

Palm Beach State College  
Curriculum Committee Agenda (*Revised 11/16/11*)  
November 17, 2011

**FA** - Possible Financial Aid Action Warranted

**I. Approval of October 27, 2011 Minutes**

**Discussion:**

**Data sources consulted: Minutes**

**Action:**

**II. For Your Information**

**CCE/Avocational Course Dictionary Actions October 21<sup>th</sup> through November 10<sup>th</sup>**

<b>New Avocational and CCE Courses</b>	<b>Title</b>	<b>Clock Hours</b>
CWO0249	Create a Web Page Part 2	12
CWO0250	Build Dynamic Website Basic	18
CWO0251	Computer Business Basics for the Office	12
EMO0146	Heartsaver CPR AED Adult and Child	2.5
LGO0119	Arabic 2	24
LGO0120	English for Spanish Speakers – 2	12
LGO0121	Conversational English for Spanish Speakers: Ingles Al Espanol	24
LSO0156	Florida Certified Horticulture Professional Exam Prep	8

<b>Revised Avocational and CCE Courses</b>	<b>Title</b>	<b>Changes</b>
CWO0164	PowerPoint: Create	Change clock hours from 4 to 3; Change special fee from \$70 to \$50.
CWO0197	PowerPoint: Embellish	Change clock hours from 2 to 3; Change special fee from \$35 to \$50.
HEO0221	Child Development & Learning Mod 1	Change course title to <i>Child Development &amp; Learning: Meeting Children's Needs</i> .
HEO0223	Teaching & Learning Mod 1	Change course title to <i>Teaching &amp; Learning Environment: Developmentally Appropriate Practice</i> .
HEO0225	Assessment to Support Young Children, Mod 1	Change course title to <i>ODSA: Assessment – Observing Children</i> .
HEO0227	Building Family & Community Relations: Family Involvement	Change course title to <i>Building Family: Family Involvement</i> .
LGO0111	English for Spanish Speakers	Change course title to <i>English for Spanish Speakers – 1</i> ; Change clock hours from 30 to 12; Remove \$25 special fee.
POO0318	Interviewing Techniques for the Traffic Crash Investigator	Reactivate course; Change course title to <i>Interview Techniques for Traffic Crash Investigators</i> ; Change clock hours from 40 to 24.
TIO0557	LEED Green Building Basics for the Green Associate	Change clock hours from 8 to 12; Change special fee from \$140 to \$180; Change course description.

**Minutes Correction**

**9/22/11 Minutes IV. A.** The revisions to the BS in Nursing program course list had one more correction not listed in the minutes:

Palm Beach State College  
Curriculum Committee Agenda (*Revised 11/16/11*)  
November 17, 2011

Approved Bachelor of Science in Nursing	Updated Bachelor of Science in Nursing
<b>LOWER DIVISION REQUIREMENTS</b>	<b>LOWER DIVISION REQUIREMENTS</b>
GENERAL EDUCATION REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
ENC 1101 College Composition 1 3	ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3	ENC 1102 College Composition 2 3
SPC 1017 Fundamentals of Speech Communications 3	SPC 1017 Fundamentals of Speech Communications 3
Select two courses from AREA II (Humanities) 6	Select two courses from AREA II (Humanities) 6
AREA III (Math) MAC1105 or MGF1106 or MGF1107 3	AREA III (Math) MAC1105 or MGF1106 or MGF1107 3
AREA III (Math) STA2023 Statistics 3	AREA III (Math) STA2023 Statistics 3
BSC 2085 Anatomy & Physiology 1 3	BSC 2085 Anatomy & Physiology 1 3
MCB 2010 Microbiology 3	MCB 2010 Microbiology 3
PSY 2012 General Psychology 3	PSY 2012 General Psychology 3
Any course from AREA V (Social Science) (AMH/POS) 3	Any course from AREA V (Social Science) (AMH/POS) 3
Select one course from AREA VI (Language/Health) 3	Select one course from AREA VI (Language/Health) 3
Total General Education Requirements 36	Total General Education Requirements 36
CORE NURSING COURSES FROM A.S./A.A.S. DEGREE 30	CORE NURSING COURSES FROM A.S./A.A.S. DEGREE 30
LOWER DIVISION COMMON PREREQUISITE COURSES	LOWER DIVISION COMMON PREREQUISITE COURSES
BSC 2085L Anatomy & Physiology 1 Lab 1	BSC 2085L Anatomy & Physiology 1 Lab 1
BSC 2086 Anatomy & Physiology 2 3	BSC 2086 Anatomy & Physiology 2 3
BSC 2086L Anatomy & Physiology 2 Lab 1	BSC 2086L Anatomy & Physiology 2 Lab 1
CHM 1020 Principles of Chemistry 3	CHM 1020 Principles of Chemistry 3
DEP 2004 Human Growth & Development 3	DEP 2004 Human Growth & Development 3
HUN 1201 Elements of Nutrition 3	HUN 1201 Elements of Nutrition 3
MCB 20120L Microbiology Lab 1	MCB 20120L Microbiology Lab 1
AA Elective Course 3	AA Elective Course 3
Total Lower Division Common Prerequisite Courses 18	Total Lower Division Common Prerequisite Courses 18
Total Lower Division Credit Hours 84	Total Lower Division Credit Hours 84
<b>UPPER DIVISION REQUIREMENTS</b>	<b>UPPER DIVISION REQUIREMENTS</b>
COMMON CORE COURSES	COMMON CORE COURSES
Required for all concentration areas	Required for all concentration areas
NUR 3825 Nursing Role Transitional Perspective 3	NUR 3825 Nursing Role Transitional Perspective 3
NUR 3145 Pharmacology 3	NUR 3145 Pharmacology 3
-or-	-or-
NUR 4847 Critical Decision /Critical Thinking 3	NUR 4107 Nursing Perspectives/Global Trends 3
NUR 3125 Pathophysiology for Clinical Nursing Practice 3	NUR 3125 Pathophysiology for Clinical Nursing Practice 3
NUR 3119 Heritage of Nursing Concepts 3	NUR 3119 Heritage of Nursing Concepts 3
NUR 3164 Nursing Research & Informatics 3	NUR 3164 Nursing Research & Informatics 3
NUR 3069 Advanced Health Assessment 3	NUR 3069 Advanced Health Assessment 3
NUR 3678 Nursing Care of the Geriatric Patient And other Vulnerable Populations 3	NUR 3678 Nursing Care of the Geriatric Patient And other Vulnerable Populations 3
NUR 4107 Nursing Perspectives/Global Trends 3	NUR 4847 Critical Decisions and Critical Thinking 3
NUR 4827 Leadership and Management in Professional Nursing 3	NUR 4027 Nursing in a Multicultural Society 3
NUR 4636C Community Health Nursing 3	NUR 4827 Leadership and Management in Professional Nursing 3
NUR 4945C Nursing Capstone Experience 3	NUR 4636C Community Health Nursing 3
Total Upper Division Credit Hours 36	NUR 4945C Nursing Capstone Experience 3
TOTAL DEGREE CREDIT HOURS 120	Total Upper Division Credit Hours 36
	TOTAL DEGREE CREDIT HOURS 120

