October 11, 2013

## M E M O R A N D U M

**TO:**        Rolando Montoya

**FROM:**     Beverly Moore-Garcia

**SUBJECT:**     **APPROVAL OF CURRICULUM REPORT #101**

Attached for your approval is the approved curriculum presented at the October 8, 2013, CASSC meeting. The information in Curriculum Report #101 includes the following items:

*Curriculum Requiring Approval*

1. **World Languages –**
   - **Add New Courses –**
     EAP0375 Intermediate 1 - Integrated Reading, Speech & Listening
     EAP0385 Intermediate 1 - Integrated Writing & Grammar
     EAP0475 Intermediate 2 - Integrated Reading, Speech & Listening
     EAP0485 Intermediate 2 - Integrated Writing & Grammar
     EAP1575 Advanced 1 - Integrated Reading, Speech & Listening
     EAP1585 Advanced 1 - Integrated Writing & Grammar
     EAP1675 Advanced 2 - Integrated Reading, Speech & Listening
     EAP1685 Advanced 2 - Integrated Writing & Grammar

2. **School of Business –**
   - **Course Modifications –**
     **Credit Type Change from 02 to 01**
     MNA1345 Effective Supervision
     MNA2120 Human Relations in Business

3. **School of Health Sciences –**
   **Medical Coder/Biller**
   - **State Mandated Program Modifications –**
     **Delete Course –**
     HSC 0003 - Introduction to Health Care (**from program only**)

     **Add New Course –**
     HIM 0009 - Introduction to Health Information Technology

4. **Statewide General Education Course Options**
   **(Attachment I)**

*Informational Items*

5. **Academic Programs**
   State Mandated Number Changes (Attachment II)

6. **Student Achievement Initiatives (SAI) Updates**
   Developmental Education Advisors' Training
   Undergraduate Planning Pathways (UPP)

7. **Announcements**

8. **Adjournment**

If I can be of further assistance, please do not hesitate to contact me.

Attachment

# Miami Dade College
## College-wide CASSC Meeting – OCTOBER 8, 2013
## CURRICULUM REPORT #101

## 1. World Languages

### Add New Courses –

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| EAP0375 | Intermediate 1 - Integrated Reading, Speech & Listening | 6 | 1, 2, 3, 5, 6, 7, 8 | 2013-2 |

**Course Description:** Students will learn to develop proficiency in reading level-appropriate text by listening to short oral discourse and discussing academic materials. Emphasis is on vocabulary expansion and application of strategies that assist in comprehension and communication. (6 hr. lecture) Pre-requisites: EAP0220, and EAP0200, or Recommended Preparation: equivalent proficiency**.**

**Curriculum Action Rationale**: This course is part of the Student Achievement Initiatives (SAI)-English for Academic Purposes (EAP) Pathway. Students have the opportunity to enroll concurrently in an approved college level course while completing this course.

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| EAP0385 | Intermediate 1 - Integrated Writing & Grammar | 6 | 1, 2, 3,5,6,7, 8 | 2013-2 |

**Course Description:** Students will learn how to write paragraphs using intermediate grammar and rhetorical structures. (6 hr. lecture).

**Curriculum Action Rationale**: This course is part of the Student Achievement Initiatives (SAI)-English for Academic Purposes (EAP) Pathway. Students have the opportunity to enroll concurrently in an approved college level course while completing this course.

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| EAP0475 | Intermediate 2 - Integrated Reading, Speech & Listening | 6 | 1, 2, 3,5,6,7, 8 | 2013-2 |

**Course Description:** Students will learn to develop speaking, listening, and academic reading skills through discussions, presentations, and analysis with an emphasis on oral fluency, critical reading, and vocabulary expansion. Co-requisite: (1) approved college level course. (6 hr. lecture). Pre-requisites: EAP0375, or EAP0300, and EAP0320, or Recommended Preparation: equivalent proficiency.

**Curriculum Action Rationale**: This course is part of the Student Achievement Initiatives (SAI)-English for Academic Purposes (EAP) Pathway. Students should enroll concurrently in an approved college level course.

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| EAP0485 | Intermediate 2 - Integrated Writing & Grammar | 6 | 1, 2, 3,5,6,7, 8 | 2013-2 |

**Course Description:** Students will learn to refine paragraphs using intermediate grammar and rhetorical structures. Co-requisite: (1) approved college-level course recommended. (6 hr. lecture) Pre-requisites: EAP0340, and EAP0360, and EAP0385, or Recommended Preparation: equivalent proficiency.

