

COLLEGE-WIDE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, JUNE 10, 2003
WOLFSON CAMPUS – ROOM 2106 – 1:00 PM
MINUTES

CHAIR: David Brubeck

MEMBERS PRESENT: Juan Abascal
Dana Crawford
Oscar DeArmas
Armando Ferrer
Michael Guttman
Robert Hatch
Harry Hoffman
Susan Kah
Anna Leggett
Sean Madison
Lourdes Oroza
Madeline Pumariega
Herbert Robinson
Milagros Stoff
Lorraine Hahn substitute for Madeline Pumariega (later in meeting)
Sol Maury substitute for Armando Ferrer (later in meeting)
MaryAnn Miller substitute for Juan Abascal (later in meeting)
Linda Washington substitute for Susan Kah (later in meeting)

Charles Beavin
Ian Cobham
Shirly Ferguson
Rosemary Green
Malou Harrison
Karen Hays
Winnie Huang
Peter Kuentzel
Josefina Llarena
Connie Miller
Lourdes Perez
Leslie Roberts
Nidia Romer
James Sullivan

MEMBERS ABSENT: Holly Anderson
Roberto Hernandez
Maria Jofre
Ken Lee
Kaiyang Liang

Annmarie Masi
Emily Sendin
Theresa Roberts
Zasha Sanchez
Cleveland Taylor

RESOURCE: Gabriela Buitron

GUEST: Robert Calabrese
Janice Gordillo
Michael Kaldor
William Kornegay

Nelson Pena
Silvio Rodriguez
Richard White

PRESENTER: Rene Barrientos
Charles Beavin
Pat Bibby
Howard Eliason
Lourdes Espana
Jeffrey Lukenbill
Barbara McElroy

Jorge Obeso
Donald Orr
Mary Roe
Ernesto Saborio
Cynthia Schuemann
Linda Washington
Pam Zelmer

RECORDER: Carol McAlister

1. **Call to Order**

David Brubeck called the meeting to order.

2. **Approval of the June 10, 2003 College-wide CASSC Minutes**

The College-wide CASSC minutes of May 13, 2003 were approved as submitted.

3. **Dr. Lukenbill's Updates**

Funding

Enrollment for 2002-2003 is 8% above last year. The growth next year is projected to be 4.4%, but could be much higher. Over the past three years enrollment has increased by 39%, but the College funding has not kept pace with growth. Fund 1, which is the basic allocation fund from which the College pays salaries, materials and supplies, etc., has increased by only 9%. It is expected that funding for the operating budget for 2003-2004 will decline by more than \$800,000. Of concern is that during the same three year period, funding for FTE's decreased by 21%. With inflation considered, the decrease is 26%. This means the money the College receives for each full-time student is down by 1/4. The College full-time enrollment (FTE's) is 40,710. The College head count enrollment over the year will be 130,000 not including recreation and leisure. This equates to 3.2 students per FTE for M-DCC compared to less than 1.5 FTE's for the universities.

As a consequence of decreased funding, the College may consider an enrollment cap. With an increase of 39% in enrollment, and a Fund 1 increase of only 9%, the question arises of how to continue stretching funds. The College cannot sacrifice quality for quantity. The Board is sensitive to the fact that we have not received adequate funding. Discussion is ongoing and decisions have not been reached.

In addition to the actual funding decrease, the fixed costs to be met this year will far surpass the money the College will receive. Increased costs include an additional \$2 million for retirement contributions, a projected increase of \$1.97 million for medical/dental insurance, and a projected increase of approximately \$755,000 in insurance premiums for property casualty liability.

The College has done well in the area of energy conservation. It is anticipated that the College will save approximately 1/2 million dollars on energy costs. We must continue to support the energy conservation effort.

Financial Aid

As the leadership of the country and the state becomes stricter in the control of allocation of financial aid funds, the requirements are being rigorously enforced. In regards to attendance, veterans' attendance must be monitored and reported. If the veteran drops out before the designated period, or is earning less than 50% of the credits, there are financial implications. The same rigorous monitoring and documentation will now take place with Pell Grants recipients. The attendance monitoring will be a faculty burden. This is serious as the College has received an audit for 2001-2002 which includes the name of every financial aid recipient and Pell Grant recipient who did not complete a course. The College has to produce records of the last day of the student's attendance. This will determine if the student or the College will have to pay back funds to the federal government. This is a very serious area of concern and discussion will be ongoing.

Another aspect is that the financial aid student, after a certain accumulation of credits, must have completed satisfactorily 50% of the credits or the student will be ineligible for financial aid. At this point the student would be responsible for payment, but when the success rate increases above 67%, the student would again become eligible for financial aid. Other significant factors of financial aid will be addressed.

Baccalaureate Degree

It was projected that a budget would be approved of over 3 million dollars for implementing the Baccalaureate Degree. The College was funded for \$333,000. The College commitment is to continue with the Baccalaureate Degree. There will be a review of the Baccalaureate Degree programs to be offered and the number of students to be admitted. This is another challenge to meet a community need.

4. **Faculty Advisement Handbook**

Madeline Pumariega reported that the input received from College-wide CASSC members following the May 13th College-wide CASSC Meeting will be incorporated into the Faculty Advisement Handbook 2003-2004. The handbook will be completed by August 1, 2003, and distributed to faculty college-wide. The handbook will be on-line and updated as needed.

5. Karen Hays introduced Donald Orr and Lourdes España who presented the math curriculum.

MATH

Change Course Descriptions

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
<u>Abbr. No.</u>	<u>Course Title</u>			
MAT 0002	College Preparatory Arithmetic	4	1, 2, 3, 5, 6	2003-1

New Course Description

This course introduces students to the basic topics of arithmetic and measurement of geometric figures. Students will add, subtract, multiply, and divide whole numbers, fractions and decimals. Students will solve problems involving proportions and percents.

Prerequisite: Appropriate placement test scores or referral determine admission.

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
<u>Abbr. No.</u>	<u>Course Title</u>			
MAT 0024	College Preparatory Algebra	4	1, 2, 3, 5, 6	2003-1

New Course Description

This course introduces students to the basic concepts of algebra. Topics include operations on signed numbers, solving linear equations and inequalities in one variable, operations' on polynomials, factoring, inter exponents, radicals, graphics, and applications of these topics.

Prerequisite: MAT 0002 with a grade of S or placement test scores.

<u>Course</u>		<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
<u>Abbr. No.</u>	<u>Course Title</u>			
MAT 1033	Intermediate Algebra	3	1, 2, 3, 5, 6	2003-1

New Course Description

Through this course students develop various concepts of Algebra. Students will solve linear, quadratic, rational, and radical equations; graph linear equations and inequalities in one variable; graph linear equations in two variables; solve and graph systems of linear equations and inequalities in two variables; simplify rational expressions; simplify expressions containing rational exponents; simplify complex numbers; solve related applications.

Prerequisites: MAT 0024 or MAT 0020 with a grade of S or appropriate placement test score.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
MAC 1105	College Algebra	3	1, 2, 3, 5, 6	2003-1

New Course Description

This course introduces the student to the concept of functions and their graphs. Students will graph linear, quadratic, rational, exponential, logarithmic, radical, power, and absolute value functions and transformations; perform operations on and compositions of functions; find the inverse of a function; apply the laws of logarithms to simplify expressions and solve equations; graph non-linear inequalities; solve related applications and modeling problems.

Prerequisite: MAT 1033 with a grade of C or better or equivalent.

UNANIMOUS APPROVAL

6. Susan Kah introduced Linda Washington who presented Introduction to Health Care curriculum.

INTRODUCTION TO HEALTH CARE

Change Credits (Decrease)

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
HSC 0001	Introduction to Health Care	3	1, 2, 3, 4, 5, 6	2003-1

Change to: 2.5

Justification: Removing CPR from the competencies and HIV Aids content.

UNANIMOUS APPROVAL

7. Karen Hays introduced Jorge Obeso who presented the biology curriculum and the Landscape Technology curriculum.

BIOLOGY CURRICULUM

Add New Course

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
BSC XXXX	Social Issues in Biology	3	1, 2, 3, 5, 6	2003-1

Special Fee: \$15.00

Course Description

BSC XXXX develops in students an understanding and appreciation for living systems (including themselves) and the skills and knowledge needed to address biological issues that are important and relative to their lives and the society in which they live. Such issues include, but are not limited to, the origin of biodiversity, advances in reproductive technology, genetic engineering, scientific ethics, advances in the treatment of disease and genetic disorders, environmental problems and sociobiology.

Change Course Description

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
BSC 1005	General Education Biology	3	1, 2, 3, 5, 6	2003-1

New Course Description

This general education biology course covers basic biological concepts, concentrating on selected principles that help explain molecular biology, evolution, genetics, growth, disease, and the problems of humans in the environment. It is designed to stimulate interest in the variety of life that exists on our planet, help students recognize the factors that provide order in this variety, and involve students in the processes of inquiry, observation, and analysis of biological organization in order to give them a foundation for intelligently interpreting and evaluating biological topics.

27 IN FAVOR; 1 OPPOSED

8. Jorge Obeso presented the Landscape Technology curriculum.

LANDSCAPE TECHNOLOGY

Change Existing Program

Landscape Technology Associate in Science (21005; 21006) for 2003-1

No change in credit requirements.

- 1) Delete ORH 2990 Plant Design with CAD, 4 Credits and substitute ORH 2835C Computer Aided Landscape Design 1, 2 Credits, and ORH 2837C Computer Aided Landscape Design 2, 2 Credits;
- 2) Add an Elective section to the Landscape Program (both 21005 and 21006);
- 3) Remove ORH 2220 and ORH 2873C from #21005, and ORH 2230 & ORH 2277 from #21006, and move all to the Elective section;
- 4) See Program Sheet for additional courses now accepted in the Elective section.

New College Credit Certificates within the Program

ECOLOGICAL RESTORATION TECHNICIAN CREDIT CERTIFICATE (28 Credits)

This certificate is specifically designed for those students who wish to be employed with the United States Department of Agriculture's plant protection and quarantine program (PPQ). The Certificate, however, may be used for other state or government inspection programs, e.g., the Citrus Canker Program.

BOT 2150C	Native Plant Identification & Usage for South Florida	3
BOT 2153C	Native Plant Community Installation & Management (Prerequisite: BOT 2150C)	3
HOS 1010	Horticulture 1	3
IPM 2301	Pesticide Application	3
ORH 1251	Nursery Practices: Propagation & Production. Of Native Plants (Spec. Section)	3
ORH 2932	Special Topics: Exotic Plant Identification & Management	1
ORH 2949	Landscape Technology Internship (in native plants)	6
PCB 2033	Introduction to Ecology	3
PCB 2340C	Field Biology	3

Horticulture Inspector Credit Certificate (24 Credits)

Students completing this certificate will be able to appropriately manage native south Florida plant communities. These areas could be in metro parks, national parks or other upland or wetland areas of south Florida. Students will learn the identification and proper uses of native plants in native restorations as well as how to propagate them when their supply is limited.