**VPAA Action**

*Prime Time Palm Beach County, a non-profit organization that serves afterschool programs and practitioners, completed a two-year pilot at Palm Beach State College that implemented a specialized youth development curriculum PBC Afterschool Educator Certificate Program (AEC) in Palm Beach County. The pilot was extremely successful graduating 234 students*

Palm Beach State College  
Curriculum Committee Agenda (Revised 11/16/11)  
November 17, 2011

with this certificate. The long term objective of this pilot was to integrate the specialized course content into the School Age Professional Certificate (SAPC) and eventually articulate this certificate for college credit toward the Human Services Youth Development AS.

The Human Services department has proposed an internal articulation agreement between the School Age Professional Certificate PSAV program (5373) and the Human Services-Youth Development AS Concentration (A378/2374). Students who complete the SAPC will be awarded 3 credits for HUS 1620 Principles and Best Practices in Afterschool Programs. A prior learning form was developed matching up the learning outcomes between the PSAV program and the AS credit course and program outcomes and submitted to the VPAA for approval. The articulation was approved effective January 2012.

### III. Old Business

#### A. Chemistry (Tabled at the April 28, 2011 Curriculum Committee Meeting)

<u>Revised Courses</u>	<b>Effective August 2012</b>
CHM 1020 Principles of Chemistry (Change course number to CHM 1032 and revise corequisite to “Recommended CHM 1032L. Revise course description.)	3
CHM 1020L Principles of Chemistry Lab (Change course number to CHM 1032L and revise corequisite To “Recommended CHM 1032L.)	1

**Justification:** The Chemistry Cluster originally plan to change the course number, description and learning outcomes of CHM 1020/L Principles of Chemistry to better reflect the intent of the course as chemistry for allied health students.

**4/28/11 Discussion:** Trineshia Sellars shared the cluster justification for changing the course number of CHM 1020/1020L Principles of Chemistry to CHM 1032/1032L to better reflect that this is a chemistry course for allied health students, the original intent of the course. This change would allow students easier articulation to the four year school, especially Nursing AS to BSN students, and would reflect what is offered across the state for allied health students in Chemistry. Trineshia also indicated that students were more successful in this course if they had MAT 1033 as a prereq rather than just placement scores. K. Gamble pointed out that it was possible that Statewide Course Numbering may not change the course number for CHM 1020/L if the description and outlines did not change enough to warrant the revision. C. Alexander and B. Herrington pointed out that the course content and number change of CHM 1020/L as recommended might constitute a substantive change for the AS in Nursing’s National League for Nursing (NLN) accreditation. This would be a major undertaking and would not allow Palm Beach State ASN student to articulate to four year programs until the change had been approved by NLN. K. Gamble also indicated the course number change of CHM 1020/L would then lead to an evaluation of this course and whether it would continue as a General Education course selection for Area 4 Natural Science since this course would not be a general course but rather for a specific group of students. E. Mueller added that this number change would further complicate the current problem of evaluating incoming transfer courses in Chemistry and what number to assign to them. This lead to a discussion on the lack of detail for evaluating incoming Chemistry courses and the need for additional meetings to discuss the accreditation, General Education and the evaluation issues.

