Proposed New Ed Plan January 13th 2012

Proposed New Ed Plan January 13th 2012

EDISON STATE COLLEGE
BUSINESS ADMINISTRATION AND MANAGEMENT – Code: AS BAMA ASSOCIATE IN SCIENCE DEGREE

COURSE PREREQUISITES: Refer to specific course descriptions listed in the current catalog.

PROGRAM PREREQUISITES: NONE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
ENC 1101 Composition I	3
ENC 1102 Composition II (Technical Writing Emphasis)	3
SPC 1017 Fundamentals of Speech Communication **OR** SPC 2023 Introduction to Public Speaking	3
ECO 2013 Economics I	3
Gen Ed Mathematics*	3
Gen Ed Humanities**	3
TOTAL	**18**
DEGREE CORE REQUIREMENTS	
MAN 2021 Management Principles	3
ECO 2023 Economics II	3
MTB 1103 Business Mathematics	3
ACG 1001 Financial Accounting I	3
ACG 2011 Financial Accounting II	3
ACG 2071 Managerial Accounting	3
FIN 2100 Personal Finance	3
SLS 1331 Personal Business Skills	3
GEB 1011 Introduction to Business	3
BUL 2241 Business Law	3
CGS 1000 Computer Literacy	3
CGS 1100 Microcomputer Skills	3
MAR 2011 Marketing	3
TOTAL	**39**
Electives may be taken from the following:	
STA 2023 Statistical Methods I	
SLS 1515 Cornerstone Experience	
MAC 2233 Calculus for Business, Social and Life Sciences	
OR Any course in Accounting, Business, Management, Hospitality, Customer Service, Computer Technology or Finance	
TOTAL	**7**
TOTAL CREDIT HOURS	**64**

*Math course may be chosen from any courses listed in the General Education Program Guide under   Mathematics.
**Humanities course may be chosen from any courses listed in the General Education Program Guide under Humanities.

For those students who are transferring to a state university, it is recommended that the following electives be selected:
STA 2023 or MAC 2233.

Proposed New Education Plan January 13th 2012

<div align="center">

EDISON STATE COLLEGE
ACCOUNTING TECHNOLOGY – Code: AS ACCG
ASSOCIATE IN SCIENCE DEGREE

</div>

COURSE PREREQUISITES: Refer to specific course descriptions listed in the current catalog.

PROGRAM PREREQUISITES: NONE

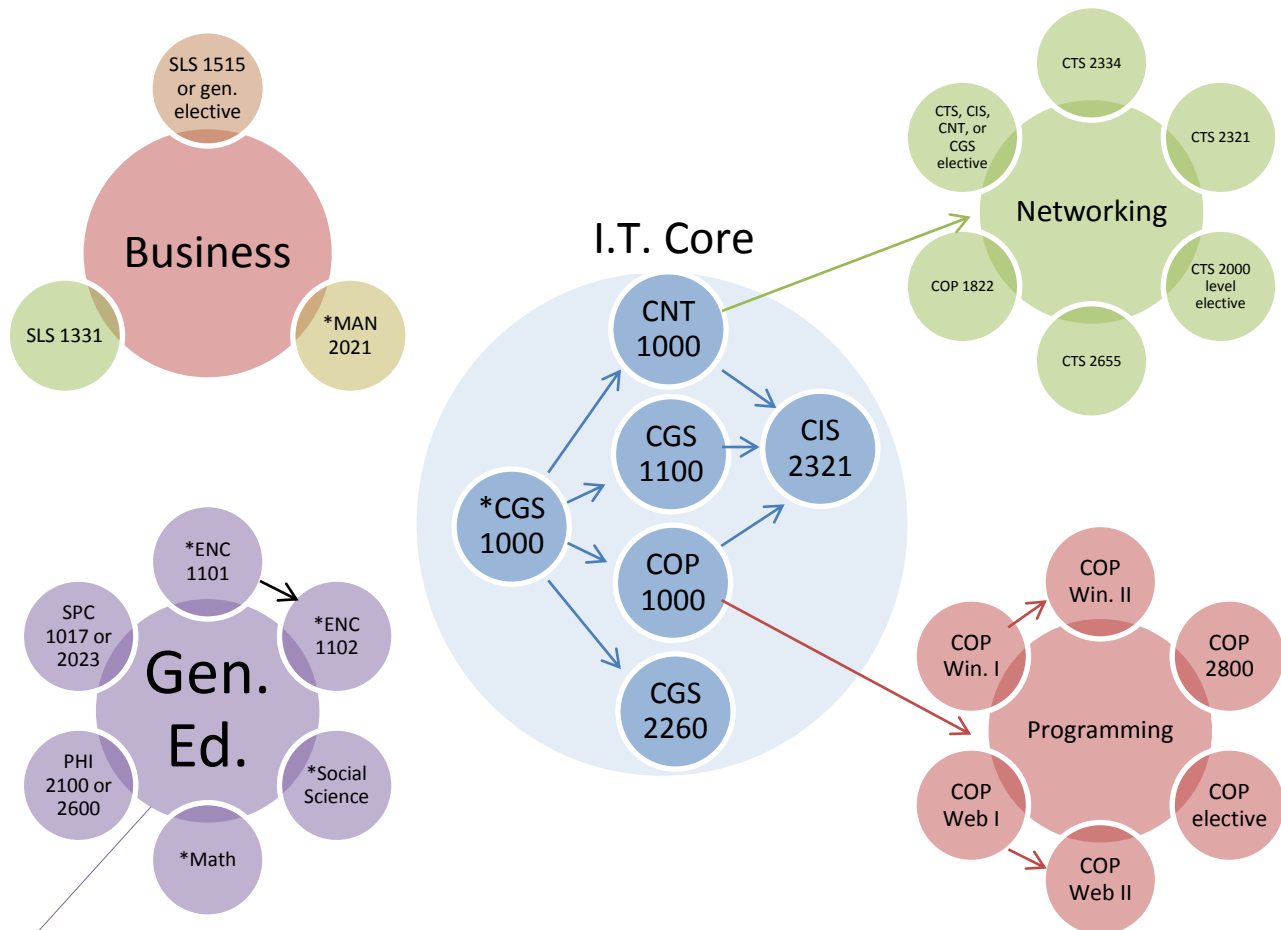| GENERAL EDUCATION REQUIREMENTS	Credit Hours
ENC 1101 Composition I	3
ENC 1102 Composition II (Technical Writing Emphasis)	3
SPC 1017 Fundamentals of Speech Communication **OR** SPC 2023 Introduction to Public Speaking	3
ECO 2013 Economics I	3
Gen Ed Mathematics* (MGF 1107 recommended)	3
Gen Ed Humanities** (PHI 2600 recommended)	3
TOTAL	**18**
DEGREE CORE REQUIREMENTS	
ECO 2023 Economics II	3
MTB 1103 Business Mathematics	3
ACG 1001 Financial Accounting I	3
ACG 2011 Financial Accounting II	3
ACG 2071 Managerial Accounting	3
ACG 2500 Governmental and Not-for-Profit Accounting	3
GEB 1011 Introduction to Business	3
SLS 1331 Personal Business Skills	3
CGS 1000 Computer Literacy	3
CGS 1100 Microcomputer Skills	3
CGS 2511 Advanced Spreadsheet Computing	3
RMI 2001 Principles of Risk Management	3
TAX 2000 Federal Tax Accounting I	3
TAX 2010 Federal Tax Accounting II	3
TOTAL	**42**
Electives may be taken from the following:	
STA 2023 Statistical Methods I	
SLS 1515 Cornerstone Experience	
MAC 2233 Calculus for Business, Social and Life Sciences	
MAN 2021 Management Principles (for students planning to enter the ESC Supervision and Management BAS Program)	
OR Any course in Accounting, Business, Management, Computer Technology or Finance	
TOTAL	**4**
TOTAL CREDIT HOURS	**64**

*Math course may be chosen from any courses listed in the General Education Program Guide under   Mathematics.
**Humanities course may be chosen from any courses listed in the General Education Program Guide under Humanities.

For those students who are transferring to a state university, it is recommended that the following electives be selected: STA 2023 or MAC 2233.

Edison State College Computer Science Programs

Certificate or Degree	Course Groups (from below)	State Code
Information Technology Support Specialist Cert.	I.T. Core	0507.030606
Information Technology Technician Certificate	Networking	0507.030403
Computer Programming Specialist Certificate	Programming	0507.030503
Information Technology Management Certificate	I.T. Core + Networking	0507.030404
Computer Programmer Certificate	I.T. Core + Programming	0507.030100
Networking Services Technology A.S.	I.T. Core + Networking + Business + Gen Ed*	0507.030401
Computer Programming and Analysis A.S.	I.T. Core + Programming + Business + Gen Ed*	0507.030500

Bachelor's Degree Considerations
If considering pursuing a bachelor's degree, check that degree's program requirements regarding PHI, Math (MAC 1105 or STA 2023 recommended) and Social Science (ECO 2013 recommended).