**Curriculum Action Rationale**: This course is part of the Student Achievement Initiatives (SAI)-English for Academic Purposes (EAP) Pathway. Students should enroll concurrently in an approved college level course.

**APPROVE_____OPPOSE_____ MORE INFORMATION_____**

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| EAP1575 | Advanced 1 - Integrated Reading, Speech & Listening | 6 | 1, 2, 3, 5, 6, 7, 8 | 2013-2 |

**Course Description:** Students will learn to comprehend academic and other authentic reading materials and effectively participate in college-level oral/aural tasks by applying appropriate learning strategies. Co-requisite: (1) approved college level course. (6 hr. lecture) Pre-requisites: EAP0475, or EAP0420, and EAP0400, or Recommended Preparation: equivalent proficiency

**Curriculum Action Rationale**: This course is part of the Student Achievement Initiatives (SAI)-English for Academic Purposes (EAP) Pathway. Students should enroll concurrently in an approved college level course.

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| EAP1585 | Advanced 1 - Integrated Writing & Grammar | 6 | 1, 2, 3, 5, 6, 7, 8 | 2013-2 |

**Course Description:** Students will learn to write essays by developing advanced grammar and rhetorical structures. Prerequisites: EAP0485, or EAP0440 and EAP0460, or equivalent proficiency. Co-requisites: At least (1) approved college level course (6 hr. lecture).

**Curriculum Action Rationale**: This course is part of the Student Achievement Initiatives (SAI)-English for Academic Purposes (EAP) Pathway. Students should enroll concurrently in an approved college level course.

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| EAP1675 | Advanced 2 - Integrated Reading, Speech & Listening | 6 | 1, 2, 3,5,6,7, 8 | 2013-2 |

**Course Description:** Students will learn to comprehend academic and other authentic reading materials and effectively participate in college-level oral/aural tasks by applying appropriate learning strategies. Pre-requisites: EAP1575, or EAP1520 and EAP1500. Co-requisites: (1) approved college level course. (6 hr. lecture)

**Curriculum Action Rationale**: This course is part of the Student Achievement Initiatives (SAI)-English for Academic Purposes (EAP) Pathway. Students should enroll concurrently in an approved college level course.

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| EAP1685 | Advanced 2 - Integrated Writing & Grammar | 6 | 1, 2, 3,5,6,7, 8 | 2013-2 |

**Course Description:** Students will learn to refine essays by developing advanced grammar & rhetorical structures. Prerequisites: EAP1540 and EAP1560, or EAP1585, or equivalent proficiency. Co-requisites: At least (1) approved college level course. (6 hr. lecture)

**Curriculum Action Rationale**: This course is part of the Student Achievement Initiatives (SAI)-English for Academic Purposes (EAP) Pathway. Students should enroll concurrently in an approved college level course.

**APPROVE_____OPPOSE_____ MORE INFORMATION_____**

**2. School of Business –**
**Course Modifications –**
**Course Description to SLO Format**
**Credit Type Change from 02- Occupational to 01- Advanced and Professional**

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| MNA1345 | Effective Supervision | 3 | 1, 2, 3,5,6,7, 8 | 2013-2 |

**Course Description:** Students will learn to implement supervisory and management practices. Emphasis is placed on learning to communicate more effectively with employees, motivating employees, increasing one's leadership effectiveness, delegating, counseling problem employees, conducting performance reviews, maintaining a discrimination and harassment-free workplace, and managing time. Special fee. (3 hr. lecture)

**Curriculum Action Rationale**:  We are requesting a change in credit type from non-transferable (02 - Occupational) to transferable (01 - Advanced & Professional). We have already reviewed faculty credentials and have insured that master's credentials faculty will be teaching this course. Also, updating course description and competencies to SLO format. No other changes being requested.