Emphasis is upon appropriate management of native areas by native plant identification, eradication of exotic pest plants, native plant installation, prescription burning, and pruning. Exotic plant herbicide management methods are included.

Students will practice hands-on skills in most courses with laboratory experience on the Kendall Campus. The various native areas there are impacted with exotics, and several demonstration upland and wetland plant communities currently exist.

BOT 1010	Botany (Co-Req. BOT 1010L)	3
BOT 1010L	Botany Lab (Co-Req. BOT 1010)	1
HOS 1010	Horticulture 1	3
HOS 1011	Horticulture 2 (Pre-Req. HOS 1010)	3
IPM 2112	Principles of Entomology	3
IPM 2301	Pesticide Application	3
IPM 2635	Introduction to Plant Pathology	3
ORH 1510	Landscape Plant Identification 1	3
ORH 1511	Landscape Plant Identification 2 (Prere-Req. ORH 1510)	3

Add New Courses

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
BOT 2153C	Native Plant Community Installation & Management	3	1, 2, 3, 5, 6	2003-1

Special Fee: \$25.00

Course Description

The fundamental plant structure of south Florida plant communities as well as their installation and maintenance will be presented. A special focus will be upon the appropriate selection of species and their proper placement by hydro period and substrate. This course will assist those students preparing for careers in ecological restoration and park management. This is a combination lecture and lab course.

Prerequisite: BOT 2150C

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
BOT 2150C	Native Plant Identification & Usage in South FL	3	1, 2, 3, 5, 6	2003-1

Special Fee: \$25.00

Course Description

Plants native to south Florida are identified and presented by their typical ecological community. Emphasis is primarily upon pineland, tropical hammock, mangrove and coastal, Everglades marsh, and cypress swamp communities. Plants appropriate for use in urban landscapes as well as in ecological restorations are covered. A combination lecture and lab course.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
ORH 2835C	Computer-Aided Landscape Design 1	2	1, 2, 3, 5, 6	2003-1

Special Fee: \$25.00

Course Description

Students will learn CAD fundamentals and then create computer generated drawings. Using these fundamentals and landscape design concepts, students will generate both landscape and hardscape aspects of residential landscape designs. A combination lecture & lab course.

Prerequisites: CGS 1060, working knowledge of landscape plants or permission of instructor.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
ORH 2837C	Computer-Aided Landscape Design 2	2	1, 2, 3, 5, 6	2003-1

Special Fee: \$25.00

Course Description

Students will carry out landscape design projects with CAD as required in a landscape design business. Appropriate landscape design principles will be applied to landscape projects and presented in CAD-generated drawings. A combination lecture & lab course.

Prerequisite: ORH 2835C, CGS 1060 (or equivalent) and working knowledge of landscape plants or permission of instructor.

UNANIMOUS APPROVAL

9. Leslie Roberts introduced James Sullivan who presented the Early Childhood Education curriculum.

School of Education Early Childhood Education

New Courses

Add as electives to the Early Childhood Education Associate in Science Program.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEC 2407	Facilitating Social Development	3	1, 2, 3, 4, 6	2003-1

Course Description

EEC 2407 provides a general introduction to promoting social competency in young children. The major areas of study include: current brain research, developing empathy, creating a pro-social classroom environment, developing self-control and the study of current classroom models of behavior guidance.

<u>Course</u>					<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>		<u>Term</u>
EEC 2527	Legal & Financial Issues in Child Care	3	1, 2, 3, 4, 6		2003-1

Course Description

EEC 2527: Legal & Financial Issues in Child Care will provide opportunities for administrators of future administrators of early childhood facilities to develop and enhance knowledge in financial and legal issues in the design and implementation of quality early care and education programs. Areas to be covered include financial planning and on-going monitoring, budgeting and accounting, compensation and benefits, facilities and equipment, financial resource development and marketing, technology and record-keeping, legal obligations, tax law, insurance and licensure, regulatory requirements and personnel law. This course meets the requirements for one of the three courses required for Florida Child Care and Education Program Administrator Advanced Level Credential.

UNANIMOUS APPROVAL

10. Leslie Roberts introduced Howard Eliason who presented the Introduction to Education curriculum.

EEX 2000 Introduction to Education – 3 Credits – Effective Term 2003-1

Add EEX 2000 to the Required General Education Electives under Cross Cultural Studies (AA Degree).

UNANIMOUS APPROVAL

11. **SCHOOL OF EDUCATION** **Bachelor of Science in Secondary Mathematics Education**

Leslie Roberts introduced Pat Bibby and Rene Barrientos who presented the Bachelor of Science in Secondary Mathematics Education.

Program Description: The Bachelor of Science degree in Secondary Mathematics Education is designed for students whose goal is to become certified to teach mathematics at the secondary level in Florida. The lower division component consists of courses in several areas of general education, mathematics, and professional education. At the upper division, students complete more advanced mathematics, education, and education methods courses which culminate in an internship during the last semester.

Admission Requirements:

- Completed A.A. Degree
- Passing scores on all parts of the College Level Academic Skills Test (CLAST) - no exemptions or waivers
- Overall GPA of 2.5 and a minimum GPA of 2.5 in mathematics courses
- Completion of program prerequisites
- Completed application for admission to B.S. in Secondary Mathematics Education

Completion Requirements:

- Two years in high school or one year of college instruction (8 M-DCC credits) in a single foreign language
- Completion of a minimum of 30 of the last credits at M-DCC
- Completion of all required course work
- Cumulative GPA of 2.5 for professional studies and content area courses
- Satisfactory completion of Student Teaching
- Demonstration of satisfactory performance at the preprofessional level of the Florida Educator Accomplished Practices
- Passing scores on all parts of the Florida Teacher Certification exam

Upper Division Sequence of Courses:

Junior year: First semester (16 credits)

MAC 2313	Calculus 3
MAE 3651	Technology in the Mathematics Classroom
MAS 3105	Linear Algebra

MAE 3330 Problem Solving in Secondary School Mathematics
EDF 3214 Human Development and Learning
TSL 4324 ESOL Strategies for Content Area Teachers

Junior year: Second semester (15 credits)

MAP 2302 Differential Equations
MAS 3301 Algebraic Structures
MAD 3107 Discrete Structures
MAE 3331 Teaching Secondary School Geometry
EDG 3410 Classroom Management and Communication

Senior year: First Semester (15 credits)

MAS 4203 Number Theory
MTG 4212 College Geometry
STA 3164 Statistical Methods 2
MAE 3332 Teaching Secondary School Algebra
EDF 4430 Measurement, Evaluation, and Assessment in Education

Senior year: Second semester (first six weeks - 6 credits)

MHF 4404 History of Mathematics
RED 3335 Reading in the Content Area

Senior year: Second semester (last ten weeks - 9 credits)

MAE 4945 Student Teaching in Mathematics

Add New Courses

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
MAE 3330	Problem Solving in Secondary Mathematics	1	1, 2, 3, 5, 6	2003-1

Course Description

This course involves the study of problem solving strategies appropriate for secondary mathematics courses. Particular subject areas include number concepts, measurement, geometry, algebra, probability, statistics, trigonometry, analytic geometry, and calculus. The course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification.

Prerequisite: MAS 2312 or department approval.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
MAE 3331	Teaching Secondary School Geometry	3	1, 2, 3, 5, 6	2003-1

Course Description

This course involves an analysis of the content of secondary school geometry courses. Activities related to the effective teaching of these courses include designing lesson plans, evaluating learning materials and resources, and exploring a variety of teaching strategies to accommodate diverse needs of a multicultural student population. Field experience, which includes classroom observations and involvement with the teaching-learning process, is required. The course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification.

Prerequisite: MAC 2312 or departmental approval

<u>Course</u>					<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>		<u>Term</u>
MAE 3332	Teaching Secondary School Algebra	3	1, 2, 3, 5, 6		2003-1

Course Description

This course involves an analysis of the content of secondary school algebra courses. Activities related to the effective teaching of these courses include designing lesson plans, evaluating learning materials and resources, and exploring a variety of teaching strategies to accommodate diverse needs of a multicultural student population. Field experience, which includes classroom observations and involvement with the teaching-learning process, is required. The course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification.

Prerequisite: MAC 2312 or department approval.

<u>Course</u>					<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>		<u>Term</u>
MAE 3651	Technology in the Mathematics Classroom	2	1, 2, 3, 5, 6		2003-1

Course Description

This course involves the study of technology as an aid to the secondary mathematics teacher. Activities include the application of graphing calculators, computer software packages, the Internet, and multimedia to enhance instruction and improve classroom management. The course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification.

Prerequisite: MAC 2312 or department approval.

<u>Course</u>					<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>		<u>Term</u>
MAD 3107	Discrete Structures	3	1, 2, 3, 5, 6		2003-1

Course Description

Topics include sets, logic, switching circuits, Boolean Algebra, combinations, probability, mathematical proofs, mathematical induction, functions, relations, and graph theory. Credit is not also given for MAD 2104.

Prerequisite: MAC 2312.

<u>Course</u>					<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>		<u>Term</u>
MAS 3105	Linear Algebra	3	1, 2, 3, 5, 6		2003-1

Course Description

This course is designed for students who are majoring in secondary mathematics education, mathematics, science, or engineering. Major topics include systems of linear equations, matrices, determinants, vector spaces, linear transformations, eigenvectors and eigenvalues, inner-product spaces and orthogonality.

Prerequisite: MAC 2312.

<u>Course</u>					<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>		<u>Term</u>
MAS 3301	Algebraic Structures	3	1, 2, 3, 5, 6		2003-1

Course Description

This course is designed for students who are majoring in secondary mathematics education, mathematics, science or engineering. Topics include set theory, basic properties of the integers, groups, rings, fields and the homomorphism of these algebraic structures.

Prerequisite: MAC 2312.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
MAS 4203	Number Theory	3	1, 2, 3, 5, 6	2003-1

Course Description

Topics include mathematical induction, divisibility, the Euclidean algorithm, primes, the Fundamental Theorem of Arithmetic, number-theoretic functions, congruence, linear Diophantine equations, linear congruences, the Chinese Remainder Theorem, and the theorems of Euler, Fermat, and Wilson.

Prerequisite: MAC 2312.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
MTG 4212	College Geometry	3	1, 2, 3, 5, 6	2003-1

Course Description

Topics include the axiomatic structure of Euclidean geometry as well as concepts from advanced Euclidean geometry and non-Euclidean geometry.

Prerequisite: MAC 2312

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
MHF 4404	History of Mathematics	3	1, 2, 3, 5, 6	2003-1

Course Description

A study of the development of mathematics from ancient civilizations to the present time.

Prerequisite: MAC 2312 or approval of department.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
STA 3164	Statistical Methods 2	3	1, 2, 3, 5, 6	2003-1

Course Description

Topics include tests of variance, analysis of variance, analysis of covariance, regression, correlation, and non-parametric statistics.

