

**North Florida College**  
**Faculty Senate Meeting**

**DRAFT Minutes**

**March 8, 2023 11:00 am**  
**Building 6, Room 101**

**Call to order**

President Jay Welch called the meeting to order at 11:00 am

**Members present**

Sharon Brave Heart, Glenn Bryce, Carol Burkart, Denise Callaway, Michelle Ginn, Laura Hanna, Daniel Harris, Anna Kelley, Guenter Maresch, Manoharan Mariappan, David Palomino, Elias Paulk, Hillary Ring, Katherine Spence, Phillip Taylor, Jay Welch, David Dunkle, Philip Wilkerson, Karen Hiers, and Jamen Brock.

**1. Approval of minutes**

Minutes from February 8, 2023, meeting approved by show of hands.

**2. Old Business – No old business on agenda.**

a) **NFC 2023-2024 Calendar Update** – At conclusion of meeting, Phillip Taylor provided an update on the proposed 2023-2024 calendar. After discussion with Academic Affairs and Administration, it was determined the Fall calendar was inflated. The following changes will be presented to the Board:

- Faculty Planning Day on August 17. Faculty contracts begin August 15. This date will take contract dates into consideration and allow 4 weeks between the end of Summer term and the beginning of Fall term.
- Fall term will begin on August 21.
- Thanksgiving week will be included in 16 weeks. Following discussion, Phillip will ask for policy from Administration and/or Academic Affairs regarding instruction during the week.

**3. New Business**

a) **SYG 2361** – Michelle Ginn presented the Master Syllabus for a proposed new course, SYG 2361 Death and Dying, that would be offered as elective credit and a possible CCC. Motion was made to accept the new course proposal. Seconded and passed. (See attached master syllabus)

b) **HUS 1001** – Michelle Ginn presented the Master Syllabus for a proposed new course, HUS 1001 Introduction to Human Services, that would be offered as elective credit and a possible CCC. Motion was made to accept the new course proposal. Seconded and passed. (See attached master syllabus)

**HUS 1200** – Michelle Ginn presented the Master Syllabus for a proposed new course, HUS 1200 Principles of Group Dynamics, that would be offered as elective credit and a possible CCC.

Motion was made to accept the new course proposal. Seconded and passed. (See attached master syllabus)

**HUS 1302** – Michelle Ginn presented the Master Syllabus for a proposed new course, HUS 1302 Counseling and Interviewing, that would be offered as elective credit and a possible CCC. Motion was made to accept the new course proposal. Seconded and passed. (See attached master syllabus)

c) **Program Changes (various)**

**FIN 2231** – Sharon Brave Heart presented the Master Syllabus for a proposed new course, FIN 2231 Money and Banking, that would be offered as a requirement for the Banking Specialization CCC and as part of the AS degree. Motion was made to accept the new course proposal. Seconded and passed. (See attached master syllabus)

**GEB 2430** – Sharon Brave Heart presented the Master Syllabus to update current course, GEB 2430 Business Ethics, that would be offered as part of the AS Accounting Technology degree. No motion was needed. (See attached master syllabus)

**Business Operations CCC** – Sharon Brave Heart presented proposed changes to the Business Operations CCC. Motion was made to accept the proposed changes. Seconded and passed. (See attached handout)

**Human Resource Administrator CCC** – Sharon Brave Heart presented proposed changes to the Human Resource Administrator CCC. Motion was made to accept the proposed changes. Seconded and passed. (See attached handout)

**Business Management CCC** – Sharon Brave Heart presented a proposal for a new CCC, Business Management. Motion was made to accept the Business Management CCC proposal. Seconded and passed. (See attached handout)

**Risk Management and Insurance Management CCC** – Sharon Brave Heart presented information on a potential CCC. No motion was needed. (See attached handout)

**AS Degree in Business Administration** – Sharon Brave Heart presented proposed changes to the AS Degree in Business Administration. Motion was made to accept the proposed changes. Seconded and passed. (See attached handout)

**AS Degree in Accounting Technology** – Sharon Brave Heart presented proposed changes to the AS Degree in Accounting Technology. Motion was made to accept the proposed changes. Seconded and passed. (See attached handout)

d) **Academic Integrity Concerns** – Jay Welch discussed academic integrity concerns on campus. He asked faculty to discuss any concerns with him privately to determine if the issue needed to be brought before the Senate. No action was taken.

4. **Other Business** - None

5. **Adjournment**

Meeting adjourned at 11:44 am. Next meeting will be held on April 12, 2023. It will be the last meeting of the 22-23 School Year and will include the election of officers.

Minutes submitted by: Denise Callaway

NFC Faculty Senate Meeting – March 8, 2023 @ 11:00 am

Faculty –  Initial beside your name	Bell, Ashley
	Brave Heart, Sharon <i>SH</i>
	Bryce, Glenn <i>GB</i>
	Burkart, Carol <i>C. Burkart</i>
	Callaway, Denise <i>DC</i>
	Curry-McDougal, Ebony
	Davis, Rick
	Doughty, Anna
	Eustace, Bill
	Ginn, Michelle <i>MG</i>
	Hanna, Laura <i>Laura Hanna</i>
	Harris, Daniel <i>D. H.</i>
	Haynes, Ashley
	Kirkland, Michael
	Maresch, Guenter <i>G. Maresch</i>
	Mariappan, Manoharan <i>Manoharan</i>
	McCullers, Paula
	Molnar, Greg
	Morgan, Ellie
	Palomino, David <i>David Palomino</i>
	Paulk, David
	Paulk, Elias <i>E. Paulk</i>
	Plummer, Brandy
	Ring, Hillary <i>Hillary Ring</i>
	Spence, Katherine <i>K. Spence</i>
	Summers, Kristin
	Taylor, Phillip <i>PT</i>
	Thompson, Lisa
Waldron, Stormy	
Welch, Jason <i>JW</i>	
Valadez, Maricela	
Guests –  Initial and/or sign-in	Dunkle, David
	Holland, James
	Karen Hiers <i>KH</i>
	Willerson, Philip K.
	Brock, James <i>JB</i>