Degree Acceleration
* Gen. Ed not required for students who have previously earned an AA or AS degree. A CLEP exam is available for courses marked with *.
Credit may be awarded for examinations, such as professional certifications, and courses taken outside traditional degree programs through the American Council on Education's CREDIT service or articulation agreements.
Refer to the college catalog for more information.

NEW PROGRAM PROPOSAL FORM

ACADEMIC AREA: BUSINESS AND TECHNOLOGY

PROPOSED BY: ALBERT DAMBROSE

PRESENTER: ALBERT DAMBROSE

SUBMISSION DATE: 11/10/2011

SELECT ONE: **NEW AS DEGREE**

PROGRAM NAME:

CIVIL ENGINEERING TECHNOLOGY

SECTION I

PROGRAM DESCRIPTION:

ATTACH THE PROPOSED CATALOG PAGE WITH PROGRAM INFORMATION, ALONG WITH SAMPLES OF CURRICULA FOR SIMILAR PROGRAMS AT OTHER INSTITUTIONS.
THE CIVIL ENGINEERING TECHNOLOGY PROGRAM SIMULATES JOB SITUATIONS FOUND IN A CIVIL ENGINEERING AND LAND SURVEYING OFFICES. THIS PROGRAM APPLIES TO THE FIELD LAYOUT OF PROPERTY BOUNDARY LINES, SUBDIVISION, RESIDENTIAL BUILDING CONSTRUCTION AND COMMERCIAL BUILDING CONSTRUCTION.

SIMILAR PROGRAMS AT OTHER FLORIDA COMMUNITY COLLEGES/STATE UNIVERSITIES:
VALENCIA COLLEGE

DESCRIBE THE PROCESS BY WHICH THE NEED FOR THE NEW PROGRAM WAS IDENTIFIED:
IN AN EFFORT TO STREAMLINE THE EXISTING DRAFTING AND DESIGN AS DEGREE, THE ADVISORY COMMITTEE DEVELOPED A STREAMLINED VERSION OF THIS NEW PROGRAM.

PROJECT AVERAGE ENROLLMENT FOR CORE COURSES:
SIMILAR TO EXISTING DRAFTING AND DESIGN DEGREE

DESCRIBE HOW THIS PROJECTION WAS DETERMINED:
EXISTING

SECTION II

LIST PERSONNEL RESOURCES REQUIRED FOR IMPLEMENTATION IN ADDITION TO EXISTING RESOURCES:

FACULTY POSITION(S) (LIST DISCIPLINE)	FULL TIME OR ADJUNCT?
NO CHANGE	

STAFF POSITION(S) (LIST TITLE)	FULL TIME OR PART TIME?

TOTAL ANNUAL EXPENSES FOR NEW POSITIONS:
NO CHANGE

LIST ANNUAL AMOUNT REQUIRED FOR EDUCATIONAL MATERIALS/SUPPLIES OR OTHER OPERATING EXPENSES FOR IMPLEMENTATION:
NO CHANGE

IDENTIFY THE FUNDING SOURCE TO BE USED FOR PERSONNEL AND OPERATING EXPENSES:
FUNDING WILL REMAIN THE SAME. EXISTING DRAFTING AND DESIGN PROGRAM FUNDING WILL FLOW INTO NEW PROGRAM.

SECTION III

PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):
THIS NEW PROGRAM BRINGS CLARITY TO THE EXISTING DRAFTING AND DESIGN DEGREE.

NOTE:
CHANGES FOR THE UPCOMING FALL TERM MUST BE SUBMITTED AND APPROVED NO LATER THAN THE FEBRUARY CURRICULUM COMMITTEE MEETING PRIOR TO THE START OF THE NEXT ACADEMIC YEAR. CHANGES DURING MID-SCHOOL YEAR ARE NOT ALLOWED. EXTREME CIRCUMSTANCES WILL REQUIRE APPROVAL FROM THE DISTRICT DEAN OF INSTRUCTION AS WELL AS THE VICE PRESIDENT OF ACADEMIC AFFAIRS TO BEGIN IN THE SPRING TERM. THE PROPOSED CHANGES MUST BE PRESENTED AND APPROVED BY THE SEPTEMBER CURRICULUM COMMITTEE PRIOR TO THE SPRING SEMESTER.

TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:
FALL 2012   TYPE IN TERM IF "EXCEPTION" AND OBTAIN BOTH SIGNATURES BELOW OR TYPE "NA"

ORDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

X _____
DISTRICT DEAN OF INSTRUCTION

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

X _____
VICE PRESIDENT OF ACADEMIC AFFAIRS

FACULTY ENDORSEMENTS:
PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)

DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:

PLEASE SELECT TODAY'S DATE

ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:

PLEASE SELECT TODAY'S DATE

DEANS' COUNCIL REVIEW – VERIFIED BY:

PLEASE SELECT TODAY'S DATE

STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:

PLEASE SELECT TODAY'S DATE

FOR CURRICULUM COMMITTEE MEETING DATE:

AFTER REVIEWING AND SIGNING THIS PROPOSAL, THE DISTRICT DEAN WILL RETURN THE PROPOSAL TO THE DEPARTMENT CHAIR OR PROGRAM COORDINATOR WILL SUBMIT THE PROPOSAL TO THE VPAA OFFICE. THE DEPARTMENT CHAIR/PROGRAM COORDINATOR WILL SEND THIS PROPOSAL ALONG WITH ANY OTHER PROPOSALS FROM HIS/HER DEPARTMENT BEING SUBMITTED FOR REVIEW BY THE CURRICULUM COMMITTEE TO THE STUDENT ASSESSMENT COMMITTEE FOR REVIEW. ONCE APPROVED BY THE STUDENT ASSESSMENT COMMITTEE, SUBMIT THE PROPOSAL(S) TO DROPBOX BY THE MEETING DUE DATE. FOR MORE DETAILS, PLEASE REFER TO THE CURRICULUM COMMITTEE MANUAL: WWW.EDISON.EDU/FACULTYSTAFF/CURRICULUM.PHP

State Frame Work Number (2011-2012)	State Frame Work Description (2011-2012)	Edison State College Course Coverage (courses listed at end)	Assessment Used in Course	Comments
1	**Demonstrate understanding of networked environments - The student will be able to:**			
1.01	Explain the use of binary numbers to represent instructions and data.	CGS2260, CNT1000, CTS2321, CTS2655		
1.02	Describe the hardware implications of the use of binary representation of instructions and data.	CGS2260		
1.03	Convert numbers among decimal, binary, and hexadecimal representation.	CGS2260, CNT1000, CTS2321, CTS2655		
1.04	Perform binary arithmetic.	CGS2260, CNT1000, CTS2321, CTS2655		
1.05	Identify various coding schemes (ASCII, etc.).	CGS2260, CNT1000, CTS2321, CTS2655		
1.06	Discuss various data types (signed and unsigned integers, floating point, etc.).	CGS2260		
1.07	Identify several advantages and disadvantages of networked and non-networked environments.	CGS2260, CNT1000		
1.08	Describe current network environments, such as peer-to-peer and client/server.	CGS2260, CNT1000, CTS2334		
1.09	Identify and discuss issues (such as security, privacy, redundancy, etc.) related to networked environments.	CNT1000, CTS2334, CTS2321		
1.1	Identify and discuss issues related to naming conventions for user ids, email, passwords, and network devices.	CNT1000, CTS2334, CTS2321		
1.11	List and define layers in the OSI and TCP/IP network protocol models.	CGS2260, CNT1000, CTS2334, CTS2655		
1.12	Identify and describe current relevant IEEE network standards.	CNT1000, CTS2321		
1.13	Illustrate typical network topologies.	CNT1000, CTS2334, CTS2655		
1.14	Identify advantages and disadvantages of each topology.	CNT1000		
1.15	Describe the major functions of LAN hardware protocols such as Ethernet, token ring, FDDI, and arcnet.	CNT1000		
1.16	Describe LAN software protocols such as IPX/SPX, TCP/IP, and NetBEUI.	CNT1000, CTS2655		
1.17	Discuss the nature of IP addresses and MAC addresses, and mapping between protocol addressing schemes.	CNT1000, CTS2655		
1.18	Identify major emerging technologies (such as ATM, VPN, and voice over IP).	CNT1000		
1.19	Identify and discuss technical issues related to emerging technologies (such as security, bandwidth capability, and gigabit transmission rates).	CNT1000, CTS2334, CTS2321, CTS2655		
1.2	Discuss the design and function of a storage-area network (SAN).	CNT1000		
1.21	Design a LAN, including the specification of architecture, hardware, software, etc.	CNT1000, CTS2334, CTS2655		
1.22	Identify the advantages of VLANs.	CNT1000, CNT2655		
1.23	Characterize a VLAN implementation.	CNT1000, CTS2655		
1.24	Describe the function of a spanning tree algorithm.	CNT1000, CTS2655		
1.25	Identify a proper network design with a spanning tree component.	CTS2655		
1.26	Use effectively two different and current network modeling tools.	CTS2321		Use ConfigMaker and need another
1.27	Produce effective documentation.	CNT1000, CTS2321		
2	**Demonstrate understanding of data communications - The student will be able to:**			
2.01	Differentiate between telecommunications and data communications.	CGS2260, CNT1000		
2.02	Describe the main functions of each relevant current standard setting organization (IEEE, TIA, etc.).	CNT100		
2.03	Compare and contrast digital communications lines and cable characteristics (e.g. ISDN, DSL, T-1 and T-3).	CNT1000		
2.04	Describe ATM technology; discuss the functions and applications of this technology.	CNT1000		
2.05	Describe the functioning of modems, their features and operating characteristics.	CNT1000		
2.06	Define the features of an ASCII terminal.	CNT1000, CTS2321, CTS2334		
2.07	Describe the function of a UART.	CNT1000		
2.08	Discuss signal representation and modulation.	CNT1000, CTS2321		
2.09	Describe current data code systems used in data communication.	CNT1000, CTS2655		
2.1	Compare and contrast synchronous and asynchronous serial transmission.	CNT1000, CTS2655		
2.11	Compare and contrast major data communications media in terms of data flow, data codes, and transmission codes.	CNT1000, CTS2655		
2.12	Define common error detection and correction mechanisms.	CNT1000, CTS2655		
2.13	Identify LAN access control methods (CSMA/CD, token passing, etc.).	CNT1000, CTS2655		
2.14	Compare and contrast the major features of the LAN access methods.	CNT1000, CTS2655		
2.15	Describe asynchronous protocols.	CNT1000, CTS2655		
2.16	Describe synchronous serial link protocols.	CNT1000, CTS2655		

