CHAIR: David Brubeck

MEMBERS PRESENT: Juan Abascal    Charles Beavin
               Dana Crawford    Ian Cobham
               Oscar DeArmas    Shirly Ferguson
               Armando Ferrer    Rosemary Green
               Michael Guttman    Malou Harrison
               Robert Hatch    Karen Hays
               Harry Hoffman    Winnie Huang
               Susan Kah    Peter Kuentzel
               Anna Leggett    Josefina Llarena
               Sean Madison    Connie Miller
               Lourdes Oroza    Lourdes Perez
               Madeline Pumariaga    Leslie Roberts
               Herbert Robinson    Nidia Romer
               Milagros Stoff    James Sullivan
               Lorraine Hahn substitute for Madeline Pumariaga
               Sol Maury substitute for Armando Ferrer
               MaryAnn Miller substitute for Juan Abascal
               Linda Washington substitute for Susan Kah

MEMBERS ABSENT: Holly Anderson    Annmarie Masi
                  Roberto Hernandez    Emily Sendin
                  Maria Jofre    Theresa Roberts
                  Ken Lee    Zasha Sanchez
                  Kaiyang Liang    Cleveland Taylor

RESOURCE: Gabriela Buitron

GUEST: Robert Calabrese    Nelson Pena
       Janice Gordillo    Silvio Rodriguez
       Michael Kaldor    Richard White
       William Kornegay

PRESENTER: Rene Barrientos    Jorge Obeso
           Charles Beavin    Donald Orr
           Pat Bibby    Mary Roe
           Howard Eliason    Ernesto Saborio
           Lourdes Espana    Cynthia Schuemann
           Jeffrey Lukenbill    Linda Washington
           Barbara McElroy    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 MDCC 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 Grant 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 0002</td>
<td>2003-1</td>
<td>College Preparatory Arithmetic</td>
<td>4</td>
<td>1, 2, 3, 5, 6</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 0024</td>
<td>2003-1</td>
<td>College Preparatory Algebra</td>
<td>4</td>
<td>1, 2, 3, 5, 6</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1033</td>
<td>2003-1</td>
<td>Intermediate Algebra</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td></td>
</tr>
</tbody>
</table>

**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.
College-Wide CASSC  
June 10, 2003

**MAC 1105 College Algebra**  
**Credits:** 3  
**Eff.:** 1, 2, 3, 5, 6  
**Term:** 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**


**INTRODUCTION TO HEALTH CARE**

**Change Credits (Decrease)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 0001</td>
<td>Introduction to Health Care</td>
<td>3</td>
<td>1, 2, 3, 4, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**Change to:** 2.5

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

**UNANIMOUS APPROVAL**


**BIOLOGY CURRICULUM**

**Add New Course**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC XXXX</td>
<td>Social Issues in Biology</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1005</td>
<td>General Education Biology</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

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

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.

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

Add New Courses

<table>
<thead>
<tr>
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<th>Term</th>
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</thead>
<tbody>
<tr>
<td>BOT 2153C</td>
<td>Native Plant Community Installation &amp; Management</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

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

<table>
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<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 2150C</td>
<td></td>
<td>Native Plant Identification &amp; Usage in South FL</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
<td></td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
<th>Abbr. No.</th>
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<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 2835C</td>
<td></td>
<td>Computer-Aided Landscape Design 1</td>
<td>2</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
<td></td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
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<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 2837C</td>
<td></td>
<td>Computer-Aided Landscape Design 2</td>
<td>2</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
<td></td>
</tr>
</tbody>
</table>

*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


**School of Education Early Childhood Education**

**New Courses**

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

<table>
<thead>
<tr>
<th>Course</th>
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<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2407</td>
<td></td>
<td>Facilitating Social Development</td>
<td>3</td>
<td>1, 2, 3, 4, 6</td>
<td>2003-1</td>
<td></td>
</tr>
</tbody>
</table>

**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.
Course | Abbr. No. | Course Title | Credits | Campus | Term
--- | --- | --- | --- | --- | ---
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 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
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
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<th>Course Title</th>
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<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE 3330</td>
<td>Problem Solving in Secondary Mathematics</td>
<td>1</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
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<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE 3331</td>
<td>Teaching Secondary School Geometry</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Course
Abbr. No. Course Title Credits Campus Term
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.