# **Faculty Senate Meeting Agenda**

**11:00am 3/8/23**

1) Approval of Minutes

2) Old Business

3) New Business

A) SYG 2361 – Michelle Ginn

B) HUS 1001, 1200, 1302 – Michelle Ginn

C) Program Changes (various) - Sharon Braveheart

D) Academic integrity concerns – Jay Welch



**North Florida College**  
**MASTER SYLLABI**

<b>COURSE TITLE:</b> Death and Dying		
<b>COURSE NUMBER:</b> SYG 2361		<b>NUMBER OF CREDIT HOURS:</b> 3
<b>PREREQUISITES:</b> ENC 1101 is encouraged		<b>COREQUISITES:</b>
<b>REQUIRED TEXT:</b> DeSpelder, Strickland, Potts, and Mason (2020) <i>The Last Dance: Encountering Death and Dying</i> , 11 <sup>th</sup> ed.		
<b>OTHER REQUIRED MATERIALS:</b> Access to a computer with Internet connections and MS Word for completing assignments.		
<b>ADDITIONAL RECOMMENDED MATERIALS OR RESOURCES:</b> N/A		
<b>COURSE DESCRIPTION:</b> Examines issues and problems associated with death and dying resulting from changes in society surrounding grief, funeral practices, widowhood, suicide, life beyond death, and moral and ethical issues.		
<b>GENERAL EDUCATION PROGRAM LEARNING OUTCOMES</b>		
<ol style="list-style-type: none"> <li>1. <b>Communication Skills:</b> Students will demonstrate competence and understanding in both oral and written expression.</li> <li>2. <b>Critical Thinking:</b> Students will demonstrate mastery of discipline-specific problem-solving skills.</li> <li>3. <b>Diversity:</b> Students will interpret and evaluate societal and ethical issues, problems, and values specific to time and place.</li> <li>4. <b>Technology:</b> Students will demonstrate competence in the use of technology appropriate to the course and/or circumstance.</li> </ol>		
<b>EXPECTED LEARNING OUTCOMES:</b>		
<ol style="list-style-type: none"> <li>1. Define variations in multicultural/ethnic views and ritualizing of death.</li> <li>2. Explain and define the concepts related to suicide, grief, bereavement, funerals, and other topics related to death and dying.</li> <li>3. Understand developmental/life perspective views of death and dying from prenatal to geriatrics.</li> <li>4. Describe recent trends, coping strategies, and approaches, related to end-of-life issues such as suicide, grief, and widowhood in modern society</li> </ol>		
<b>Learning Outcome Number</b>	<b>General Education Competencies</b>	<b>RELATED ASSESSMENTS</b>
1	3	Final Exam
2	1	Discussion
3	1	Final Exam
4	1	Written Assignment
<b>REQUIRED ASSESSMENTS:</b>		
<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Discussions concerning course material</li> <li>• Tasks including short papers, problems, and website, article, and video reviews.</li> </ul>		
<b>SUGGESTED METHODS OF ASSESSMENT:</b>		



**North Florida College  
MASTER SYLLABI**

<b>COURSE TITLE:</b> Introduction to Human Services		
<b>COURSE NUMBER:</b> HUS 1001		<b>NUMBER OF CREDIT HOURS:</b> 3
<b>PREREQUISITES:</b> ENC 1101 is encouraged		<b>COREQUISITES:</b>
<b>REQUIRED TEXT:</b> Woodside, McClam (2019) An Introduction to Human Services 9 <sup>th</sup> Ed. ISBN. 9781337567114		
<b>OTHER REQUIRED MATERIALS:</b> Access to a computer with Internet connections and MS Word for completing assignments.		
<b>ADDITIONAL RECOMMENDED MATERIALS OR RESOURCES:</b> N/A		
<b>COURSE DESCRIPTION:</b> This course provides an interdisciplinary approach to understanding community human services agencies and systems. It introduces the student to the skills necessary for entry-level and professional work in education, social work, mental health, human services administration, and supported employment. This course also reviews the historical development of social services and explores the societal values that served as the catalyst for the implementation of social services policies.		
<b>GENERAL EDUCATION PROGRAM LEARNING OUTCOMES</b>		
<ol style="list-style-type: none"> <li><b>Communication Skills:</b> Students will demonstrate competence and understanding in both oral and written expression.</li> <li><b>Critical Thinking:</b> Students will demonstrate mastery of discipline-specific problem-solving skills.</li> <li><b>Diversity:</b> Students will interpret and evaluate societal and ethical issues, problems, and values specific to time and place.</li> <li><b>Technology:</b> Students will demonstrate competence in the use of technology appropriate to the course and/or circumstance.</li> </ol>		
<b>EXPECTED LEARNING OUTCOMES:</b>		
<ol style="list-style-type: none"> <li>Compare and contrast the many roles and opportunities available in the human services field.</li> <li>Explain the approaches, basic skills, and knowledge of the beginning professional in Human Services.</li> <li>Recognize the characteristics of the medical, public health, and human service models.</li> <li>Define and apply intervention strategies in the field of human services.</li> </ol>		
<b>Learning Outcome Number</b>	<b>General Education Competencies</b>	<b>RELATED ASSESSMENTS</b>
1	2	Final Exam
2	2	Final Exam
3	1	Written Assignment
4	1	Written Assignment
<b>REQUIRED ASSESSMENTS:</b>		
<ul style="list-style-type: none"> <li>Quizzes</li> <li>Discussions concerning course material</li> <li>Tasks including short papers, problems, and website, article, and video reviews.</li> </ul>		
<b>SUGGESTED METHODS OF ASSESSMENT:</b>		