2.17 Identify and describe file transfer protocols and methodologies.	CTS2321	
2.18 Describe data compression methodologies used for file transfer.	CTS2321	
2.19 Identify evolving issues, such as gigabit transmission requirements, voice over IP, and wireless technologies.	CNT1000	

3   *Understand, Install and configure computer hardware - The student will be able to:*

3.01 Identify and describe distinguishing features of the major hardware platforms.	CGS2260, CTS2334	
3.02 Describe the functions of major hardware components of a computer system.	CGS2260, CTS2334	
3.03 Recognize and correctly identify computing hardware components.	CGS2260	
3.04 Describe emerging hardware technologies and discuss their potential impact.	CGS2260, CTS2334	
3.05 Implement proper procedures for handling and safeguarding equipment.	CGS2260	
3.06 Describe procedures for proper disposal of computer components.	CGS2260	Is this still done?
3.07 Analyze the user's needs	CNT1000	
3.08 Set up and configure systems and peripherals following institutional protocol.	CGS2260, CNT1000, CTS2321, CTS2655, CTS2334	
3.09 Set up BIOS.	CGS2260	
3.1 Install and configure storage and I/O device interfaces.	CGS2260	
3.11 Install and configure multimedia devices and interfaces.	CGS2260	
3.12 Install and configure network hardware components.	CGS2260	
3.13 Design and implement test procedure.	TBA	May need to add this
3.14 Document systems.	CNT1000, CTS2334	
3.15 Configure systems and establish baseline.	CTS2334, CTS2655	
3.16 Design and implement work order procedures.	TBA	May need to add this
3.17 Design and implement systems backups.	CTS2334	

4   *Understand, Install and configure computer software - The student will be able to:*

4.01 Describe the functions and major components (BIOS, task management, etc.) of a computer operating system.	CGS2260	
4.02 Identify current operating systems and describe their important features.	CGS2260	
4.03 Use an operating system for activities such as data and file management.	CGS2260, CNT1000, CTS2321, CTS2334	
4.04 Identify current systems utilities and describe their functions.	CGS2260, CNT1000, CTS2321, CTS2655, CTS2334	
4.05 Use system software to perform routine maintenance tasks such as backup, hard drive defragmentation, etc.	CGS2260, CNT1000, CTS2321, CTS2334	
4.06 Use operating systems of different brands and platforms.	CGS2260, CNT1000, CTS2321, CTS2655, CTS2334	
4.07 Use both stand-alone operating systems and network operating systems.	CGS2260, CNT1000, CTS2321, CTS2655, CTS2334	
4.08 Create, use, and maintain system configuration files.	CGS2260, CNT1000, CTS2321, CTS2334	
4.09 Describe the primary features and functions of the major categories of applications software (word processing, database, spreadsheet, presentation, email, browsers, etc.).	CTS2321	Perhaps CGS1000?
4.1 Use basic features of office productivity software.	CTS2321, CGS1100	Perhaps CGS1000?
4.11 Independently learn to perform (previously untaught) tasks using office productivity software.	CGS1100	Perhaps CGS1000?
4.12 Use software produced by multiple vendors.	CGS2260, CNT1000, CTS2321, CTS2655, CTS2334	Perhaps CGS1000?
4.13 Transmit and exchange data in a multiple vendor software environment.	CGS1100	Is this done?
4.14 Install and configure a microcomputer operating system, system, and application software.	CGS2260, CTS2321, CTS2334	
4.15 Describe procedures for uninstalling operating system software.	TBA	
4.16 Configure software for accessibility by disabled individuals.	CTS2334	
4.17 Install and configure applications software upgrades.	CTS2334	
4.18 Describe modifications necessary to an operating system (such as modifying parameters, how to handle conflicting interrupts, etc.) when installing, configuring and upgrading typical applications software.	CNT1000, CTS2321, CTS2334	
4.19 Install and configure client software for connecting to LANs, WANs, and the Internet (network client, WWW browser, terminal emulation, file transfer, etc.).	CNT1000, CTS2321, CTS2334	
4.2 Install and configure client software for client/server and network-based applications (e-mail, videoconferencing, database, etc.).	CGS2260	Is this done?
4.21 Install applications on a server and configure clients for network access.	CNT1000, CTS2321, CTS2334	

5   *Understand, Install and configure network hardware - The student will be able to:*

5.01 Describe the major functions of network server hardware components.	CNT1000, CTS2334, CTS2321	
5.02 Describe the server hardware requirements.	CTS2334	
5.03 Describe the hardware needed for hosting a Web site.	CTS2321, CTS2334	
5.04 Identify a variety of specialized servers (e.g. proxy, e-mail, DHCP, Web, etc.) and describe the hardware requirements.	CTS2321, CTS2334	
5.05 Describe the major functions of network client hardware components.	CGS2260, CNT1000	
5.06 Describe client hardware requirements.	CGS2260, CNT1000	
5.07 Differentiate between hardware used to implement different topologies such as token ring and Ethernet.	CGS2260, CNT1000	
5.08 Recognize and describe current cable technologies such as twisted-pair, coaxial, and fiber optic, and identifying issues associated with plenum versus non-plenum cable plants.	CGS2260, CNT1000	
5.09 Describe current wireless technologies such as satellite, microwave, spread spectrum RF, and infrared.	CGS2260, CNT1000	
5.1 Identify advantages and disadvantages of wireless and cable technologies.	CGS2260, CNT1000	
5.11 Cite appropriate uses of wireless and cable technologies.	CGS2260, CNT1000	
5.12 Describe the major functions of network connectivity hardware, such as hubs, repeaters, bridges, routers, switches, and gateways.	CGS2260, CNT1000, CTS2655	
5.13 Describe the hardware needed to connect a LAN to the Internet.	CGS2260, CNT1000, CTS2655	
5.14 Describe the function of network storage devices and other peripherals (RAID, CD towers, printers, fax machines, scanners, printer/fax/copiers, imaging devices, and document center equipment, etc.).	CGS2260, CNT1000, CTS2334	
5.15 Describe the requirements for connecting peripherals directly to a network.	CTS2334	
5.16 Set up and configure a server (including installation of NICs and NIC drivers).	CST2334, CTS2321	
5.17 Set up and configure client hardware (including installation of NICs and NIC drivers).	CTS1000, CGS2260, CTS2321, CTS2334	
5.18 Set up network storage devices and other peripherals and connect to the network.	CTS2334	
5.19 Fabricate patch, crossover and console cables.	CNT1000	
5.2 Terminate cable using connectors and punch down panels.	CNT1000	Need to use punch downs in CNT1000
5.21 Pull cable according to cabling plan.	CNT1000	Need to use punch downs in CNT1000
5.22 Test the cable using industry standard measurements.	CNT1000	
5.23 Label and document the wiring system.	CNT1000	
5.24 Set up a network using cable technology.	CNT1000	
5.25 Set up a network using wireless technology.	CNT1000	Need to make sure all do this
5.26 Use current connectivity devices such as hubs, repeaters, bridges, routers, switches, and gateways.	CNT1000, CTS2655	