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| MNA2120 | Human Relations in Business | 3 | 1, 2, 3,5,6,7, 8 | 2013-2 |

**Course Description:** Students will learn to implement human relations and communication skills necessary for superior performance and career advancement in the business profession. Emphasis is placed on learning and practicing effective interpersonal communication skills, giving criticism tactfully, expressing feelings constructively, being more sensitive to body language messages, and active listening. Other major topics emphasized are building self-esteem, learning how values and attitudes influence job performance and work relationships, assertion skills, group dynamics and team building, managing conflict, dealing with difficult people, and the challenges and opportunities of getting along in a culturally diverse workplace. Special fee. ( 3 hr. lecture )

**Curriculum Action Rationale**:  We are requesting a change in credit type from non-transferable (02 - Occupational) to transferable (01 - Advanced & Professional). We have already reviewed faculty credentials and have insured that master's credentials faculty will be teaching this course. Also, updating course description and competencies to SLO format. No other changes being requested.

**APPROVE_____OPPOSE_____ MORE INFORMATION_____**

**3. School of Health Sciences –**
   **State Mandated Program Modifications –**

   **Program Modifications –**
   **Program Title:**        Medical Coder Biller
   **Program Code:**         53010
   **Department:**           Health Science
   **Effective Term:**       Spring 2014 (2013-2)
   **Degree Type:**          Career Technical Certificate (CTC)
   **Affected Campuses:**    4
   **Credit Hours Required:** 1005.00

<u>**Executive Summary – Modifications to Program**</u>

**Modification:**

1. Completion Point - A:

   - **Delete from program only:** HSC 0003 - Introduction to Health Care (3 credits).
   - **Add new course:** <u>HIM 0009</u> - Introduction to Health Information Technology (3 credits)

**Note:** Per current FLDOE curriculum frameworks, *"students who have taken the Health core (HSC0003) previously as part of this program are not required to take HIM0009 to complete the program. These students will continue on to OCP B"* [Medical Coder/Biller (H170526)].

| Course No. | Course Title | Credits | Campus | Eff. Term |
|---|---|---|---|---|
| HIM0009 | Introduction to Health Information Technology | 3 | 4 | 2013-2 |

**Course Description:** This course introduces students to health informatics and information management. Students will learn about the health care delivery system, communication skills, legal and ethical responsibilities, HIPAA and health records, and terminology related to health informatics. Other topics include developing leadership and teamwork skills and the application of critical thinking skills in a variety of presented scenarios. (90 contact hours)

**Curriculum Action Rationale**: FLDOE mandated to replace HSC0003 within the existing Medical Coder Biller Program (53010). This new course request aligns with the updated curriculum framework requirements.

**APPROVE_____OPPOSE_____ MORE INFORMATION_____**

**CAREER TECHNICAL CERTIFICATE**
**PROGRAM OF STUDY: <u>MEDICAL CODER BILLER (53010)</u>**
**EFFECTIVE TERM: ~~Fall~~ Spring ~~2013~~ 2014 (2013-~~12~~)**

# I. GENERAL EDUCATION REQUIREMENTS

**1. COMPLETION POINT - A** (90.00 hours)
Test type(s) needed:

☐ ~~HSC-0003 Introduction to Health Care~~ <mark>**Remove from program only.**</mark>

HIM 0009 - Introduction to Health Information Technology (3 credits)

---

**2. COMPLETION POINT - B** (909.00 hours)
Test type(s) needed:

Must take 285.00 contact hrs from the following group.

☐ HIM 0001 - Introduction to Health Information Management (1.00 - 2.00 credits)

☐ HIM 0228C - ICD Coding Systems (5 credits)

☐ HIM 0473 - Medical Terminology (2.50 credits)

<mark>And</mark>

Must take 330.00 contact hrs from the following group.

☐ HIM 0250C - Ambulatory Care Coding Systems (2 credits)

☐ HIM 0290C - Advanced Coding Systems (3 credits)

☐ HIM 0434 - Basic Principles of Disease (2 credits)

☐ HIM 0450 - Human Anatomy & Physiology for Health InformationManagement (2 credits)

☐ HIM 0650 - eHealth Care Delivery Systems (2 credits)

<mark>And</mark>

Must take 294.00 contact hrs from the following group.

☐ HIM 0274C - Health Care Billing and Reimbursement (4 credits)

☐ HIM 0280C - Physician Coding (2 credits)

☐ HIM 0817 - Professional Practice Experience (3.80 credits)

---

* End of Program Sheet *

# I. GENERAL EDUCATION REQUIREMENTS

**1. COMPLETION POINT - A** (90.00 hours)
Test type(s) needed:

☐ HIM 0009 - Introduction to Health Information Technology (3 credits)

---

**2. COMPLETION POINT - B** (909.00 hours)
Test type(s) needed:

Must take 285.00 contact hrs from the following group.