Prerequisite: MAC 2312 and STA 2023.

UNANIMOUS APPROVAL

12. **SCHOOL OF EDUCATION**

Leslie Roberts introduced Jorge Obeso who presented the Bachelor of Science in Secondary Science Education - Biology Concentration curriculum.

Bachelor of Science in Secondary Science Education - Biology Concentration

Program Description: This program prepares students to meet State of Florida Teacher Certification requirements for teaching careers in science education with specialization in Biology at the secondary education level. The program curriculum includes several lower division courses in science, mathematics and education. The upper level curriculum includes additional biology courses, professional education courses, courses in methods in science education and internship. This program provides the necessary professional knowledge and practical experience to successfully teach in public and private schools.

Admission Requirements:

- Completed A.A. degree
- Passing scores on all parts of the College Level Academic Skills Test (CLAST)
- Overall GPA of 2.5 and GPA of 2.5 in science and math courses
- Completion of program prerequisites
- Completed application for admission to the B.S. in Secondary Science Education Program with a concentration in Biology.

Completion Requirements:

- Two years in high school or one year of college instruction (8 M-DCC credits) in a single foreign language
- Completion of a minimum of 30 of the last credits at M-DCC
- Completion of all required course-work
- Cumulative GPA of 2.5 for professional studies and content area courses.
- Satisfactory completion of Student Teaching
- Demonstration of satisfactory performance at the pre-professional level on the Florida Educator Accomplished Practices
- Passing scores of all parts of the Florida Teacher Certification exam

Upper Division Sequence of Courses:

Junior year: First semester (16 credits)

PCB X043	Fundamentals of Ecology
EDF 3214	Human Dev. & Learning
ZOO XXXX	Survey of Animal Diversity
ZOO XXXXL	Survey of Animal Diversity Lab
TSL 4324	ESOL Issues and Strategies
ISC 3012	History of Science

Junior year: Second semester (16 credits)

PCB X060	Principles of Genetics
RED 3335	Reading in the Content Area
EDG 3410	Classroom Management
SCE 4362	Methods of Teaching Science 1
BOT XXXX	Survey of Plant Diversity
BOT XXXXL	Survey of Plant Div. Lab

Senior year: First semester (14 credits)

PCB X613	Evolution
BCH 3023	Introductory Biochemistry
BSC 4430	Biotechnology
BSC 4430L	Biotechnology Lab (Forthcoming -Was not presented at June meeting)
SCE 4363	Methods of Teaching Science 2

Senior year: Second semester - First 6 Weeks

EDF 4430	Measurement and Evaluation (3 Credits) <u>Last 10 Weeks</u>
SCE 4944	Student Teaching/Internship (9 Credits)

Senior year: Second semester - Last 10 weeks

SCE 4944	Student Teaching/Internship
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New Courses

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
BCH 3023	Introductory Biochemistry	3	1, 2, 3, 5, 6	2003-1

Course Description

BCH 3023 is a one semester undergraduate course surveying the fundamental components of biochemistry. This course is designed specifically for students pursuing a bachelor's degree in secondary science education. The goal of this course is to offer students a greater appreciation of the chemistry of biological processes. Prerequisite: CHM 3200

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
BSC 4330	Biotechnology	3	1, 2,3,5,6	2003-1

Course Description

This course will prepare students in the knowledge and proper use of laboratory techniques including but not limited to dissection, preservation, staining and mounting of biological specimens for microscopic examination; the use of quantitative and analytical techniques such as chromatography, spectrophotometer, and electrophoresis; the proper use of laboratory equipment such as centrifuges, balances, and microscopes. Preparing laboratory solutions, reagents, and field laboratory techniques. Special emphasis will be placed on appropriate laboratory safety techniques such as the proper use and disposal of laboratory reagents, materials and biological specimens.

Prerequisite: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, MCB 2013, MCB 2013L, CHM 1045, CHM 1045L, CHM 1046, CHM 1046L, BXC XXX (Genetics), with a minimum grade of C, are required before taking this course.

Corequisite: BCH 2023, BSC 4330L

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
ISC 3012	History of Science	3	1, 2,3,5,6	2003-1

Course Description

ISC 3012, the History of Science, is a three-credit class that offers a historical perspective of scientific advances from early civilizations to the beginning of the twenty-first century. This course does not fulfill the 4,000 word requirement of the Gordon Rule.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
PCB 3043	Fundamentals of Ecology	3	1, 2,3,5,6	2003-1

Course Description

This course presents the basic principles of ecology at organismic, population, community, and ecosystem levels, including consideration of Florida's ecosystems and human impact on those systems.

Prerequisites: BSC 2010, BSC 2010L, CHM 1045, CHM 1045L and GLY 1010.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
PCB X060	Principles of Genetics	3	1, 2,3,5,6	2003-1

Course Description

An introduction to molecular genetics, the mechanisms of chromosomal and cytoplasmic inheritance, cytogenetics, and population genetics, which include mechanism of variation, recombination, mutagenesis, and cancerogenesis.

Prerequisite: BSC 2010, BSC 2010L, CHM 1045, CHM 1045L

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
PCB X613	Evolution	3	1, 2,3,5,6	2003-1

Course Description

This course is designed to provide students with an understanding of evolutionary theory and its significance to all fields of modern biology. It covers the theory of natural selection, the evidence for evolution, micro evolution, population genetics, speciation, macro evolution, the origin of life on Earth, major evolutionary trends, and the evolution of humans and culture.

Prerequisite: BSC 2010, BSC 2011, BXC XXXX

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
ZOO XXXX	Survey of Animal Diversity	3	1, 2,3,5,6	2003-1

Course Description

This course presents zoology as a scientific discipline, the theory of evolution according to natural selection, the basic principles of zoological nomenclature, taxonomy, and systematics, the basic understanding of the relationships of animals to other organisms and to one another, and our understanding of the nature, consequences, and outcome of the global biodiversity crisis.

Prerequisites: BSC 2010, BSC 2010L, CHM 1045, CHM 1045L

Course Abbr. No.	Course Title	Credits	Campus	Eff. Term
BOT XXXX	Survey of Plant Diversity	3	1, 2,3,5,6	2003-1

Course Description

This course explores the plant kingdom and gives emphasis on structure, function and genetics of plants. This course covers the evolutionary relationships, natural history, ecological adaptations, physiology, morphology and reproductive biology of gymnosperms and angiosperms.

Corequisite: BOT XXXXL

<u>Course</u> <u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
BOT XXXXL	Survey of Plant Diversity Lab	1	1, 2,3,5,6	2003-1

Course Description

This course is designed to provide the necessary laboratory experiments and dissection exercises to supplement/accompany the BOT XXXX, Survey of Plant Diversity lecture course. This laboratory course explores the plant kingdom and gives emphasis on structure, function and genetics of plants. Appropriate dissections and laboratory exercises are designed to explore the fundamental cell and tissue structures of both vascular and non-vascular plants. Prescribed laboratory activities focus on plant morphology, taxonomy, anatomy and physiology of selected representative specimens.

Corequisite: BOT XXXX Survey of Plant Diversity

<u>Course</u> <u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff.</u> <u>Term</u>
ZOO XXXXL	Survey of Animal Diversity Laboratory	1	1, 2,3,5,6	2003-1

Course Description

This laboratory course complements the lecture corequisite ZOO XXXX, which presents zoology as a scientific discipline, the theory of evolution according to natural selection, the basic principles of zoological nomenclature, taxonomy, and systematics, the basic understanding of the relationships of animals to other organisms and to one another, and our understanding of the nature, consequences, and outcome of the global biodiversity crisis. This laboratory course provides hands-on experience with the concepts covered in the lecture course.

Prerequisites: BSC 2010, BSC 2010L, CHM 1045, CHM 1045L

Corequisite: ZOO XXXX

UNANIMOUS APPROVAL

13. **SCHOOL OF EDUCATION**

Leslie Roberts introduced Pam Zelmer presented the Bachelor of Science in Secondary Science Education - Earth Sciences Concentration.

Bachelor of Science in Secondary Science Education - Earth Sciences Concentration

Program Description: The program prepares students to meet State of Florida Teacher Certification requirements for teaching careers in science education with specialization in Earth Sciences at the secondary education level.

The program curriculum includes several lower division courses in science, mathematics and education. The upper level curriculum includes additional chemistry courses, professional education courses, courses in methods in science education and internship.

This program provides the necessary professional knowledge and practical experience to successfully teach in public and private schools

Admission Requirements:

- Completed A.A. Degree
- Passing scores on all parts of the College Level Academic Skills Test (CLAST)
- Overall GPA of 2.5 and a minimum GPA of 2.5 in math and science classes

- Completion of program prerequisites
- Completed application for admission to a B.S. in Secondary Science Education with a concentration in Earth Sciences

Completion Requirements:

- Two years in high school or one year of college instruction (8 M-DCC credits) in a single foreign language
- Completion of a minimum of 30 of the last credits at M-DCC
- Completion of all required course-work
- Cumulative GPA of 2.5 for professional studies and content area courses
- Satisfactory completion of Student Teaching
- Demonstration of satisfactory performance at the preprofessional level on the Florida Educator Accomplished Practices
- Passing scores of all parts of the Florida Teacher Certification exam

Upper Division Sequence of Courses:

Junior year: First semester (13 credits)

EDF 3214	Human Development and Learning
TSL 4324	ESOL Strategies for Content Area Teachers
GLY 3880	Environmental Geology
GLY 3880L	Environmental Geology Lab
ISC 3012	History of Science

Junior year: Second semester (17 credits)

EDG 3410	Classroom Management
OCE 3014	Survey of Oceanography
OCE 3014L	Survey of Oceanography Lab
SCE 4362	Teaching and Learning Science
RED 3335	Reading in the Content Area

Science Elective (Students may choose any lecture & lab from upper level BCH, BSC, CHM, PHY class)

Senior year: First Semester (17 credits)

GLY 4045	Moons, Planets & Meteors
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Area Elective (Students may choose from any upper level GLY, AST, OCE or MET class)
Science Elective (Students may choose any lecture & lab from upper level BCH, BSC, CHM, PHY class)

SCE 4363	Methods of Teaching Science 2
MET 3700	General Meteorology
MET 3700L	General Meteorology Lab

Senior year: Second Semester (12 credits)

Second Semester: First 6 weeks (3 Credits)

EDF 4430	Measurement and Evaluation
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Second Semester: Last 10 Weeks (9 Credits)

SCE 4940	Student Teaching/Earth Science Internship
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New Courses

Course					Eff.
Abbr. No.	Course Title	Credits	Campus		Term
SCE 4362	Science Methods	3	1, 2,3,5,6		2003-1

Course Description

This course is designed to help the student gain the knowledge and skills necessary to become an effective teacher in the area of earth sciences. The student will develop a theoretical basis for science education, learn practical applications of the theory, become familiar with modern instructional methods and programs in science education, and develop effective methods of assessment for a variety of evaluation modes. Twenty hours (20) of field experience is required to successfully complete this course.