The Curriculum Committee approved a motion to table action for CHM 1020/L. K. Gamble will arrange a meeting between the Chemistry Cluster, the Allied Heath AS programs and the Registrar’s office to discuss articulation and accrediting issues impacted by this change. She will also check with SCNS on the possible number assignment of the revised CHM 1020/L as well as with the General Education Committee on the GE status of the course with the revised description and learning outcomes.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

### IV. New Business

**Credits/Clock Hours**

#### A. Business and Office Management

Palm Beach State College  
Curriculum Committee Agenda (Revised 11/16/11)  
November 17, 2011

**1. Business Administration and Management CCCs-AAS**

New Courses

**Effective August 2012**

ENT 2XXX	Entrepreneurship Marketing and Selling Strategies (3 lecture hours, Pre/corequisite: ENT XXXX Fundamentals of Entrepreneurship, minimum grade of D)	3
ENT 2XXX	New Venture Management (3 lecture hours, Pre/corequisite: ENT 1XXX Fundamentals of Entrepreneurship, minimum grade of D)	3
ENT 2XXX	Planning the Entrepreneurial Venture (3 lecture hours, Prerequisites: ENT 1XXX Fundamentals of Entrepreneurship, ENT 2XXX – Entrepreneurship Marketing and Selling Strategies; Pre/corequisite: ENT 2XXX New Venture Management, minimum grade of D)	3
GEB 2XXX (2930)	Business Capstone (3 lecture hours, Prerequisite: MAN 2021 Principles of Management or ENT 2XXX, Planning the Entrepreneurial Venture, both minimum grade of C)	3

Revised Courses

**Effective August 2012**

OST 2335	Business Communications (Change course number to GEB 2214, change course description)	3
SBM 2000	Small Business Management (Course number change to ENT 1XXX, title change to Fundamentals of Entrepreneurship, description and outline change)	3

Deleted Courses

**Effective January 2012**

BAN 2511	Marketing for Bankers (Five Year Rule Course)	3
BAN 2800	Law and Banking: Principles (Five Year Rule Course)	3

New CCC

**Effective August 2012**

**Entrepreneurship CCC (CIP#0506040103)**

**REQUIRED COURSES**

ENT 1XXX	Fundamentals of Entrepreneurship	3
ENT 2XXX	Entrepreneurship Marketing and Selling Strategies	3
ENT 2XXX	New Venture Management	3
ENT 2XXX	Planning the Entrepreneurial Venture	3

**Total Program Credits 12**

Revised Programs/CCCs

**Effective January 2012**

Current Banking Specialist CCC 6117			Proposed Banking Specialist CCC 6117		
BAN 1004	Principles of Banking	3	BAN 1004	Principles of Banking	3
<del>BAN 2511</del>	<del>Marketing for Bankers</del>	<del>3</del>	MAR 2011	Principles of Marketing	3
<del>BAN 2800</del>	<del>Law and Banking: Principles</del>	<del>3</del>	BUL 2241	Business Law I	3
<del>OST 2335</del>	<del>Business Communications</del>	<del>3</del>	GEB 2214	Business Communications	3
<b>Total</b>		<b>12 credits</b>	<b>Total</b>		<b>12 credits</b>

**Effective August 2012**

Current Business Administration and Management CCC 6111			Proposed Business Administration and Management CCC 6111		
CGS 1100	Microcomputer Applications	3	CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3	GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3	MNA 2100	Human Relations in Business	3
MAR 2011	Principles of Marketing	3	MAR 2011	Principles of Marketing	3
<del>OST 2335</del>	<del>Business Communications</del>	<del>3</del>	<del>OST 2335</del>	<del>Business Communications</del>	<del>3</del>
OR			BUL 2241	Business Law I	3
BUL 2241	Business Law I	3	MAN 2345	Principles of Supervision	3
<del>MTB 1103</del>	<del>Business Math</del>	<del>3</del>	MAN 2021	Principles of Management	3
<del>APA 1111</del>	<del>Bookkeeping</del>	<del>3</del>	<b>Total</b>		<b>24 credits</b>
<del>SBM 2000</del>	<del>Small Business Management</del>	<del>3</del>			
<b>Total</b>		<b>24 credits</b>			

**Effective August 2012**

Current Business Operations CCC 6481	Proposed Business Operations CCC 6481

Palm Beach State College  
Curriculum Committee Agenda (Revised 11/16/11)  
November 17, 2011

CGS 1100	Microcomputer Applications	3	CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3	GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3	MNA 2100	Human Relations in Business	3
<del>MTB 1103</del>	<del>Business Math</del>	<del>3</del>	MAR 2011	Principles of Marketing	3
<del>APA 1111</del>	<del>Bookkeeping</del>	<del>3</del>	GEB 2214	Business Communications	3
<del>SBM 2000</del>	<del>Small Business Management</del>	<del>3</del>	MAN 2021	Principles of Management	3
<b>Total</b>		<b>18 credits</b>	<b>Total</b>		<b>18 credits</b>

**Effective August 2012**

<b>Current Business Specialist CCC 6480</b>			<b>Proposed Business Specialist CCC 6480</b>		
CGS 1100	Microcomputer Applications	3	CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3	GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3	MNA 2100	Human Relations in Business	3
<del>MTB 1103</del>	<del>Business Math</del>	<del>3</del>	MAR 2011	Principles of Marketing	3
<b>Total</b>		<b>12 credits</b>	<b>Total</b>		<b>12 credits</b>

**Effective August 2012**

<b>Current Marketing CCC 6113</b>			<b>Proposed Marketing CCC 6113</b>		
CGS 1100	Microcomputer Applications	3	CGS 1100	Microcomputer Applications	3
MAR 2011	Principles of Marketing	3	MAR 2011	Principles of Marketing	3
MKA 1511	Advertising	3	BUL 2241	Business Law I	3
MKA 2021	Personal Selling	3	MKA 1511	Advertising	3
BUL 2241	Business Law I	3	MKA 2021	Personal Selling	3
<del>MNA 2100</del>	<del>Human Relations in Business</del>	<del>3</del>	GEB 1011	Introduction to Business	3
<del>APA 1111</del>	<del>Bookkeeping</del>	<del>3</del>	MAN 2021	Principles of Management	3
<del>SBM 2000</del>	<del>Small Business Management</del>	<del>3</del>	ENT 1XXX	Fundamentals of Entrepreneurship	3
<b>Total</b>		<b>24 credits</b>	<b>Total</b>		<b>24 credits</b>