6   *Understand, install and configure network software - The student will be able to:*

6.01 Describe the major functions of network server software components.	CNT1000, CTS2334, CTS2321	
6.02 Compare and contrast major functions and features of current network operating systems (including directory services).	CNT1000, CTS2334, CTS2321	
6.03 Design a directory and security structure.	CTS2334	
6.04 Install and configure a LAN server.	CTS2321, CTS2334	
6.05 Configure protocol stacks.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
6.06 Configure a server for multiple network protocols and frame types.	CTS2321, CTS2334	
6.07 Configure a server to handle multiple languages for international applications.	TBA	Introduced but not done
6.08 Set up and configure network routing, using appropriate documentation.	CTS2655	
6.09 Describe management issues and procedures for handling multiple servers on a network.	CTS2334, CTS2321	
6.1 Install and connect multiple servers (including different platforms).	CTS2334, CTS2321	
6.11 Install and configure client-auditing software.	TBA	Not done that I know of
6.12 Install and configure software to build client-side images.	CTS2334	Not done, just explained
6.13 Describe the major functions of network client software components.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	Would CGS1000 cover this?
6.14 Install and configure client software on multiple hardware platforms.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
6.15 Test and document client software installation.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	Documentation is currently provided
6.16 Install and configure drivers for NICs and network peripherals (including printers).	CGS2260, CNT1000, CTS2334, CTS2321	
6.17 Install and configure client/server applications (such as e-mail, scheduling, etc) on a server.	CTS2334, CTS2321	
6.18 Install and configure network-based services such as videoconferencing, integrated voicemail/email/fax, large document storage and retrieval, etc.	TBA	Not done that I know of
6.19 Set up a proxy server and a gateway.	CTS2655	

6.2 Set up a server for remote access.	CTS2334, CTS2655	
6.21 Document client server application installation and establish baselines.	CTS2334, CTS2655	
6.22 Monitor client server application and database.	CTS2334, CTS2655	No database monitoring I know of
6.23 Document and enforce software licensing.	TBA	Not done that I know of

7   Perform internetworking activities - The student will be able to:

7.01 Describe WAN topologies and MAN topologies.	CNT1000, CTS2655	
7.02 Differentiate between WAN topologies and LAN topologies.	CNT1000, CTS2655	
7.03 Compare and contrast routing protocols (e.g., RIP, OSFP).	CNT1000, CTS2655	
7.04 Describe the general routing problem and common solutions (including routing verses bridging).	CNT1000, CTS2655	
7.05 Identify and describe WAN protocols.	CNT1000, CTS2655	
7.06 Explain how the first three layers of the OSI model relate to routing and switching.	CNT1000, CTS2655	
7.07 Describe various routing protocols such as RIP, OSPF.	CTS2655	
7.08 Differentiate among routing, switching and bridging.	CNT1000, CTS2655	
7.09 Install routers to simulate a WAN/LAN network.	CTS2655	
7.1 Explain each step necessary for connecting a network to the Internet.	CNT1000, CTS2321 CTS2655	
7.11 Explain the differences between connecting to the Internet via a dial-up connection vs. a dedicated connection.	CNT1000, CTS2321 CTS2655	
7.12 Identify two major network issues associated with each of Internet, intranet, and extranet.	CNT1000, CTS2321 CTS2655	
7.13 Implement LAN/WAN connections, including virtual private networks (VPN), permanent virtual circuits (PVC), frame relay, tunneling, remote and mobile user access, etc.	CTS2321	
7.14 Define the basic software components of a WAN.	CNT1000, CTS2655	
7.15 Configure routers to simulate a WAN/LAN network.	CTS2655	
7.16 Explain the function and purpose of firewalls and firebreaks and their purpose.	CNT1000, CTS2321 CTS2655	
7.17 Configure access lists to limit traffic and enhance security.	CTS2655	
7.18 Explain three major security concerns relating to data communications.	CNT1000, CTS2321 CTS2655	

8   Perform Network administration and management activities - The student will be able to:

8.01 Create and manage user accounts based on standard criteria including department, application needs, and permissions.	CTS2321, CTS2334	
8.02 Establish, document and disseminate user security guidelines.	TBA	Not done I know of
8.03 Create and test account templates and policies.	CTS2321, CTS2334	
8.04 Document account setup	TBA	Done but not documented
8.05 Grant/deny access to peripherals.	CTS2321, CTS2334	
8.06 Grant/deny access to logins.	CTS2321, CTS2334	
8.07 Grant/deny access to file systems.	CTS2321, CTS2334	
8.08 Perform network monitoring activities to ensure account integrity.	CNT1000,CTS2321, CTS2334	
8.09 Establish procedures for termination of user accounts.	TBA	Done but not documented
8.1 Manage software licensing based on user requirements.	TBA	
8.11 Document security policies and violations.	TBA	Done but not documented
8.12 Install and update anti-virus software.	TBA	Not done I know of
8.13 Describe current encryption standards - public vs. private key, NSA DES, PGP.	CNT1000,CTS2321, CTS2334	
8.14 Describe the functions and characteristics of firewalls.	CTS2655	
8.15 Address security issues raised by the ability to access server remotely.	CTS2655	
8.16 Discuss the functions of authentication servers, RADIUS, and VPN.	CTS2321, CTS2334	
8.17 Establish files backup procedures.	CTS2321, CTS2334	
8.18 Develop and publish backup schedule.	TBA	Demostrated but not done or published
8.19 Implement back up procedures.	TBA	Demostrated but not done
8.2 Design test procedures.	TBA	Demostrated but not done
8.21 Test backup by performing restore of sample data.	CTS2321, CTS2334	
8.22 Document backup.	TBA	Demostrated but not Documented
8.23 Monitor backup.	CTS2321	
8.24 Coordinate off-site storage of backup files.	TBA	Not done I know of
8.25 Establish a baseline for optimal network performance.	CTS2321, CTS2334	
8.26 Capture sample data and compare to baseline.	CTS2321, CTS2334	
8.27 Recommend changes to enhance network performance.	CTS2321, CTS2334	
8.28 Configure time synchronization and troubleshoot inconsistencies.	CTS2334	
8.29 Use network management tools effectively to integrate and manage network resources.	CTS2321, CTS2334	
8.3 Explain RMON and SNMP and their use in monitoring a network.	CNT1000	
8.31 Demonstrate the use of a network management package.	CNT1000,CTS2321, CTS2334	
8.32 Configure network devices to send SNMP traps or alerts to network management systems.	TBA	Not done I know of
8.33 Discuss quality-of-service considerations and switching prioritization.	TBA	Not done I know of

8.34	Describe routing metrics such as hop counts, cost, etc.	CTS2655	
8.35	Describe typical WAN links and discuss bandwidth considerations.	CNT1000, CTS2655	
8.36	Provide examples of WAN backup techniques such as dial-backup that illustrate when they are appropriate.	CTS2334	

9 Perform troubleshooting and maintenance activities - The student will be able to:

9.01	Describe the use and features of diagnostic test equipment.*	CGS2600	Is this still done?
9.02	Describe effective troubleshooting strategies and techniques to resolve basic hardware, software, and network problems.*	CGS2260	
9.03	Recognize and resolve basic hardware and software configuration problems.	CGS2260	
9.04	Eliminate the obvious using techniques such as substitution.	CGS2260	
9.05	Trace for connectivity issues through each system component.	CGS2260	
9.06	Identify resources for troubleshooting including online documentation.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
9.07	Follow standard operating procedures for troubleshooting hardware and software.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
9.08	Implement restoration of critical resources.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
9.09	Determine when to escalate issues based on predefined guidelines.	TBA	Don't know if this is done
9.1	Document problems and solutions for future reference.	TBA	Don't know if this is done
9.11	Assemble reference manual including frequently asked questions.	TBA	Don't know if this is done
9.12	Define windows of opportunity for maintenance tasks.	TBA	Don't know if this is done
9.13	Determine type of maintenance programs needed to ensure maximum system performance.	CTS2334	
9.14	Determine service intervals and publish maintenance schedule.	TBA	Don't know if this is done
9.15	Document maintenance performed.	TBA	Don't know if this is done
9.16	Establish a plan of obsolescence.	TBA	Don't know if this is done