Course
Abbr. No. Course Title Credits Campus Term
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.

Course
Abbr. No. Course Title Credits Campus Term
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.

Course
Abbr. No. Course Title Credits Campus Term
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.

Course
Abbr. No. Course Title Credits Campus Term
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.
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.

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

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.

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.

**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) Last 10 Weeks
SCE 4944 Student Teaching/Internship (9 Credits)

Senior year: Second semester - Last 10 weeks
SCE 4944 Student Teaching/Internship

New Courses

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<tbody>
<tr>
<td>BCH 3023</td>
<td>1, 2, 3, 5, 6</td>
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</table>

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

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<tr>
<th>Course</th>
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<tr>
<td>BSC 4330</td>
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</table>

Course Description

BSC 4330 is an undergraduate course that introduces students to the principles of biotechnology. Students will learn about the history, applications, and ethical considerations of biotechnology. Prerequisite: BSC 1010

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

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<thead>
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<tbody>
<tr>
<td>ISC 3012 History of Science</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

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<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>PCB 3043 Fundamentals of Ecology</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
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</tbody>
</table>

**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.

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<th>Course Title</th>
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<tr>
<td>PCB X060 Principles of Genetics</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
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</table>

**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

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<tr>
<td>PCB X613 Evolution</td>
<td>3</td>
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</tbody>
</table>

**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

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<tr>
<td>ZOO XXXX Survey of Animal Diversity</td>
<td>3</td>
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</tr>
</tbody>
</table>

**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

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<th>Course</th>
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<tbody>
<tr>
<td>BOT XXXX</td>
<td>3</td>
<td>1, 2,3,5,6</td>
<td>2003-1</td>
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</tbody>
</table>

**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

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<tr>
<td>BOT XXXXL</td>
<td>1, 2,3,5,6</td>
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</table>

**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

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<tbody>
<tr>
<td>ZOO XXXXL</td>
<td>1</td>
<td>1, 2,3,5,6</td>
<td>2003-1</td>
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</table>

**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
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

Second Semester: Last 10 Weeks (9 Credits)
- SCE 4940 Student Teaching/Earth Science Internship

New Courses

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<th>Course</th>
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<tbody>
<tr>
<td>SCE 4362</td>
<td>Science Methods</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
</tr>
</tbody>
</table>

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 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 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 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 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 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

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<tr>
<th>Course Abbr. No.</th>
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</thead>
<tbody>
<tr>
<td>MET 3700</td>
<td>General Meteorology</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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

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<th>Course Abbr. No.</th>
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<th>Term</th>
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<tbody>
<tr>
<td>MET 3700L</td>
<td>General Meteorology Lab</td>
<td>1</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
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</table>

**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

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<tr>
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<tbody>
<tr>
<td>OCE 3014</td>
<td>Survey of Oceanography</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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

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<tr>
<td>OCE 3014L</td>
<td>Survey of Oceanography Laboratory</td>
<td>1</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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)
EDE 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

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<tbody>
<tr>
<td>EDE 4XXX</td>
<td>3</td>
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</table>

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.

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<td></td>
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<td>Integrated Mathematics and Science</td>
<td>3</td>
<td></td>
<td>2003-1</td>
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</tbody>
</table>

**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.

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<td>Curriculum &amp; Instructional Strategies For Students with Disabilities K-5</td>
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<td></td>
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</table>

**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 3010</td>
<td></td>
<td>1, 2, 3, 5, 6</td>
<td>Nature &amp; Needs of Exceptional Students K-12</td>
<td>3</td>
<td></td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
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<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
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<tbody>
<tr>
<td>EEX 4262</td>
<td></td>
<td>1, 2, 3, 5, 6</td>
<td>Curriculum &amp; Instructional Strategies For Students with Disabilities 6-12</td>
<td>3</td>
<td></td>
<td>2002-1</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course</th>
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<th>Term</th>
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</thead>
<tbody>
<tr>
<td>EEX 4940</td>
<td></td>
<td>1, 2, 3, 5, 6</td>
<td>Student Teaching/Exceptional Student</td>
<td>6</td>
<td></td>
<td>2003-1</td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 4941</td>
<td>Student Teaching/Exception Student Internship Grades 6-12</td>
<td>6</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 4604</td>
<td>Effective Behavioral Practices &amp; Interventions in Exceptional Student Education</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 4XXX</td>
<td>Integrating Assistive Technology</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Abbr. No.</th>
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<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED 4519</td>
<td>Diagnosis &amp; Instructional Intervention in Reading</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.
### Course

