

# About Miami-Dade Community College

Miami-Dade Community College is a publicly supported two-year college which serves the populous metropolitan Miami-Dade County community.

Through its open door policy, Miami-Dade Community College provides educational opportunities to all, regardless of sex, race, religion, marital status, age, national origin, handicaps or financial resources.

The instructional program is designed to prepare students for the upper division of senior colleges and universities, or for immediate job entry into career fields with special emphasis on the needs of the South Florida economy. Courses are also offered to meet students' personal interests or to upgrade their occupational skills.

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## The Open Door Policy

Miami-Dade has an open door admissions policy which provides educational opportunities to all who are interested in participating in the degree programs, short-term certificate programs, and student and community services offered by the College. Community residents and persons from other states and foreign countries are encouraged to enroll. Admission is an easy process and requires completing an application form and providing official transcripts of high school or college studies. International applicants have additional entrance requirements based on U.S. Immigration rules. Transfer students may receive credit for courses that equate to Miami-Dade courses.

The "Open Door" concept reflects the College's commitment to providing higher education opportunity and individualized educational experience. Academic advisers and faculty are available during daytime and evening hours to assist students in planning their educational program and to help assure academic success.

The College welcomes all students, regardless of sex, race, religion, marital status, age, national origin or handicap.

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## Mission Statement

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision-making and working in partnership with its dynamic, multi-cultural community.

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## Vision Statement

The vision of Miami-Dade Community College is . . .

To be the premiere community college, renowned for its:

- Satisfied, well-prepared students who, through their extraordinarily positive experience at M-DCC have acquired the needed knowledge and skills to be successful in their ongoing academic and career pursuits;

- Empowered employees working within an environment that encourages creativity, risk-taking and accountability, who apply their individual and collective talents to fulfill the College's mission.

- Highly supportive community that recognizes the significant impact of M-DCC's educational and training programs;

- Effective use of adequate resources to enable programs to flourish and the talents of people to emerge.

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## Teaching/Learning Values

The shared values concerning teaching and learning at Miami-Dade Community College listed below are among the beliefs which guide the institution in the development of its mission, goals, philosophy and operational procedures. Each value is followed by a series of supporting statements that illustrate ways by which M-DCC makes its values operational.

### I. Miami-Dade Community College Values Learning.

To support this value, the College

- creates an environment conducive to teaching and learning.
- supports life-long learning.
- encourages the free interchange of ideas and beliefs.
- provides the resources necessary for teaching and learning.

- employs qualified personnel to facilitate learning.
  - provides advisement and counseling to support the needs of students.
  - expects everyone to participate actively in the learning process.
- addresses the learning needs of the community.  
emphasizes communication skills.

## II. Miami-Dade Community College Values Change to Meet Educational Needs and to Improve Learning.

To support this value, the College

- encourages and supports innovation and creativity.
- responds to the changing educational needs of the community.
- anticipates the future needs of the community.
- supports faculty and staff development.

## III. Miami-Dade Community College Values Access While Maintaining Quality.

To support this value, the College

- provides supportive services to assist students in meeting their educational goals.
  - offers students prescriptive learning opportunities.
- provides occupational education which prepares the graduate to work at levels expected by the community.  
expects students to meet defined standards.  
provides academic programs which prepare the graduate to succeed in upper division learning.  
provides educational opportunities for personal development.  
structures the admissions process to encourage enrollment.
- provides a variety of scholarships and financial aid programs.

## IV. Miami-Dade Community College Values Diversity in Order to Broaden Understanding and Learning.

To support this value, the College

- respects individuals from a variety of cultural backgrounds.
- provides role models.
  - offers interdisciplinary educational programs.
  - provides programs and opportunities for student growth.
  - teaches students about the cultural, economic, political, and social environments in which they live.
  - helps students to understand themselves and others.
  - sponsors academic organizations and extracurricular activities.
  - respects and responds to students' different learning styles.
  - respects and accepts different teaching styles.

## V. Miami-Dade Community College Values Individuals.

To support this value, the College

- encourages a positive attitude toward teaching and learning.
- stresses honesty and integrity.
- expects all individuals to interact.
- communicates accurately and promptly.
- recognizes the importance of prior learning and experience.
- develops realistic expectations for all individuals.
- publishes explicit performance expectations for faculty, staff, and administrators.
- publishes explicit performance expectations for students.
- rewards achievement.

## VI. Miami-Dade Community College Values a Systematic Approach to Decision-Making.

To support this value, the College

- collects accurate and current data.
- assesses the community's learning needs.
- measures students' abilities upon entry to the institution.

- assesses programs' effectiveness.
- provides feedback to assist in meeting standards.
- evaluates students' progress throughout their careers at Miami-Dade Community College.
- encourages individuals to be aware of relevant current research.
- surveys students' perceptions about courses, programs, and the teaching/learning environment.
- uses the expertise of the faculty to improve the teaching/learning process.

## VII. Miami-Dade Community College Values Its Partnership With The Community.

To support this value, the College

- provides accessible campus and outreach centers.
- cooperates with other educational systems.
- supports activities that enrich the community.
- plans educational programs with business and industry to promote the local economic development of the community.
- increases the community's awareness of College programs and activities.

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## History

Miami-Dade Community College is one of 28 colleges in the Florida System of Community Colleges. For the first eight years, 1960-1968, the College was governed at the local level by the Dade County Board of Public Instruction working in conjunction with an appointive, five-member Advisory Committee and the College President.

By action of the Florida Legislature, effective July 1, 1968, community college districts were created as independent, separate legal entities for the operation of community junior colleges. Under the new organizational format, Miami-Dade's Advisory Committee became the District Board of Trustees working directly with the College President in all matters pertaining to the governance and operation of the college.

The District Board is responsible to the State Board of Education and the State Commissioner of Education. Affairs of the state community colleges are handled in the Florida Department of Education by the State Board of Community Colleges.

Dade County Junior College, as it was then called, was activated by the Dade County Board of Public Instruction in 1959. It began instruction on September 6, 1960, in temporary facilities. Since that time, the college has functioned as a public two-year college supported by the State of Florida.

By action of the Dade County Board of Public Instruction in February 1963, the College name was changed to Miami-Dade Junior College. In September 1972, the District Board of Trustees voted to change the name to Miami-Dade Community College, effective July 1, 1973.

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## Campuses

Miami-Dade Community College, which opened in temporary quarters with 1,400 students, now enrolls more than 127,000 credit and non-credit students at six major campuses and numerous centers throughout Miami-Dade County.

With the transition from a single campus to a multi-campus College, the administrative operation was reorganized to provide service common to the whole College, while at the same time providing maximum autonomy to each campus.

The College District President's office is located at the Wolfson Campus, 300 N.E. Second Avenue, Miami, Florida 33132-2297.

North Campus opened as the College's original campus in 1960. The campus is located in Northern Miami-Dade County on a beautifully landscaped 245 acre site, originally part of a World War II Naval Air Station. Programs in Film and Video, Funeral Services and Criminal Justice prepare students for outstanding careers in the South Florida workforce.

Kendall Campus opened in 1967 and is situated amidst a lush, 185 acre tract of trees and lakes, easily accessible by major highways and public transportation. Among the many programs offering hands-on experience are Engineering, Business Administration, Music Business, Biotechnology, Education and Computer and Information Systems.

Wolfson Campus opened in 1973, located in the heart of the business and governmental center of Miami-Dade County. The campus offers a full range of academic and occupational programs, as well as customized workforce training. Miami Book Fair International and the Cultura del Lobo Series enrich community life, while multi-media classrooms, a computer courtyard and conference center support academic programs.

Medical Center Campus opened in 1977, located in Miami's medical/civic center complex. With its special focus on nursing and allied health, the campus offers state-of-the-art technology and the opportunity for high paying jobs in a

wide range of exciting medical careers. Quality and caring professional medical faculty guide students with support from tutors, labs and the Student Success Center.

Homestead Campus opened in 1990 and is located in the historic downtown business district of the City of Homestead. Award-winning facilities serve as home to a beautiful, full-service library, state-of-the-art science, nursing and allied health laboratories, and computer courtyard and learning centers. The Campus offers a full complement of academic programs, including its world-class aviation training program, student services, and workforce and community education opportunities.

InterAmerican Campus is Miami- Dade's newest campus. It is located in the heart of Little Havana, one of South Florida's most colorful and ethnically diverse communities. The campus is the nation's largest higher educational bilingual/bicultural academic setting, offering a liberal arts and occupational curriculum. With major expansion underway, the campus will offer state-of-the-art facilities, including satellite link, multi-media classrooms, computer courtyard and distance learning.

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## Off-Campus Centers

### North Campus Extension Centers

Hialeah Center, 1776 W. 49th Street, Hialeah, serves the greater Hialeah- Miami Lakes area. The Hialeah Center offers day, evening, and Saturday classes and provides student support services in admissions, registration, advisement, and financial aid. The Center offers a full range of courses leading to an Associate in Arts or Associate in Science degree. Variable length educational opportunities are also available through vocational credit certificate programs, as well as through a wide variety of courses that provide career entry training in microcomputers, office technology, electronics and childcare. In addition, English language training for speakers of other languages as well as foreign language courses are offered in various instructional formats.

Entrepreneurial Education Center, 6300 N.W. 7th Avenue, serves Liberty City. The Center offers entrepreneurial seminars, credit courses leading toward an Associate in Arts or Associate in Science degree and vocational credit courses in occupational areas.

Credit courses are offered for degree seeking students in Early Childhood Education, Computer Information Systems, Business Administration-Accounting, and Secretarial Training/Office Technology. Vocational credit courses are offered for career advancement in Computer Operations, General Clerical, HRS, Childcare and Lifelong Learning.

On-site assistance with registration, admission, and financial aid is available.

### Kendall Campus Extension Centers

Hammocks Center is located at Hammocks Middle School, 9889 Hammocks Boulevard. Non-credit and vocational credit courses are available. A wide variety of courses and programs are offered at this center on weekdays and during evening hours. Registration for courses are accepted at the Kendall Campus.

South Miami Center is located at South Miami High School, 6856 S.W. 53 Street. This center offers a variety of classes from non-credit courses and occupational courses. Classes are offered in the evenings, Monday through Thursday.

Riverside Baptist Church, 10775 S.W. 104 Street. Non-credit classes are offered by The Language Center and The Parent Center during weekday morning hours. A wide variety of English as a Second Language classes, including conversation, pronunciation and vocationally-oriented classes, are available. Parent Center courses include Parent Infant Enrichment, Movement Education and Play Activities.

Riviera Center, located at Riviera Middle School, 10301 S.W. 48 Street - Vocational, occupational, and credit courses are available at the center in the evenings, on weekdays.