**Effective August 2012**

<b>Current Business Administration and Management AAS A087</b>	<b>Proposed Business Administration and Management AS</b>

Palm Beach State College  
Curriculum Committee Agenda (Revised 11/16/11)  
November 17, 2011

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ENC 1101 College Composition I	3																																																																																																																																						
<del>MGF 1106 Liberal Arts Mathematics (or any course from the Area III)</del>	<del>3</del>																																																																																																																																						
<del>Any course from Social Science - Area V</del>	<del>3</del>																																																																																																																																						
<b>Required Courses</b>	<b>Credits: 46</b>																																																																																																																																						
Business Electives*	15																																																																																																																																						
General Electives**	10																																																																																																																																						
<del>APA 1111 Bookkeeping</del>	<del>3</del>																																																																																																																																						
CGS 1100 Microcomputer Applications	3																																																																																																																																						
GEB 1011 Introduction to Business	3																																																																																																																																						
MAR 2011 Principles of Marketing	3																																																																																																																																						
<del>MTB 1103 Business Mathematics</del>	<del>3</del>																																																																																																																																						
MNA 2100 Human Relations in Business	3																																																																																																																																						
- or -																																																																																																																																							
MNA 2345 Principles of Supervision	3																																																																																																																																						
ENC 1102 College Composition 2	3																																																																																																																																						
<del>ENC 1210 Technical Communication</del>	<del>3</del>																																																																																																																																						
- or -																																																																																																																																							
<del>OST 2335 Business Communications</del>	<del>3</del>																																																																																																																																						
<b>Total Program Credits:</b>	<b>Credits: 64</b>																																																																																																																																						
*Business Electives: Select from courses with the prefixes ACG, ACO, APA, BUL, CGS, ECO, GEB, MAN, MAR, MKA MNA, OST, PLA, SBM or TAX.																																																																																																																																							
**General Electives: Choose any credit course from any discipline to total 10 credits.																																																																																																																																							
<b>General Education</b>	<b>Credits: 24</b>																																																																																																																																						
ENC 1101 College Composition I	3																																																																																																																																						
ENC 1102 College Composition II	3																																																																																																																																						
MAC 1105 College Algebra	3																																																																																																																																						
MAC 2233 Survey of Calculus OR																																																																																																																																							
MAC 2311 Calculus w/ Analytic Geometry	3																																																																																																																																						
Humanities Any Course from Area II	3																																																																																																																																						
SPC 1017 Fundamentals of Speech Communication	3																																																																																																																																						
ECO 2013 Principles of Macroeconomics	3																																																																																																																																						
ECO 2023 Principles of Microeconomics	3																																																																																																																																						
<b>Required Courses</b>	<b>Credits: 28</b>																																																																																																																																						
ACG 2022 Financial Accounting	4																																																																																																																																						
ACG 2071 Managerial Accounting	3																																																																																																																																						
BUL 2241 Business Law I	3																																																																																																																																						
CGS 1100 Microcomputer Applications	3																																																																																																																																						
ENT 1XXX Fundamentals of Entrepreneurship	3																																																																																																																																						
GEB 1011 Introduction to Business	3																																																																																																																																						
GEB 2214 Business Communications	3																																																																																																																																						
GEB 2XXX Program Capstone	3																																																																																																																																						
STA 2023 Statistics	3																																																																																																																																						
<b>Professional Core Courses</b>	<b>Credits: 12</b>																																																																																																																																						
<b>Option A: Management, Supervision</b>																																																																																																																																							
MNA 2100 Human Relations in Business	3																																																																																																																																						
MNA 2345 Principles of Supervision	3																																																																																																																																						
MAN 2021 Principles of Management	3																																																																																																																																						
MAR 2011 Principles of Marketing	3																																																																																																																																						
<b>Option B: Entrepreneur, Small Business</b>																																																																																																																																							
ENT 2XXX Planning the Entrepreneurial Venture	3																																																																																																																																						
ENT 2XXX Entrepreneurship Marketing and Selling Strategies	3																																																																																																																																						
ENT 2XXX New Venture Management	3																																																																																																																																						
MNA 2345 Principles of Supervision	3																																																																																																																																						
<b>Option C: Marketing</b>																																																																																																																																							
MAR 2011 Principles of Marketing	3																																																																																																																																						
MKA 1511 Advertising	3																																																																																																																																						
MKA 2021 Personal Selling	3																																																																																																																																						
MAN 2021 Principles of Management	3																																																																																																																																						
<b>Option D: Banking</b>																																																																																																																																							
BAN 1004 Principles of Banking	3																																																																																																																																						
MAR 2011 Principles of Marketing	3																																																																																																																																						
MAN 2021 Principles of Management	3																																																																																																																																						
MNA 2100 Human Relations in Business	3																																																																																																																																						
<b>Total Degree Hours</b>	<b>Credits: 64</b>																																																																																																																																						