## HUS 1200 Principles of Group Dynamics Master Syllabus

### Course Information

Course Title: Principles of Group Dynamics

Course number: HUS 1200

Course Description: A course designed to help students increase their ability to work effectively with others. Group processes are explored including cohesion, conflict, individual roles, communications, and problem-solving.

Prerequisites: PSY 2012 required

Corequisites: None

### Required Curriculum/Textbook and Course Materials

Required Textbook: Corey, M. S., Corey, G. & Corey, C. *Groups: Process and Practice* 10<sup>th</sup> ed.

ISBN: 9780357041451

Required Course Materials/Supplies:

### Outcomes/Objectives

#### GENERAL EDUCATION PROGRAM LEARNING OUTCOMES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems, and values specific to time and place.
4. **Technology:** Students will demonstrate competence in the use of technology appropriate to the course and/or circumstance.

**EXPECTED LEARNING OUTCOMES:**

1. Identify the different stages of group development and explain the characteristics of each of the respective stages
2. Describe key concepts and techniques for the theoretical approaches to group work.
3. Explain the various types of groups and the purposes and functions of each type of group
4. Develop an evaluation plan for a group experience

## Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

<b>Course Level SLO #</b>	<b>Gen Ed/Program Outcome #</b>	<b><u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)</b>
1	1	Final Exam
2	1	Final Exam
3	1	Final Exam
4	2	Written Assignment

**Required Assessments:**

- Quizzes
- Discussion concerning course material
- Tasks including short papers, problem-solving activities, websites, articles, and video reviews.





## HUS 1302 Counseling and Interviewing Master Syllabus

### Course Information

Course Title: Counseling and Interviewing

Course number: HUS 1302

Course Description: This course teaches skills, knowledge, and attitudes for counseling, interviewing, and problem solving as used in therapy or in everyday situations. The course develops counseling skills for the client counselor relationship. The students will learn and practice problem-solving techniques, which help the client identify problems and work systematically for solutions. Interviewing is taught as a component of the counseling process. Techniques used in assessing the client and the problems are taught as part of the total process.

Prerequisites: PSY 2012 required

Corequisites: None

### Required Curriculum/Textbook and Course Materials

Required Textbook: Ivey, A. Ivey, M. Zalaquett, C. *Intentional Interviewing & Counseling: Facilitating Client Development in a Multicultural Society* (9<sup>th</sup> Ed) ISBN: 9781337281485

Required Course Materials/Supplies:

### Outcomes/Objectives

#### GENERAL EDUCATION PROGRAM LEARNING OUTCOMES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.

3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems, and values specific to time and place.
4. **Technology:** Students will demonstrate competence in the use of technology appropriate to the course and/or circumstance.

**EXPECTED LEARNING OUTCOMES:**

1. List and define the characteristics of an effective counseling or interviewing session.
2. Develop active listening practices.
3. Demonstrate detailed reflection of the client’s verbal and non-verbal behavior.
4. Define the systematic problem-solving steps.

## Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

Course Level SLO #	Gen Ed/Program Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	1	Final Exam
2	1	Final Exam
3	2	Written assignment
4	2	Written assignment

**Required Assessments:**

- Quizzes
- Discussion concerning course material
- Tasks including short papers, problem-solving activities, websites, articles, and video reviews.

# CURRENT DEGREE

## ***Associate in Science: Accounting Technology***

This program was designed with two tracks to accommodate students who either 1) seek immediate employment in the field of accounting and/or 2) decide to transfer to any Florida public university as a junior to complete a four-year Bachelor's degree in Accounting. Instruction in this program provides a balanced curriculum of general education and Accounting-related subjects. Additionally, college credit certificate (CCC) program options are embedded within the degree. See CCC details following the degree tracks below.

Students must enter this program starting Fall term.