W.R. Thomas Center, located at W.R. Thomas School, 13001 S.W. 26 Street - Vocational English, vocational credit and non-credit courses are available at the center in the evenings, Monday through Thursday.

### Wolfson Campus Extension Centers

Ponce De Leon Community School is located in Coral Gables, 5801 Augusto Avenue, and offers credit and non-credit courses in the evening hours. A wide variety of courses and programs are offered at this site through the Urban Center of the School of Business and Computer Information Systems. Courses include general education as well as the specific requirements for the Banking and Legal Assistant Programs.

For information, call the School of Business and Computer Information Systems of the Wolfson Campus.

# Admissions Policy

## Admission to College Credit Programs

- A. The following persons are eligible for admission to the college credit programs of Miami-Dade Community College:
- \*1. Graduates from accredited high schools in the United States, (standard diploma), persons holding high school equivalent (GED) diploma, or home educated students who have completed a home education program - all programs.
  2. Transfer students from colleges, universities, and certain other post-secondary institutions - all programs.
  - \*3. Foreign students with education equivalent to U.S. secondary school education and meeting language standards established through College policy and/or procedure - all programs.
  4. Persons eighteen years and older who do not hold a high school diploma, high school equivalent (GED) diploma, or have a certificate of completion - will be admitted under non-degree status for up to 15 credits in vocational courses.
- B. Prior to enrolling in college degree programs, all first-time-in- college students will be provided admissions counseling and are required to be tested for achievement of communication and computation competencies. \*\* Students scoring below established minimum levels are required to enroll in college preparatory instruction (AA) or vocational preparatory instruction (AS).
- C. A limited number of programs have supplementary admissions requirements.
- D. Admission to Special Student categories is permitted when authorized by the College President.
- E. Foreign students who require a student visa (F-1) must also complete supplementary admission requirements.
- \*NOTE: Students graduating from a Florida public high school subsequent to August 1, 1987 and applying for admission to an Associate degree program must meet the specific general requirements for high school graduation as defined in Florida Statute 232.246. Graduates from private high schools and out-of-state public schools must have completed a curriculum, which includes 4 years of English and 3 years of mathematics, science, and social studies. However, in lieu of the English requirement, foreign students may use four years of instruction in their native language or language of instruction in the secondary school attended.
- Students presenting a GED diploma must have taken the test in English for admission to the Associate in Arts degree program. A GED diploma taken in a language other than in English is acceptable for admission to programs other than the Associate in Arts.
- \*\*NOTE: Students admitted to the College within two years of graduation from high school with an earned college-ready diploma are exempt from this testing requirement.

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## How to Apply

### Admissions Procedures and Supporting Credentials

- A. APPLICATION for admission is to be submitted to a College Admissions Office at the earliest possible date prior to the beginning of the term of enrollment. Out of state applicants are to submit the application at least 60 days prior to the beginning of the term and international applicants should also have all admissions credentials on file at least 60 days prior to the beginning of the term of expected enrollment. A \$20.00 non-refundable application fee is charged for processing a student's first application. New students may submit their application electronically via the internet at <http://www.mdcc.edu>.
- B. ALL FLORIDA RESIDENTS must complete a Florida Residency statement verifying residency status for fee assessment purposes as a part of the admissions process. The statement is provided on the reverse side of the application form. See Florida Residency information in this catalog for additional details.
- C. OFFICIAL TRANSCRIPT(S) from the applicant's high school, college, university, or other post-secondary educational institutions are to be mailed directly or sent electronically to the Admissions Office from the institutions. Each applicant must initiate the request(s) for the necessary official transcripts.
- D. HIGH SCHOOL EQUIVALENCY diploma or certificate holders should provide the original document and score report (which will be returned) or an exact copy of the documents. In Florida, this certificate is the State of Florida High School Diploma. See the General Educational Diploma (GED) section for additional information.
- E. Failure to submit all necessary admissions credentials, transcripts or certifications will result in an obligation that will prevent registration, release of grades, transcripts or enrollment certification.

F. The College does not provide or supervise housing. Individual campuses will provide assistance to out-of-area students to locate housing in the community.

## Transfer Student Information

A transfer student's transcript(s) becomes part of the official student permanent record. If the transfer student is seeking a degree, an evaluation of credit course transferability is made after the student is admitted to the College.

Transfer credits are accepted only from regionally accredited colleges and universities unless a written agreement between Miami-Dade and a specific post-secondary institution has been previously approved.

Credit may be granted only for courses in which grades of "D" or better have been earned. Failing grades from other colleges are computed in the student's cumulative grade point average. A student who was on academic probation at a previous college may be admitted to Miami-Dade in a similar status. See Standards of Academic Progress in the Academic Regulations section of this catalog.

College courses completed more than 10 years prior to the date of enrollment at Miami-Dade may require validation by examination. A high school transcript indicating date of graduation may be required of applicants who have completed fewer than 12 acceptable college credits or if the student is under 18 years of age.

Students who have taken courses in non-English speaking countries must have an official certified translation made of their credits and submit this translation to the Admissions Office. See International Student Admissions section for further requirements.

## Transient Student Information

Transient students should be advised, preferably in writing, by their own college or university concerning recommended courses to take at Miami-Dade. Prerequisite and/or co-requisite course requirements will apply to course selections. Transient non-degree students at Miami-Dade may be required to have official transcript(s) of their prior educational records mailed directly to Miami-Dade from previous colleges attended.

## Non-Degree Applicants

Non-degree applicants are persons who wish to take selected college courses without the intent of completing an associate degree program. These students must fill out an application for admission and provide evidence of high school graduation. Many students attend the College for this purpose to upgrade employment skills, for transfer credit purposes, or for personal interest and enjoyment. Students who wish to enroll in a math or English course or who have earned more than 15 credits as a non-degree student are required to complete the Basic Skills Assessment Test (CPT). If, at a later time, these students become Associate degree candidates, regular admissions procedures regarding transcript(s) requirements will apply.

## Special Admissions Categories

In each of the following categories, the regular admissions procedures apply:

- A. Dual Enrollment - Selected high school students (10th, 11th, or 12th grades) may enroll for a maximum of 2 courses each semester, excluding labs, up to a maximum of 12 credits each academic year. Acceptance in the Dual Enrollment Program is based on the following:
  1. Minimum 3.0 high school grade point average.
  2. Permission from the parent(s), high school guidance counselor and principal.
  3. Expressed intent by the student to pursue a post secondary degree.
  4. Successful completion of all parts of the College's Basic Skills Assessment Test (CPT). Students who do not successfully complete the test will not be permitted to enroll at M-DCC until after high school graduation.
  5. Interview with a member of the College's Advisement/Counseling staff to determine that the student has potential to successfully complete college credit courses. A special form for parental/high school approval is provided by the Admissions Office. This form is to be submitted prior to each term of enrollment to assure continuity of appropriate approvals.
- B. Early Admission - Academically superior high school students may attend Miami-Dade in lieu of their senior year in high school. In addition to the requirements for Dual Enrollment above, the applicant for Early Admission must prepare and present to a high school counselor, a comprehensive educational plan justifying early admission. The College will accept for screening only those applicants who have received approval from their principal to apply for early admission.

The applicant also must have advance approval from the high school principal to apply college credits toward high school graduation. Normally, a minimum of 24 college credits meets the requirements for the student's senior year and high school graduation.

A special approval form is available in the Office of Admissions.

## Readmission to the College

An applicant submits an application for readmission and residency statement to update records if:

- A. The student was admitted for a specific term but did not enroll.
- B. The student did not attend any one of the four preceding terms.
- C. The student attended other colleges or universities since last enrollment at Miami-Dade; if so, official transcripts will be required for degree seeking students.
- D. The Florida student residency statement was completed more than 12 months ago.
- E. International Students - See International Student information in this section.

## College Preparatory Courses

All first-time-in college applicants who intend to enter degree programs are tested for reading, writing and mathematics proficiency prior to completion of registration. Students will be placed in College Preparatory English, Reading and/or Mathematics if test scores indicate a need for such instruction. A student's enrollment in certain credit courses may be restricted because of academic deficiencies.

In accordance with Florida law 240.321, students may use Adult Basic Education, Adult Secondary Education, or private provider instruction as an alternative to traditional college preparatory instruction.

State law requires students to successfully complete their College Preparatory instruction by the time they have accumulated twelve (12) hours of college credit coursework. Students, however, may accrue more than (12) credit hours, provided they maintain continuous enrollment in College Preparatory instruction.

State Board rule limits the number of attempts a student may have to successfully complete a College Preparatory course. Enrollment in a class beyond the 100 percent refund period, regardless of whether a student finishes the term, is considered an attempt.

Contact Academic Advisement for additional information.

## Eligibility for Placement Into Selected College Programs

All candidates for admission to the College are accepted for enrollment as stipulated in the College admissions policy statement.

However, some specialized programs, such as those offered by Medical Center Campus, have specific eligibility requirements due to enrollment limitations imposed by physical facilities, state licensure regulations, and related criteria.

Students requesting placement into such programs will receive specific eligibility requirements from divisions or departments concerned. A selection committee determines final selection for placement into these specific programs. The department chairperson provides notification of placement into these programs to each individual candidate.

Students who are not selected for a specific program are encouraged to continue their studies in other courses and programs at the College. Counseling and advisement offices will assist all such students to determine alternative educational objectives.

A limited number of programs have supplementary admissions requirements. Applicants who have been convicted of a felony or subject of an arrest pertaining to a controlled substance and who wish to apply for a program that leads to licensure should confirm with the regulatory/licensing agency to determine eligibility for future credentialing and practice. Applicants who are determined not eligible for licensing may apply for admission to that program with the understanding that program completion may not result in licensure or employment.

Acceptance into a College program does not guarantee licensure or employment upon successful completion. Students should thoroughly investigate their career choice to determine eligibility for and availability of future employment based on the specific criteria established for certain jobs. Students applying for admission to College programs that lead to and require licensure and certification should independently verify all such requirements which may include but are not limited to physical and psychological criteria, completion of unpaid internships, criminal history verification and other background checks.

## General Educational Development (GED) Tests and Diploma

Non-high school graduates are encouraged to complete their high school education by obtaining a Florida State high school diploma. This diploma permits the GED high school graduate the opportunity to select an Associate degree program from within the College curriculum.

To qualify for the issuance of a Florida GED high school diploma, one must be at least 18 years old, reside in Florida, and successfully complete the GED tests. Students presenting a GED diploma must have taken the test in English for admission to the Associate in Arts degree program. A GED diploma taken in a language other than English is acceptable for admission to programs other than the Associate in Arts.

The series of five comprehensive tests cover the fields of writing skills, social studies, science, reading skills, and mathematics.

The GED tests are given at many convenient locations provided by the Miami-Dade County Public School system. A small charge is required to take the test battery and there is an additional nominal charge to repeat tests, if necessary.