**Justification: Courses:** ENT course series- These ENT courses will be offered as required courses of the Business Administration and Management AS degree in preparation for the development of an Entrepreneurship credit certificate. The Palm Beach State College president requested the Business Cluster develop an Entrepreneurship credit certificate program. A DACUM was held in April 2011 and the outcomes of that have been incorporated into the courses in these proposed certificate program. According to Florida Office of Articulation, college credit certificates must articulate into an AS degree and the courses contained therein must be a part of that AS degree program. OST 2335 to GEB 2214- This revision is necessary since the Business Administration and Management degree is now an A.S. In OST 2335, the emphasis is on business communications as they apply to the administrative assistant. In GEB 2214, the emphasis will be on business communications as they apply to the business manager. Developing excellent communication skills is important to career success. Employers indicate that communication skills are critical to effective job placement, career advancement, and organizational success. BAN 2511 and BAN 2800 are being deleted since they have not run in five years. AAS to AS: Florida is eliminating A.A.S. degrees. The Business Administration and Management program is currently offered as an A.A.S. degree. To meet the new state regulations this program must now be an A.S. degree program. CCCs: These changes are needed so that the Business Administration and Management CCCs will articulate into the A.S., Business Administration and Management program.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

Palm Beach State College  
Curriculum Committee Agenda (Revised 11/16/11)  
November 17, 2011

**Action:**

**2. Industrial Management AS**

Revised Programs (CCC and AS)

**Effective August 2012**

Current Industrial Management Technology AS 2224	Proposed Industrial Management Technology AS 2224
<p><b>General Education Credits: 15</b></p> <p>ENC 1101 College Composition I 3 Any course from Humanities - Area II 3 SPC 1017 Fundamentals of Speech Communication 3 Any course from Mathematics – Area III 3 Any course from Social Science - Area V 3</p> <p><b>Management Core Requirements Credits: 15</b></p> <p>CGS 1100 Microcomputer Applications 3 ETI 1701 Environmental Health and Safety 3 <del>SBM2000 Small Business Management 3</del> MNA 2100 Human Relations in Business 3 <del>MNA 2345 Principles of Supervision 3</del></p> <p><b>TECHNICAL SKILL ARTICULATION CREDIT REQUIREMENTS</b> Complete one of the following Palm Beach State College programs: <b>*Apprenticeship Program:</b> Building Trades Apprenticeship (Journey person Status) <b>-OR-</b> <b>PSAV Program:</b> Automotive Service Technology 1 PSAV 5463 and Automotive Service Technology 2 PSAV 5458 24 Cosmetology PSAV 5357 24 Diesel Technology 1 PSAV 5468 and Diesel Technology 2 PSAV 5457 24 Heating, Ventilation Air Conditioning and Refrigeration PSAV 5267 24 Machining Technology PSAV 5459 24 Welding Technology PSAV 5460 24</p> <p><b>Total Required Technical Skill Articulation Credits 24</b></p> <p><b>ELECTIVES 6 credits by Advisement</b></p> <p><del>APA 1111 Bookkeeping 3</del> <del>BUL 2241 Business Law I 3</del> <del>GEB 1011 Introduction to Business 3</del> <del>MAR2011 Principles of Marketing 3</del> <del>MAN 2021 Principles of Management 3</del></p> <p><b>Total Program Credits: Credits: 60</b></p>	<p><b>General Education Credits: 15</b></p> <p>ENC 1101 College Composition I 3 Any course from Humanities - Area II 3 SPC 1017 Fundamentals of Speech Communication 3 Any course from Mathematics – Area III 3 Any course from Social Science - Area V 3</p> <p><b>Management Core Requirements Credits: 21</b></p> <p>CGS 1100 Microcomputer Applications 3 ETI 1701 Environmental Health and Safety 3 MNA 2100 Human Relations in Business 3 GEB 1011 Introduction to Business 3 MAR 2011 Principles of Marketing 3 MAN 2021 Principles of Management 3 GEB 2XXX Business Capstone 3</p> <p><b>TECHNICAL SKILL ARTICULATION CREDIT REQUIREMENTS</b> Complete one of the following Palm Beach State College programs: <b>*Apprenticeship Program:</b> Building Trades Apprenticeship (Journey person Status) <b>-OR-</b> <b>PSAV Program:</b> Automotive Service Technology 1 PSAV 5463 and Automotive Service Technology 2 PSAV 5458 24 Cosmetology PSAV 5357 24 Diesel Technology 1 PSAV 5468 and Diesel Technology 2 PSAV 5457 24 Heating, Ventilation Air Conditioning and Refrigeration PSAV 5267 24 Machining Technology PSAV 5459 24 Welding Technology PSAV 5460 24</p> <p><b>Total Required Technical Skill Articulation Credits 24</b></p> <p><b>Total Program Credits: Credits: 60</b></p>

**Justification:** The Management Core Requirements in this degree need to be more closely aligned with the requirements in the Business Administration and Management AS Degree.

**Discussion:**

**Data sources consulted:** Curriculum Support Documents

**Action:**

**3. Office Administration CCC-AAS**

Revised Courses

**Effective August 2012**

OST 1783 Workplace Technologies (Change prerequisite : “One of the following: CGS1030, CGS1100,



Palm Beach State College  
Curriculum Committee Agenda (Revised 11/16/11)  
November 17, 2011

OST1100C, or OST2714C to none, change course description and learning outcomes)

3

Revised Programs

**Effective August 2012**

Current Office Specialist CCC 6483			Proposed Office Specialist CCC 6483		
CGS 1100	Microcomputer Applications	3	CGS 1100	Microcomputer Applications	3
OST 1100C	Beginning Keyboarding*	3	OST 1100C	Beginning Keyboarding*	3
<del>OST 2402</del>	<del>Office Procedures and Technology</del>	<del>3</del>	OST 2714C	Word Processing	3
OST 2714C	Word Processing	3	<b>Elective</b>	<b>Select any 3 credit course with the OST prefix **</b>	<b>3</b>
<b>Total Program Credits</b>		<b>12</b>	<b>Total Program Credits</b>		<b>12</b>
*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.			*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.		
			<b>**OST 1141L cannot be used an elective.</b>		