### **Required Courses (for both tracks):**

<i>Course #</i>	<i>Title</i>	<i>Credit Hours</i>
ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
ACG 2450	Microcomputers in Accounting	3
CGS 1100	Computer Applications I	3
CGS 2515	Spreadsheet Applications for Business	3
*ECO 2013	Macroeconomics	3
ECO 2023	Microeconomics	3
*ENC 1101	Freshman English I	3
GEB 1011	Introduction to Business	3
STA 2023	Introductory College Statistics	3
POS 2041	American National Government	3
Any General Education Humanities Course		3
*Florida Core option recommended for transfer		
Any General Education Science Course		3
*Florida Core option recommended for transfer		
<b>TOTAL HOURS (Required Courses)</b>		<b>39</b>

### **Professional Track Courses:**

**Choose 5 courses (15 hours) from the accounting degree professional courses listed below:**

<i>Course #</i>	<i>Title</i>	<i>Credit Hours</i>
ACG 2100	Intermediate Accounting I	3
ACG 2110	Intermediate Accounting II	3
APA 2501	Payroll Accounting	3
FIN 1100	Personal Finance	3
FIN 2000	Principles of Finance	3
OST 2335	Business Communications	3
TAX 2000	Individual Income Tax	3
<b>Additional Elective Hours</b>		<b>6</b>
*General Education courses recommended for possible baccalaureate transfer.		
<b>TOTAL HOURS (Professional Track)</b>		<b>60</b>

### **Transfer Track Courses:**

*Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.*

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
ENC 1102	Freshman English II	3

MAC 2233	Applied Calculus I	3
Any General Education Science Course with Lab		4
Any General Education Humanities Course		3
<b>Additional Elective Hours</b>		<b>9</b>
<b>TOTAL HOURS (Transfer Track)</b>		<b>61</b>

# PROPOSED DEGREE

## *Associate in Science: Accounting Technology*

This program was designed with two tracks to accommodate students who either 1) seek immediate employment in the field of accounting and/or 2) decide to transfer to any Florida public university as a junior to complete a four-year Bachelor's degree in Accounting. Instruction in this program provides a balanced curriculum of general education and Accounting-related subjects. Additionally, college credit certificate (CCC) program options are embedded within the degree. See CCC details following the degree tracks below.

Students must enter this program starting Fall term.

### Required Courses (54 Credit Hours):

Course #	Title	Credit Hours
ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
ACG 2450	Microcomputers in Accounting	3
CGS 1100	Computer Applications I	3
CGS 2515	Spreadsheet Applications for Business	3
*ECO 2013	Macroeconomics	3
ECO 2023	Microeconomics	3
*ENC 1101	Freshman English I	3
FIN 1100	Personal Finance	3
GEB 1011	Introduction to Business	3
GEB 2430	Business Ethics	3
APA 2501	Payroll accounting	3
MAN 2021	Principles of Management	3
OST 2335	Business Communications	3
TAX 2000	Individual Income Tax	3
STA 2023	Introductory College Statistics	3
POS 2041	American National Government	3
Any General Education Humanities Course		3
*Florida Core option recommended for transfer		
Any General Education Science Course		3
*Florida Core option recommended for transfer		
<b>TOTAL HOURS (Required Courses)</b>		<b>54</b>

### Elective Courses (6 Credit Hours)

#### *Professional Elective Courses*

Choose 1 course (3 hours) from the accounting degree professional courses listed below:

Course #	Title	Credit Hours
ACG 2100	Intermediate Accounting I	3
ACG 2110	Intermediate Accounting II	3
APA 2501	Payroll Accounting	3
CGS 2515	Spreadsheet Applications for Business	3
FIN 1100	Personal Finance	3
FIN 2000	Principles of Finance	3
FIN 2231	Money and Banking	3

OST-2335	Business Communications	3
TAX-2000	Individual Income Tax	3
<b>Additional Elective Hours</b>		
*General Education courses recommended for possible baccalaureate transfer.		
<b>TOTAL HOURS (Professional Track)</b>		<b>60</b>

*Justification: The proposed changes align with newly revised curriculum frameworks for this program. The required core courses are more focused on accounting/business related courses, with less emphasis on general education. GEB 2430 Business Ethics will be added back to the catalog.*

# CURRENT PROGRAM

## **Associate in Science: Business Administration**

This program was designed with two tracks to accommodate students who either 1) seek immediate employment in the field of business administration and/or 2) decide to transfer to any Florida public university as a junior to complete a four-year Bachelor's degree in General Business Administration. Instruction in this program provides a balanced curriculum of general education and business-related subjects. Additionally, college credit certificate (CCC) program options are embedded within the degree. See CCC details following the degree tracks below.

### **Required Courses (for both tracks):**

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
BUL 2241	Legal Environment of Business	3
CGS 1100	Computer Applications I	3
* ECO 2013	Macroeconomics	3
ECO 2023	Microeconomics	3
*ENC 1101	Freshman English I	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
*STA 2023	Introductory College Statistics	3
POS 2041	American National Government	3
<b>Any General Education Humanities Course</b>		3
<i>*Florida Core option recommended for transfer</i>		
<b>Any General Education Science Course</b>		3
<i>*Florida Core option recommended for transfer</i>		
<b>TOTAL HOURS (Required Courses)</b>		<b>39</b>

### **Professional Track Courses:**

**Choose 5 courses (15 hours) from the business degree professional courses listed below:**

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
ACG 2450	Microcomputers in Accounting	3
CGS 2515	Spreadsheet Applications for Business	3
FIN 1100	Personal Finance	3
FIN 2000	Principles of Finance	3
GEB 2930	Business Administration Capstone	3
MAR 2011	Principles of Marketing	3
MNA 2100	Human Resource Management	3
OST 2335	Business Communications	3
SBM 2000	Small Business Management	3
<b>Additional Elective Hours</b>		6
<i>*General Education courses recommended for possible baccalaureate transfer.</i>		
<b>TOTAL HOURS (Professional Track)</b>		<b>60</b>