## Teacher Certification Information

Teachers should clear in advance with the public school Certification Office or the State Department of Education, Office of Teacher Education, Certification and Staff Development, that the courses they wish to enroll in at M-DCC will meet specific certification requirements.

College credit courses offered by Miami-Dade, as approved by the Certification Office, may be used for extension, reissuance, other vocational certificates and reinstatement of certificates, and for recency of credit. Additionally, information on courses required for general and professional preparation certification is available in the Education department or Academic Advisement offices at each campus.

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## Florida Residency

Miami-Dade Community College policy concerning Florida Residency requirements complies with the laws of Florida (Statute 240.1201) and State Board of Education Rule 6A-10.044 which are reprinted as follows:

240.1201. Determination of resident status for tuition purposes.

Students shall be classified as residents or non-residents for the purpose of assessing tuition fees in public community colleges and universities.

(1) As defined under this section:

(a) The term "dependent child" means any person, whether or not living with his parent(s), who is eligible to be claimed by his parent(s) as a dependent under the Federal Income Tax Code.

(b) The term "institution of higher education" means any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.

(c) A "legal resident" or "resident" is a person who has maintained his residence in this state for the preceding year, has purchased a home which is occupied by him as his residence, or has established a domicile in this state pursuant to s.222.17.

(d) The term "parent" means the natural or adoptive parent or legal guardian of a dependent child.

(e) A "resident for tuition purposes" is a person who qualifies as provided in subsection (2) for the in-state tuition rate; a "non-resident for tuition purposes" is a person who does not qualify for the in-state tuition rate.

(2) (a) To qualify as a resident for tuition purposes:

1. A person or, if that person is a dependent child, his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to his qualification.

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his length of residence in the state and, further, shall establish that his presence or, if he is a dependent child, the presence of his parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the 5 years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he seeks the in-state tuition rate.

(4) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

(5) In making a domiciliary determination related to the classification of a person as a resident or non-resident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent.

**For the purposes of this section:**

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(6) Any non-resident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(7) Person shall not lose his resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his parent's or parents' serving, in the Armed Forces outside this state.

(8) Person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his resident tuition status because he or, if he is a dependent child, his parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his domicile in this state shall be permitted to re-enroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

(10) The following persons shall be classified as residents for tuition purposes:

(a) Active duty members of the armed services of the United States stationed in this state, their spouses, and dependent children.

(b) Active duty members of the Armed Services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.

(c) United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

(d) Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education as defined in s.228.041, and their spouses, and dependent children.

(e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

(f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.

(g) Full-time employees of state agencies or political subdivisions of the State when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

(h) McKnight Doctoral Fellows who are United State citizens.

(i) United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a Board of Regents-approved graduate level education program which leads to a Florida teaching certificate.

(j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.

History. - s.20, ch. 83-325; s.82, ch. 84-336; s. 12, ch. 85-196; s. 5, ch. 86-139; s. 1, ch. 89-367; s. 4, ch. 89-381; s. 21, Ch. 92-321; s. 1, ch. 93-242; s. 25, ch. 95-148; s. 1, ch. 95-365; s. 5, ch. 95-392; s. 17, ch. 96-420; s. 5, ch. 98-65; s. 7, ch. 99-4; s. 3, ch.99-13.

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## 6A - 10.44 Residency for Tuition Purposes

The State Board of Community Colleges and Board of Regents shall maintain consistent policies and practices for the classification of students as residents for tuition purposes to facilitate the transfer of students among institutions. The policies and practices may vary to accommodate differences in governance, but the determinations of classification shall be consistent to assure students of being classified the same regardless of the institution determining the classification.

(1) The classification of a student as a Florida resident for tuition purposes by a Florida community college or university shall be recognized by other public postsecondary institutions to which the student may later seek admissions, unless the classification was erroneous or the student did not then qualify as a resident for tuition purposes.

(2) Once a student has been classified by a public institution, institutions to which the student may transfer are not required to re-evaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student's situation has changed.

(3) Changes the State Board of Community Colleges and the Board of Regents intend to make in the policies and practices for the classification of students as residents for tuition purposes shall be filed with the Articulation Coordinating Committee.

(4) Non-U.S. citizens such as resident aliens, parolees, asylees, refugees, or other permanent status persons (e.g., persons who married U.S. citizens and temporary permanent residents), who have applied to and have been approved by the U.S. Immigration and Naturalization Service for indefinite stay and employment shall be considered eligible to establish Florida residency for tuition purposes. In addition, non-immigrants holding one of the following visas shall be considered eligible to establish Florida residency for tuition purposes. Persons in visa categories not listed herein shall be considered ineligible to establish Florida residency for tuition purposes.

(a) Visa Category A - Government official.

(b) Visa Category E - Treaty trader or investor.

(c) Visa Category G - Representative of international organization.

(d) Visa Category I - Foreign information media representative.

(e) Visa Category K - Fiancé, fiancée, or a child of United States citizen(s).

Specific Authority 229.053(1) FS. Law Implemented 240.1201 FS.

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## International Student Admissions

A. Admission - Miami-Dade Community College is authorized under United States Federal Law, Immigration and Nationality Act, Section (101)(a)(15) (F) to enroll non-immigrant alien students. These students are required to follow the regular admission procedures, provide a TOEFL (Test of English as a Foreign Language) score if not a non-native speaker or alternative English Placement test, a certificate of health and accident insurance, statement of financial resources to support education costs, and request a Certificate of Eligibility (Form I-20 A-B) from the College.

The international applicant should start the admissions process at the earliest possible date prior to the beginning of any college semester or term. Six months lead time is recommended to assure enrollment as requested. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing, and advisement/testing requirements must be anticipated many months in advance of enrollment at the College.

The application for admission, including all admissions credentials and TOEFL test scores if applicable, must be received at least 60 days prior to the start of the term in which the applicant plans to enroll. Academic transcript(s) of secondary school, college, university, technical, and other post-secondary schools attended must be certified

official. Transcript(s) in languages other than English must include official certified English translations, authentic verifying statements, and signatures.

International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at Miami-Dade. Students who arrive after the first week of classes for the approved term of enrollment may be required to delay their enrollment until the next succeeding term. In such cases, a new Certificate of Eligibility (Form I-20 A-B) may be required to clear visa and/or U.S. Immigration requirements. The request for a new I-20 A-B must be initiated by the student.

Registration and placement into courses and programs is dependent on English language proficiency, advisement and counseling, assessment/placement testing and course or program requirements.

- B. Readmission - Readmission to the College for the international student requires submitting a new application for admission, new official transcripts of post-secondary education attempted since last attendance at Miami-Dade, statement of financial resources to support education costs and a request for a Certificate of Eligibility (Form I-20 A-B). Transcript(s) in languages other than English shall include official certified English translations, authentic verifying statements, and signatures.

- C. English Language Requirements - Miami-Dade Community College courses are taught in the English language. The College will provide English language training for students who have insufficient English language skills. English language test scores determine placement into college courses. Although no international students will be denied admission because of their TOEFL score, submission of a TOEFL score or alternative testing for non-native speakers is required to complete the admissions process. Students with TOEFL scores (or an equivalent score on other standardized tests) of 550 or higher are eligible to take the Basic Skills Assessment Test, to determine placement in courses leading to an associate degree. Alternative placement tests will be administered to students without TOEFL scores or with scores below 550.

Students requiring English language training may need to attend additional semesters at the College in order to complete all associate degree requirements.

The Test of English as a Foreign Language (TOEFL) is usually administered several times each year at centers in most countries of the world. Information and application forms for TOEFL may be obtained from international centers or by writing to TOEFL, Box 899, Princeton, NJ 08541, U.S.A. International students should plan to take the TOEFL at least six (6) months prior to the intended term of enrollment at Miami-Dade in order to assure the official test score report is received at least sixty (60) days before the beginning of the term.

- D. Financial Requirements - All international students must have sufficient funds to pay full college matriculation and non-resident fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending college in the United States. Financial requirements are included with the application for admissions form. Documentary evidence of means of financial support must be provided to the College for admission purposes and issuance of the Certificate of Eligibility (Form I-20 A-B). This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States.

Students must have these funds available when they register for their classes each term. Advance arrangements to accommodate international exchange conditions and time lag to obtain funds should be anticipated by the international student. College financial aid is not available to students on visa. See the Fees section in this catalog for details concerning matriculation, non-resident, and other fee requirements.

- E. Employment - Visa students may not be employed outside the College while attending college in the United States unless permission has been granted by the United States Immigration Services.
- F. Health and Accident Insurance Certificate - Visa students must provide to the College, in advance of the intended term of enrollment, a certificate indicating the student is covered by standard health and accident insurance for 12 months. This insurance coverage must continue for the entire period of enrollment at the College.
- G. Certificate of Eligibility (Form I-20 A-B) - United States Department of Justice, Immigration and Naturalization Service Certificate of Eligibility (Non-Immigrant "F-1" Student Status) will be provided to admitted students upon student request following completion of all admission requirements. Documentary evidence of means of financial support must be attached to the Certificate of Eligibility when applying for the student visa at the United States Embassy or Consular Office.

The program of study indicated on the Certificate of Eligibility is tentative since final placement into College programs and courses is dependent upon English proficiency, placement test scores, student interest, prior educational training, course admission prerequisites or co-requisites, and advisement-counseling requirements.

- H. Duration of Status - International students on a visa are admitted to the United States for the entire time estimated for them to complete their approved program of study. Students must fulfill the following conditions to maintain Duration of Status: pursue a full course of study at the educational institution they are authorized to attend, make normal progress, keep a current passport that is valid for at least six months, into the future, maintain a valid I-20, and do not accept off-campus employment without INS approval.