Current Office Administration AAS A521			Proposed Office Administration AS		
General Education		Credits: 15	General Education		Credits: 15
	Any course from Humanities - Area II	3		Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3		<b>Any course from Math or Natural Science - Areas III or IV</b>	<b>3</b>
SPC1017	Fundamentals of Speech Communication	3		Any course from Social Science - Area V	3
<del>MTB1103</del>	<del>Business Mathematics</del>	<del>3</del>	SPC1017	Fundamentals of Speech Communication	3
ENC1101	College Composition I	3	ENC1101	College Composition I	3
<b>Required Courses</b>		<b>Credits: 45</b>	<b>Required Courses</b>		<b>Credits: 45</b>
OST1831	Microsoft Windows	1	OST1831	Microsoft Windows	1
OST2339	Business English Review	1	OST2339	Business English Review	1
OST1110C	Intermediate Keyboarding **	3	OST1110C	Intermediate Keyboarding **	3
OST1355	Records Management	3	OST1355	Records Management	3
<del>OST2335</del>	<del>Business Communications</del>	<del>3</del>	<del>GEB 2214</del>	<del>Business Communications</del>	<del>3</del>
OST2714C	Word Processing	3	OST2714C	Word Processing	3
CGS1100	Microcomputer Applications	3	CGS1100	Microcomputer Applications	3
OST1100C	Beginning Keyboarding *	3	OST1100C	Beginning Keyboarding *	3
OST2402	Office Procedures and Technology	3	OST2402	Office Procedures and Technology	3
APA1111	Bookkeeping	3	APA1111	Bookkeeping	3
OST1828	Presentation Graphics for Business	3	OST1828	Presentation Graphics for Business	3
OST1384	Customer Service	3	OST1384	Customer Service	3
CGS1513	Electronic Spreadsheets	3	CGS1513	Electronic Spreadsheets	3
OST2501	Administrative Office Management	3	OST2501	Administrative Office Management	3
<del>OST1783</del>	<del>Workplace Technologies</del>	<del>3</del>	<del>MTB 1103</del>	<del>Business Mathematics</del>	<del>3</del>
CGS1543	Database Management	3	CGS1543	Database Management	3
	-or-			-or-	
OST1811	Desktop Publishing	3	<del>OST 1783</del>	<del>Workplace Technologies</del>	<del>3</del>
OST1108	Building Typing Speed and Accuracy	1		-or-	
			OST1811	Desktop Publishing	3
			OST1108	Building Typing Speed and Accuracy	1
<b>Electives - Choose 3 credits</b>		<b>Credits: 3</b>	<b>Electives - Choose 3 credits</b>		<b>Credits: 3</b>
<del>ACG2022</del>	<del>Financial Accounting</del>	<del>4</del>	ACG2450	Microcomputer Operations Accounting	3
APA2172	Computerized Bookkeeping	4	APA2172	Computerized Bookkeeping	4
ACG2450	Microcomputer Operations Accounting	3	BUL2241	Business Law I	3
BUL2241	Business Law I	3	CGS1543	Database Management	3
GEB1011	Introduction to Business	3	CGS 2555	Introduction to the Internet	3
MNA2100	Human Relations in Business	3	<del>ENT 1XXX</del>	<del>Fundamentals of Entrepreneurship</del>	<del>3</del>
OST2431	Legal Office Procedures	3	GEB1011	Introduction to Business	3
OST2621C	Legal Transcription	3	MNA2100	Human Relations in Business	3
OST2603C	Machine Transcription	3	<del>OST 1783</del>	<del>Workplace Technologies</del>	<del>3</del>
<del>SBM2000</del>	<del>Small Business Management</del>	<del>3</del>	OST1811	Desktop Publishing	3
<del>TAX2000</del>	<del>Federal Income Tax I</del>	<del>3</del>	OST2603C	Machine Transcription	3
	CGS 2555 Introduction to the Internet	3	OST2431	Legal Office Procedures	3
	CGS 1543 Database Management	3	OST2621C	Legal Transcription	3
	OST 1811 Desktop Publishing	3			
<b>Total Program Credits: 63</b>			<b>Total Program Credits: 63</b>		
*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.			*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.		



Palm Beach State College  
Curriculum Committee Agenda (*Revised 11/16/11*)  
November 17, 2011

**OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.	**OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.
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**Justification:** OST 1783: Due to emerging technologies, a revision in the course description and learning outcomes is necessary in order to make them more broad-based. The previous course description and learning outcomes were very specific to certain software/hardware. In an attempt to not have to change the course outline as new technologies arise, the course outline has been updated to be more general. On a side note, CCC: Currently, it could take students enrolled in the Office Support certificate two to four semesters to complete it due to having to take prerequisites before enrolling in OST 2402 Office Procedures and Technology. Because OST 2402 is only offered during the Fall semester this makes it difficult for students who want to complete the certificate quickly. By replacing OST 2402 with a 3 credit OST elective, students will be able to complete the certificate in one semester - Fall, Spring, or Summer. OST 2402 is still a required course in the Office Specialist, Office Management, Office Software Applications certificates as well as the Office Administration AS degree program. AAS to AS: Florida is eliminating A.A.S. degrees. The Office Administration program is currently offered as an A.A.S. degree. To meet the new state regulations this program must now be an A.S. degree program.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**B. Health Care**