<table>
<thead>
<tr>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED 3309</td>
<td>Early and Emergent Literacy</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Abbr. No.</th>
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<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED 4XXX</td>
<td>Literacy Development K-12</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
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</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 3707</td>
<td>Cultural Dimensions of ESOL</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 3740</td>
<td>ESOL Second Language Acquisition</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 4140</td>
<td>TESOL Curriculum and Materials</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
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</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Abbr. No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>TSL 4324</td>
<td>ESOL Strategies for Content Area Teachers</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Eff.</th>
<th>Abbr. No.</th>
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<th>Credits</th>
<th>Campus</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 4340</td>
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<td>TESOL Methods</td>
<td></td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
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</tbody>
</table>

**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 structured hours or field experience required. Required for Florida Add-On ESOL Endorsement.

**Prerequisite:** TSL 3740

<table>
<thead>
<tr>
<th>Course</th>
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<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 4440</td>
<td></td>
<td>TESOL Assessment</td>
<td></td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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

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**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)**

**Major Course Requirements:**

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

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

(1) Option

**International Business**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2051</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2350</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2604</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2156</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1537</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>5       * SEE ABOVE</td>
</tr>
</tbody>
</table>
Computer Competency Requirement applies to this program.

(2) Option
Management
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
Marketing
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
Non-profit Management
ACG 2500 3 Credits
MAN 1023 3 Credits
MAN 1949 3 Credits
GEB 2893 3 Credits
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
Real Estate
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
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  3 Credits  

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 3 Credits  

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

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  3 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Prin of Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Prin of Management</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Writing 3</td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2300</td>
<td>Human Resource Mgt 3</td>
<td></td>
</tr>
<tr>
<td>MNA 1345</td>
<td>Effective Supervision 3</td>
<td></td>
</tr>
<tr>
<td>MNA 2120</td>
<td>Human Relations in Bus 3</td>
<td></td>
</tr>
</tbody>
</table>

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

(#2 Specialization)

**Small Business Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting 3 Co-Req ACG 2021L</td>
<td></td>
</tr>
<tr>
<td>ACG 2021L</td>
<td>Financial Acct Lab 1 Co-Req ACG 2021</td>
<td></td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Prin of Marketing 3</td>
<td></td>
</tr>
<tr>
<td>SBM 1000</td>
<td>Small Business Mgt 3</td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting 3 Co-Req ACG 2021L</td>
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</tr>
<tr>
<td>ACG 2021L</td>
<td>Financial Acct Lab 1 Co-Req ACG 2021</td>
<td></td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting 3 Pre-Req ACT 2011 or ACG 2021; Co-Req ACG 2071L</td>
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</tr>
<tr>
<td>ACG 2071L</td>
<td>Managerial Acct Lab 1 Co-Req ACT 2071</td>
<td></td>
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</tbody>
</table>
College-Wide CASSC  
June 10, 2003

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)**

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

(#1 Specialization)  
**Legal Office Specialization (16 Credits Required)**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law 1</td>
<td>3</td>
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<tr>
<td>OST 2431</td>
<td>Legal Office Procedures</td>
<td>3</td>
<td>Pre-Req OST 1110, OST 1702, &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OST 2436</td>
</tr>
<tr>
<td>OST 2436</td>
<td>Court Proc &amp; Law Terms</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 2602</td>
<td>Machine Transcript 2</td>
<td>3</td>
<td>Pre-Req OST 1110 &amp; OST 1601</td>
</tr>
</tbody>
</table>

Electives  
4 Credits to complete the Legal Office Specialization*

Computer Competency Requirement applies.