- I. Student Identification Number - Upon admission to the United States for the first time, international students are issued a Form I-20 ID endorsed with an admission number. This form must be kept with the student at all times. This admission number is to be used on all correspondence with Immigration and Naturalization Services.
- J. Arrival at Miami-Dade Community College - On-Campus Requirements - After receiving confirmation of acceptance to the College, international students should arrive in the United States and the Miami community approximately 30 days before the beginning of the term of intended enrollment. This is necessary so the student may locate housing, provide a local address to the College, participate in new student orientation, English language and placement assessment, obtain advisement and counseling, and register for courses.  
A College academic calendar is provided to all international student applicants and should be used by admitted students to meet these requirements. Students who arrive later may be required to delay their enrollment until the next succeeding term and a new Form I-20 A-B required to re-enter the United States.
- K. Housing in the Community - As a Community College, Miami-Dade does not provide or supervise student housing. However, each College campus will try to assist students to locate housing facilities. International students must bring sufficient funds to pay at least three months' rent in advance at the time housing is located. The estimated expense information provided with the application for admission form provides important details.
- L. Transportation - Students must provide their own transportation from the International Airport or other transportation centers to the College or the area in which housing will be obtained.
- M. School Transfer - Non-Immigrant alien visa students are required to attend the designated educational institution as indicated on the Certificate of Eligibility (Form I-20 A-B). They are expected to complete at least one semester at that institution prior to requesting transfer to any other educational institution. Completion of a degree program at the designated educational institution is recommended.  
International visa students who wish to transfer to another school in the same educational program must officially do so by requesting a new Form I-20 A-B from the school to which they wish to transfer. That institution will notify Immigration of the student's intent to transfer schools. Students who are not pursuing a full course of study are not eligible to transfer. A student who transfers schools without completing this process is considered to be out of status.
- N. Passport Validity - International students on a visa must have and maintain in their possession at all times a current passport valid for a period of not less than six (6) months into the future. It is the student's responsibility to meet this requirement.
- O. Full-Time Enrollment - Non-immigrant alien students on visa are required by United States Immigration regulations to be enrolled full-time. They should make satisfactory progress toward their approved program objectives each term. Otherwise the continuation of study on a student visa may be jeopardized and the Certificate of Eligibility (Form I-20 A-B) rescinded. See Standards of Academic Progress in Academic Regulations section.
- P. United States Department of Justice, Immigration and Naturalization Service Laws and Regulations - It is the student's responsibility to comply with all non-immigrant alien requirements as stated under the United States laws under Section 101(a)(15)(F) of the Immigration and Nationality Act. The College is required to report to the Immigration Office non-immigrant alien students who:
1. Do not register at the College at the time expected;
  2. Do not carry a full course of studies;
  3. Do not attend classes to the extent normally required;
  4. Become employed without authorization;
  5. Terminate their attendance at the College.
- Q. Visa Student Advisement - Advisors are available at each campus to advise international students concerning academic programs and course objectives.  
Visa students should contact the campus admissions office or their international student advisor well in advance of the end of the approved immigration time period (at least 60 days) if they have any questions about immigration rules and regulations in order to avoid possible difficulties with Immigration Services while on student visa in the United States.
- R. Special Agency Fees for Advisement or Other Special Services for Sponsored Students - College participation in cooperative international education agreements with agencies, organizations, or governments may include a requirement for special funding support or fees from those agencies for advisement, counseling, and other special services for international students within the program.

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## Admission to Vocational Credit Certificate Programs

- A. The following persons are eligible for admission to the Vocational Credit Certificate programs of Miami-Dade Community College.

Graduates from accredited high schools, persons holding a high school equivalent (GED) diploma, home educated students who have completed a home education program, or persons at least 16 years age or older who have left high school prior to completion.

Some programs may require high school completion or equivalent as a requirement of admission.

- B. Students enrolling in a vocational credit certificate program of 180 or more contact hours are required to be tested for basic skills. All program completers must meet basic skills competencies before the Vocational Credit Certificate is awarded.
- C. A limited number of programs have supplementary admission requirements. Students should contact the specific department of interest before applying for programs with special admissions requirements.
- D. Foreign students who require a student visa (M-1) must also complete supplementary admissions requirements.

International students should request a Certificate of Eligibility (Form I-20 M-N) and provide required Statement of Financial Resources to support education costs, Certificate of Health and Accident Insurance and TOEFL or EPT examination score.

Applications and registration information may be obtained at a campus admissions office.

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## Admission to Continuing Education (Non-College Credit) Programs and Courses

Miami-Dade, through its Continuing Education Programs, offers students opportunities for enrollment in Continuing Workforce Education Training and Recreation and Leisure Courses.

Admission requirements are established by the nature of the particular program or course. A student who plans to register only for continuing education non-college credit courses need not apply for regular college admission.

A. Continuing Workforce Education Courses - These courses are for those students who have had prior employment in jobs related to the enrolled course or are presently employed in a career related to the Supplemental course. Students enroll in the courses to upgrade their current skills, for reemployment purposes or to enhance their current employability.

For purposes of state certification or registration and updating to meet various professional organizations' requirements, the College student registration system allows for the award of Continuing Education Units (CEU's) on the student's transcript. These units may be awarded when a Supplemental course is completed and the course has been designated for the award of C.E.U.'s. Ten contact hours of classroom instruction equal one CEU.

B. Recreation and Leisure Courses - These non-credit courses are self supporting with the total program costs being paid by the students who are enrolled. There are no State or College funds provided to support these activities. The College offers these courses on demand from students and community, as space is available. The range of activities and courses are unlimited and are determined by the students enrolled.

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## Fees and Refunds

### A. Registration Fees -

#### College Credit Courses

##### 1. Florida Residents\*

###### Matriculation &

Safety \$41.25 per credit

Service Fees\*\* \$8.40 per credit

Total \$49.65 per credit

##### 2. Non-Florida Residents\*

###### Tuition &

###### Matriculation &

Safety \$153.75 per credit

Service Fees\*\* \$19.65 per credit

Total \$173.40 per credit

\*See Florida Residency section for definitions

\*\* Service fee includes the following fees: Student Services, Scholarship, Capital Improvement and Technology.

### B. Registration Fees -

Vocational Credit Courses

1. Florida Residents*		
Matriculation & Safety	\$36.00 per	vocational credit
Service Fees*	\$ 3.00 per	vocational credit
Total	\$39.00 per	vocational credit
2. Non-Florida Residents*		
Matriculation & Safety	\$175.50 per	vocational credit
Services Fees**	\$ 12.65 per	vocational credit
Total	\$188.15 per	vocational credit

\*See Florida Residency section for definitions

\*\* Service fee includes the following fees: Scholarship and Capital Improvement.

C. Special Fees and Charges

1. Application Service fee - a \$20.00 non-refundable application service fee is charged for processing a student's first application.
2. Late Registration fee - a \$25.00 non-refundable fee charged to students registering on or after the first day of classes.
3. Full cost of instruction –  
Florida Resident                 \$173.40
4. Examination fee - a \$15.00 per credit non-refundable fee is charged for institutional credit by exam.
5. Special fees - variable fees charged in certain courses to cover the use of special supplies, materials, equipment or facilities. Such fees are listed in the schedule of courses published prior to each term.
6. Credit for prior Specialized Training - a fee of \$15.00 per course, up to a maximum of \$50.00 per application, is charged for awarding credit for technical training as approved and defined in the College Technical Procedures Manual.
7. Special fees in Music courses that offer private lessons range from \$60.00 to \$110.00.

D. Registration Fees - Continuing

Education Non-Credit Courses

1. Supplemental Vocational Courses
  - a. Florida Residents\*  
    Matriculation & Safety   \$1.38 per contact hour  
    Service Fees\*\*\$ .12 per contact hour  
    Total     \$1.50 per contact hour
  - b. Non-Florida Residents\*  
    Tuition & Matriculation & Safety   \$5.75 per contact hour  
    Service Fees\*\*\$ .49 per contact hour  
    Total   \$6.24 per contact hour
2. Vocational Prep Courses
  - a. Florida Residents\*  
    Matriculation & Safety   \$1.20 per contact hour  
    Service Fees\*\*\$ .10 per contact hour  
    Total     \$1.30 per contact hour
  - b. Non-Florida Residents\*  
    Tuition & Matriculation\$5.85 per contact hour  
    Service Fees\*\*\$ .42 per contact hour

Total \$6.27 per contact hour

3. Recreation and Leisure Courses - Fees are charged to cover all expenses for providing the course.

\*See Florida Residency section for definitions

\*\* Service fee includes the following fees: Student Services, Student Activities, Scholarship, Capital Improvement and Technology.

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## Fee Policy for Repeated Courses

The Florida Legislature has enacted policies affecting the assessment of fees for community college students who repeat a course due to withdrawal or failure. The fee for a third attempt of the same course is to equal 100 percent of the cost of instruction. Since State law prescribes student fees to equal 25 percent of the cost of instruction, the fee for a repeated course is approximately four times that of an initial attempt.

The law and college policy allow one-time exceptions to the increased fees for courses, and students assessed such a fee should consult an advisor for more information.

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## Refund Policy

### 1. College Credit Courses

Refunds are made only if proper procedures for withdrawing are executed by the student. Refunds are based on the consecutive class days of the college calendar starting with the day classes begin for each term, NOT on the individual course days. Actual refund dates for regular term courses are published in the Academic Calendar.

Classes that are conducted on Saturday are not computed in the consecutive class days calculation of each term.

A withdrawal from a college course or courses will be handled according the refund schedule:

100% refund of applicable matriculation, tuition, and special class fees is granted provided withdrawal occurs in accordance with the following schedule:

For a Term with This Number of Weeks	Student Has This Many Class Days to Make an Official Withdrawal to Receive a 100% Refund
1 - 3	1
4 - 5	2
6 - 10	3
11 - 14	4
15 - 16	5
17 - 20	6
21 - 23	7
24 - 26	8
27 - 29	9
30 - 32	10

### 2. Vocational Credit and

Continuing Education Courses

- One-day courses and workshops - student must be paid in full and make an official withdrawal at least one day prior to the day of class.
  - Courses meeting for two or more days - student must be paid in full and make an official withdrawal at least one day prior to the second class meeting.
- Students who are administratively withdrawn from a course(s) for reasons other than disciplinary action or failure to satisfy program requirements may be entitled to a full refund of registration charges.
  - Students who are withdrawn from a course(s) for disciplinary reasons are not entitled to a refund of registration charges.
  - No refunds will be issued until all financial obligations to the College have been satisfied.
  - Refund checks are issued as soon as possible after the end of the refund period each term and should be mailed no later than two to three weeks after this date.
  - A procedure exists for handling specified exceptions to the refund policy. See the petitions procedure in the Students' Rights and Responsibilities Handbook.

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## Payment Policy

1. All fees are due and payable in full at time of registration. Fees and charges are subject to change without notice. Cash is not to be sent by mail.

2. Payment of Fees by Check

Checks may be remitted to Miami-Dade Community College for payment of fees owed. All checks accepted in payment for fees must be drawn on a United States bank and must be payable to the student and/or the College.

**Miami-Dade will not accept personal checks where the amount exceeds the total of fees and obligations owed by more than \$250.00.**

In general, all students who remit checks in excess of fees and obligations owed will be required to wait between 9 and 20 business days to allow time for the checks to clear through the drawer bank before the students will receive any excess funds.

Miami-Dade will accept a maximum of \$21,000 of foreign fund checks, for any one student, for any year, July 1 to June 30. Any bank fees charged for processing foreign fund checks will be paid by the student. A student who remits a United States bank check where the funds originated in a country other than the United States will be required to show his or her valid passport before receiving any excess funds. Cash advances on foreign fund checks in excess of fees owed are limited to \$500 per student until the check(s) has cleared.