### **Transfer Track Courses:**

*Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.*

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
ENC 1102	Freshman English II	3
MAC 2233	Applied Calculus I	3
MAR 2011	Principles of Marketing	3
Any General Education Science Course with Lab		4
Any General Education Humanities Course		3

Additional Elective Hours  
 TOTAL HOURS (Transfer Track)

6  
 61

# REVISED PROGRAM

## *Associate in Science: Business Administration*

This program was designed with two tracks to accommodate students who either 1) seek immediate employment in the field of business administration and/or 2) decide to transfer to any Florida public university as a junior to complete a four-year Bachelor's degree in General Business Administration. Instruction in this program provides a balanced curriculum of general education and business-related subjects. Additionally, college credit certificate (CCC) program options are embedded within the degree. See CCC details following the degree tracks below.

### Required Courses (51 Credit Hours)

<i>Course #</i>	<i>Title</i>	<i>Credit Hours</i>
ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
BUL 2241	Legal Environment of Business	3
CGS 1100	Computer Applications I	3
* ECO 2013	Macroeconomics	3
ECO 2023	Microeconomics	3
*ENC 1101	Freshman English I	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
GEB 2930	Business Administration Capstone	3
MAR 2011	Principles of Marketing	3
MNA 2100	Human Resource Management	3
OST 2335	Business communications	3
*STA 2023	Introductory College Statistics	3
POS 2041	American National Government	3
Any General Education Humanities Course		3
*Florida Core option recommended for transfer		
Any General Education Science Course		3
*Florida Core option recommended for transfer		
<b>TOTAL HOURS (Required Courses)</b>		<b>51</b>

### Elective Courses (9 Credit Hours):

#### *Professional Elective Courses:*

Choose 2 courses (6 hours) from the business degree professional courses listed below:

<i>Course #</i>	<i>Title</i>	<i>Credit Hours</i>
ACG 2450	Microcomputers in Accounting	3
CGS 2515	Spreadsheet Applications for Business	3
FIN 1100	Personal Finance	3
FIN 2000	Principles of Finance	3
FIN 2231	Money and Banking	3
GEB 2430	Business Ethics	3
GEB 2930	Business Administration Capstone	3
MAR 2011	Principles of Marketing	3
MNA 2100	Human Resource Management	3
OST 2335	Business Communications	3
SBM 2000	Small Business Management	3
<b>Additional Elective Hours</b>		<b>3</b>

\*General Education courses recommended for possible baccalaureate transfer.

**TOTAL HOURS (Professional Track)**

**60**

*Justification: The proposed changes align with newly revised curriculum frameworks for this program. The required core courses are more focused on business related courses, with less emphasis on general education.*



# Current College Credit Certificate Business Operations

## BUSINESS OPERATIONS ~ 18 CREDIT HOURS

**Description:** This is a short-term program that can be completed in one year or less. It is designed to equip students with a skill set for immediate employment or job advancement. All courses are included in the related Associate in Science Business Administration Degree program and can be used as building blocks toward completing that degree.

*Program Core Courses (15 hours):*

- ACG 2021 Introduction to Financial Accounting
- BUL 2241 Legal Environment of Business
- CGS 1100C Computer Applications I
- GEB 1011 Introduction to Business
- OST 2335 Business Communications

*One 3 credit-hour elective chosen from among the following:*

- ACG 2071 Introduction to Managerial Accounting (Accounting and Budgeting Specialization)
- SBM 2000 Small Business Management (Small Business Management Specialization)
- MAN 2021 Principles of Management (Management Specialization)

# Proposed Changes-Business Operations

## BUSINESS OPERATIONS ~ 18 CREDIT HOURS

**Description:** This is a short-term program that can be completed in one year or less. It is designed to equip students with a skill set for immediate employment or job advancement. All courses are included in the related Associate in Science Business Administration Degree program and can be used as building blocks toward completing that degree.

*Program Core Courses (15 hours):*

- ACG 2021 Introduction to Financial Accounting
- BUL 2241 Legal Environment of Business
- CGS 1100C Computer Applications I
- GEB 1011 Introduction to Business
- OST 2335 Business Communications

*One 3 credit-hour elective chosen from among the following:*

- New Finance Course (Banking Specialization)
- MAN 2021 Principles of Management (Management Specialization)
- SBM 2000 (Small Business Management Specialization)

*Justification: These changes align with the latest curriculum frameworks; Accounting and Budgeting Specialization was eliminated in the new frameworks; we propose replacing this with the Banking Specialization, enabling students access to entry-level positions in the banking industry, leading to careers in the following areas: bank tellers, financial clerks, investment banking associate, auditors, commercial banking officer, credit analyst, fraud analyst, bank marketing manager, bank compliance*

officer, etc. Growth in many of these areas is about 4%, as fast as the national average, with a median pay of \$63,380, nationally.

## CURRENT COLLEGE CREDIT CERTIFICATE: HUMAN RESOURCE ADMINISTRATOR

### HUMAN RESOURCE ADMINISTRATOR ~ 21 CREDIT HOURS

**Description:** The following program can be completed in one year or less. It is designed to equip career-seeking individuals with a skill set to gain immediate entry-level positions in human resources.