**Ophthalmic Medical Technology AS (Limited Access) FA**

<u>New Courses</u>	<b>Effective August 2012 (Pending SAC COC Approval)</b>
OPT 1XXX (1110) Physical and Geometric Optics (3 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program; Limited to New Program Code, Medical Accident Insurance)	3
OPT 1XXX (1150) Ophthalmic Lenses (3 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program; Limited to New Program Code, Medical Accident Insurance)	3
OPT 1XXX (1210) Anatomy & Physiology of the Eye (3 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program, BSC 2086 (with a grade of C); Limited to New Program Code, Medical Accident Insurance)	3
OPT 1XXX (1330) Introduction to Vision Care (3 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program; Limited to New Program Code, Medical Accident Insurance)	3
OPT 2XXX (2090) Introduction to Vision Care Clinic (2 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 1330 (with a grade of C); Limited to New Program Code, Medical Accident Insurance)	3
OPT 2XXX (2222) Ocular Pathology and Pharmacology 1 (3 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program; Limited to New Program Code, Medical Accident Insurance)	3
OPT 2XXX (2223) Ocular Pathology and Pharmacology 2 (3 lecture hours, Prerequisite: Acceptance into The Ophthalmic Medical Technology AS degree program and OPT 1330 (with a grade of C), Limited to New Program Code, Medical Accident Insurance)	3
OPT 2XXX (2350) Advanced Clinical Procedures 1 (3 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 2222 (with a grade of C), Limited to New Program Code, Medical Accident Insurance)	3
OPT 2XXX (2351) Advanced Clinical Procedures 2 (3 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 2350 (with a grade of C), Limited to New Program Code, Medical Accident Insurance)	3
OPT 2XXX (2375) Refractometry (2 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 1330 (with a grade of C); Corequisite OPT	

Palm Beach State College  
Curriculum Committee Agenda (*Revised 11/16/11*)  
November 17, 2011

OPT 2XXX (2375L)	2375L (with a grade of C), Limited to New Program Code, Medical Accident Insurance) Refractometry Lab (4 lab hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 1330 (with a grade of C); Corequisite OPT 2375 (with a grade of C), Limited to New Program Code, Medical Accident Insurance)	2
OPT 2XXX (2500)	Contact Lens Theory (3 lecture hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 1330 (with a grade of C); Limited to New Program Code, Medical Accident Insurance)	3
OPT 2XXX (2800L)	Vision Care Clinic 3 (4 lab hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 1330 (with a grade of C); Limited to New Program Code, Medical Accident Insurance)	2
OPT 2XXX (2801L)	Vision Care Clinic 2 (4 lab hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 2800L (with a grade of C); Limited to New Program Code, Medical Accident Insurance)	2
OPT 2XXX (2802L)	Vision Care Clinic 3 (4 lab hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 2801L (with a grade of C); Limited to New Program Code, Medical Accident Insurance)	2
OPT 2XXX (2940)	Ophthalmic Medical Practicum 1 (24 clinical hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 2801L (with a grade of C); Limited to New Program Code, Medical Accident Insurance)	3
OPT 2XXX (2941)	Ophthalmic Medical Practicum 2 (24 clinical hours, Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program and OPT 2801L (with a grade of C); Limited to New Program Code, Medical Accident Insurance)	3

New Program (CIP 11317070101)

**Effective August 2012 (Pending SAC COC Approval)**

**GENERAL EDUCATION COURSES**

ENC 1101	English Composition I	3
SPC 1017	Fundamentals of Speech Communication	3
MAC 1105	College Algebra or higher	3
PSY 2012	General Psychology	3
	Any course from Area 2 (Humanities)	3
BSC 2085	Anatomy & Physiology I	3
BSC 2085L	Anatomy & Physiology I Lab	1
BSC 2086	Anatomy & Physiology II	3
BSC 2086L	Anatomy & Physiology II Lab	1
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
	<b>Total General Education Credits</b>	<b>27</b>

**REQUIRED COURSES**

OPT 1110	Physical and Geometric Optics	3
OPT 1150	Ophthalmic Lenses	3
OPT 1210	Anatomy & Physiology of the Eye	3
OPT 1330	Introduction to Vision Care	3
OPT 2090	Introduction to Vision Care Clinic	2
OPT 2222	Ocular Pathology & Pharmacology I	3
OPT 2223	Ocular Pathology & Pharmacology II	3
OPT 2350	Advanced Clinical Procedures I	3
OPT 2351	Advanced Clinical Procedures II	3
OPT 2375	Refractometry	2
OPT 2375L	Refractometry Lab	2
OPT 2500	Contact Lens Theory	3
OPT 2800L	Vision Care Clinic I	2
OPT 2801L	Vision Care Clinic II	2
OPT 2802L	Vision Care Clinic III	2
OPT 2940	Ophthalmic Medical Practicum I	3
OPT 2941	Ophthalmic Medical Practicum II	3
	<b>Total Required Courses</b>	<b>45</b>
	<b>TOTAL PROGRAM CREDITS</b>	<b>72</b>

Palm Beach State College  
Curriculum Committee Agenda (Revised 11/16/11)  
November 17, 2011

**Justification:** This proposal is for an Associate in Science degree in Ophthalmic Medical Technology (OMT), proposed to start in the Fall 2012 semester and to be offered as an ongoing program at the College's campus in Palm Beach Gardens, Florida. The degree is designed to prepare students for employment as a Certified Ophthalmic Assistant (COA), Certified Ophthalmic Technician (COT) and, following internship, Certified Ophthalmic Medical Technician (COMT). Data analysis indicates a strong need for the program within the College's service area, Palm Beach County, Florida, a sophisticated medical community.