3. Payment by Credit Card

Miami-Dade Community College will accept MasterCard or Visa for payment of course fees and for purchases in the campus bookstore (\$15.00 or more). Charge card payments are also accepted by mail or telephone. Refunds for fees paid by credit card will be made by check payable to the student.

4. Payment of Fees by an Employer or Other Company or Agency Outside of Miami-Dade Community College

Prospective students whose registration fees will be paid in part or in full by an employer or other company or agency outside of Miami-Dade Community College should have these arrangements approved by the Accounts Receivable Department at Miami-Dade Community College at least two (2) weeks prior to the expected day of registration.

For further information, contact the Accounts Receivable Department.

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## Florida Pre-Paid Tuition Program

The Florida Pre-Paid Tuition Program covers only defined matriculation, scholarship and capital improvement fees. Students are required to pay any special fees and other local service fees which include student service fees and technology fees.

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## Student Financial Aid

Financial Aid is any grant, scholarship, loan or employment offered to assist a student to meet college expenses. Federal and State agencies, foundations, corporations, private donors and/or the College itself, usually provide the aid.

The amounts and types of financial aid that a student receives are determined through federal, state and institutional guidelines and are offered to students in "packages" which may consist of grants, loans, employment and scholarships designed to assist students to meet their educational expenses. Grants and scholarships are regarded as "gift" aid and need not be repaid. Loans are usually offered at low interest rates and can be repaid over an extended time period. When aid is offered in the form of employment, the student is paid an hourly rate for work performed (usually minimum wage).

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## Philosophy of Financial Aid

The objective of the student financial aid program at Miami-Dade Community College is to provide financial assistance to students who, for lack of funds, would be unable to attend the College. Financial Aid is based upon financial "need" as determined by the federal government's system of needs analysis. Well-trained financial aid officers are available to counsel and assist the student and parents seeking additional or alternative sources of aid. The College stands ready to help students who are willing to help themselves and whose families will contribute as their income and assets permit.

It is expected that those who receive a portion of their financial aid as an outright grant or scholarship would be willing to assume responsibility for repayment of a loan to complete their college careers and should also expect to earn a portion of their educational expenses.

The following information is intended to provide a broad overview of the different types of financial assistance available at Miami-Dade. Parents and prospective students are strongly encouraged to contact the Financial Aid Office at any one of the six campuses to obtain additional information regarding any of the aid programs listed.

Availability of certain types of financial aid is dependent upon the student's immigration status.

Financial aid is available for both college credit and vocational credit programs.

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## What is Financial Need?

Financial need is the difference between the cost of education and the amount the student (and parents) can be expected to contribute toward the educational expenses of attending college. Miami-Dade determines financial need based on federal regulations and information provided by the student and/or student's family on the Free Application for Federal Student Aid (FAFSA). It is the student's responsibility to apply for any additional aid for which he/she may be eligible and report that aid to the financial aid office.

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## How to Apply

In order to apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Stafford Loans, Federal PLUS, Florida Student Assistance Grant, Florida Work-Experience Program and some other college awards two forms must be completed:

1. The Free Application for Federal Student Aid (FAFSA)

This free application is available at local high schools or campus Financial Aid Offices. It is completed by the student and the student's family and mailed to the processor in Illinois. Results of the federal analysis are sent directly to the student in the form of Student Aid Reports (SARs). These must be signed and brought to the campus Financial Aid Office for interpretation. It is also transmitted to the college in the form of an Institutional Student Information Record (ISIR). Students can also apply via the Web. The address is <http://www.fafsa.ed.gov>.

2. The College Financial Aid Application (FAA)

This form can be obtained from the respective campus Financial Aid Office and must be returned to the campus Financial Aid Office. It is required of all applicants. Both forms and any other requested documents should be filed as soon as possible after January 1 for the next college year beginning in August. Some programs have limited funding so it is strongly recommended that students apply early. The College priority deadline is April 15. However, anyone who needs assistance should apply regardless of the intended date of college attendance. Transfer students are required by federal regulations to submit a Financial Aid Transcript from each postsecondary institution attended prior to Miami-Dade Community College. By federal law the Financial Aid Transcript must be sent whether or not aid was received.

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## Verification

Federal regulations require that some students verify the information submitted on their application. If selected for verification, you will be asked to provide additional information (such as tax returns, a Verification Form, documentation of independent status, etc.). Students' files cannot be processed or awarded until verification is complete and all corrections have been made.

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## Reapplying

Financial aid is not automatically renewed each year. To be considered for financial assistance from one year to the next, all students must reapply. Since the amount and type of aid are based upon the family's financial situation each year, it is quite possible that financial aid awards will change from one year to the next.

In addition, students who are eligible to receive outside educational assistance such as Veterans Administration benefits and Vocational Rehabilitation Assistance are expected to apply for this assistance.

Miami-Dade Community College reserves the right to request supplemental information from parent(s), guardian(s), spouse, and/or student as required by the financial aid staff to assess the need of the student.

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## Basis on Which Financial Aid is Granted

The amount of financial assistance a student receives is generally determined by the need of the applicant along with the availability of funds from federal, state, institutional and private sources. In determining the financial need of each applicant, the College takes into account the objective facts of the financial circumstances of the student and the family, recognizing the differences of each family situation.

Student budgets are an essential element in determining the aid granted and are developed annually by the Financial Aid Office to realistically estimate what it would cost the student to attend Miami-Dade. The following table shows the average allowable educational cost for Florida residents enrolling for fifteen (15) credits for both the Fall and Spring Term.

	Dependent student Living at Home	Dependent student Living Away from Home
Matriculation Fee (30 credits @ \$49.65 per credit)	\$ 1,490.00	\$ 1,490.00
Books & Supplies	\$ 1,168.00	\$ 1,168.00
Room & Board	\$ 1,748.00	\$ 6,992.00
Transportation	\$ 2,190.00	\$ 2,190.00
Personal	\$ 2,220.00	\$ 2,220.00
Total	\$ 8,816.00	\$14,060.00

Note: Non-Florida residents budget are calculated with tuition charges at \$173.40 per credit. The above fees and other educational costs are subject to change without advance notice.

The final decision as to the types of aid the student is to receive from the College rests with the Financial Aid officer.

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## Who Qualifies for Financial Aid

To qualify for federal, state and institutional aid students must meet the following requirements:

1. Demonstrate financial need according to the financial needs analysis system, except for unsubsidized Stafford Loans.
2. Be enrolled and in attendance at least half time (6 hours per major term), with the exception of Pell Grant. Some institutional and state programs require full time enrollment. (12 hours per major term)
3. Be a degree-seeking student (either A.A. or A.S. degree or working toward a certificate).
4. Maintain standards of academic progress in course of study.
5. Not be in default or owe a repayment on any Title IV funds received at any institution.
6. Be a U.S. citizen, eligible non-citizen, or permanent resident of the Trust Territory of the Pacific Islands or a citizen of the Marshall Island, the Federated States of Micronesia, or the Republic of Palau.
7. Be registered with Selective Service, if required. Check with the financial aid office for further details.
8. Have not borrowed in excess of loan limits under any Title IV program at any institution.

To qualify for financial aid, students who are not high school graduates, or who do not possess a G.E.D., must demonstrate ability to benefit from college level programs at the college by passing the college placement test with minimum scores in at least one of the three areas of reading, writing and math as specified in college procedures.

A student receiving financial aid must be meeting Standards of Academic Progress. Federal regulations state that students are eligible to receive financial aid benefits for up to 150% of the number of credits registered to complete the degree or certificate. This applies to all credits registered, (including all courses attempted or withdrawn, but does not include "I" grades or audits). Thirty credits of college preparatory and all ESL/ENS credits are exempted from this 150%, except for those ENS credits applied towards the elective requirements for the AA degree. Students who meet or exceed the 150% are no longer eligible to receive federal/state financial aid. For extenuating circumstances, students may appeal through the Petition for Financial Aid Waiver.

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## Refund and Repayment

1. Pro-Rata Refund

If a financial aid recipient withdraws from the College prior to completing 60% of the semester during their first semester at the College, a proportional amount of the tuition must be refunded to the financial aid program(s).

2. Repayment

If a financial aid recipient completely withdraws from the College after the refund period, a portion of the financial aid disbursed for non-institutional costs may have to be repaid to the program by the student. A student who owes such a repayment will not be eligible for additional financial aid until the repayment is made in full.

3. Refunds

If a financial aid recipient drops classes at the College during the refund period, the refund will be first credited to the financial aid program(s) from which aid was disbursed. Any remaining refund would then be given to the student.

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## Financial Aid Programs

### Grants

1. FEDERAL PELL GRANT - This is a federal program of gift aid based upon financial need. Awards range from \$400 up to approximately \$3125 per year. Once a student completes the FAFSA, a standardized formula is used to determine eligibility for the Pell Grant. Results of the federal analysis (SAR) are mailed to the student for signature with instructions to deliver the SAR to the campus Financial Aid Office for processing. Students may now be eligible if enrolled for less than 6 credits. The Pell Grant only pays for up to 30 credits of remedial courses.
2. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT - This federal gift aid program is awarded to students based on extreme financial need who are Pell eligible. Students are automatically considered for this grant based on their effective family contributions on their Student Aid Report. Students with the greatest need are awarded these limited funds.
3. FLORIDA STUDENT ASSISTANCE GRANT PROGRAM – This is a need-based grant sponsored by the Florida Department of Education. To be considered for this grant the student must complete and submit a completed FAFSA form before May 15, have a minimum of one year Florida Residency, be a full-time student, have and maintain a 2.0 cumulative and term grade point average among other requirements.
4. FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM – This merit-based scholarship is a lottery-funded program sponsored by the Florida Academic Scholars Award, the Florida Merit Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Each award level has different academic criteria for eligibility and receives a different award amount.

### Employment

1. FEDERAL WORK-STUDY PROGRAM - This federal, need-based program is designed to provide part-time employment for students. Jobs are available at all campus sites and approved students may work up to 20 hours per week. Participation in the FWS program is also contingent on possessing the skills to do the job as well as performing in a satisfactory manner. Students are encouraged to check with the home campus Financial Aid Office for specific openings.
2. COMMUNITY SERVICE LEARNING PROJECT - This employment program, a component of the Federal Work-Study Program, has been established to encourage Work-Study students to participate in community service activities. These are services identified to improve the life of community residents, particularly low-income individuals, or to solve particular problems related to their needs.
3. AMERICA READS & AMERICA COUNTS – These components of the Work-Study Program have been created to encourage Work-Study student to participated in programs designed to help children to read well and develop math skills. America Reads and America Counts Tutors work up to 20 hours per week with elementary age children who are experiencing difficulties reading independently or struggling with mathematics. All inquires should be directed to the Center for Community Involvement.
4. FLORIDA WORK-EXPERIENCE PROGRAM (FWEP) - The Florida Work Experience Program provides an opportunity for students to gain on-site work experience as well as financial support while they attend the College. To qualify for this program, a student must (1) demonstrate financial need; (2) have resided in Florida in the preceding 12 months; (3) be enrolled at least half-time; and (4) maintain cumulative GPA of 2.0.