*Required Courses:*

- GEB 1011 Introduction to Business
- CGS 1100C Computer Applications I
- OST 2335 Business Communications
- ACG 2450 Microcomputers in Accounting
- BUL 2241 Legal Environment of Business
- MAN 2021 Principles of Management
- MNA 2100 Human Resource Management

## PROPOSED CHANGES COLLEGE CREDIT CERTIFICATE: HUMAN RESOURCE ADMINISTRATOR

### HUMAN RESOURCE ADMINISTRATOR ~ 21 CREDIT HOURS

**Description:** The following program can be completed in one year or less. It is designed to equip career-seeking individuals with a skill set to gain immediate entry-level positions in human resources.

*Required Courses:*

- GEB 1011 Introduction to Business
- CGS 1100C Computer Applications I
- OST 2335 Business Communications
- ~~ACG 2450 Microcomputers in Accounting~~ Replace with ACG 2021 Introduction to Financial Accounting
- BUL 2241 Legal Environment of Business
- MAN 2021 Principles of Management
- MNA 2100 Human Resource Management

**Justification: Replacing Microcomputers in accounting will better align with the frameworks for this CCC, specifically:**

1. **Prepare and use financial information to support decision-making**
2. **Demonstrate an understanding of accounting operations**

## Proposed New COLLEGE CREDIT CERTIFICATES:

### BUSINESS MANAGEMENT ~ 24 CREDIT HOURS

**Description:** This is a short-term program that can be completed in one year or less. It is designed to equip students with a skill set for immediate employment or job advancement. All courses are included in the related Associate in Science Business Administration Degree program and can be used as building blocks toward completing that degree.

*Program Courses:*

- ACG 2021 Introduction to Financial Accounting
- ACG 2071 Introduction to Managerial Accounting
- BUL 2241 Legal Environment of Business
- CGS 1100C Computer Applications I
- GEB 1011 Introduction to Business
- OST 2335 Business Communications
- MNA 2100 Human Resource Management

*One 3 credit-hour elective chosen from among the following:*

- New Finance Course (Banking Specialization)
- MAN 2021 Principles of Management (Management Specialization)
- SBM 2000 (Small Business Management Specialization)

*Justification: This certificate provides a more in-depth focus on business, allowing students to enhance their marketability when seeking entry-level positions in this field. The addition of this certificate also enables students to complete two business specializations if they choose: One under the Business Operations CCC (18 credit hours) and one under the proposed Business Management CCC (24 credit hours), also giving the college two completers, instead of one.*

**RISK MANAGEMENT AND INSURANCE MANAGEMENT ~24 CREDIT HOURS (STILL IN PROGRESS)**

**Description:** This is a short-term program that can be completed in one year or less. The purpose of this program is to prepare students for further education and employment in the Insurance career cluster. The program is designed to develop the student's general employability by improving their work attitudes, communication, critical thinking, technical skills, problem-solving skills and occupation-specific skills relative to insurance sales

*Program Courses:*

- FIN 1100 Personal Finance
- OST 2335 Business Communications
- BUL 2241 Legal Environment of Business
- MAN 2021 Principle of Management
- MAR 2011 Principles of Marketing
- New Insurance Course (RMI 2110 Personal Insurance Planning)
- New Insurance Course (RMI 2212 Personal and Business Property Insurance)
- New Insurance Course (RMI 2662 Introduction to Risk Management and Insurance)

*Justification: This certificate fills a need in a growing industry. Students completing this certificate will be able to access entry-level positions in the insurance industry, leading to career including: Insurance-claims clerk, claims examiner, insurance appraiser, insurance investigator, claims adjuster, loss control consultant, insurance sales agent, financial analyst, insurance field inspector, insurance broker, risk manager, actuary, insurance underwriter, etc. The projected growth rate for this field is 6%, as fast as the national average, with a national median pay of \$49,840 per year.*

*St. John's River College offers students the opportunity to complete three licenses under this program, along with the completion of a two-year degree program. These courses can be embedded into the A.S. Degree Business Administration*

*The State of Florida is the second highest employer of insurance sales agents and claim adjusters, both of which are potential employment opportunities for completers (licensure requirements may be necessary and something we can consider offering in the future (i.e. proctoring exams)).*

*Only six other colleges in the Florida College System offer this College Credit Certificate.*

**FIN 2231**  
**Master Syllabus**

## Course Information

Course Title: Money and Banking

Course number with Section: FIN 2231

Course Description: This course provides students with a foundational understanding of how financial institutions operate and financial services provided. This course will also provide students an understanding of how money functions in the U.S. and world economies.

Course Location: Online

Course Day and Time: Online

Prerequisites: There is no prerequisite for this course

## Required Curriculum/Textbook and Course Materials

Required Textbook: This course will require MindTap Cengage. MindTap is available for purchase on its own, or through Cengage Unlimited, a subscription that gives you access to all your Cengage access codes and online textbooks. You may purchase a 1-semester, 1-year or 2-year subscription. No matter how many Cengage products you use, they are included in Cengage Unlimited, and the price stays the same.

You also get a textbook rental when you activate MindTap *Money, Banking, Financial Markets & Institutions, 2<sup>nd</sup> Edition*, by Michael Brandle, through Cengage Unlimited for a small fee plus free shipping. You may also have the option to purchase a loose-leaf version of your textbook, which you can keep.