☐ HIM 0001 - Introduction to Health Information Management (1.00 - 2.00 credits)

☐ HIM 0228C - ICD Coding Systems (5 credits)

☐ HIM 0473 - Medical Terminology (2.50 credits)

**And**

Must take 330.00 contact hrs from the following group.

☐ HIM 0250C - Ambulatory Care Coding Systems (2 credits)

☐ HIM 0290C - Advanced Coding Systems (3 credits)

☐ HIM 0434 - Basic Principles of Disease (2 credits)

☐ HIM 0450 - Human Anatomy & Physiology for Health InformationManagement (2 credits)

☐ HIM 0650 - eHealth Care Delivery Systems (2 credits)

**And**

Must take 294.00 contact hrs from the following group.

☐ HIM 0274C - Health Care Billing and Reimbursement (4 credits)

☐ HIM 0280C - Physician Coding (2 credits)

☐ HIM 0817 - Professional Practice Experience (3.80 credits)

---

* End of Program Sheet *

## 4. Statewide General Education Course Options -

### General Education Faculty Committee Final Recommendations General Education Competencies and Core Courses August 2013

#### Communication

*Students will demonstrate the ability to communicate effectively. Students will demonstrate the ability to analyze communication critically.*

    ENCX101    English Composition I

#### Humanities

*Students will confirm the ability to think critically through demonstrating interpretive ability and cultural literacy.*

*Students will acquire competence in reflecting critically upon the human condition.*

| | |
|---|---|
| ARHX000 | Art Appreciation |
| HUMX020 | Introduction to Humanities |
| LITX000 | Introduction to Literature |
| MULX010 | Music Literature/Music Appreciation |
| PHIX010 | Introduction to Philosophy |
| THEX000 | Theatre Appreciation |

#### Mathematics

*Students will determine appropriate mathematical and computational models and methods in problem solving, and demonstrate an understanding of mathematical concepts.*

*Students will apply appropriate mathematical and computational models and methods in problem solving.*

| | |
|---|---|
| MACX105 | College Algebra |
| MACX311 | Calculus I |
| MGFX106 | Liberal Arts Mathematics I |
| MGFX107 | Liberal Arts Mathematics II |
| STAX023 | Statistical Methods |

Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

## Natural Sciences

*Students will demonstrate the ability to critically examine and evaluate scientific observation, hypothesis, or model construction, and to use the scientific method to explain the natural world. Students will successfully recognize and comprehend fundamental concepts, principles, and processes about the natural world.*

| | |
|---|---|
| ASTX002 | Descriptive Astronomy |
| BSCX005 | General Biology |
| BSCX010 | General Biology I |
| BSCX085 | Anatomy and Physiology I |
| CHMX020 | Chemistry for Liberal Studies |
| CHMX045 | General Chemistry I |
| ESCX000 | Introduction to Earth Science |
| EVRX001 | Introduction to Environmental Science |
| PHYX020 | Fundamentals of Physics |
| PHYX048 | General Physics with Calculus |
| PHYX053 | General Physics I |

Any student who successfully completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.

## Social Sciences

*Students will demonstrate the ability to examine behavioral, social, and cultural issues from a variety of points of view.*

*Students will demonstrate an understanding of basic social and behavioral science concepts and principles used in the analysis of behavioral, social, and cultural issues, past and present, local and global.*

| | |
|---|---|
| AMHX020 | Introductory Survey Since 1877 |
| ANTX000 | Introduction to Anthropology |
| ECOX013 | Principles of Macroeconomics |
| POSX041 | American Government |
| PSYX012 | Introduction to Psychology |
| SYGX000 | Principles of Sociology |

## 5. *Informational Item (s)*

**Academic Programs**
State Mandated Number Changes

### NUMBER CHANGE LIST EFFECTIVE FALL 2013-1

## School of Aviation

| Current Number | Course Title | New Number |
|---|---|---|
| ATF 2300 | Multi-Engine Pilot Flight | ATF 2400 |
| ATF 2200 | Instrument Pilot Flight | ATF 2305 |

## School of Natural Sciences

| Current Number | Course Title | New Number |
|---|---|---|
| PHY3504 | Thermodynamics & Waves | PHY3504C |