### Loans

1. FEDERAL PERKINS LOAN (formerly National Direct Student Loan-NDSL) - The Perkins Loan is a low interest loan (5%) administered by the College for students who have demonstrated need for such assistance. Students may

borrow up to \$3,000 annually for the first two years. Repayment of the loan begins 9 months after the student drops below a half-time status, graduates, or leaves school for other reasons. Recipients of the Perkins Loan may be allowed up to the (10) years to repay the loan depending on loan amount with a minimum repayment of \$40.00 a month. No payments required for up to three years while serving in the Armed Forces, Peace Corps, or VISTA. Also, cancellation provisions are made for borrowers who go into certain fields of teaching or specified military duty and the health professions (nursing). Other deferment provisions are available. Check with the campus financial aid office. Entrance and exit interviews are required for all borrowers.

2. **FEDERAL FAMILY EDUCATION LOAN PROGRAMS**The College participates in the Federal Family Education Loan Programs. This includes the Federal Stafford Loan (subsidized and unsubsidized) and the Federal Parent Loan for Undergraduate Students (PLUS). Students and parents borrow funds through private lenders in amounts determined by Federal regulations.

First-year students enrolled in a program that is a full academic year may borrow up to \$2625. If a student has completed the first year of study (30 credits), he/she may borrow up to \$3500. The federal government pays interest on the loan while the student is in school or on deferment.

Students whose first Federal Stafford Loan is disbursed after October 1, 1992 qualify for a variable interest rate (based on the 91-day Treasury Bill + 3.1% - reset every year). The interest rate is capped at 9%. The subsidized Federal Stafford Loan is based on financial need. Students are not responsible for payments on principal or interest, which accrue on the loan while they are in school on at least a half-time basis. Payments begin six months after the student graduates or drops below half time. The unsubsidized Federal Stafford Loan is not based on financial need. Students who are ineligible or partially eligible for the Federal Stafford Loan may apply for this loan up to the maximum Stafford Loan amount. Independent students may apply for an additional loan up to \$4000. However, students are responsible for the interest, which accrues on the loan while they are in school. Payments on principal begin six months after the student graduates or drops below half time.

3. **FEDERAL PLUS LOANS** - These loans are available for parents of dependent students to provide additional funds for educational expenses. PLUS borrowers do not have to demonstrate financial need. However, the student must first apply for the Federal Stafford Loan, via completion of the FAFSA before their PLUS application can be processed. The parent may have to undergo a credit analysis and meet citizenship criteria. The cost of attendance, less financial aid, can be borrowed at a variable interest rate. Repayment begins as soon as the loan is received.

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## Miami-Dade Student Assistance Programs

### Scholarships and Grants

Scholarships and grants are available annually for many students who require additional financial assistance above that received from Federal and State sources. College funds for scholarships and grants are provided by businesses, clubs and organizations, agencies, and from individual friends of the College through the Miami-Dade Community College Foundation, Inc. The primary basis on which scholarship and grant recipients are chosen is financial need. A limited number of awards, however, have been set aside annually for service to the College, exceptional academic achievement, for extra-curricular activity, and middle income students. Students who complete the FAFSA and the College Supplemental Aid Application are automatically considered for Miami-Dade scholarships and grants. Students who are applying for aid, based upon their prior academic achievements and service to the College, may be required to supply additional information and personal references.

### Loans

Miami-Dade provides a revolving fund for small loans to meet unexpected fee payment emergencies. These loans are repayable before the end of the term in which money is borrowed or upon withdrawal from the College.

### Employment

Miami-Dade offers a limited number of on-campus student employment opportunities for those students who are not eligible to participate in the federal College Work Study Program. Arrangement to participate in this program should be made through the campus Financial Aid Office or through the specific department where the student wants to work.

### Currently Employed Full-Time Miami-Dade Employees and Their Spouse/Dependents Fee Assistance Program

Currently employed full-time employees of Miami-Dade Community College, who have been employed full-time for at least six months prior to the first day of the term, are eligible for matriculation fee benefits up to six (6) credits

for courses taken in each of the 16 week Fall and Spring terms or in the 12 week combined Summer A-Summer B term. This benefit includes Vocational Credit (PSAV) courses, but does not apply to audit or include special fee charges in certain courses.

The spouse and/or dependent sons and daughters of full-time Miami-Dade employees may enroll without paying matriculation fees if they do not qualify for regular financial aid. Please contact the campus Financial Aid Office for more details.

Current full-time employment and/or the dependency of those planning to enroll under this policy will be certified through the College Human Resources Office.

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## HOPE Scholarship Tax Credit

Students enrolled on at least half-time basis for any portion of the calendar year, and participate in a program leading to a degree or certificate such as Associate in Arts (AA), Associate in Science (AS), or any Vocational Certificate Program, are eligible for a federal income tax credit. The tax credit equals 100% of the first \$1,000 of tuition and fees of the first year and 50% of the first \$1,000 of the second year less any grants or scholarships received by the student. This program became effective for enrollment after December 31, 1997. For additional information and eligibility on the "Taxpayers Relief Act of 1997," contact the Internal Revenue Service.

## Lifetime Learning Tax Credit

Students beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, will receive a 20% tax credit for first \$5,000 of tuition and fees through 2002, and for the first \$10,000 thereafter. The credit is available for net tuition and fees (less grant aid) paid for post-secondary enrollment after June 30, 1998. The credit is available on a per-taxpayer (family) basis, and is phased out at the same income levels as the HOPE scholarship.

## Veterans Administration Assistance

The Veterans Benefit Program is designed exclusively for providing educational assistance to veterans of the United States Armed Forces and eligible dependents. Miami-Dade Community College is an approved institution for the education and training of veterans and eligible dependents under all public laws now in effect. The College maintains a Veterans Affairs Office on each of its campuses to assist veterans and eligible dependents wishing to receive V.A. education benefits. Personal and academic counseling, registration fee deferments, tutorial assistance, and V.A. Work-Study programs are available through the Veterans Affairs offices. Veterans are encouraged to contact any one of the offices to obtain further information.

Veterans and eligible dependents planning to attend Miami-Dade should contact the Veterans Affairs Office two (2) months prior to their date of entry in order to expedite the processing of paperwork required to obtain educational allowances from the Veterans Administration.

To continue receiving benefits, veterans and eligible dependents must:

1. maintain satisfactory attendance in all courses;
2. maintain a satisfactory grade average;
3. satisfactorily complete the courses in which they enroll;
4. and take only those courses required for their degree and program approved by the Bureau of State Approving for Veterans Training, Department of Veterans Affairs.

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## Other Sources Of Financial Assistance

### Benefits for the Disabled

The State of Florida provides funding for the purchase of special equipment and for services for all disabled students enrolled in public post-secondary institutions. Contact the campus coordinator of Disabled Student Services.

### Vocational Rehabilitation Aid

Public Law 93-112, the Rehabilitation Act of 1973 as amended by PL 93-516 in 1974 and PL 95-602 in 1978, authorizes vocational rehabilitation services for disabled (handicapped) persons. Vocational Rehabilitation may provide evaluations, guidance and counseling, partial scholarships, and other services for eligible disabled persons. Vocational Rehabilitation has several offices in Miami-Dade County.

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## Advisement and Counseling

The Academic Advisement/Counseling Department assists students in selecting courses and programs of study to satisfy their educational objectives. A staff of full-time advisors, counselors and faculty representing a diversity of educational and professional backgrounds is available to provide this service.

All students are encouraged to see an advisor or counselor after admission to the College, and after assessment testing has been completed and before registration. Returning students with declared majors should seek advisement from faculty in their major department. At this time the student and the advisor or counselor work out an appropriate choice of courses based on the student's past academic performance, results from the Basic Skills Assessment Test (CPT, SAT, or ACT), selected program, and outside commitments.

During enrollment at Miami-Dade, students are encouraged and sometimes required to see an advisor or counselor when they encounter academic problems or contemplate a change in educational goals. They are especially encouraged to consult with an advisor in the term preceding the term in which they expect to graduate, in order to determine their graduation eligibility.

Counselors and advisors are available to assist students with making career choices or resolving problems affecting their academic performance. Students may be referred for testing, or to community agencies when appropriate, as a means to aid decision-making.

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## Degree Audit

Miami-Dade's computerized degree audit system informs students of progress toward meeting the graduation requirements of their particular degree or certificate. It also indicates the suggested and required courses for transfer to one of the public universities in Florida as well as the five large private institutions in Miami-Dade County.

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## Basic Skills Assessment Program

In an effort to provide more effective educational services for students, the College has established a Basic Skills Assessment Program. Through the assessment program, the College can identify the student's academic strengths and weaknesses in reading, writing and mathematics skills. This information is used to provide advisement and placement in courses which will best help the individual student to improve skills in reading, writing and mathematics.

The State Board of Education requires that first-time-in-college students who are degree-seeking provide scores on an entry-level placement examination. The rule specifies that tests for which scores may be presented are the CPT, SAT, or ACT. Miami-Dade Community College administers the CPT (Computerized Placement Test), which consists of three sections: Reading Comprehension, Sentence Skills, and Elementary Algebra. Arithmetic or college level math subtests may also be administered. This untimed test is administered via computer.

Students presenting valid SAT or ACT scores which meet or exceed the state cut scores may be exempt from taking the CPT at Miami-Dade. For SAT tests taken on or after April 1, 1995, a verbal score at or above 420 and a math score at or above 440, will be required for exemption. Scores on the ACT Enhanced at or above 16 on the reading, English and mathematics sections will also exempt the student. All scores presented must have been obtained within the past two years. Students who do not have sufficient mastery of the English language at first entry will be permitted to write the English Placement Test (EPT). Students who initially present scores on the EPT must write the CPT before they take any course other than ENS or ESL.

Miami-Dade will require students who meet any of the following definitions to provide scores on one of the specified examinations (CPT, SAT, ACT, or EPT) prior to registration.

1. All first-time-in-college students who designate themselves as degree seeking. Such students may not register for any credit course at Miami-Dade until they have scores on file.
2. All students who register for any English or mathematics course.
3. All students who register beyond 12 cumulative credits.
4. High school students whose scores place them in college preparatory work are not permitted to dual enroll. However, students who score above the college preparatory level in mathematics may, if they meet other criteria specified by the College, enroll in advanced mathematics courses.
5. All students whose placement exam scores are more than two years old and who have not used those scores for placement decisions.