Minimum Technological Requirements and Skills:

- Must be able to perform general computer operations (i.e. turn computer on, use mouse, use keyboard)
- Must have access to a reliable computer, with reliable High-Speed Internet connection
- Must have access to Chrome or Mozilla FireFox; browsers must be updated with the latest JAVA setting (Note: MindTap does not integrate well with Internet Explorer/Microsoft Edge)
- Computer must be able to run MindTap program (a systems check will be required once you register with Cengage)

- Must be able to navigate through D2L
- Must be able to access NFC GoMail

## **Outcomes/Objectives**

### **PROGRAM LEARNING OUTCOMES/OBJECTIVES**

#### Associate in Science Business Administration

1. Students will demonstrate the ability to apply critical thinking in resolving business-related issues.
2. Students will demonstrate the ability to utilize appropriate technologies to retrieve, organize, critically evaluate and/or present information from a variety of sources as applied within the business environment.
3. Students will demonstrate the competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.
4. Students will demonstrate the ability to appropriately apply underlying business principles within the business environment.

#### Associate in Science Accounting Technology

1. Students will demonstrate the ability to prepare and communicate financial information in accordance with the appropriate rules and regulations that govern reporting.
2. Students will demonstrate the ability to integrate and apply appropriate technologies to retrieve, organize, critically evaluate and/or present information to users of financial information within the business environment.
3. Students will demonstrate the competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.

## **Course Level Student Learning Outcomes/Goals**

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Students will be able to discuss the concept of money by identifying and defining components of the monetary supply, monetary instruments and price of money.
2. Students will be able to demonstrate knowledge of money and the overall economy by exploring the historical and current context of financial markets and banking system.
3. Students will be able to demonstrate an understanding of domestic and global monetary policy on the banking system, evaluating central banks and monetary supply processes.
4. Students will be able to demonstrate a foundational understanding of the U.S. banking system, applying industry-specific terminology and discussing banking functions and procedures and identifying banking financial services.
5. Students will be able to demonstrate a general understanding of financial markets by identifying the various domestic financial markets and discussion their functions.

6. Students will be able to demonstrate knowledge of financial institutions, by identifying and defining various types of financial institutions.

Course Level SLO #	Gen Ed/Program Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	A.S., B.A., 1, A.S., A.T., 2	Part 1 Exam
2	A.S., B.A., 1, A.S., A.T., 2	Part 2 Exam
3	A.S., B.A., 1, A.S., A.T., 2	Part 3 Exam
4	A.S., B.A., 1, A.S., A.T., 2	Project
5	A.S., B.A., 1, A.S., A.T., 2	Part 5 Exam
6	A.S., B.A., 1, A.S., A.T., 2	Part 7 Exam

## Course Content and Schedule

### MindTap Activities and Assessments Description

#### Learning Activities (Not Graded)

- **Chapter readings** are essential to understanding material. We perform a lot of application in this course; however, understanding the concepts behind the application is essential. You need to know the "why" as well as the "how". Within the e-book students also have the ability to highlight, make notes and create and use flashcards to enhance studying and interactivity with the readings. Students should devote a minimum of 60 minutes in reading each chapter.

#### Graded Assessments

- **Homework**- Algorithmic, assignable, and auto-graded homework problems. All problems are accompanied by instant feedback and robust explanations. Instructors can allow students one or multiple attempts. Ideal to ensure students have learned the chapter concepts and can apply them. *15% of final Grade*
- **In the News:** These excerpted articles connect students to the news of the day, while providing an opportunity for them to demonstrate their understanding. The articles are followed by questions in Aplia. *10% of final grade*
- **Exams**- Part exams are summative assessments administered to assess students' ability to apply course learning outcomes for each part. Exams will consist of multiple-choice and essay-type questions. These exams are timed (120-minute time limit); you may NOT exit and re-enter exams. Be sure you select a quiet location, with no distractions, and good internet connection to complete the exams. You will have access to the eBook. *30% of final grade*

#### D2L Assessments/Activities (Graded)

- **Discussions**-These discussion boards are designed to engage students in academic conversations based on content learned in the course through written collaboration with peers. Discussions are administered through D2L. Students are required to submit a written post answering questions based on a scenario or information given. Students are also required to post two written peer reviews. *15% of final grade*. The following requirements must be met to receive full credit for postings:
  - Initial Post

- Substantial peer review (minimum 2)
  - Meeting the required deadlines for all postings.
- **Final Project**-Students will complete a final project creating a sales plan for specific financial services. *30% of final grade*





## GEB 2430 Master Syllabus

### Course Information

Course Title: Business Ethics

Course number with Section: GEB 2430

Course Description: This course familiarizes students with the concept of business ethics, providing a comprehensive understanding of theoretical and practical ethical concepts within a business environment. This includes exploring the role of stakeholders and social responsibility as they relate to business ethics. Students will examine individual and organizational factors associated with ethical decision-making within the business environment, discussing emerging issues in business ethics and recognizing ethical dilemmas and risks associated with ethical business practices. Students will also gain knowledge of concepts relating to developing, managing and controlling ethical programs within the business environment, as well as concepts associated with the global ethical environment. Students will also develop an understanding of ethical issues relating to information technology in business and the technological business environment.

Course Location: Online

Course Day and Time: Online

Prerequisites: There is no prerequisite for this course

### Required Curriculum/Textbook and Course Materials

Required Textbook: This course will require MindTap from Cengage. MindTap is available for purchase on its own, or through Cengage Unlimited, a subscription that gives you access to all your Cengage access codes and online textbooks. You may purchase a 1-semester, 1-year or 2-year subscription. No matter how many Cengage products you use, they are included in Cengage Unlimited, and the price stays the same.