10 Perform documentation and technical reference activities - The student will be able to:

10.01	Describe appropriate documentation procedures and practices.	TBA	Don't know if this is done
10.02	Effectively use locally maintained systems, software, and network documentation.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
10.03	Produce and maintain system documentation, such as inventory, costs, installed software, and procedures.	CGS2260, CNT1000, CTS2334	
10.04	Maintain network documentation, including server and workstation hardware and software specifications.	CTS2334	
10.05	Document the router configuration.	CTS2655	
10.06	Effectively use several standard visual modeling tools.	CTS2655	Use only one
10.07	Maintain visual network documentation, such as cabling diagrams.	CNT1000	
10.08	Describe effective strategies for online research.	TBA	Don't know if this is done
10.09	Locate technical information online.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
10.1	Evaluate information located through online research.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
10.11	Correctly cite Internet-based resources.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	

11 Perform user-training activities - The student will be able to:

11.01	Instruct user in login procedure.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
11.02	Explain downloading procedure and policy.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
11.03	Orient user to company LAN and workstation policies.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
11.04	Orient user to applications.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
11.05	Management and backup procedures.	CTS2334, CTS2321	
11.06	Develop an ongoing training program.	TBA	Done but not required of students

12   *Demonstrate professional development skills - The student will be able to understand the importance of:*

12.01 Attending classes, seminars, and workshops.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	Just my classes, others may require more
12.02 Reviewing literature and reading current literature.	CTS2321, CTS2334	
12.03 Evaluating skills and taking necessary steps to upgrade.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	

13   *Demonstrate Employability Skills - The student will be to:*

13.01 Identify appropriate attire and grooming for a business office.	TBA	Perhaps personal business skills?
13.02 Identify sources of employment opportunities.	TBA	Perhaps personal business skills?
13.03 Discuss employer expectations regarding attendance, punctuality, initiative, teamwork, etc.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
13.04 Discuss employee rights regarding privacy, discrimination, due process, safety, etc.	TBA	Perhaps personal business skills?
13.05 Explain the importance of having a written job description.	TBA	Perhaps personal business skills?
13.06 List representative jobs and career paths for people trained in the computer networking support area.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
13.07 List several functions of each representative computer service oriented job and career path.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
13.08 Complete employment forms.	TBA	Perhaps personal business skills?
13.09 Classify behaviors considered to be appropriate or inappropriate in a job interview situation.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
13.1 Compose and type a follow-up letter.	TBA	Perhaps personal business skills?
13.11 Compose and type a letter of application and a resume.	TBA	Perhaps personal business skills?
13.12 Compose and type a letter of resignation.	TBA	Perhaps personal business skills?
13.13 Demonstrate job interview skills.	TBA	Perhaps personal business skills or speech?
13.14 Identify methods for securing an employment reference.	TBA	Perhaps personal business skills?

14   *Perform general organizational computing workplace competencies - The student will be able to:*

14.01 Follow oral and written instructions.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.02 Prepare, outline, and deliver a short oral presentation.	TBA	Perhaps speech?
14.03 Participate in group discussion as a member and as a leader.	TBA	Perhaps speech?
14.04 Obtain appropriate information form graphics, maps, or signs.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.05 Prepare visual material to support an oral presentation.	TBA	Perhaps speech?
14.06 Demonstrate self-motivation and responsibility to complete an assigned task.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.07 List the steps in problem solving.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	Demostrated
14.08 Choose appropriate action in situations requiring effective time management.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.09 Identify and discuss issues contained within professional codes of conduct.	TBA	Perhaps Personal Business Skills?
14.1 Identify and discuss software-licensing issues.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.11 Identify and discuss property rights and licensing issues.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.12 Identify and discuss privacy issues.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.13 Identify and discuss encryption issues.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.14 Identify legal liability issues.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.15 Describe appropriate measures for planning and managing a large project.	TBA	Most of my projects are small

14.16	Define an implementation schedule for a large project.	TBA	Most of my projects are small
14.17	Describe appropriate measures for planning and implementing corporate wide upgrade of hardware and software.	TBA	Most of my projects are small
14.18	Identify potential sources of employee/employer or employee/employee conflict and discuss possible approaches to resolve such disagreements.	TBA	Perhaps Personal Business Skills?
14.19	Use appropriate communication skills, courtesy, manners, and dress in the workplace.	TBA	Perhaps Personal Business Skills?
14.2	Apply principles and techniques for being a productive, contributing member of a team.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.21	Identify and use acceptable strategies for resolving conflict in the workplace	TBA	Perhaps Personal Business Skills?
14.22	Apply principles and techniques for working productively with people of diverse cultures and backgrounds.	TBA	Perhaps Personal Business Skills?
14.23	Identify techniques for stress management and prevention of job burn-out.	TBA	Perhaps Personal Business Skills?
14.24	Use appropriate communication skills, telephone etiquette, courtesy, and manners when dealing with customers.	TBA	Perhaps Personal Business Skills?
14.25	Communicate effectively with individuals lacking a technical background.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	
14.26	Give clear detailed technical oral instructions.	CGS2260, CNT1000, CTS2334, CTS2321, CTS2655	

Courses	Description	
CNT1000	Networking Essentials	
CTS2334	Windows Server	
CTS2321	Linux Internet Servers	
CTS2655	Internetworking with Cisco Routers	
CGS2260	Computer Hardware and Maintenance	
CGS1000	Computer Literacy	
CGS1100	Microcomputer Skills	Does this name need to be updated?

FLDOE State Framework Numbers and Descriptions 2011-2012	ESC Course Coverage	Comments and/or Shortfalls	
Business Administration General (Core) Skills	*Course Descriptions on last page of report*	*See Recommendations*	
01.0 Perform math computations.			
01.01 Perform basic computational operations manually and with a calculator.	(GEN.ED. MAC 1105, MAC 1106)	Core ACG classes reinforce concept & require demonstration of framework.	
01.02 Interpret graphs and tables.	(GEN.ED. MAC 1105, MAC 1106), (ELECTIVE STA 2023, ACG2071)	Core ACG classes reinforce concept & require demonstration of framework.	
01.03 Solve and interpret financial problems such as sales, purchases, markups, markdowns, simple and compound interest, future value, present value, and time value of money using a calculator.	(ELECTIVE MAC 2233), MTB 1103, MGF 1107	Core ACG classes reinforce concept & require demonstration of framework.	
01.04 Determine elapsed time between two events, stated in seconds, minutes, hours, days, weeks, months, or years.	(GEN.ED. MAC 1105, MAC 1106)	Core ACG classes reinforce concept & require demonstration of framework.	
01.05 Determine whether sufficient, insufficient, or extraneous information is given for solving a problem.	(GEN.ED. MAC 1105, MAC 1106)	Core ACG classes reinforce concept & require demonstration of framework.	
01.06 Solve problems related to measurement and space allocation.	(GEN.ED. MAC 1105, MAC 1106)	Core ACG classes reinforce concept & require demonstration of framework.	
02.0 Demonstrate basic computer skills.			
02.01 Demonstrate keyboarding techniques.	CSG 1100	Basic computer skills used in all degree required classes	
02.02 Demonstrate basic proficiency in spreadsheet, word processing, database, and presentation software and e-mail communication.	CSG 1100	Basic computer skills used in all degree required classes	
02.03 Perform research using the internet and intranet.	CSG 1100	Basic computer skills used in all degree required classes	
03.0 Perform accounting activities.			
03.01 Record transactions in a general journal.	ACG 1001, ACG 1002, ACG 2011	ACG 1002 not currently offered	
03.02 Post entries from a general journal to a general ledger.	ACG 1001, ACG 1002, ACG 2011	ACG 1002 not currently offered	
03.03 Prepare a worksheet.	ACG 1001		
03.04 Prepare an income statement.	ACG 1001, ACG 1002, ACG 2011	ACG 1002 not currently offered	
03.05 Prepare an owner's equity statement.	ACG 1001, ACG 1002, ACG 2011	ACG 1002 not currently offered	
03.06 Prepare a balance sheet.	ACG 1001, ACG 1002, ACG 2011	ACG 1002 not currently offered	
03.07 Prepare a cash flow statement.	ACG 2011, ACG 1002	ACG 1002 not currently offered	
03.08 Journalize and post adjusting entries.	ACG 1001, ACG 1002, ACG 2011	ACG 1002 not currently offered	
03.09 Journalize and post closing entries.	ACG 1001, ACG 1002, ACG 2011	ACG 1002 not currently offered	
03.10 Prepare a post-closing trial balance.	ACG 1001, ACG 1002, ACG 2011	ACG 1002 not currently offered	
03.11 Demonstrate knowledge of petty cash records.	ACG 1001, ACG 1002	ACG 1002 not currently offered	
FLDOE State Framework Numbers and Descriptions 2011-2012	**ESC Course Coverage**	**Comments and/or Shortfalls**	
Business Administration General (Core) Skills	*Course Descriptions on last page of report*	*See Recommendations*	