Prerequisites: EDF 3214

Course Abbr. No.	Course Title	Credits	Campus	Eff. Term
SCE 4363	Science Methods 2	3	1, 2,3,5,6	2003-1

Course Description

This course is designed to help the student gain the knowledge and skills necessary to become an effective teacher in the area of secondary and middle school science, including chemistry, physics, biology and earth sciences, with an emphasis on laboratory instruction. The student will develop more fully a theoretical basis for science education including the needs of exceptional students, learn practical applications of the theory, become familiar with modern instructional methods and programs in science education, and develop effective methods of assessment for a variety of evaluation modes. Twenty hours (20) of field experience is required to successfully complete this course.

Prerequisites: SCE 4362

Course Abbr. No.	Course Title	Credits	Campus	Eff. Term
GLY 3171	Geomorphology of the United States	3	1, 2,3,5,6	2003-1

Course Description

The course involves a study of the origin, evolution and description of landforms that comprise the geomorphic features of the United States. Specific competencies include the study of the major geological processes, agents that form and fashion land, the examination of present day landforms, and the concepts of land form evolution. The course will include the examination of the physiographic provinces of the United States, such as the Appalachian highlands, the Rocky Mountains, Alaska and the Hawaiian Islands.

Prerequisites: GLY 1010, GLY 1100

Course Abbr. No.	Course Title	Credits	Campus	Eff. Term
GLY 3880	Environmental Geology	3	1, 2,3,5,6	2003-1

Course Description

A study of the application of geology to the interactions between people and their physical environment. Earth materials and processes are presented in reference to hazards and concerns that are created naturally and/or by human activities. The role of humans as geologic agents, resource conservation, ecosystem management, and the problems that result from upsetting the established equilibria of geologic systems are illustrated.

Prerequisite: GLY 1010

Corequisite: GLY 3880L

Course Abbr. No.	Course Title	Credits	Campus	Eff. Term
GLY 3880L	Environmental Geology Laboratory	1	1, 2, 3, 5, 6	2003-1

Course Description

A laboratory course designed to accompany GLY 3880 in the study of the major concepts and principles in Environmental Geology. It is designed for students enrolled in the baccalaureate Degree program in Science Education with a major in Earth Science.

Corequisite: GLY 3880

Course Abbr. No.	Course Title	Credits	Campus	Eff. Term
GLY 4045	Moons, Planets & Meteors: An Introduction to Planetary Science	3	1, 2,3,5,6	2003-1

Course Description

An upper level course that explores both modern and historical views on the origins of meteorites, the moon, the planets and other bodies of the solar system. The importance of space science as a tool in the study of earth science and the importance of earth science as a tool in the exploration of the universe is discussed.

Prerequisites: GLY 1010, GLY 1100

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
MET 3700	General Meteorology	3	1, 2,3,5,6	2003-1

Course Description

This course will provide students with the knowledge of atmospheric structure and composition; weather phenomena and systems; the physics of atmospheric processes; global climate, and climate change.

Prerequisite: MET 1010, PHY 2048 or PHY 2053, CHM 1045

Corequisite: MET 3700L

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
MET 3700L	General Meteorology Lab	1	1, 2,3,5,6	2003-1

Course Description

The meteorology lab is a separate 1 credit course designed to be taken in conjunction with a meteorology lecture. Experiments performed each week are chosen to correspond with the material being studied in the lecture.

Corequisites: MET 3700

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
OCE 3014	Survey of Oceanography	3	1, 2,3,5,6	2003-1

Course Description

The ocean origin, physical properties, salinity, temperature, sound, radiative properties, heat budget and climatic controls, tides, wind-driven motion, monsoon circulation, el Nino phenomenon, subsurface water masses, oceanic circulation and paleoclimates.

Prerequisites: GLY 1010, OCE 1001

Corequisites: OCE 3014L

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
OCE 3014L	Survey of Oceanography Laboratory	1	1, 2,3,5,6	2003-1

Course Description

A laboratory course designed to give students hands-on knowledge of specific concepts discussed in OCE 3014.

Prerequisites: GLY 1010L

Corequisites: OCE 3014

UNANIMOUS APPROVAL

14. **SCHOOL OF EDUCATION**

Howard Eliason presented the Bachelor of Science in Exceptional Student Education, and Cynthia Schuemann presented the TESOL curriculum.

Bachelor of Science in Exceptional Student Education

Program Description: The Bachelor of Science degree in Exceptional Student Education provides course preparation for a general education background with a concentration in the field of exceptional student education. This program will prepare teachers of students with disabilities and will provide course requirements necessary for Florida teacher certification in this field. Supervised fieldwork hours will be a major emphasis of the program.

Admission Requirements:

- Completed A.A. Degree
- Passing scores on all parts of the College Level Academic Skills Test (CLAST)
- Overall GPA of 2.5
- Completion of program prerequisites
- Completed application for admission to B.S. in Exceptional Student Education

Completion Requirements:

- Two years in high school or one year of college instruction (8 M-DCC credits) in a single foreign language
- Completion of a minimum of the last 30 credits at M-DCC
- Completion of all required course work
- Cumulative GPA of 2.5 for professional studies and content area courses
- Satisfactory completion of Student Teaching requirements
- Demonstration of satisfactory performance at the preprofessional level on the Florida Educator Accomplished Practices
- Passing scores of all parts of the Florida Teacher Certification exam.

Upper Division of Sequence of Courses:

Junior year: First semester (15 Credits)

EDF 3214	Human Development & Learning
EEX 3010	Nature and Needs of Exceptional Students K-12
RED 3309	Early and Emergent Literacy
TSL 370	Cultural Dimensions of ESOL
RED 4XXX	Literacy Development K-12

Junior year: Second semester (12 Credits)

EDE 4XXXX	Integrated Language Arts and Social Sciences
EDG 3410	Classroom Management & Communication K-12
TSL 37XX	ESOL Second Language Acquisition
TSL 4XXX	ESOL Assessment

Junior year: Summer semester A (9 Credits)

EDE 4304	Integrated Mathematics & Science
TSL 43XX	ESOL Curriculum
TSL 4XXX	ESOL Methods

Junior year: Summer semester B (6 Credits)

EDF 4430	Measurement, Evaluation, and Assessment in Education
EEX 4XXX	Integrating Assistive Technology

Senior year: First semester (12 Credits)

RED 4519	Diagnosis and Instructional Intervention in Reading
EEX 4604	Effective Behavioral Interventions and Practices in Exceptional Student Education
EEX 4261	Curriculum and Instructional strategies for Students with Disabilities (K-12)
EEX 4262	Curriculum and Instructional Strategies for Students with Disabilities (6-12)

Senior year: Second semester (12 Credits)

EEX 4940	Student Teaching/Exceptional Student Internship and Seminar K-5 Setting
EEX 4941	Student Teaching/Exceptional Student Internship and Seminar 6-12 Setting

NEW COURSES

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EDE 4XXX	Integrated Language Arts & Social Science	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides an overview of current methods of instruction in Language Arts and Social Sciences, with emphasis on the writing process, and strategies to make the curriculum accessible to diverse students including those with various disabilities and LEP students. Practical experience in curriculum, instruction, and assessment will be provided. Addresses Sunshine State Standards, Educator Accomplished Practices, and pedagogy pertinent to specific disciplines required for certification, and Council for Exceptional

Children's Content Standards for all beginning Special Education Teachers. Minimum 20 hours structured field experience required.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EDE 4304	Integrated Mathematics and Science	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides theoretical and practical frameworks for teaching math and science K-12, using approaches to accommodate learning needs of LEP students and students with various disabilities. Provides practical methods for integrating math and science concepts into other curriculum areas. Addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the disciplines required for certification, as well as the Council for Exceptional Children's Content Standards for all beginning Special Education Teachers. Minimum 20 hours structured field experience required.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 4261	Curriculum & Instructional Strategies For Students with Disabilities K-5	3	1, 2, 3, 5, 6	2002-3

Course Description

This course focuses on specialized methods for the creation of instructional curricula and appropriate pedagogic methods for students with disabilities in grades K-5. The development of curricula and the use of instructional approaches that correspond to the capabilities and styles of the various learners will be emphasized. This course meets the guidelines of the Educator Accomplished Practices, and incorporates The Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers. A minimum 20 hours of structured field experience required.
Prerequisites: EDF 3214, EEX 3010

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 3010	Nature & Needs of Exceptional Students K-12	3	1, 2, 3, 5, 6	2003-1

Course Description

This course is designed to familiarize the student with the etiology, terminology, categories, prevalence, behaviors, characteristics and pedagogical approaches of exceptional students, with the expectation that all students have learning strengths. Students will demonstrate Educator Accomplished Practices in this course. Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers is addressed. Minimum 20 hours structured field experience required.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 4262	Curriculum & Instructional Strategies For Students with Disabilities 6-12	3	1, 2, 3, 5, 6	2002-1

Course Description

This course focuses on specialized methods for the creation of instructional curricula and appropriate pedagogic methods for students with disabilities in grades 6-12. The development of curricula and the use of instructional approaches that correspond to the capabilities and styles of the various learners will be emphasized. This course meets the guidelines of the Educator Accomplished Practices, and incorporates The Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers. A minimum 20 hours of structured field experience required.
Prerequisites: EDF 3214, EEX 3010

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 4940	Student Teaching/Exceptional Student	6	1, 2, 3, 5, 6	2003-1

Course Description

The internship program provides students about to enter the field with direct experience in classrooms grades K-5 over a supervised extended period of the semester. This experience prepares the individual for their first position in the field along with continued attention to and application of discrete skills needed for State of Florida Teacher Certification. The Educator Accomplished Practices are incorporated as well as the Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers. There is a seminar component to this course and students are required to develop and maintain a portfolio.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 4941	Student Teaching/Exception Student Internship Grades 6-12	6	1, 2, 3, 5, 6	2003-1

Course Description

The internship program provides students about to enter the field with direct experience in classrooms grades 6-12 over a supervised extended period of the semester. This experience readies the individual for their first position in the field along with continued attention to and application of discrete skills need for State of Florida Teacher Certification. The Educator Accomplished Practices are incorporated as well as The Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers. There is a seminar component to this course and students are required to develop and maintain a portfolio.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 4604	Effective Behavioral Practices & Interventions in Exceptional Student Education	3	1, 2, 3, 5, 6	2003-1

Course Description

This course is designed to familiarize the students with the educational management of exceptional learners. Emphasis is on behavior practices and consultation skills leading to students managing their own behavior. Strategies to create and maintain safe, healthy environments for learning in exceptional and inclusive classrooms are presented. Students will demonstrate the Educator Accomplished Practices in this course. The Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers is addressed.