You also get a textbook rental when you activate MindTap Business Ethics: Case Studies and Selected Readings, 10<sup>th</sup> Edition, 2024, Jennings through Cengage Unlimited for a small fee plus free shipping. You may also have the option to purchase a loose-leaf version of your textbook, which you can keep. You can purchase access to Cengage Unlimited in the bookstore or at [cengage.com](http://cengage.com).

Minimum Technological Requirements and Skills:

- Must be able to perform general computer operations (i.e. turn computer on, use mouse, use keyboard)
- Must have access to a reliable computer, with reliable High-Speed Internet connection

- Must have access to Chrome or Mozilla FireFox; browsers must be updated with the latest JAVA setting (Note: MindTap does not integrate well with Internet Explorer/Microsoft Edge)
- Computer must be able to run MindTap program (a systems check will be required once you register with Cengage)
- Must be able to navigate through D2L
- Must be able to access NFC GoMail

## Outcomes/Objectives

### PROGRAM LEARNING OUTCOMES/OBJECTIVES

#### Associate in Science Business Administration

1. Students will demonstrate the ability to apply critical thinking in resolving business-related issues.
2. Students will demonstrate the ability to utilize appropriate technologies to retrieve, organize, critically evaluate and/or present information from a variety of sources as applied within the business environment.
3. Students will demonstrate the competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.
4. Students will demonstrate the ability to appropriately apply underlying business principles within the business environment.

#### Associate in Science Accounting Technology

1. Students will demonstrate the ability to prepare and communicate financial information in accordance with the appropriate rules and regulations that govern reporting.
2. Students will demonstrate the ability to integrate and apply appropriate technologies to retrieve, organize, critically evaluate and/or present information to users of financial information within the business environment.
3. Students will demonstrate the competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.

## Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Students will be able to demonstrate knowledge of the theoretical foundations of ethics by discussing ethical theory and identifying types of ethical dilemmas.
2. Students will be able to demonstrate an understanding of resolving ethical dilemmas in business by discussing the intersection of individual and business ethics and the obstacles in integrating ethics within a business organization.

3. Students will be able to demonstrate an understanding of social responsibility within a business organizations by analyzing the historical context and current views of social responsibility and discussing the importance of social responsibility to stakeholders.
4. Students will be able to demonstrate knowledge of how ethics impacts company culture by analyzing organization factors that influence ethics within the organization.
5. Students will be able to demonstrate an understanding of within the context of international business by differentiating ethics among different nations and analyzing risks of doing business in nations with differing ethical standards.
6. Students will be able to demonstrate knowledge of how ethics impacts business operations by identifying, analyzing and discussing ethical issues relating to accounting, leadership, diversity and employee relations.
7. Students will be able to demonstrate an understanding of consumer ethics by discussing ethics relating to advertising and selling and product safety.

Course Level SLO #	Gen Ed/Program Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	A.S., B.A., 1, A.S., A.T., 2	Discussion; Exam Essay Questions
2	A.S., B.A., 1, A.S., A.T., 2	Discussion; Exam Essay Questions
3	A.S., B.A., 1, A.S., A.T., 2	Discussion; Exam Essay Questions
4	A.S., B.A., 1, A.S., A.T., 2	Discussion; Exam Essay Questions
5	A.S., B.A., 1, A.S., A.T., 2	Discussion; Exam Essay Questions
6	A.S., B.A., 1, A.S., A.T., 2	Discussion; Exam Essay Questions
7	A.S., B.A., 1, A.S., A.T., 2	Discussion; Exam Essay Questions

## Course Content and Schedule

- **Brief Hypotheticals-** Ten-question multiple-choice quizzes that require a student to apply business law concepts in the context of brief hypothetical scenarios. Students are assessed on their ability to apply business law concepts to hypothetical fact patterns. The questions are representative of exams and help students prepare for exams. *18% of final Grade*
- **Legal Reasoning-**These are case-problem questions designed to help students improve their critical thinking skills, challenging students on relevant facts, rules analysis and conclusion of the cases presented. *18% of final grade*
- **Mid-Term Exam-** The Mid-Term exam is a summative assessment administered to assess students' ability to apply course learning outcomes for multiple chapters. Exams will consist of multiple-choice and essay-type questions. These exams are timed (120-minute time limit); you may NOT exit and re-enter exams. Be sure you select a quiet location, with no distractions, and good internet connection to complete the exams. You will have access to the eBook. *22% of final grade*
- **Final Exam-** The Final exam is a summative assessment administered to assess students' ability to apply course learning outcomes for multiple chapters. Exams will consist of multiple-choice and essay-type questions. These exams are timed (120-minute time limit); you may NOT exit and re-enter exams. Be sure you select a quiet location, with no distractions, and good internet connection to complete the exams. You will have access to the eBook. *22% of final grade*

- **Discussions**-These discussion boards are designed to engage students in academic conversations based on content learned in the course through written collaboration with peers. Discussions are administered through D2L. Students are required to submit a written post answering questions based on a scenario or information given. Students are also required to post two written peer reviews. *20% of final grade*. The following requirements must be met to receive full credit for postings:
  - Initial Post
  - Substantial peer review (minimum 2)
  - Meeting the required deadlines for all postings.