



October 21, 2013

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Academic Programs and Course Changes

Item Description

This item presents proposed changes in curriculum for 2013-2014.

Overview and Background

The Academic Planning Committee curriculum members review and make recommendations for Board approval for new programs and courses and has approved the following for your consideration.

Workforce Development has proposed new certificate programs in Industrial Machinery Maintenance, Applied Cyber Security, and Medical Administrative Specialist that align with employment needs as well as Florida's Industry Certification Funding list; this list identifies certifications eligible to receive state performance funding based on the number of TCC students who receive industry certifications.

The Developmental Mathematics Division is proposing a new course based on a successful pilot of the course this past year. The new course aligns with the legislative changes to developmental education. This course combines the work from two courses into one and reduces the time to complete from two semesters to one and the number of developmental credits from 8 to 5.

Past Actions by the Board

The Board approves curriculum changes prior to implementation of new programs or course offerings. These proposed changes are for the Spring 2014 academic year.

Funding/Financial Implications

This request is to approve the programs so that submission to the Southern Association of Colleges and Schools (SACS) can move forward as needed. If new funding is required, a separate request will be brought to the Board at a future time.

Staff Resource

Barbara Sloan, Kimberly Moore

Recommended Action

That the Board approves the recommendation for academic course and program changes for the 2013-2014 academic year as attached.

NEW PROGRAMS

PSAV Certificate in Medical Administrative Specialist

The 2013-2014 Regional Targeted Occupation List projects an increase in the total number of annual openings in Medical Administrative Specialist of approximately 2.35% per year. Graduates can earn a mean wage of \$14.12; entry wages are \$11.00. Students in this program are eligible to articulate 18 credit hours to the AS degree in Office Administration. Graduates of this program will be prepared to sit for the Microsoft Office Specialist (MOS) and Certified Medical Administrative Assistant (CMAA) industry recognized certifications.

PSAV Certificate in Industrial Machinery Maintenance

An increase in the total number of annual job openings statewide is projected per the 2013-14 Targeted Occupation List and Onet Online. Annual growth rates are projected to be between 2.07% and 2.9%. Mean hourly wages range from \$15.96 to \$21.89; entry wages range from \$11.51 to \$15.03. Graduates will be prepared to sit for the Manufacturing Skill Standards Council (MSSC) Certified Production Technician and the Direct Current (DC) & Alternating Current (AC) parts of the International Society for Certified Electronics Technicians (ISCET) Electronics Systems Associate (ESA) certification exams.

PSAV Certificate in Applied Cybersecurity

The 2013-2014 Regional Targeted Occupation List projects an increase in job openings for IT/Cybersecurity fields (computer programmers, computer support specialists, computer systems analysts, and software/application developers.) The predicted annual percent growth is 0.47% to 1.58%. Mean hourly wage ranges from \$19.00 to \$42.84; entry wages range from \$13.38 to \$25.77. Graduates will be prepared to sit for the CompTIA Security+ Certification exam.

NEW COURSES

Based on addition of new PSAV programs and review of curriculum offerings, the following new courses are recommended.

OTA0040	Information Technology Assistant
OTA0041	Front Desk Specialist
OTA0631	Medical Office Technologist
OTA0651	Medical Administrative Specialist
ETI0450A	Industrial Machinery Maintenance Assistant (Part A)
ETI0450B	Industrial Machinery Maintenance Assistant (Part B)
ETI0456	Machinery Maintenance Mechanic
CTS0018	Cybersecurity Associate
CTS0019	Information Security Manager
MAT0022	Developmental Mathematics Combined