Prerequisite: EDF 3214, EEX 3010

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
EEX 4XXX	Integrating Assistive Technology	3	1, 2, 3, 5, 6	2003-1

Course Description

This course is designed to familiarize students with the use and adaptation of technology to meet the educational needs of learners with disabilities including severe physical and cognitive impairments. Familiarity with technological interventions applicable to specific disabilities will be gained through the use and adaptation of a variety of technologies. Students will demonstrate Educator Accomplished Practices in this course. The Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers is addressed.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
RED 4519	Diagnosis & Instructional Intervention in Reading	3	1, 2, 3, 5, 6	2003-1

Course Description

This course introduces formal and informal methods and materials used to identify reading strengths and weaknesses of students. Topics include assessments of all aspects of reading, including comprehension, word recognition, phonics, and cognitive strategies. The main emphasis is diagnosis of reading problems, administration of assessments, evaluation of results, and planning instructional interventions to remediate reading difficulties. Addresses Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers. A minimum of 20 hours of structured field experience is required.

Prerequisite: RED 3309.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
RED 3309	Early and Emergent Literacy	3	1, 2, 3, 5, 6	2003-1

Course Description

This writing intensive course is designed to familiarize students with early literacy development and conditions promoting total literacy from birth through lower elementary grades. All aspects of literacy learning are explored: reading, writing, listening, and speaking. Students are familiarized with theory and current research based approaches fostering early literacy. Minimum 20 hours observation/teaching reading in educational setting(s) required. Meets the guidelines of Sunshine State Standards and the Educator accomplished Practices and addresses the Council for Exceptional Children's Content Standards for All Beginning Special Education Teachers.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
RED 4XXX	Literacy Development K-12	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides an understanding of reading instruction through the elementary, middle school, and secondary school levels. It presents learning to read as a continuous process that impacts all academic success. Reading theories, methods, and practices as they relate to comprehension and other aspects of the reading process are introduced. An emphasis is placed on approaches that help students with delayed reading acquisition skills.

Prerequisite: RED 3309.

TESOL Curriculum

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
TSL 3707	Cultural Dimensions of ESOL	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides an overview of topics related to cross-cultural communication by introducing students to the cultures of different U.S. language groups with a focus on language groups found in Florida. Students develop an awareness and understanding of the complexities surrounding language, culture, and learning in order to meet the needs of linguistically and culturally diverse learners. Required for Florida Add-On ESOL Endorsement.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
TSL 3740	ESOL Second Language Acquisition	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides an introduction to the analysis and classroom application of linguistic theories in the field of second language acquisition for LEP (Limited English Proficient) students. Required for Florida Add-On ESOL Endorsement.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
TSL 4140	TESOL Curriculum and Materials	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides knowledge and application of TESOL theories, principles, and current research in the analysis, planning, design and evaluation of curriculum and materials appropriate for LEP (Limited English Proficient) students. Required for Florida Add-On ESOL Endorsement.

Prerequisite: TSL 3740

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
TSL 4324	ESOL Strategies for Content Area Teachers	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides students taking education courses in content area with strategies for analyzing, applying and adapting ESOL methods, curriculum, and assessment to enhance instruction for linguistically and culturally diverse students. Fulfills META requirements for content-area teachers with LEP (Limited-English Proficient) students - except primary language arts and ESE instructors. Minimum 20 hours of structured field experience required.

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
TSL 4340	TESOL Methods	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides knowledge and application of TESOL theories, principles, and current research in the understanding and use of instructional techniques and methodologies appropriate for teaching LEP (Limited English Proficient) students. Minimum 20 hours of structured field experience required.

Required for Florida Add-On ESOL Endorsement.

Prerequisite: TSL 3740

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
TSL 4440	TESOL Assessment	3	1, 2, 3, 5, 6	2003-1

Course Description

This course provides knowledge and application of TESOL theories, principles, and current research in the selection, development, and adaptation of assessment instruments/evaluation materials appropriate for LEP (Limited English Proficient) students, including study of standardized ESOL instruments. Minimum 20 structured hours or field experience required. Required for Florida Add-On ESOL Endorsement.

Prerequisites: TSL 3740, TSL 4340

27 in Favor ; 1 Abstained

BUSINESS ADMINISTRATION CURRICULUM

Ernesto Saborio introduced Charles Beavin who presented the Business Administration curriculum.

15. ADD NEW ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Business Administration AAS Degree (64 Credits)

<u>Major Course Requirements:</u>			<u>General Education Requirements</u>	
ACG 2021	3 Credits	ENC 1101	3 Credits	
ACG 2021L	1 Credit	SPC 1026	3 Credits	
ACG 2450	3 Credits	PHI 2604	3 Credits	
BUL 2241		PPE 1005	3 Credits	
Or	3 Credits	QMB 2100		
BUL 2130		Or	3 Credits	
CGS 1060	4 Credits	MTB 1003		
ECO 2013	3 Credits			
GEB 1011	3 Credits			
MAN 2021	3 Credits			
MAR 1011	3 Credits			
OST 2335	3 Credits			

* Electives: ACG, BAN, BRC, BUL, CGS, ECO, FIN, GEB, MAC, MAN, MAR, MKA, MNA, MTB, OST, PUR, QMB, REE, SMB, TAX

(1) Option

<u>International Business</u>		
FIN 2051	3 Credits	
GEB 2350	3 Credits	
MAN 2604	3 Credits	
MAR2156	3 Credits	
MNA 1537	3 Credits	
Electives	5 Credits	* SEE ABOVE

Computer Competency Requirement applies to this program.

(2) Option

<u>Management</u>	MAN 2300	3 Credits
	MNA 1345	3 Credits
	MNA 2120	3 Credits
	SBM 1000	3 Credits
	Electives	8 Credits *SEE ABOVE

Computer Competency Requirement applies to this program.

(3) Option

<u>Marketing</u>	MAR 2156	3 Credits
	MKA 1021	3 Credits
	MKA 1041	3 Credits
	MKA 1045	3 Credits
	PUR 20033	3 Credits
	Electives	5 Credits *SEE ABOVE

Computer Competency Requirement applies to this program

(4) Option

<u>Non-profit Management</u>	ACG 2500	3 Credits
	MAN 1023	3 Credits
	MAN 1949	
	Or	3 Credits
	GEB 2893	
	MAN 2300	3 Credits
	MAR 1053	3 Credits
	MAR 2340	3 Credits
	Electives	2 Credits *SEE ABOVE

Computer Competency Requirement applies to this program.

(5) Option

<u>Real Estate</u>	MKA 1021	3 Credits
	REE 2040	4 Credits
	REE 2270	3 Credits
	Electives	10 Credits *SEE ABOVE

Computer Competency Requirement applies to this program.

16. New Business Specialist College Credit Certificates

(#1 Specialization)

Accounting/Budgeting (12 Credits)

ACG 2021	3 Credits
ACG 2071	3 Credits
ACG 2450	3 Credits
TAX 2010	3 Credits

Computer Competency Requirement applies to this program.

(#2 Specialization)

Business/Management (12 Credits)

GEB 1011	3 Credits
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MAN 2021	3 Credits
MAN 2300	3 Credits
MNA 2120	3 Credits

Computer Competency Requirement applies to this program.

(#3 Specialization)

Customer Service (12 Credits)

GEB 1011	3 Credits
MAR 1011	3 Credits
MKA 1021	3 Credits
MKA 1045	3 Credits

Computer Competency Requirement applies to this program.

(#4 Specialization)

Finance (12 Credits)

ACG 2021	3 Credits
BAN 1004	3 Credits
FIN 2100	3 Credits
MTB 1103	3 Credits

Computer Competency Requirement applies to this program

(#5 Specialization)

Human Resources (12 Credits)

MAN 2021	3 Credits
MAN 2300	3 Credits
MNA 1345	3 Credits
MNA 2120	3 Credits

Computer Competency Requirement applies to this program.

(#6 Specialization)

International Business (12 Credits)

GEB 1011	3 Credits
GEB 2350	3 Credits
MAN 2604	3 Credits
MAR 2156	3 Credits

Computer Competency Requirement applies to this program.

(#7 Specialization)

Marketing (12 Credits)

GEB 1011	3 Credits
MAR 1011	3 Credits
MKA 1021	3 Credits
MKA 1045	3 Credits

Computer Competency Requirement applies to this program.

(#8 Specialization)

Non-profit Management (12 Credits)

GEB 1011	
Or	3 Credits
SBM 1000	

MAN 1023	3 Credits
MAR 1053	3 Credits
MKA 1045	3 Credits

Computer Competency Requirement applies to this program.

(#9 Specialization)

Real Estate (12 Credits)

MKA 1021	3 Credits
MTB 1103	3 Credits
REE2040	4 Credits
XXXX	2 Credits from ACG, BAN, BRC, BUL, CGS, ECO, FIN, GEB, MAC,

MAN, MAR, MKA, MNA, MTB, OST, PUR, QMB,
REE, SBM or TAX

Computer Competency Requirement applies to this program.

(#10 Specialization)

Retail (12 Credits)

GEB 1011	3 Credits
MAR 1011	3 Credits
MKA 1041	3 Credits
MTB 1103	3 Credits

Computer Competency Requirement applies to this program.

(#11 Specialization)

Small Business (12 Credits)

GEB 1011	3 Credits
MAN 2021	3 Credits
MTB 1103	3 Credits
SBM 1000	3 Credits

Computer Competency Requirement applies to this program.

17. **New Business Operations College Credit Certificates**

(#1 Specialization)

Accounting/Budgeting (18 Credits)

ACG 2021	3 Credits
ACG 2071	3 Credits
ACG 2450	3 Credits
MTB 1103	3 Credits
TAX 2000	3 Credits
TAX 2010	3 Credits

Computer Competency Requirement applies to this program.

(#2 Specialization)

Business/Management (18 Credits)

GEB 1011	3 Credits
MAN 2021	3 Credits
MAN 2300	3 Credits
MNA 1345	3 Credits
MNA 2120	3 Credits
SMB 1000	

Or

MAR 1011 3 Credits

Or

MTB 1103

Computer Competency Requirement applies to this program.

(#3 Specialization)

Customer Service (18 Credits)

GEB 1011 3 Credits

MAR 1011 3 Credits

MKA 1021 3 Credits

MKA 1045 3 Credits

MNA 2120 3 Credits

MTB 1103 3 Credits

Computer Competency Requirement applies to this program.

(#4 Specialization)

Finance (18 Credits)

ACG 2021 3 Credits

BAN 1004 3 Credits

FIN 2000 3 Credits

FIN 2010 3 Credits

FIN 2100 3 Credits

MTB 1103 3 Credits

Computer Competency Requirement applies to this program.

(#5 Specialization) 18 Credits

Human Resources

GEB 1011 3 Credits

MAN 2021 3 Credits

MAN 2300 3 Credits

MNA 1345 3 Credits

MNA 2120 3 Credits

MTB 1103 3 Credits

The Computer Competency Requirement applies to this program.

(#6 Specialization)

International Business (18 Credits)

ECO 2013 3 Credits

FIN 2051 3 Credits

GEB 1011 3 Credits

GEB 2350 3 Credits

MAN 2604 3 Credits

MAR 2156 3 Credits

Computer Competency Requirement applies to this program.