(#2 Specialization)  
**Office Management (16 Credits Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
<td></td>
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<tr>
<td>Or</td>
<td></td>
<td></td>
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<tr>
<td>MAN 2300</td>
<td>Human Resources Mgt</td>
<td>3</td>
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<tr>
<td>MAN 2300</td>
<td>Human Resources Mgt</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 1601</td>
<td>Machine Transcription 1</td>
<td>3</td>
<td>Pre-Req OST 1100 or credit by exam &amp; OST</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1330</td>
</tr>
<tr>
<td>OST 2402</td>
<td>Office Procedures 2</td>
<td>3</td>
<td>Pre-Req OST 1110, OST 1702, &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OST 1741</td>
</tr>
<tr>
<td>OST 2602</td>
<td>Machine Transcript 2</td>
<td>3</td>
<td>Pre-Req OST 1110 &amp; OST 1601</td>
</tr>
</tbody>
</table>

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  Pre-Req CGS 1060 or OST 2854C; Co-Req OST 2362L
And
OST 2362  Database App/Bus  3  Co-Req OST 2362L
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, date 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
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  1 Credit
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
27. **Delete Courses**

- **OST 1052**  Intro/Office Careers  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1191**  Person Use/Keyboard/Ty  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1211**  Shorthand 1  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1211L**  Shorthand 1 Lab  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1212**  Shorthand 2  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1212L**  Shorthand 2 Lab  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1355**  Intro Records/Info Mg  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1361**  Intro to Dbase  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1714**  Word Processing  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1742**  Word Process App  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1742L**  Word Process App  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 1743**  Intro Word Process  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 2120**  Docum/Fmtng Typwrt 3  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 2120L**  Docum/Frmtg/Type 3 Lab  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 2213**  Shorthand 3  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1

- **OST 2213L**  Shorthand 3 Lab  Eff. Term 2004-1
  Absolete in Office Administration Curriculum effective 2003-1
<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Effective Term</th>
</tr>
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<tr>
<td>OST 2232</td>
<td>Com Aided Tran Cat 2</td>
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<tr>
<td>OST 2301</td>
<td>Secretarial Accounting</td>
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<td>Obsolete in Office Administration Curriculum effective 2003-1</td>
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<td>OST 2346</td>
<td>Office Simula &amp; Sys</td>
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<td>OST 2356</td>
<td>Spec Fun Rec/Inf Mgt</td>
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<td>Sys/Func In Rec. Mgt</td>
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<td>Topcs in Rec/Inf Mgt</td>
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<td>Org/Adm Elect Office</td>
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<td>OST 2723</td>
<td>Spec Appl/Word Proce</td>
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<td>OST 2791</td>
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<td>2004-1</td>
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<td>OST 2822</td>
<td>Adv Desktop Pub</td>
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<td>OST 2826</td>
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</table>

28. **Change Existing Course**

**Change Title:**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Effective Term</th>
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</thead>
<tbody>
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<td>OST 1100</td>
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<td>2004-1</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Beginning Keyboarding</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Effective Term</th>
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<tbody>
<tr>
<td>OST 1100 L</td>
<td>Keyboarding/Typewriter 1 Lab</td>
<td>2003-1</td>
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</tr>
<tr>
<td>To:</td>
<td>Beginning Keyboarding Lab</td>
<td></td>
</tr>
</tbody>
</table>

**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

**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

**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: $30.00 Eff. Term 2003-1

**Change Title**: OST 1821 - Intro to Desktop Pub

**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
OST 2251  Legal Dictation & Transcription

**Course Description**
The purpose of this course is to develop the skills in spelling legal terms, taking dictation, and transcribing legal material.  
Add Special Fee: $30.00  
Prerequisite: OST 2602

OST 2256  Medical Dictation and Transcription

**Course Description**
The purpose of this course is to develop the skills in spelling medical terms, taking dictation, and transcribing medical material.  
Prerequisites: OST 2224 and HSC 2531

OST 2335  Business Writing

**Course Description**
This course emphasizes standard business communications and writing procedures used in business and office environments. These communication principles are designed to provide the student with the essential tools to improve communication skills and employ effective writing.  
Prerequisite: OST 1330

OST 2387  CPS Exam Prep 1

**Course Description**
This course is designed to prepare students for the Certified Professional Secretary examination where they will demonstrate knowledge of the concepts taught in economics, Management, Behavioral Science in Business and Business Law.  