03.0	Perform accounting activities. (Continued)			
03.12	Demonstrate knowledge of checking account records and bank reconciliation.	FIN 2100, ACG 1001, ACG 1002		
03.13	Record transactions in special journals.	ACG 1001, ACG 1002		
03.14	Post journal entries to subsidiary ledgers.	ACG 1001, ACG 1002		
03.15	Prepare payroll records.	ACG 1001, ACG 1002		
03.16	Interpret financial statements.	ACG 1001, ACG 1002, ACG 2011		
03.17	Demonstrate knowledge of the accounting cycle.	ACG 1001, ACG 1002, ACG 2011		
03.18	Demonstrate knowledge of budget principles and interpret budgets.	FIN 2100,(ELECTIVE ACG 2071)	ACG 2071 Move Managerial Accounting to a core requirement.	
03.19	Demonstrate accounting operations on a computer.	ACG 1002		
04.0	Perform communication activities.			
04.01	Demonstrate effective telephone usage and courtesy.	SLS 1331		
04.02	Demonstrate effective listening skills.	(GEN.ED. SPC 1017)		
04.03	Give, follow, and interpret oral and written communications.	(GEN.ED. SPC 1017)		
04.04	Demonstrate knowledge of e-mail etiquette and ethics.	SLS 1331		
04.05	Compose business correspondence and related documents and demonstrate correct spelling, grammar, punctuation and word choice.	(GEN. ED. ENC 1101, ENC 1102)		
04.06	Prepare, outline, and deliver an effective short oral presentation.	(GEN.ED. SPC 1017), GEB 1011		
04.07	Participate in a group discussion as a member and as a leader.	MAN 2021		
04.08	Obtain appropriate information from graphics and other visual media.	MAR 2011,		
04.09	Research and interpret information retrieved from print and electronic resources.	MAR 2011, (GEN.ED. ENC 1101, ENC 1102)		
04.10	Annotate letters, reports, and/or news articles.	(GEN. ED. ENC 1101, ENC 1102)		
04.11	Proofread and edit documents.	(GEN. ED. ENC 1101, ENC 1102)		
04.12	Research and compose a document containing statistical information.	MAR 2011, (ELECTIVE STA 2023)		
04.13	Prepare visual material, including electronic media, to support an oral presentation.	MAR 2011, (GEN.ED. SPC 1017)		
04.14	Demonstrate ability to communicate effectively with diverse populations.	MAR 2011, (GEN.ED. HUM 2211, 2235, 2250,2510)		
FLDOE State Framework Numbers and Descriptions 2011-2012		**ESC Course Coverage**	**Comments and/or Shortfalls**	
Business Administration General (Core) Skills		*Course Descriptions on last page of report*	*See Recommendations*	
05.0	Develop human relations skills.			
05.01	Analyze and develop written solutions to behavior problems affecting job performance.	MAN 2021		

05.02	Demonstrate ability to work effectively as part of a team.	MAN 2021, GEB 1011		
05.03	Demonstrate conflict resolution skills.	MAN 2021		
05.04	Demonstrate punctuality, initiative, courtesy, dependability, flexibility and honesty.	MAN 2021		
05.05	Develop and demonstrate the unique human relations skills needed for success in the business sector.	MAN 2021		
05.06	Recognize different personality styles and how to interact effectively with them in the workplace.	MAN 2021, GEB 1011		
05.07	Differentiate between an acceptable and unacceptable code of ethical conduct in business.	MAN 2021, GEB 1011		
05.08	Discuss how values and attitudes influence behavior.	(GEN.ED. HUM 2211, 2235, 2250, 2510), MAN 2021, MAR 2011, GEB 1011		
05.09	Explain how understanding of self-concept and self-esteem impacts human relations skills.	GEB 1011, (GEN.ED. HUM 2211, 2235, 2250, 2510), MAN 2021		
06.0	**Demonstrate employability skills.**			
06.01	Demonstrate understanding of acceptable hygiene and grooming habits.	SLS 1331		
06.02	Identify sources of employment opportunities.	SLS 1331, GEB 1011		
06.03	Identify appropriate attire and grooming for a business office.	SLS 1331		
06.04	Identify documents that may be required when applying for a job.	GEB 1011		
06.05	Complete a résumé and a cover letter.	GEB 1011		
06.06	Complete a job application form correctly.	GEB 1011		
06.07	Prepare a plain-text résumé for electronic distribution.	SLS 1331		
06.08	Demonstrate effective job interview techniques.	SLS 1331		
06.09	Demonstrate understanding of different types of interviews.	SLS 1331		
06.10	Prepare a thank you letter for an interview.	SLS 1331		
06.11	Identify and demonstrate appropriate responses to feedback from supervisors.	SLS 1331		
06.12	Identify and demonstrate acceptable work habits.	SLS 1331		
06.13	Demonstrate knowledge of how to make job and career changes appropriately.	SLS 1331		
06.14	Demonstrate basic knowledge of employment law.	MAN 2021		
FLDOE State Framework Numbers and Descriptions 2011-2012		**ESC Course Coverage**	**Comments and/or Shortfalls**	
Business Administration General (Core) Skills		*Course Descriptions on last page of report*	*See Recommendations*	
06.0	**Demonstrate employability skills. (Continued)**			
06.15	Demonstrate ability to adapt to change.	MAR 2011, SLS 1331		
06.16	Demonstrate effective time management skills.	SLS 1331		
06.17	Prepare a letter of resignation.	SLS 1331		
06.18	Identify methods for securing an employment reference.	SLS 1331		

07.0 Develop leadership skills.			
07.01 Demonstrate an understanding of how to plan and lead an effective meeting.	MAN 2021, GEB 1011	Core Class Group Projects	
07.02 Define effective leadership.	MAN 2021, GEB 1011		
07.03 Identify and explain key leadership behaviors.	MAN 2021, GEB 1011		
07.04 Compare different styles of leadership.	GEB 1011, MAN2021		
07.05 Relate leadership to other management and communication skills.	MAN 2021, GEB 1011		
07.06 Examine ways effective leaders develop, coach, and motivate.	MAN 2021		
07.07 Define organization vision and mission.	MAN 2021, GEB 1011		
07.08 Identify characteristics of effective goals.	FIN 2100, MAN 2021		
07.09 Describe personal leadership style.	MAN 2021, GEB 1011		
07.10 Explain how effective leaders identify problems and make decisions.	MAN 2021, GEB 1011		
07.11 Compare different styles of managing conflict.	MAN 2021		
08.0 Perform decision making activities.			
08.01 Choose appropriate action in situations requiring application of business ethics.	SLS 1331, MAN 2021		
08.02 Identify ways to assign work to others.	MAN 2021		
08.03 Apply steps in a rational decision making process to a business and/or personal situation.	MAN 2021		
FLDOE State Framework Numbers and Descriptions 2011-2012	**ESC Course Coverage**	**Comments and/or Shortfalls**	
Business Administration General (Core) Skills	*Course Descriptions on last page of report*	*See Recommendations*	
09.0 Identify, classify, and demonstrate management activities.			
09.01 Compare management styles.	MAN 2021, GEB 1011		
09.02 Identify the major functions of management.	MAN 2021, GEB 1011		
09.03 Demonstrate understanding of basic management concepts such as authority, responsibility, delegation, empowerment, and hiring and firing.	MAN 2021, GEB 1011		
09.04 Demonstrate knowledge of the relationship between authority and responsibility to task accomplishment.	MAN 2021, GEB 1011		
09.05 Select the most effective communication systems.	MAN 2021, MAR 2011		