All students who have earned an associate degree or higher from an accredited institution are exempt from basic skills assessment testing. In addition, students who present a “college ready” diploma from a Florida public high school are exempt from basic skills testing for two years following award of diploma.

If scores on one or more of the subtests of the CPT fall below minimum passing scores established by the State Board of Education, students must enroll for at least one course in the College Preparatory Program.

In accordance with Florida law 240.321, students may use Adult Basic Education, Adult Secondary Education, or private provider instruction as an alternative to traditional college preparatory instruction.

Further assessment may be conducted in classes and course placement changed based on the results of the additional assessments. In keeping with State Rule, students at or above the cut scores identified as likely to benefit from college preparatory placement may enroll in college preparatory courses.

The State requires agencies offering Vocational Credit Certificate Programs (VCCP) to assess the basic skills level of students entering programs of more than 180 clock hours. From the list approved by the State, Miami-Dade has selected the Test of Adult Basic Education (TABE). Minimum basic skills grade levels in mathematics, language, and reading are defined in each vocational program description adopted under Rule 6A-6.0571, FAC, and published annually by the Commissioner in the document entitled, “Vocational Education Program Course Standards.” Program personnel should refer to this document for specific program cutscores.

The following students are required to provide scores on one of the specified examinations:

1. All first-time-in-program students who designate themselves as certificate-seeking in a Vocational Credit Certificate program of 180 or more clock hours. Such students must complete an entry level examination within the first six weeks of admission into the program.
2. All students whose TABE, or other approved examination scores, are more than two years old and have not been used for placement.

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## Bookstore

The College provides convenient, full-service bookstores at the Kendall, North, Wolfson and Medical Center Campuses year round. The College also offers interim bookstores at the Homestead and InterAmerican Campuses and Hialeah Center during peak semester rush periods to allow students to obtain their materials on site. Follett College Stores operates the stores as a service to the students, faculty, and staff. Each store offers the necessary textbooks and course related materials, as well as a wide variety of school and office supplies, reference materials, academically priced software, emblematic clothing, and gifts. The friendly, helpful staff will also be happy to special order any items not in stock. Course materials can also be obtained through the M-DCC online bookstore at <http://www.efollett.com>, the largest provider of new and used college textbooks on the internet.

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## Career Planning

Each campus has a career center where students who are uncertain about their future careers may obtain career counseling, vocational interest testing, and may review a variety of career materials.

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## Class Schedules

Although the College tries to offer courses at times convenient for all students, the College cannot guarantee that every student will be able to get the class schedule desired. Students are encouraged to register for classes early in the registration period for the best selection of courses and class times. Students complete a class selection form during registration, and are expected to keep the confirmed class schedule and fee statement form for the entire term.

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## College Level Academic Skills Test (CLAST)

In Florida, the State Board of Education sets and maintains “minimum and uniform standards of college-level communication and computation skills” as a means of ensuring quality in the State’s higher education systems. Competence in English language, reading, and mathematics skills must be demonstrated by students prior to receipt of an Associate in Arts degree or advancement to the upper division of the State University System.

From August 1984 to January 1996, the only means for demonstrating this competence was for the student to achieve passing scores on all four subtests of the College-Level Academic Skills Test (CLAST). Passing scores on the various subtests are determined by the State Board and set in administrative rules.

Effective January 1996, alternative methods for demonstrating communication and computation skills became available to students. Eligibility for CLAST alternatives is based on grade-point averages in specific college level courses or scores on the SAT or ACT exam which meet or exceed cut scores established for this purpose. Specific details are available in the campus advisement offices.

Although students may use CLAST alternatives to satisfy the graduation requirement, students who plan to major in Education need to note that successful CLAST scores are necessary for teacher certification.

Students are permitted to write the CLAST only after they have completed 18 college credits and successfully completed ENC 1101 for the English Language Skills, Reading and Essay subtests and one college-level mathematics course (excluding MAT 1033) for the mathematics subtest. Students who pass all portions of the entry-level placement examination are exempt from the ENC 1101 and mathematics prerequisite.

Passing CLAST scores are determined by those in effect when the student first takes the examination. Current passing scores are: Reading, 295; English, 295; Mathematics, 295; and Essay, 6. Students may retake any CLAST subtest until a passing score is obtained.

Students who do not meet the CLAST minimum score requirements or one of the alternatives on the four subtests will not be awarded the Associate in Arts degree. However, students who pass three of the four subtests may, if otherwise qualified for admission, enroll for up to 36 semester credits in upper division courses at public state universities in Florida before they are required to pass the fourth subtest. The CLAST requirements also apply to students transferring to state universities from private colleges in Florida or from out-of-state colleges.

The CLAST is only offered three times per year and State rules require students to sign up by specific deadlines during the term in which they expect to take the CLAST. For those students needing to retake the Mathematics, Reading and/or English Language Skills subtests, a computerized version of CLAST is available on North, Kendall and Wolfson Campuses. Students may schedule appointments for these retakes according to the guidelines published by the Campus Testing Departments. The Essay retakes can only be taken during the three regular administrations. A \$30 fee is charged for any computerized retake of the CLAST; no fee is charged for the paper and pencil version.

The campus Advisement/Counseling, Testing and/or CLAST offices have information about how and when to register for the CLAST. The advisors can also specify where the communication and computation skills are taught in the curriculum, and how the test is offered to those with disabilities. Students who have failed the test at least twice must take a prescribed course before retesting. If a student has taken and failed any subtest of the CLAST at least four times, a request for a waiver for that subtest may be initiated. Contact the Advisement Office for details. Disabled students may also request waivers for CLAST subtests. See the Disabled Student Services coordinator for details.

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## Job Placement Services

The campus Career Center/Job Placement Center provides part-time, full-time, temporary, summer and career-related employment within the community. In addition to job listing, and referrals, the Center offers on-campus employer recruitment, job counseling, workshops on employability skills and resume writing, credential files for graduates, job fairs, and various employer literature.

## Library and Audio-Visual Services

The libraries at Miami-Dade have a combined book collection of approximately 332,000 items. In addition, the campus libraries have over 1,900 periodical titles to meet information and research needs. The electronic library of the future is being developed and LINCC, a statewide electronic information system, is available in all libraries. Numerous CD-ROM and on-line databases are available to complement the book and periodical collections.

M-DCC libraries utilize FAX technology and library networks such as SEFLIN and OCLC in obtaining materials for students, staff, and faculty. In addition to basic services, such as book borrowing and reference assistance, the libraries provide specialized services such as: library instruction, interlibrary loan, reserve collections and electronic information search capability. Libraries are on all six campuses.

Miami-Dade audio-visual centers have over 37,000 media titles in a variety of media formats including film, laser disk, CD, audio and video cassettes. In addition, the College offers extensive classroom media services with a large variety of audio-visual equipment and materials to faculty and students. The latest computer based presentation hardware, including multimedia interactive videodisc and large screen projection systems, are available for use by faculty and students.

Arrangements for state-of-the-art teleconferencing services may be made at the North and Kendall campuses. Audio-visual centers are located on all six campuses, providing classroom delivery and materials production service to faculty and media center facilities and services for student group and individual use.

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## Registration and Records

Registration is held each term according to scheduled dates available from the campus registration offices. Students may register for courses in person or from any Touchtone™ telephone using the College's STAR registration service.

In addition to processing all applications for admission and readmission to the college and issuing Immigration and Naturalization Service (INS) Form I-20 for international students, the Office of the Registrar is responsible for providing students with a registration process for both credit and non-credit classes.

The Office of the Registrar is the designated custodian of all official student academic records. The office maintains the official student transcript by processing final grades at the end of each term and by updating the student record with any address, name and approved grade changes. It provides both official and unofficial copies of student academic records to students or to other individuals, institutions or agencies upon request from students. The college also participates fully in the electronic transmission of student transcripts with other participating institutions.

This office also provides official certifications of student enrollment and academic status to other agencies such as the Veterans Administration, insurance companies and financial institutions. The Office of the Registrar also provides prompt final grade information at the end of each term in both hard copy form and by use of the STAR SERVICE from any Touchtone™ telephone. Degree Audits and transcripts also furnish this information. Hard copy Final Grade Reports are provided upon request to the campus registrar. The Office of the Registrar is responsible for processing applications for degrees and ordering and distributing associate degree diplomas and certificates.

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## Services for Students with Disabilities (Access Services)

Federal and State laws and regulations guarantee students with disabilities equal opportunity in post-secondary education. The College has developed special support services and accommodations to assist students with disabilities in achieving equal opportunity. These services include, but are not limited to, assistance with registration, advisement, financial aid and readers for blind persons, interpreters for deaf students, note takers and adaptive technology, special equipment, and special testing accommodations. Tutoring and/or specialized classes may be available. Florida Law enables the College, in certain instances, to alter entrance and graduation requirements.

Students may find out about additional services and eligibility for these services by contacting the College's general information number listed in the white pages of the Telephone Directory and then asking for the number for Services for Students with Disabilities or ACCESS services.

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## Student Health Services

The Fire Department Rescue Service provides First Aid Emergency Health Service. At the time of first matriculation, each student should supply the name of a person to contact in an emergency on the appropriate line of the application form. If that contact person changes while the student is attending Miami-Dade, the student should inform the Registrar's Office to keep his/her record updated. To insure prompt attention in the event of an unexpected on-campus illness or accident, students should carry day and evening emergency numbers on their person (purse, wallet, book bag, etc.).

Miami-Dade is not legally or financially responsible for medical care and does not provide the services of a physician on any campus. In case of emergency and if family or other emergency contact cannot be reached, the student will be sent to a hospital at his/her expense. This is why it is important that the chosen "Emergency Contact" be known.

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## AIDS Policy

Miami-Dade Community College will offer students and employees diagnosed as HIV positive the same opportunities and benefits offered to other students and employees. These include access to educational programs, advisement and counseling services, employment opportunities and financial aid. The College is committed to a policy of non-discrimination in the conditions and privileges of employment for those having been diagnosed as HIV infected, but who are otherwise qualified and physically capable of performing assigned duties and responsibilities. Except where course work or employment requires involvement with body fluids, no special policies, procedures or rules will be imposed on students or employees diagnosed as HIV infected that will limit or restrict the students' participation in College activities, programs or the employees' rights to employment, use of benefits or livelihood.

The College has implemented an HIV education program for students and employees and will adopt such work and educational procedures as may be necessary to maintain and utilize universal disease control procedures as defined by the Center for Disease Control (CDC).

The individual campuses will be responsible for the initial management of students and employees who are identified as HIV infected. Each campus president shall appoint a campus task force responsible for overseeing the appropriateness of this management and all campus HIV education activities.