Approximately 15 students are anticipated in the first year of instruction of the two-year program, with a second class of 15 admitted in each of the following years. An online supporting BlackBoard™ web component site for each course will be developed in conjunction with the college's Office of eLearning. The College is renovating underutilized space in the new BioScience Technology Complex at the Palm Beach Gardens campus, which will house an eye examination suite complete with the most recent technology, diagnostic and examination equipment. A fulltime faculty member who is a board-certified Ophthalmologist will oversee the program as Medical Director, and the local ophthalmic community will be utilized as a key resource for adjunct faculty and clinical training sites.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**C. Science and Environment**

**Biotechnology CCC**

Program Revision

**Effective August 2012**

<b>Current Biotechnology CCC 6159</b>		<b>Proposed Biotechnology CCC 6159</b>	
REQUIRED COURSES	CREDITS	REQUIRED COURSES	CREDITS
BSC 2421 Introduction to Biotechnology	3	BSC 2421 Introduction to Biotechnology	3
BSC 2421L Introduction to Biotechnology Lab	2	BSC 2421L Introduction to Biotechnology Lab	2
BSC 2420 Biotechnology 1	3	BSC 2420 Biotechnology 1	3
BSC 2420L Biotechnology 1 Lab	2	BSC 2420L Biotechnology 1 Lab	2
BSC 2427 Biotechnology 2, Molecular Biology, Cell and Immunobiology	3	BSC 2427 Biotechnology 2, Molecular Biology, Cell and Immunobiology	3
BSC 2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab	2	BSC 2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab	2
BSC 2945C Biotechnology Internship	2	<b>Total Required Course Credits</b>	<b>15</b>
BSC 2416C Introduction to Tissue Culture Lab	2	<b>ELECTIVES</b>	
or		BSC 2416C Introduction to Tissue Culture Lab	2
BSC 2426C Introduction to Biotechnology Instrumentation Lab	2	BSC 2426C Introduction to Biotechnology Instrumentation Lab	2
Total Required Course Credits	19	BSC 2945C Biotechnology Internship	2
Total Program Credits	19	<b>Total Elective Course Credits</b>	<b>4</b>
		Total Program Credits	19
All students must have the corequisites of CHM1045/L for BSC2420/L and the coreq of CHM1046/L for BSC2427/L or complete these courses during their enrollment in the certificate		All students must have the corequisites of CHM1045/L for BSC2420/L and the coreq of CHM1046/L for BSC2427/L or complete these courses during their enrollment in the certificate	

**Justification:** The Biotechnology faculty think that an internship should not be required in the CCC since it sometime not necessary or desirable to place a student in an internship. Therefore, the Biotechnology faculty wants to make the internship an elective course with no change in the overall credits for the program.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

Palm Beach State College  
Curriculum Committee Agenda (*Revised 11/16/11*)  
November 17, 2011

**Action:**

**D. Public Safety**

**Public Safety Telecommunications PSAV (5455)**

New Course

**Effective January 2012**

EMS 0XXX (0002) Public Safety Telecommunicator (232 contact hours)

232

Reactivated Program

**Effective January 2012**

**Public Safety Telecommunications PSAV (CIP 0709.080100)**

Required Course

EMS 0XXX (0002) Public Safety Telecommunications Dispatcher 232

Program Hours 232

**Justification:** The State of Florida has modified the curriculum for public safety telecommunicators and has now made it mandatory for all public safety telecommunicators effective October, 2012.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**E. Motion to adjourn**

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

The Curriculum agendas and documentation are at <http://intranet.pbcc.edu/AcadServ/CurriculumMaterials.asp> and Curriculum Minutes <http://www.palmbeachstate.edu/x7024.xml> are posted online.

The Curriculum Committee meetings will be held in ETA 101 in Lake Worth and will be available for members and presenters in the reserved conference rooms at the other college locations. (Belle Glade CRA 125, Boca Raton AD 406, Lake Worth ETA 101, and Palm Beach Gardens AD 207)

**Location Attendance**

Location	Committee	Presenters	Observers		
			Faculty	Staff	Administrators
BG					
BR					
LW					
PBG					

Voting Record	
	<b>Faculty</b>
	Colleen Bradshaw, Dental Assisting-Second Year LW-Chair
	Tracy Ciucci, Health-First Year LW
	Tod Fairbanks, Biology-Second Year PBG
	Sapna Gupta, Chemistry-Second Year LW
	Stacey Perruso, Cosmetology-First Year LW

Palm Beach State College  
Curriculum Committee Agenda (*Revised 11/16/11*)  
November 17, 2011

	Anthony Piccolino, Math-First Year PBG
	Rolando Rueda-De-Leon, BAS, First Year LW
	Lystra Seenath, Social Sciences-First Year LW
	Michael Seminerio, Film-Second Year LW
	Mike Sfiropoulos, EAP-First Year LW
	Lee Streicher, Criminal Justice-Second Year, LW
	Andrew Trupin, Physics-First Year LW
	<b>Administrative Members</b>
	Peggy Adams-King, Associate Dean, Business-Second Year LW
	Diane Bifano, Associate Dean, Communication-Second Year LW
	Nicole Banks, Dean of Students-Second Year BR
	Edward Mueller, District Registrar
	Kathy Gamble, Academic Services (Non-voting)
	Ginger Pedersen, Dean- Academic Services (Non-voting)

Presenters:

Guests:

Degree Type	Program Action			Course Action		
	New	Rev	Delete	New	Rev	Delete
<b>BAS/BS</b>						
<b>AA</b>						
<b>AAS</b>						
<b>AS</b>						
<b>ATC</b>						
<b>ATD</b>						
<b>CCC</b>						
<b>College Prep</b>						
<b>PSAV</b>						
<b>TOTAL</b>						