviewed in an effective managerial decision-making process. (3 hr. lecture)
Pre-requisites: MAN2021,

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN3301	Human Resource Management	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The student will learn the functions of Human Resource Management including human resource planning, strategic development of human resources, recruitment techniques, selection and hiring processes, compensation systems, development of policy and procedures for effective and ethical human resource management, performance review and evaluation systems, working effectively with organized labor, retention of employees, and current issues in human resource management. The course will also include an exploration of human resources within the global business environment of a boundless organization. (3 hr. lecture)
Pre-requisites: MAN2021,

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN3894	Applied Case Studies in Management	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The student will learn supervision and management techniques, and to build decision making models, by using case studies. Supervision and Management cases require students to use a variety of decision-making tools to analyze and present their results, utilizing rational and intuitive decision techniques, which help the student build comprehensive sets of decision making models and the knowledge of how and when to apply them most effectively. (3 hr. lecture)
Pre-requisites: MAN2021,

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN4120	Leadership Challenges and Supervision	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The student will learn to analyze leadership theories and will acquire an awareness of the dynamics of supervisory and managerial decision-making. Emphasis will be placed on team building, crisis management, social and environmental responsibility, developing and communicating a vision, developing a full set of managerial and leadership skills. (3 hr. lecture)
Pre-requisites: MAN3894,

VOTE: UNANIMOUS APPROVAL
IN FAVOR 29
OPPOSED 0
ABSTAINED 0

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN4162	Customer Relations for Managers	3	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: Students will learn Customer Relations for Managers skills by exploring the dynamics of building solid and lasting relationships with customers. Topics will include doing business in a global environment, cultural diversity, the diversity of customs and global etiquette, negotiation tactics, global promotional tactics, and acceptable professional and corporate behaviors in a global business environment. (3 hr. lecture) Pre-requisites: MAN3894,

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN4720	Strategic Management Decisions Making	4	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The student will learn the designing, planning, and implementation of strategic decision-making in a business organization by identifying problems and designing possible solutions, formulating plans, goals, and feedback mechanisms. Needs assessments and internal and external audits will be utilized to understand problems that are presented in cases that require effective strategic solutions. Emphasis will be placed on developing an effective strategic plan its effective implementation, and its long-term results. (4 hr. lecture) Pre-requisites: MAN3894,

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN4900	Capstone Project in Supervision & Management	4	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: Students will learn to apply their knowledge and skills to a major supervision and management project. The project will require the effective integration of all the knowledge and skills students have learned throughout the student's supervision and management studies. (4 hr. lecture) Pre-requisites: ISM4011, and MAN4120, and MAN4162, and MAN4720, Recommended Preparation: Must be taken during the last semester before graduation and permission of department chair, and all MAN 4000s, ISM4011, except MAN4941

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
MAN4941	Management Internship	4	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: The student will learn Supervision and Management skills by becoming an employee at either a not-for-profit or profit seeking organization. The student will be required to work the minimum hours required by the state to earn credit for the internship. The student will work with the supervising faculty member and the employer to establish a set of learning goals that will be achieved during the semester. Pre-requisites: Pre/Co-requisites: MAN4900.

VOTE: UNANIMOUS APPROVAL
IN FAVOR 29
OPPOSED 0
ABSTAINED 0

3. Social Science Discipline

- **New Fee**

Course: SLS1106 First Year Experience Seminar
Effective Term: Spring (2014-2)
Affected Campus (es): North, Wolfson, Kendall, Homestead, InterAmerican, Hialeah, MDC-West, Centers, all off campus sites, at Honors level and through Distance Education.

Administrator (s): Carol Tulikangas
Faculty: Miriam Frances Abety and Vellisse Grimes

Motion: **Approve proposed new fee of \$10.00.**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
SLS1106	First Year Experience Seminar	1	1, 2, 3, 5, 6, 7/Ctrs.	2014-2

Course Description: This course is designed to provide students a forum for transitioning into college. Students will learn to develop the skills required for success in college and beyond. This course is intended for first time in college students, who are seeking an Associate in Arts degree program. (1 hr. lecture)

Current Fee: \$0
Proposed Fee: \$10.00

Rationale/Justification: Promote student success, retention, and graduation by providing coaches, mentors, and learning assistants, such as tutors. Provide faculty teaching SLS 1106 with educational tools that facilitates student learning, such as assessments and supplemental educational materials. The Payroll PT Salary information was compiled from Job Classification Listing for Part-Time Assignments, effective Jan 1, 2014. Direct Entry data received from IR.

VOTE: UNANIMOUS APPROVAL
IN FAVOR 28
OPPOSED 1
ABSTAINED 0