OST 2402  Secretarial Procedures

**Course Description**
This course provides training in office procedures and operations, human relation skills, and advanced office techniques using simulations.  
Prerequisites: OST 1110, OST 1702 and OST 1741

OST 2431  Legal Office Procedures

**Course Description**
The Legal Office Procedures course will provide training in the procedures for preparing and processing legal documents and court papers. Students will perform legal office activities by applying correct legal terminology, following standard legal procedures for the functions of the court system, and employing techniques used in conducting legal research.  
Prerequisite: OST 1110, OST 1702, OST 2436

OST 2436  Court Procedures and Law Terms

**Course Description**
The course content includes information relating to the daily role of the legal office administrator and court reporter and the terminology used in the legal profession.
OST 2602  Machine Transcription 2  
**Course Description**
This course is the advanced level of transcription from audio cassettes using transcribing equipment. Emphasis in this second-level transcription class is placed on simultaneously operating equipment and applying grammar formatting, proofreading, and punctuation skills to specialized office documents. Rough draft copies are prepared and proofread before final copies are produced.  
3 credits
Prerequisites: OST 1110 and OST 1601
Add Special Fee: $30.00  
Eff. Term 2003-1

OST 2760  Advanced Word Processing  
**Course Description**
In this course the student will be learning advanced functions using a popular word processing program currently on the market. This course covers theory and definitions of word processing, advanced functions, and advanced applications using the Windows, the disk operating system. The student will also be required to complete lab assignments. 1 credits
Prerequisite: OST 1100, OST 1741
Corequisite: OST 2760L
Add Special Fee: $15.00  
Eff. Term 2003-1

OST 2760L  Advanced Word Processing Lab  
**Course Description**
This course is a corequisite to the Advanced Word Processing course, OST 2760. In this course the student will be applying the advanced functions taught in the OST 2760 course using a popular word processing program currently on the market. This course covers the application of theory and definitions of word processing, advanced functions, and advanced applications using Windows, the disk operating system. 3 credits
Prerequisite: OST 1100, OST 1741
Corequisite: OST 2760
Special Fee: $30.00 and stays $30.00  
Eff. Term 2003-1

**Change Title:** OST 2930 - Secretarial Lab  
**To:** Office Administration Lab  
**Course Description**
The one-credit lab is designed for students who need to complete work for any Office Administration course that does not normally require a lab course. This course gives students access to the computer lab rooms during preset lab hours. The students will be able to practice speed and accuracy drills, complete class problem assignments, complete computer software application problems, complete business English assignments, complete machine transcription assignments, complete business writing assignments, and complete office procedures assignments. 1 credit
Corequisite: Any OST course  
Eff. Term 2003-1

29. **Add New Courses**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Abbr. No</th>
<th>Course Title</th>
<th>Credits</th>
<th>Campus</th>
<th>Term</th>
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<tbody>
<tr>
<td>OST 2311</td>
<td>Spreadsheet App/Bus</td>
<td>3</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
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</tbody>
</table>

**Course Description**
The hands-on, 3 credit course emphasizes the use of a spreadsheet for microcomputers. This course is designed to provide concepts, features, and commands of a spreadsheet 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 spreadsheet for microcomputers.

Corequisite: OST 2311L

Special Fee: $15.00

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

**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

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**Change Title**

From: 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.

Corequisite: OST 2362L

Add Special Fee: $15.00

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**ADD A NEW COURSES**

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

**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

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<table>
<thead>
<tr>
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<th>Credits</th>
<th>Campus</th>
<th>Term</th>
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<tr>
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<td></td>
<td>OST 2828</td>
<td>Presentation Software for the Office</td>
<td>1</td>
<td>1, 2, 3, 5, 6</td>
<td>2003-1</td>
</tr>
</tbody>
</table>

**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
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

30. Announcements
No announcements.

31. The meeting was adjourned at 4:30 P.M.
## College-wide CASSC Schedule for 2003/2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9, 2003</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
</tr>
<tr>
<td>October 14, 2003</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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<tr>
<td>November 11, 2003</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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<td>December 9, 2003</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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<td>January 20, 2004</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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<td>February 10, 2004</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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<td>March 9, 2004</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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<td>April 13, 2004</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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<td>May 18, 2004</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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<tr>
<td>June 8, 2004</td>
<td>1:30 P.M.</td>
<td>Room 2106</td>
<td>Wolfson Campus</td>
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</table>

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