(#7 Specialization)

Marketing (18 Credits)

GEB 1011 3 Credits

MAR 1011 3 Credits

MKA 1021 3 Credits

MKA 1045 3 Credits

MKA 1511 3 Credits
MTB 1103 3 Credits

Computer Competency Requirement applies to this program.

(#8 Specialization)

Non-Profit Management (18 Credits)

GEB 1011
Or 3 Credits
SBM 1000
MAN 1023 3 Credits
MAN 2300 3 Credits
MAR 1053 3 Credits
MKA 1045 3 Credits
MNA 1345
Or 3 Credits
MAN 2604

Computer Competency Requirement applies to this program.

(#9 Specialization)

Real Estate (18 Credits)

MKA 1021 3 Credits
MTB 1103 3 Credits
REE 2040 4 Credits
REE 2270 3 Credits
SBM 1000 3 Credits
XXXX 2 Credits from ACG, BAN, BRC, BUL, CGS, ECO, FIN, GEB, MAC,
MAN, MAR, MKA, MNA, MTB, OST, PUR, QMB,
REE, SBM or TAX

Computer Competency Requirement applies to this program.

(#10 Specialization)

Retail (18 Credits)

GEB 1011 3 Credits
MAR 1011 3 Credits
MKA 1021 3 Credits
MKA 1041 3 Credits
MNA 2120 3 Credits
MTB 1103 3 Credits

Computer Competency Requirement applies to this program.

(#11 Specialization)

Small Business (18 Credits)

ACG 2021 3 Credits
GEB 1011 3 Credits
MAN 2021 3 Credits
MAR 1011 3 Credits
MTB 1103 3 Credits
SBM 1000 Credits

Computer Competency Requirement applies to this program.

18. **Change Existing Business Management College Credit Certificate**

The Business Management College Credit Certificate Program is the third in a series of three college credit certificate programs designed to prepare students for the positions of manager trainee, supervisor, or small business owner. It also provides supplemental training for persons previously or currently engaged in these activities. The program prepares individuals to become proficient in the planning, organizing, directing, and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises.

Major Course Requirements - 12 Credits Required

GEB 1011	Prin of Business	3	
MAN 2021	Prin of Management	3	
MTB 1103	Business Mathematics	3	
OST 2335	Business Writing 3		Prerequisite: OST 1330

Each area of specialization is a total of 24 credits (12 credits required and 12 credits from the area of specialization)

AREAS OF SPECIALIZATION - 12 Credits Required

(#1 Specialization)

Management

MAN 2300	Human Resource Mgt	3	
MNA 1345	Effective Supervision	3	
MNA 2120	Human Relations in Bus	3	

Select an additional 3 credits from the electives below.**

(#2 Specialization)

Small Business Management

ACG 2021*	Financial Accounting	3	Co-Req ACG 2021L
ACG 2021L	Financial Acct Lab	1	Co-Req ACG 2021
MAR 1011	Prin of Marketing	3	
SBM 1000	Small Business Mgt	3	

Select an additional 2 credits from the electives below.**

**ACT, BAN, BRC, BUL, CGS, ECO, FIN, GEB, MAC, MAN, MAR, MKA, MNA, MTB, OST, PUR, QMB, REE, SBM, TAX

Note: OST 1330 is a prerequisite for this program.

The Computer Competency Requirement applies to these specializations.

19. **Change Existing Accounting Applications College Credit Certificate**

The Accounting Applications College Credit Certificate program is designed to prepare students for employment as accounting clerks, data processing clerks, junior accounts, and assistant accounts or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares individuals in the principles, procedures and theories of organizing and maintaining business and financial records, and the preparation of accompanying financial report.

Major Course Requirements - 26 Credits Required

ACG 2021	Financial Accounting	3	Co-Req ACG 2021L
ACG 2021L	Financial Acct Lab	1	Co-Req ACG 2021
ACG 2071	Managerial Accounting	3	Pre-Req ACT 2011 or ACG 2021; Co-Req ACG 2071L
ACG 2071L	Managerial Acct Lab	1	Co-Req ACT 2071

ACG 2450	Microcomputers/ACG	3	Pre/Co-Req ACG 2001 or ACG 2021
GEB 1011	Principle of Business	3	
MTB 1103	Business Mathematics	3	
OST 2335	Business Writing	3	Pre-Req OST 1330
TAX 2000	Income Tax	3	
TAX 2010	Business Taxes & Returns	3	

Select an additional 1 credit from the electives below.**

**ACT, BAN, BRC, BUL, CGS, ECO, FIN, GEB, MAC, MAN, MAR, MKA, MNA, MTB, OST, PUR, QMB, REE, SBM, TAX

Note: OST 0330 is a prerequisite for this program.
Computer Competency Requirement applies.

20. Change Existing Marketing Operations College Credit Certificate

The Marketing Operations College Credit Certificate program is designed to prepare students for employment as advertising and display specialists, marketing, advertising, public relations manager, public relations specialists, or to provide supplemental training for persons previously or currently employed in these occupations.

Major Course Requirements - 15 Credits

GEB 1011	Prin of Business	3	
MAN 2021	Prin of Management	3	
MAR 1011	Prin of Marketing	3	
MTB 1103	Prin of Mathematics	3	
OST 2335	Business Writing	3	Prerequisite OST 1330

Electives - 9 Credits Required

MAR 2141	Export/Import Market	3	
MKA 1021	Fund of Selling	3	
MKA 1041	Principles/Retailing	3	
MKA 1045	Intro Customer Service	3	
MKA 1511	Prin./Ad & Copywriting	3	
MKA 1531	Ad Layout/Production	3	
PUR 2003	Public Relations	3	

Computer Competency Requirement Applies.

OST 1330 is a prerequisite for this program.

21. Change Existing Course OST 2335 - Business Writing

Special Fee: \$0
Add Special Fee: \$15

Change Course Description

Add to the course description: Prerequisite: OST 1330 (Business English)

ALL BUSINESS ADMINISTRATION CURRICULUMS

UNANIMOUS APPROVAL

OFFICE ADMINISTRATION CURRICULUM

Ernesto Saborio introduced Mary Rowe who presented the Office Administration curriculum.

22. Change Existing A.S. in Office Systems Technology

The Office Administration Associate in Science degree program is designed to train information processors and administrative professionals to meet the demands of the modern electronic office. Emphasis is placed on technology and related skills for office workers, such as document processing,

computer literacy and applications, business communication, and basic accounting principles. In addition, the program objectives are designed to help students develop the interpersonal and English communication skills needed by office professionals.

Major Course Requirements (32 Credits Required)

ACG 2001	Principles of Accounting 1	3	Co-Req ACG 2001L
And			
ACG 2001L	Principles of Accounting Lab 1	1	Co-Req ACG 2001
Or			
ACG 2021	Financial Accounting	3	Co-Req ACG 2021L
And			
ACG 2021L	Financial Acct Lab	1	Co-Req ACG 2021
CGS 1060	Intro/Micro Usage	4	
Or			
OST 2854C	Microcomputer for Office	4	
MNA 1345	Effective Supervision	3	
OST 1110	Keyboarding Application	3	Pre-Req OST 1100 or credit by exam;
			Co-Req OST 1110L
OST 1110L	Keyboard App Lab	1	Co-Req OST 1110
OST 1330	Business English	3	
OST 1702	Office Procedures 1	3	Co-/Pre-Req OST 1100 or credit by exam & OST 1330
OST 1741	Beg Word Processing	3	Co-Req OST 1741L
OST 1741L	Beg Word Processing Lab	1	Co-Req OST 1741
OST 2335	Business Writing	3	Pre-Req OST 1100 or credit by exam & OST 1741; Co-Req OST 2760L
OST 2760L	Adv Word Proc Lab	1	Co-Req OST 2760

(#1 Specialization)

Legal Office Specialization (16 Credits Required)

BUL 2241	Business Law 1	3	
OST 2431	Legal Office Procedures	3	Pre-Req OST 1110, OST 1702, & OST 2436
OST 2436	Court Proc & Law Terms	3	
OST 2602	Machine Transcript 2	3	Pre-Req OST 1110 & OST 1601
Electives	4 Credits to complete the Legal Office Specialization*		

Computer Competency Requirement applies.

(#2 Specialization)

Office Manage (16 Credits Required)

MAN 2021	Principles of Management	3	
Or			
MAN 2300	Human Resources Mgt	3	
MAN 2300	Human Resources Mgt	3	
OST 1601	Machine Transcription 1	3	Pre-Req OST 1100 or credit by exam & OST 1330
OST 2402	Office Procedures 2	3	Pre-Req OST 1110, OST 1702, & OST 1741
OST 2602	Machine Transcript 2	3	Pre-Req OST 1110 & OST 1601
Electives	4 Credits to complete the Office Management Specialization*		

Computer Competency Requirement applies.

(#3 Specialization)

Office Software Applications (16 Credits Required)

OST 1821	Desktop Publish Applications	3	Pre-Req OST 1741
Or			
CGS 1580	Desktop Publishing	4	
OST 2311	Spreadsheet App/Bus	3	Co-Req OST 2311L
And			
OST 2311L	Spreadsheet App Lab	1	Co-Req OST 2311
Or			
CGS 1511	Spreadsheet Application	4	
OST 2362	Database App/Bus	3	Pre-Req CGS 1060 or OST 2854C; Co-Req OST 2362L
And			
OST 2362L	Database App Lab	1	Co-Req OST 2362
Or			
CGS 1541	Database Application	4	
Electives	4 or 5 credits to complete Office Software Applications Specialization*		

* Electives - ACG, BUL, CGS, CTS, ECO, FIN, GEB, MAC, MAN, MAR, MKA, MNA, MTB, OST, PUR, QMB, SMB, TAX

General Education Requirements - 15 credits required

ENC 1101	English Composition 1	3	
SPC 1026	Fund of Speech Communication	3	
PHI 2604	Critical Thinking/Ethics	3	Pre-Req ENC 1101
PPE 1005	Psy of Personal Effectiveness	3	
BSC 1005	General Education Biology	3	
Or			
PSC 1515	Energy/Natural Environment	3	
Or			
QMB 2100	Basic Business Stats	3	Pre-Req acceptable score on the algebra placement test or equivalent; Co-Req QMB 2100L.

23. **New College Credit Certificate - Office Support College Credit Certificate**

The Office Support College Credit Certificate Program is the first in a series of three college credit certificate programs designed to prepare students for employment as administrative professionals in legal office, general office, or office software applications. The content of the program provides students with training in general or legal office procedures, telephone skills, records management procedures as well as the development of human relations and English skills. Basic skills in time management, Internet, and e-mailing are developed as well as word processing and document formatting skills. Employment preparation is for the entry-level positions such as legal office or general office assistant, legal or general office support clerk, legal or general office receptionist, information clerk, insurance processing clerk, customer service assistant, as well as software applications support clerk, data entry/specialist clerk, information clerk, or staff assistant. Supplemental training is also provided in this program for those previously or currently employed in these fields.