09.06	Identify problems and make an appropriate decision.	MAN 2021, MAR 2011		
09.07	Demonstrate understanding of organizational culture and its impact on communication.	MAN 2021, MAR 2011, GEB 1011		
09.08	Identify and discuss current management issues in business and other organizations.	MAN 2021, GEB 1011		
09.09	Describe activities associated with the management functions of planning, organizing, staffing, leading, and controlling.	MAN 2021, GEB 1011		
10.0	**Demonstrate a basic understanding of legal and ethical issues in a business environment.**			
10.01	Demonstrate basic understanding of contracts.	BUL 2241		
10.02	Demonstrate basic understanding of human resource issues.	MAN 2021, BUL 2241		
10.03	Demonstrate basic understanding of negotiable instruments.	FIN 2100, BUL 2241		
10.04	Demonstrate basic understanding of intellectual property rights.	FIN 2100, GEB 1011		
10.05	Demonstrate basic understanding of appropriate use of employer property.	FIN 2100, BUL 2241		
10.06	Demonstrate basic understanding of confidentiality.	MAN 2021, BUL 2241		
10.07	Demonstrate basic understanding of role of ethical decision making in dealings with stakeholders.	MAN 2021, BUL 2241		
10.08	Demonstrate knowledge of social responsibilities.	MAN 2021, GEB 1011		
10.09	Demonstrate knowledge of legal and privacy issues regarding e-mail, voice mail, internet, telephone, and other communication methods.	BUL 2241	Particular Case Studies in some core classes but not standardized	
In addition to the core learning outcomes, students will complete the objectives in the following specializations:				
FLDOE State Framework Numbers and Descriptions 2011-2012		**ESC Course Coverage**	**Comments and/or Shortfalls**	
		Course Descriptions on last page of report		
Accounting/Budgeting Operations Specialization			*See Recommendations*	
11.0	**Demonstrate knowledge of accounting/budgeting operations.**			
11.01	Demonstrate an understanding of profit vs. not-for-profit accounting.	not met	STANDARDIZE A CASE STUDY TO MEET REQUIREMENT	
11.02	Demonstrate an understanding of available and appropriate technology for accounting applications.	CGS 1100		
11.03	Interpret and analyze income statement, owner's equity statement, and cash flow statement.	ACG 2071 (Elective)	Move Managerial Acct. to a core requirement	
11.04	Understand significant and specific problems in the area of accounts receivable.	ACG 2071 (Elective)	Move Managerial Acct. to a core requirement	
11.05	Prepare a profit analysis.	ACG 2071 (Elective)	Move Managerial Acct. to a core requirement	
11.06	Interpret profit analysis and its impact on an organization.	ACG 2071 (Elective)	Move Managerial Acct. to a core requirement	
11.07	Describe differences in planning for operating expenditures and capital expenditures.	ACG 2071 (Elective)	Move Managerial Acct. to a core requirement	

11.08 Describe the principles related to pricing decisions.	ACG 2071 (Elective)	Move Managerial Acct. to a core requirement	
11.09 Demonstrate the application of pricing decisions.	ACG 2071 (Elective)	Move Managerial Acct. to a core requirement	
11.10 Demonstrate an understanding of tax implications.	ACG 2071 (Elective)	Move Managerial Acct. to a core requirement	
Course Descriptions			
BAMA, AS Degree Core Requirements			
ACG 1001 Financial Accounting I			
ACG 1002 Microcomputer Accounting Applications			
ACG 2011 Accounting II			
CGS 1100 Microcomputer Skills			
MTB 1103 Business Mathematics			
MAN 2021 Management Principles			
FIN 2100 Personal Finance			
GEB 1011 Introduction to Business			
BUL 2241 Business Law			
MAR 2011 Marketing			
SLS 1331 Personal Business Skills			
ACG 2071 Managerial Accounting			

FDOE State Framework Numbers and Descriptions 2011-2012	ESC Course Coverage	Comments and/or Shortfalls
Accounting Technology General (Core) Skills	*Course Descriptions on last page of report*	*See Recommendations*
01.0 Perform math computations.		
01.01 Solve addition, subtraction, multiplication, and division problems manually.	(GEN.ED. MAC 1105, MAC 1106)	Require MTB 1103 to meet all standards
01.02 Solve addition, subtraction, multiplication, and division problems using a calculator.	(GEN.ED. MAC 1105, MAC 1106)	Require MTB 1103 to meet all standards
01.03 Solve problems involving decimals and fractions.	(GEN.ED. MAC 1105, MAC 1106)	Require MTB 1103 to meet all standards
01.04 Solve problems involving percentages and discounts using a calculator.	(GEN.ED. MAC 1105, MAC 1106)	Require MTB 1103 to meet all standards
01.05 Solve problems involving comparison shopping using a calculator.	(GEN.ED. MAC 1105, MAC 1106)	Require MTB 1103 to meet all standards
01.06 Interpret graphs and tables.	ACG 2071 (GEN. ED. STA 2023)	Require MTB 1103 to meet all standards
01.07 Solve finance charge and annual percentage rate problems using a calculator.	ACG 1001	Require MTB 1103 to meet all standards
01.08 Determine elapsed time between two events, stated in seconds, minutes, hours, days, weeks, months, or years.	(GEN.ED. MAC 1105, MAC 1106)	Require MTB 1103 to meet all standards
01.09 Determine whether sufficient, insufficient, or extraneous information is given for solving a problem.	(GEN.ED. MAC 1105, MAC 1106) ???	Require MTB 1103 to meet all standards
01.10 Solve problems involving perimeter or area of a rectangular region.	(GEN.ED. MAC 1105, MAC 1106) ???	Require MTB 1103 to meet all standards
01.11 Solve problems involving length, width, or height.	(GEN.ED. MAC 1105, MAC 1106) ???	Require MTB 1103 to meet all standards
01.12 Solve problems involving capacity.	(GEN.ED. MAC 1105, MAC 1106) ???	Require MTB 1103 to meet all standards
01.13 Perform basic algebraic computations.	(GEN.ED. MAC 1105, MAC 1106) ???	Require MTB 1103 to meet all standards
01.14 Prepare checks and stubs.	ACG 1001	Discussed briefly, MTB 1103 Recommended
01.15 Endorse checks using special endorsements.	ACG 1001	Discussed briefly, MTB 1103 Recommended
01.16 Prepare deposit slip and adjust checkbook.	ACG 1001	Discussed briefly, MTB 1103 Recommended
02.0 Perform keyboarding/typewriting activities.		
02.01 Demonstrate keyboarding/typewriting techniques.	CGS 1100	
02.02 Identify operative parts of keyboarding equipment.	CGS 1100	
02.03 Identify formatting principles.	CGS 1100	
02.04 Demonstrate speed and accuracy in typing straight-copy material.	CGS 1100	
FDOE State Framework Numbers and Descriptions 2011-2012	**ESC Course Coverage**	**Comments and/or Shortfalls**

Accounting Technology General (Core) Skills	*Course Descriptions on last page of report*	*See Recommendations*
03.0 Perform accounting activities.		
03.01 Define accounting terms.	ACG 1001	
03.02 Classify accounts.	ACG 1001	
03.03 Analyze and journalize transactions for proprietorships, partnerships, and corporations.	ACG 2011	
03.04 Post transactions.	ACG 1001	
03.05 Prepare trial balance.	ACG 1001	
03.06 Prepare a worksheet.	ACG 1001	
03.07 Analyze and/or calculate and journalize correcting, adjusting, closing, and reversing entries.	ACG 1001	
03.08 Prepare financial statements: Income Statement, Owner's Equity, Balance Sheet, and Changes in Financial Position.	ACG 1001, ACG 2011	
03.09 Prepare a payroll and earnings records for employees.	ACG 1001	
03.10 Record and verify cash receipts and cash reimbursements.	ACG1001	
03.11 Compute dividend distributions.	ACG 2011	
03.12 Compute financial ratios.	ACG 1001, ACG 2011	
03.13 Classify cost behavior patterns as fixed or variable.	ACG 2071	
03.14 Prepare a Cost of Goods Manufactured Statement.	ACG 2071	
03.15 Determine methods of inventory evaluation.	ACG 1001	
03.16 Identify income tax terms and forms.	TAX 2000, TAX 2010	
03.17 Calculate depreciation under Internal Revenue Service (IRS) codes and Financial Accounting Standards Board (FASB) regulations.	TAX 2000, ACG 1001	
03.18 Define and apply generally accepted accounting principles.	ACG 1001, ACG 2011	
03.19 Calculate amortization of bond premiums and discounts.	ACG 2011	
03.20 Prepare a bank reconciliation.	ACG 1001	
03.21 Maintain petty cash records.	ACG 1001	
03.22 Interpret financial statements.	ACG 1001, ACG 2011	
FDOE State Framework Numbers and Descriptions 2011-2012	**ESC Course Coverage**	**Comments and/or Shortfalls**
Accounting Technology General (Core) Skills	*Course Descriptions on last page of report*	*See Recommendations*