(#1 Option)

Legal Office (12 Credits)

OST 1330	3 Credits
OST 1702	3 Credits
OST 1741	3 Credits
OST 2436	3 Credits

Additional Requirement: Computer Competency

(#2 Option)

Office (12 Credits)

MNA 1345	3 Credits
OST 1330	3 Credits
OST 1702	3 Credits
OST 1741	3 Credits

Additional Requirement: Computer Competency

(#3 Option)

Office Software (12 Credits)

OST 1110	3 Credits
OST 1330	3 Credits
OST 1702	3 Credits
OST 1741	3 Credits

24. **New College Credit Certificate - Office Specialist College Credit Certificate**

The Office Specialist College Credit Certificate Program is the second in a series of three college credit certificate programs designed to prepare students for employment as administrative professionals in legal office, general office, or office software applications. The content of the program develops competency in word processing document formatting skills, machine transcription, grammatical and vocabulary skills as well as emphasizes a general knowledge of office procedures, human relations, and administrative skills. Employment preparation is for mid-level positions such as junior legal or executive secretary, legal or secretarial office assistant, legal or general office support specialist, legal proofreader, administrative support specialist, data control/specialist clerk, office systems specialist, or assistant office supervisor. Supplemental training is also provided in this program for those previously or currently employed in these fields.

(#1 Option)

Legal Option (18 Credits)

OST 1110	3 Credits
OST 1330	3 Credits
OST 1601	3 Credits
OST 1702	3 Credits
OST 1741	3 Credits
OST 2436	3 Credits

Additional Requirement: Computer Competency

(#2 Option)

Office (18 Credits)

MNA 1345	3 Credits
OST 1110	3 Credits
OST 1330	3 Credits
OST 1601	3 Credits
OST 1702	3 Credits
OST 1741	3 Credits

Additional Requirement: Computer Competency

(#3 Option)

Office Software Applications (18 Credits)

OST 1110	3 Credits
OST 1110L	1 Credit
OST 1330	3 Credits
OST 1702	3 Credits
OST 2311	
And	
OST 2311L	3 Credits
Or	
CGS 1511	
OST 2760	3 Credits
OST 2760L	1 Credit

Additional Requirement: Computer Competency

25. **CHANGE EXISTING COLLEGE CREDIT CERTIFICATE OFFICE SYSTEMS SPECIALIST**
New Program Title - Office Management

The Office Management College Credit Certificate Program is the third in a series of three college credit certificate programs designed to prepare students for employment as administrative professionals in legal office, general office, or office software applications. The legal office option is designed to prepare students for employment as a legal office manager, legal supervisor, senior legal secretary, legal transcriptionist, litigation secretary, or to provide supplemental training for those previously or currently employed in these fields. The office option is designed to prepare students for assistant, assistant/supervisor, executive administrative assistant, jr., executive assistant, junior administrative assistant, secretary-administrative assistant, office coordinator, office manager, and office supervisor. The office software applications option is designed to prepare students for employment as administrative coordinator, customer service supervisor, software applications specialist, digital publisher, document manager, executive administrative assistant, jr., operations analyst, payroll specialist, personal assistant, project administrator/coordinator, proofreader, or to provide supplemental training for persons previously or currently employed in these occupations. The program content for each of the three options emphasizes the skills and competencies needed to perform at management level in these specialization areas.

(#1 New Option)

Legal Office

ACG 2001	3 Credits
And	
ACG 2001L	1 Credit
Or	
ACG 2021	3 Credits
And	
ACG 2021L	1 Credit
OST 1110	3 Credits
OST 1110L	1 Credit
OST 1330	3 Credits
OST 1741	3 Credits
OST 1741L	1 Credit
OST 2431	3 Credits
OST 2436	3 Credits
OST 2602	3 Credits

Additional Requirement: Computer Competency

(#2 New Option)

Office

MAN 2021	3 Credits
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Or	
MAN 2300	
MNA 1345	3 Credits
OST 1110	3 Credits
OST 1110L	1 Credit
OST 1601	3 Credits
OST 1741	3 Credits
OST 1741L	1 Credit
OST 1841	1 Credit
Or	
OST 2828	
Or	
OST 2930	
OST 2402	3 Credits
OST 2602	3 Credits

Additional Requirement: Computer Competency

(#3 New Option)

Office Software Applications

ACG 2001	3 Credits
And	
ACG 2001L	1 Credit
Or	
ACG 2021	3 Credits
And	
ACG 2021L	1 Credit
OST 1110	3 Credits
OST 1110L	1 Credit
OST 1702	3 Credits
OST 1821	3 Credits
And	
OST 2930	1Credit
Or	
CGS 1580	4 Credits
OST 2311	3 Credits
And	
OST 2311L	1 Credit
Or	
CGS 1511	4 Credits
OST 2362	3 Credits
And	
OST 2362L	1 Credit
Or	
CGS 1541	4 Credits
OST 2760	3 Credits
OST 2760L	1 Credit

Additional Requirement: Computer Competency

26. **Change Existing Court Reporting Technology Associate in Science**

(73 Credits - Remains the Same)

Delete:	OST 2232	3 Credits	Major Course Requirement
Add:	OST 1702	3 Credits	Major Course Requirement

BSC 1005	3 Credits	General Ed. Requirement
Or		
PSC 1515	3 Credits	
Or		
(QMB 2100)	3 Credits	

27. **Delete Courses**

OST 1052	Intro/Office Careers	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1191	Person Use/Keyboard/Ty	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1211	Shorthand 1	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1211L	Shorthand 1 Lab	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1212	Shorthand 2	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1212L	Shorthand 2 Lab	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1355	Intro Records/Info Mg	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1361	Intro to Dbase	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1714	Word Processing	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1742	Word Process App	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1742L	Word Process App	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 1743	Intro Word Process	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2120	Docum/Fmtng Typwrt 3	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2120L	Docum/Frmtg/Type 3 Lab	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2213	Shorthand 3	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2213L	Shorthand 3 Lab	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		

OST 2232	Com Aided Tran Cat 2	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2301	Secretarial Accounting	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2346	Office Simula & Sys	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2356	Spec Fun Rec/Inf Mgt	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2357	Sys/Func In Rec. Mgt	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2359	Topcs in Rec/Inf Mgt	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2501	Org/Adm Elect Office	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2723	Spec Appl/Word Proce	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2791	Com/Ele Office Envir	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2822	Adv Desktop Pub	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2826	Desktop Pres Graphic	Eff. Term 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		
OST 2920	Co-op Wrk Exp2: Off	Eff. 2004-1
Obsolete in Office Administration Curriculum effective 2003-1		

28. **Change Existing Course**

Change Title: OST 1100 - Keyboarding/Typewriter 1
To: Beginning Keyboarding

Course Description

This course emphasizes techniques and skills in keyboarding and introduces how to format business papers such as letters, manuscripts and tabulated material. 3 Credits
Corequisite: OST 1100L

Add Special Fee: \$15.00 Eff. Term 2003-1

Change Title: OST 1100 L - Keyboarding/Typewriter 1 Lab
To: Beginning Keyboarding Lab

Course Description

This one-credit keyboarding lab will enable students to practice speed and accuracy drills and to complete class problem assignments given in the Beginning Keyboarding class. 1 Credit
Corequisite: OST 1100

Add Special Fee: \$30.00 Eff. Term 2003-1

Change Title: OST 1108 - Keybd/Ty/Skill/Bldg
To: Keyboarding Skillbuilding

Course Description

This course emphasizes building speed and accuracy in keyboarding, using proper techniques. Students will pretest, identify individual weaknesses, practice the prescribed drills, develop rhythmic typing skills through the use of tapes, post-test, and compare improvement in accuracy and/or speed. 2 Credits

Prerequisite: OST 1100 or knowledge of the keyboard

Add Special Fee: \$20.00

Eff. Term 2003-1

Change Title: OST 1110 - Documt/Formatng Typ 2
To: Keyboarding Application

Course Description

This course emphasizes keyboarding speed and accuracy and provides training in the keying and formatting of business correspondence, including letters, memorandums, reports, tables with special features, and miscellaneous documents such as itineraries, news releases, and agendas. 3 Credits

Prerequisite: OST 1100 or credit by examination.

Corequisite: OST 1110L

Add Special Fee: \$15.00

Eff. Term 2003-1

Change Title: OST 1110L - Docu Frmtg/Type 2 Lab
To: Keyboarding Application Lab

Course Description

This one-credit keyboarding lab will enable students to develop keyboarding/formatting production speed and accuracy. 1 Credit

Prerequisite: OST 1100 or credit by examination

Corequisites: OST 1110

Add Special Fee: \$30

Eff. Term 2003-1

OST 1141 Keyboarding for Computers

Course Description

This course emphasizes techniques and skills in keyboarding. 1 credit

Add Special Fee: \$15.00

Eff. Term 2003-1

OST 1330 Business English

Course Description

Business English covers the study of the principles and rules of punctuation, capitalization, spelling, and grammar. The course emphasizes the application of these principles to enable the student to use correct English and to develop good communication skills. 3 credits

Add Special fee: \$15.00

Eff. Term 2003-1

OST 1601 Machine Transcription 1

Course Description

This course provides an introduction to transcription from audio cassettes using transcribing equipment. Emphasis in this first-level transcription class is placed on simultaneously operating equipment and applying grammar, formatting, proofreading, and punctuation skills. Rough draft copies are prepared and proofread before final copies are produced. 3 credits

Prerequisites and Co-requisites: Students entering this course should have a typing skill of at least 30 words per minute or have successfully completed OST 1100, Beginning Keyboarding and should have

knowledge of a word processing software application. The student should also have completed OST 1330, Business English.
Add Special Fee: \$30.00 Eff. Term 2003-1

Change Title: OST 1700 - Intro/Word Processing
To: Word Processing/Office

Course Description

This entry-level 1 credit course will introduce basic functions of a word processing program currently on the market. This course covers basic functions and simple applications using the word processing program. 1 credit
Special Fee: \$15.00 Eff. Term 2003-1

Change Title: OST 1702 - Intro/Elect Office
To: Office Procedures 1

Course Description

This course introduces students to careers in office technology and emphasizes various ways information is electronically processed in today's office environment. Special emphasis is placed on units in career information, business telephone usage, filing, and human relations skills needed to be successful as an office worker. 3 credits
Corequisites: OST 1100, OST 1100L, and OST 1330

Add Special Fee: \$30.00 Eff. Term 2003-1

OST 1741 Beginning Word Processing

Course Description

In this course the student will be learning basic functions using a popular word processing program currently on the market. This course covers theory and definitions of word processing, basic functions, and simple applications using the word processing program. In addition, this course covers the basic functions and information about Microsoft Windows, the disk operating system. The student will also be required to complete lab assignments. 3 credits
Corequisite: OST 1741L
Add Special Fee: \$15.00 Eff. Term 2003-1