04.0	Perform communication activities.		
04.01	Follow oral and written instructions.	GEN.ED. SPC 1017 or SPC 2023	
04.02	Compose business correspondence and related documents.	SLS 1331 (GEN.ED.ENC 1101, ENC 1102)	
04.03	Prepare, outline, and deliver a short oral presentation.	GEN.ED. SPC 1017 or SPC 2023	
04.04	Participate in a group discussion as a member and as a leader.	UNSURE	MAN 2021
04.05	Obtain appropriate information from graphics, maps, or signs.	UNSURE	
04.06	Locate and record information retrieved from written resources including current business periodicals.	GEN.ED. ENC 1101, ENC 1102	
04.07	Annotate letters, reports, and/or news articles.	GEN.ED. ENC 1101, ENC 1102	
04.08	Edit documents using proofreading symbols.	GEN.ED. ENC 1101, ENC 1102	
04.09	Research and compose a document containing statistical information.	UNSURE	GEN.ED. ENC 1101, ENC 1102
04.10	Spell and define words, including business terminology.	SLS 1331, GEB 1011	
04.11	Prepare visual material to support an oral presentation.	GEN.ED. SPC 1017 or SPC 2023	
05.0	Develop human relations skills.		**MAN 2021 would meet entire framework**
05.01	Demonstrate appropriate work habits.	GEB 1011	
05.02	Identify traits that promote good human relations and increase job performance.	GEB 1011	
05.03	Analyze and develop written solutions to behavior problems affecting job performance.	GEB 1011	
06.0	Demonstrate appropriate grooming habits.		
06.01	Identify appropriate attire and grooming for a business office.	SLS 1331	
07.0	Perform job application activities.		
07.01	Identify sources of employment opportunities.	SLS 1331, GEB 1011	
07.02	Complete employment forms.	GEB 1011	
07.03	Classify behaviors considered to be appropriate or inappropriate in a job interview situation.	SLS 1331, GEB 1011	
07.04	Compose and type a follow-up letter.	SLS 1331	
07.05	Compose and type a letter of application and a resume.	SLS 1331	
07.06	Compose and type a letter of resignation.	SLS 1331	
07.07	Demonstrate job interview skills.	SLS 1331	
07.08	Identify methods for securing an employment reference.	SLS 1331	
FDOE State Framework Numbers and Descriptions 2011-2012		**ESC Course Coverage**	**Comments and/or Shortfalls**
Accounting Technology General (Core) Skills		*Course Descriptions on last page of report*	*See Recommendations*
08.0	Develop leadership skills.		
08.01	Prepare an agenda.	GEB 1011	
08.02	Demonstrate the ability to conduct an orderly meeting.	GEB 1011	

08.03	Greet and introduce individuals.	SLS 1331	

09.0	**Perform consumer economic activities.**		
09.01	Identify basic concepts of the American economic system.	ECO 2013, ECON 2023, GEB 1011	
09.02	Identify basic types and sources of consumer credit.	ECO 2013, ECON 2023	MTB 1103 if required would meet standard

10.0	**Perform decision making activities.**		**MAN 2021 would meet entire framework**
10.01	List the steps in problem solving.	ACG 2071, GEB 1011	
10.02	Demonstrate the ability to determine the proper priority of work.	UNSURE	SLS 1331, GEB 1011
10.03	Choose appropriate action in situations requiring application of business ethics.	SLS 1331, ACG 1001, GEB 1011	All other required ACG courses briefly discuss
10.04	Choose appropriate action in situations requiring following a chain of command.	GEB 1011	
10.05	Choose appropriate action in situations requiring effective time management.	SLS 1331, GEB 1011	
10.06	Identify ways to assign work to others.	UNSURE	SLS 1331, GEB 1011

11.0	**Perform information processing activities.**		
11.01	Locate requested information on a computer printout.	CGS 1100, CGS 2511	
11.02	Identify accounting applications of computers in modern business.	CGS 1100, CGS 2511	
11.03	Enter accounting data into computer systems.	CGS 1100, CGS 2511	
11.04	Analyze computer output.	CGS 1100, CGS 2511	

12.0	**Demonstrate managerial skills and techniques in accounting.**		
12.01	Identify and apply fundamentals of management.	GEB 1011	
12.02	Collect, record, and analyze accounting data to evaluate alternatives in decision making processes.	ACG 2071	
12.03	Calculate and understand break-even analysis and other related topics.	ACG 2071	
12.04	Identify, record, and evaluate various cost accounting systems.	ACG 2071	

ACCGS, AS Core Course Descriptions

ACG 1001 Financial Accounting I		
GEB 1011 Introduction to Business		
ACG 2011 Financial Accounting II		
RMI 2001 Principles of Risk Management		
CGS 1100 Microcomputer Skills		
ACG 2071 Managerial Accounting		
ECO 2013 Economics I		

TAX 2000 Federal Tax Accounting I		
CGS 2511 Advanced Spreadsheet Computing		
ACG 2500 Governmental and Not-for-Profit Accounting		
TAX 2010 Federal Tax Accounting II		
SLS 1331 Personal Business Skills		

Memorandum

To: Curriculum Committee

From: Dr. J.B. Elsberry,
            Program Director Respiratory Care

Date: December 16, 2011

Re: Clarification of A.S. Degree Program Requirements

We would like to add this information item to the next Curriculum Committee as a clarification for the highlighted **General Education Core a**s well as the **Additional Program Science requirements** for students entering or continuing their studies in the Respiratory Care Associate of Science Degree Program.

Current Catalog language:

General Education Core Requirements:

 (To be taken before or during the program)

- * BSC 1093C - Anatomy and Physiology I **4 credit(s)**
- BSC 1094C - Anatomy and Physiology II **4 credit(s)**
- CHM 2032 - General Chemistry for the Health Sciences **3 credit(s)**
- CHM 2032L - General Chemistry for the Health Sciences Lab **1 credit(s)**
- ENC 1101 - Composition I **3 credit(s)**
- ** MGF 1106 - Mathematics for Liberal Arts I **3 credit(s)**
- *** PSY 2012 - General Psychology I **3 credit(s)**
- ****Humanities course – **3 credit(s)**

Total: 24

Additional Program Science Requirements:

- * MCB 2010C - Microbiology **4 credit(s)**
- PHY 1007 - Physics for the Health Sciences **3 credit(s)**

Total: 7

Revised Catalog Language:

- <mark>Chemistry requirement revision:</mark>
"Any college level chemistry class and its corresponding lab; however, students are strongly advised to take **CHM 2032 and CHM 2032L.**"

- <mark>Mathematics requirement revision:</mark>
"Any college-level math course; however, students are strongly advised to take **MGF 1106."**

- <mark>Social Science requirement revision:</mark>
"Any college-level Psychology or Sociology course; however, students are strongly advised to take **PSY 2012.**"

<mark>**Additional Program Science Requirements Revision:**</mark>

- <mark>For PHY 1007:</mark> "Any college level Physics class; however, students are strongly advised to take **PHY 1007**

These language changes are requested to go into effect with the current academic year and be incorporated for students graduating in the 2011-2012 academic year. We further request that these changes be listed in the 2012-13 College Catalog.

M e m o r a n d u m

To: Curriculum Committee

From: R. Jeff Davis,
               Program Director Cardiovascular Technology

Date: December 16, 2011

Re: Clarification of A.S. Degree Program Requirements

We would like to add this information item to the next Curriculum Committee as a clarification for the highlighted **General Education Core a**s well as the **Additional Program Science requirements** for students entering or continuing their studies in the Respiratory Care Associate of Science Degree Program.

<u>Current Catalog language:</u>

General Education Core Requirements:

(To be taken before or during the program)

- * BSC 1093C - Anatomy and Physiology I **4 credit(s)**
- BSC 1094C - Anatomy and Physiology II **4 credit(s)**
- CHM 2032 - General Chemistry for the Health Sciences **3 credit(s)**
- CHM 2032L - General Chemistry for the Health Sciences Lab **1 credit(s)**
- ENC 1101 - Composition I **3 credit(s)**
- ** MGF 1106 - Mathematics for Liberal Arts I **3 credit(s)**
- *** PSY 2012 - General Psychology I **3 credit(s)**
- ****Humanities course – **3 credit(s)**

Total: 24

Additional Program Science Requirements:

- * MCB 2010C - Microbiology **4 credit(s)**
- PHY 1007 - Physics for the Health Sciences **3 credit(s)**

Total: 7

<u>Revised Catalog Language:</u>

- <mark>Chemistry requirement revision:</mark>
  "Any college level chemistry class and its corresponding lab; however, students are strongly advised to take **CHM 2032 and CHM 2032L.**"

- <mark>Mathematics requirement revision:</mark>
  "Any college-level math course; however, students are strongly advised to take **MGF 1106."**

- <mark>Social Science requirement revision:</mark>
  "Any college-level Psychology or Sociology course; however, students are strongly advised to take **PSY 2012.**"

<mark>Additional Program Science Requirements Revision:</mark>

- <mark>For PHY 1007:</mark> "Any college level Physics class; however, students are strongly advised to take **PHY 1007**

These language changes are requested to go into effect with the current academic year and be incorporated for students graduating in the 2011-2012 academic year. We further request that these changes be listed in the 2012-13 College Catalog.