OST 1741L Beginning Word Processing Lab

Course Description

Add the Co-Requisite OST 1741

This course is a corequisite to the Beginning Word Processing course. In this course the student will be applying basic functions using a popular word processing program currently on the market. This course covers theory and definitions of word processing, basic functions, and simple applications using the word processing program. In addition, this course covers the basic functions and information about Microsoft Windows, the disk operating system. 1 credit
Corequisite: OST 1741
Add Special Fee: \$30. Eff. Term 2003-1

Change Title: OST 1821 - Intro to Desktop Pub
To: Desktop Publishing Applications

Course Description

Teaches how to use a desktop publishing software program on a microcomputer system with a mouse. Students will learn how to design different types of publications to include text and graphics for newsletters, flyers, posters, brochures, and booklets or for any other publishing need. No prior design or publishing experience is required. A.S. degree credit only. 3 credits
Course Fee: Change from \$15.00 to \$30. Eff. Term 2003-1

Prerequisite: OST 1741

Change Title: OST 1851 - Intro to Spreadsheet
To: Spreadsheets for the Office

Course Description

This entry-level 1-credit class emphasizes an introduction to the use of a spreadsheet for microcomputers. The class will provide an understanding of what a spreadsheet is, how it works, and its applications in business will be introduced. Classes are conducted in a laboratory environment where a microcomputer is available for each student. The content of this class will continually change to keep pace with current technology. 1 credit

Add Special Fee: \$15.00

Eff. Term 2003-1

OST 1931 Workshop

Course Description

This one-credit workshop offers students in the Office Administration program the opportunity to learn the concepts, terminology, and basic functions of an office software program. 1 credit

Add Special Fee: \$30.00

Eff. Term 2003-1

OST 2221 Machine Shorthand 1

Course Description

This is the beginning course in machine shorthand. This course emphasizes learning to write the Phoenix theory on the shorthand machine as well as the ability to read rapidly from shorthand notes. The student will be required to write vocabulary words on the shorthand machine and then transcribe them into correct English. Good skills in grammar and spelling are necessary for success in this course. 4 credits.

Prerequisite: OST 1100 or credit by exam.

Change Special from \$10.00 to \$30.00

Eff. Term 2003-1

OST 2222 Machine Shorthand 2

Course Description

This is a second course in machine shorthand. This course emphasizes reviewing the Phoenix theory on the shorthand machine as well as to continue to increase speed on the shorthand machine. The student will be required to take timed dictation on the shorthand machine and then transcribe on a keyboard utilizing all the skills of a good transcriptionist. Good skills in grammar and spelling are necessary for success in this course. 4 Credits

Prerequisite: OST 2221 (Machine Shorthand 1)

Special Fee: Change from \$10.00 to \$30.00.

Eff. Term 2003-1

OST 2223 Machine Shorthand 3

Course Description

This is the intermediate course in machine shorthand. This course emphasizes two-voice dictation, jury charge, and literary dictation. The student will be required to take timed dictation on the shorthand machine and then transcribe on a keyboard utilizing all the skills of a good transcriptionist. Good skills in grammar and spelling are necessary for success in this course. 3 credits

Prerequisite: OST 2222 (Machine Shorthand 2)

Students entering this course should have earned a minimum of a "C" grade in Machine Shorthand 2 or the equivalent (passed dictation tests at 80 wpm for three minutes with 97 percent accuracy), should be able to type at least 35 words per minute, and should have good skills in grammar, spelling and punctuation. It is recommended that the student have completed or be enrolled in Keyboarding Applications and Word Processing.

Special Fee: Change from \$10.00 to \$30.00.

Eff. Term 2003-1

OST 2224 Machine Shorthand 4

Course Description

This is the fourth course in machine shorthand. This course emphasizes two-voice dictation, jury charge, and literary dictation. The student will be required to take timed dictation on the shorthand machine and then transcribe on a keyboard utilizing all the skills of a good transcriptionist. Good skills in grammar and spelling are necessary for success in this course. 3 credits

Prerequisite: OST 2223 (Machine Shorthand 3)

Students entering this course should have earned a minimum of a "C" grade in Machine Shorthand 3 or the equivalent (passed literary dictation at 100 wpm, jury charge dictation at 110 wpm, and testimony of 120 for three minutes with 97 percent accuracy), should be able to type at least 45 words per minutes, and should have good skills in grammar, spelling, and punctuation. At this time the student should have completed or be enrolled in Business Writing and Legal Dictation and Transcription.

Special Fee: Change from \$10.00 to \$30.00.

Eff. Term 2003-1

OST 2225 Machine Shorthand 5

Course Description

This is the fifth course in machine shorthand. This course emphasizes two-voice dictation, jury charge, and literary dictation. The student will be required to take timed dictation on the shorthand machine and then transcribe on a keyboard utilizing all the skills of a good transcriptionist. Good skills in grammar and spelling are necessary for success in this course. 3 credits

Prerequisite: OST 2224 (Machine Shorthand 4)

Students entering this course should have earned a minimum of a "C" grade in Machine Shorthand IV or the equivalent (passed literary dictation at 120 wpm, jury charge dictation at 140 wpm, and testimony dictation at 150 wpm for four minutes with 97 percent accuracy), should be able to type at least 45 words per minute, and should have good skills in grammar, spelling, and punctuation. At this time the student should have completed or be enrolled in Medical Dictation and Transcription.

Special Fee: Change from \$10.00 to \$30.00.

Eff. Term 2003-1

OST 2226 Machine Shorthand 6

Course Description

This is the final course in machine shorthand. This course emphasizes achieving the speeds on two-voice dictation, jury charge, and literary dictation for passing the Registered Professional Reporter exam given by the National Court Reporters Association as well as interning in the courts, and polishing the skills needed to become a successful court reporter. 3 credits

Prerequisite: OST 2225 (Machine Shorthand 5)

Students entering this course should have earned a minimum of a "C" grade in Machine Shorthand V or the equivalent (passed literary dictation at 150 wpm, jury charge dictation at 170 wpm, and testimony dictation at 180 wpm for five minutes with 97 percent accuracy), should be able to type at least 45 words per minute, and should have good skills in grammar, spelling, and punctuation. At this time the student should have completed Medical Dictation and Transcription, Legal Dictation and Transcription, and Court Procedures and Law Terms.

Special Fee: Change from \$10.00 to \$30.00

Eff. Term 2003-1

Title Change: OST 2231 Com Aided Tran Cat 1
To: Computer Aided Transcription

Course Description

Computer Aided Transcription (CAT) teaches the students the correct techniques to use and procedures to follow when using computer aided transcription hardware and software similar to most computer courses. Students will be given dictation to be written on a stenotype keyboard. The students will prepare transcripts utilizing a computer aided transcription system where a machine shorthand theory will be input, translated, edited, and output. Students will be evaluated on the number of transcripts completed, the quality of transcripts, and attendance. 3 credits

Prerequisite: OST 2221

Special Fee: Change from \$10.00 to \$30.00

Eff. Term 2003-1

a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. The lab emphasizes the use and practice of a spreadsheet for microcomputers. 3 credits
Corequisite: OST 2311L
Special Fee: \$15.00

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
OST 2311L	Spreadsheet App Lab	1	1, 2, 3, 5, 6	2002-3

Course Description

Emphasis is on the use and practices of utilizing spreadsheets in a business environment. This course is designed to provide training in concepts, features, and commands of a spreadsheet for business and office administration applications. This includes designing and creating worksheets, formatting worksheets, analyzing worksheet data, and working with workbooks.

Corequisite: OST 2311
Prerequisite: CGS 1060 or OST 2854C
Special Fee \$30.00

Change Title: OST 2362 - Database Management
To: Database Applications for Business

Course Description

This is a comprehensive course in the use of a database for microcomputers. This course is designed to provide training on concepts, features, and commands of a database for business and office administration applications. Classes are conducted in a hands-on lecture/laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. The lab emphasizes the use and practice of a database for microcomputers. 3 credits

Corequisite: OST 2362L
Add Special Fee: \$15.00

Eff. Term 2003-1

ADD A NEW COURSES

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
OST 2362L	Database Applications for Business Lab	1	1, 2, 3, 5, 6	2003-1

Course Description

Emphasis is on providing practice in applying concepts, features and commands of a database for business and office administration applications. This course is designed to assist the student to create a customized database, modify the structure of an existing database, retrieve information from a database, and integrate database applications with other applications.

Corequisite: OST 2362
Special Fee \$30.00

<u>Course</u>				<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Term</u>
OST 2828	Presentation Software for the Office	1	1, 2, 3, 5, 6	2003-1

Course Description

The hands-on, one credit class is designed to provide students with an introductory experience on the use of presentation graphic software for office and business applications. This class covers basic presentation software concepts, features, and functions. Classes are conducted in a laboratory environment where a microcomputer is available for each student. The content of this class will continually change to keep pace with current technology.

Special Fee \$15.00

<u>Course</u>					<u>Eff.</u>
<u>Abbr. No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>		<u>Term</u>
OST 2854C	Microcomputers for the Office	4	1, 2, 3, 5, 6		2003-1

Course Description

This hands-on, four-credit course is designed to present the first-time computer user the features of a microcomputer, how it works, and how to select a microcomputer to best fit individual needs. Students can acquire an increased awareness of the operating systems and major features of popular applications. This course offers an introduction to the fundamentals of microcomputers and specialized software used for office and business applications, including word processing, database, spreadsheets, operating systems and presentation software. Classes are conducted in a hands-on lecture laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology.
Special Fee: \$40.00

ALL OFFICE ADMINISTRATION CURRICULUMS
UNANIMOUS APPROVAL

30. **Announcements**
No announcements.

31. **The meeting was adjourned at 4:30 P.M.**

College-wide CASSC Schedule for 2003/2004

September 9, 2003	1:30 P.M.	Room 2106	Wolfson Campus
October 14, 2003	1:30 P.M.	Room 2106	Wolfson Campus
November 11, 2003	1:30 P.M.	Room 2106	Wolfson Campus
December 9, 2003	1:30 P.M.	Room 2106	Wolfson Campus
January 20, 2004	1:30 P.M.	Room 2106	Wolfson Campus
February 10, 2004	1:30 P.M.	Room 2106	Wolfson Campus
March 9, 2004	1:30 P.M.	Room 2106	Wolfson Campus
April 13, 2004	1:30 P.M.	Room 2106	Wolfson Campus
May 18, 2004	1:30 P.M.	Room 2106	Wolfson Campus
June 8, 2004	1:30 P.M.	Room 2106	Wolfson Campus
No Meeting in July or August			

Web Information for College-wide CASSC and Curriculum forms

- (1) M-DCC Home Page
- (2) Click on Employees
- (3) Under the Employees Menu, Departments & Organizations - the First Bullet is CASSC
- (4) Click on CASSC
- (5) On the Left Side of the Page is "QUICK LINKS"
- (6) Click on Curriculum Forms