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## Automobiles on Campus

Miami-Dade County and municipal police enforce traffic and parking regulations on and around each campus. Traffic citations are issued for traffic and parking irregularities on and around all campuses, and violators may be towed at their own expense.

Although campus security officers patrol parking areas, the College assumes no responsibility for the care or protection of a vehicle or its contents at any time it is operated or parked on campus. If a vehicle must be left on campus overnight, notify the Campus Security Office.

Student and faculty parking areas are designated on the North and Kendall Campuses. Visitors should obtain a parking permit from the Information Booth located at the main entrance of the North Campus and at the main entrance of the Kendall Campus or the Kendall Campus Security Office. The Information Booth at the North Campus is staffed from 8:00 a.m. - 8:00 p.m. Monday through Thursday and 8:00 a.m. - 4:30 p.m. Friday. The Information Booth at the Kendall Campus is staffed from 7:00 a.m. - 3:00 p.m., Monday through Friday. Vehicles violating parking regulations are subject to traffic citations and towing at the owner's expense.

The Kendall Campus has a multi-story parking facility with over 700 student, staff and visitor parking spaces. It is open Monday through Friday from 6:00 a.m. to 11:00 p.m. and Saturday from 6:00 a.m. to 6:00 p.m. The facility is closed on Sunday. Visitors may obtain parking passes in advance from the Campus' Information Booth, from Campus Security located on the southwest side of Building 100, or from their event's sponsor.

The Wolfson Campus provides student parking across the street from the campus in the student parking lot and in a parking garage. Free parking is granted upon presentation of a Student Identification Card. Faculty and staff parking is available. Visitors may park in any of the public parking lots in the immediate vicinity of the campus. There is a charge for this parking.

The Medical Center Campus operates a parking lot at N.W. 10th Avenue and 20th Street. This lot is equipped with electronic control arms monitored by Campus Patrol Officers from 6 A.M. to 10:30 P.M. Monday to Thursday and, 6:30 A.M. to 6:00 P.M. Fridays, Saturdays and Sundays. Handicapped parking is available east of Building II. Limited Shuttle Service is provided to and from the Santa Clara Metro-Rail station from 6:30 A.M. to 10:30 A.M. and from 3:30 P.M. to 5:30 P.M. Monday through Friday. Drop-off and pick-up at the Campus is north of Building II. The driveway is posted as a NO PARKING and TOW-AWAY zone. Vehicles parked illegally in this area will be towed. Campus Patrols enforce traffic laws on Campus. Parking is first come first served. Identification is verified before entry to the lots.

The Homestead Campus provides visitor, student, faculty and staff parking in designated areas. The College and the Homestead Police Department enforce traffic and parking regulations on the campus.

The InterAmerican Campus has a multi-story parking facility for students upon presentation of a Student Identification Card or paid schedule. Direct access to campus buildings is available from the parking garage.

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## Family Rights and Privacy Act - Information Statement

### Release of Student Information

Miami-Dade Community College has a long-standing commitment to the concern for and protection of students' rights and privacy of information. This commitment will continue as a matter of College practice. The College complies with the provisions of the Federal Family Rights and Privacy Act, State of Florida law and State Department of Education, Division of Community College rules. These Federal and State requirements relate to accessibility and confidentiality of student records. Miami-Dade Community College Procedure 4042, Release of Student Information, provides pertinent and detailed information concerning classification of student records and access and release provisions. The College Procedure is available to students, faculty, administration, and staff in the Dean of Student Services offices, as well as other offices and departments at each campus. In addition, the complete procedures are published in the Students' Rights and Responsibilities handbook.

In accordance with Public Law 93-380, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, and Florida statute s.229.782, students at Miami-Dade have the right to inspect their educational records, correct such records if warranted, and are protected from release of information without written consent. All student records are open for inspection and review by the student unless he or she waives this right. The parent(s) of a dependent student as defined in Title 26 U.S.C. s.152 of the Internal Revenue Code, also has this right to inspect records which are maintained by the College on behalf of the student.

There are three distinct categories of records: (1) Directory Information Records, (2) Limited Access Records, and (3) Sole Possession Records.

(1) Directory information, which may be made public, includes the student's name, last known address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The Office of the Dean of Student Services or designee will only release this information after the requestor has demonstrated a legitimate need to have such information. Students not wishing the dissemination of "directory information" must complete a statement in the Registrar's Office no later than the last day for one hundred percent refund each term, otherwise directory information may be disclosed for legitimate purposes by the College.

(2) Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. This category also covers all records maintained officially by the institution, which do not come under the categories of Directory Information, or Sole Possession Records. The College will not release information in Limited Access Records without written permission of the student or parent, except to other educational institutions.

(3) Sole Possession Records pertain to records of instructional, supervisory, and administrative personnel, which are in the sole possession of the maker and are not accessible or revealed to any other person except the substitute of such persons.

Additional details concerning the release of student information, including exceptions, challenges to the content of records and related matters, may be obtained by consulting with the Dean of Student Services, Registrar, or designee, at any campus.

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## Grievance Policy

In compliance with Federal and State requirements, the College has an institutional grievance policy for students alleging discriminatory practices or sexual harassment. The initial contact point for students to lodge a claim of discrimination or sexual harassment is the office of the Dean of Student Services at Kendall, North and Wolfson campuses, Dean of Campus Support Services at the Medical Center, and the Dean of Academic and Student Services at Homestead, and InterAmerican campuses.

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## Housing

As a community college, Miami-Dade does not provide or supervise housing facilities. Two or three months' advance rental payment may be required for rental housing. Out-of-area students should arrive approximately two to four weeks in advance of registration in order to locate suitable housing.

## Identification

Beginning in October 1999, the College will begin carding all students for the official M-DCCard. This identification card will provide immediate access to the library, laboratories, vending, copying and parking, as well as for many additional services/functions in the near future. See the Student Life Office on your campus for details.

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## Students' Rights and Responsibilities

A Students' Rights and Responsibilities publication, available to all students, sets forth the rights of students with corresponding responsibilities. Consolidated into this one document are issues associated with the total relationship between the student and the College.

The document covers protection in academic pursuit; privacy of records; sets forth all the conditions for responsible behavior on the campus; lists the various appeal mechanisms and grievance procedures that exist for students. The

section on student discipline complies with State Rule 6A-14.56 and Florida Statutes 240.132, 240.133 and 877.13 dealing with control and discipline of community college students. The document complies with relevant federal regulations such as the award of financial aid, protection of privacy of records, and equal access/equal opportunity.

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## Safety and Security

As required by the Federal Student Right to Know Legislation, the College publishes each year the crime statistics for each campus. These statistics may be obtained at the Campus Bookstore, Registrar's Office or the Security Office. Prospective students may request a copy from the Admissions Office.

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## Campus Activities

Dynamic combinations of both extra curricular and co-curricular activities are available at each campus providing all students an opportunity to enhance their educational experience.

Each year, through the establishment of visiting artists series, outstanding musicians, singers, artists, dancers, lecturers and other performers share their talents and expertise with students. Student Life committees, composed of faculty members and representatives from student groups, assist with the establishment of these series and the policies governing these activities.

In addition, on-campus art exhibits, dance programs, musical concerts, and theatrical productions are presented by departments representative of those disciplines.

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## Clubs and Organizations

Students have the opportunity for membership in religious, social, service, interest, professional, and honorary groups. Some 85 clubs are chartered on the campuses. Opportunities are provided at the beginning of each major term to help new students get acquainted and select the group, or groups, that interest them. All students are encouraged to actively participate in clubs and organizations.

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## Drama

North Campus Pen Players and Kendall Campus Caravan Players present several full-length productions each year, and tryouts are open to all students. In addition, there are several programs of experimental one-act plays produced and directed by students.

At Wolfson Campus Prometeo presents a number of productions in Spanish and the New World Players give performances in English, both on and off campus.

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## Forensics (North)

College debate, oral interpretive, and readers' theater groups participate in state, regional, and national competitions. The teams have won wide recognition for their outstanding records in competition with both community and upper division colleges and universities.

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## Intercollegiate, Intramural, Club Sports

Intercollegiate, intramural and club sports play an important role in the educational process of the Miami-Dade student. North, Kendall, and Wolfson Campuses offer a wide range of recreational sports and athletics in which all students can participate.

Intercollegiate athletic teams and individuals at all three campuses have brought the College, and themselves, national recognition. The athletic facilities are among the finest available and the College has hosted a number of state and national tournaments. Outstanding coaching staffs and expert trainers combine to make the campus athletic programs for men and women first-class endeavors.

In addition, club sport participation on teams in bowling, fencing, gymnastics, judo, and wrestling is available on the North Campus.

Performing dance theater is available for interested students on each campus and intramural activities provide all students with the opportunity for involvement.

Intramural programs and club sports provide all students with the opportunity for involvement.

Academic achievement and success is the primary goal of all of Miami-Dade athletic programs. Colleges and universities are required by Federal Student Right to Know legislation to provide information regarding the academic success of student-athletes compared to non-athletes college wide. Brochures that provide a report and analysis are available at each of the campuses upon request. These reports are updated and provided annually. These disclosures include information on ethnicity and gender as well as the completion rates for students receiving athletic scholarships.

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## Music Organizations

The College bands, choruses, and ensembles are open to all students regardless of chosen majors. These groups present numerous concerts each year, both on and off campus, and participate in various college activities.

The College Choir, Gospel Ensemble, and Band Ensembles may be selected without audition. Chamber Ensembles including strings, brass, woodwinds, piano, percussion, guitar, Caravan Singers, Wolfson Singers, Early Music Consortium, Jazz Ensemble, Wolfson Pipers, and Opera Workshop are available to students with permission of the instructor. The Hilites and Caravan Singers and Jazz Bands at both North and Kendall campuses require an audition. All performing activities may be taken each term for course credit.

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## Student Government

Through student governing bodies, the students are given an opportunity for self-government and participation with the faculty and administration in formulating appropriate policies. Student Government provides a laboratory in which students can gain the leadership skills vital in today's competitive job market.

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## Student Publications

The College newspapers, the Falcon Times at North, the Catalyst at Kendall, the Metropolis at the Wolfson Campus, and the Antidote Newsletter at Medical Center Campus, are under the guidance of faculty advisors who work with student editors and staff members. The newspapers serve as the media of student expression on matters involving the curricular and extra curricular activities of the College and provide training for those interested in journalism.

The Students' Rights and Responsibility Handbook provides students on each campus with basic information about College policies and procedures that students need to know.

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## Academic Definitions

The following are definitions of terms with which the reader may not be familiar:

**Academic Year:** Beginning of the Fall Term to the end of the Summer Term; approximately from the end of August to the end of the next July.

**Advanced Technical Certificate:** These are State approved advanced specialized programs designed for students who already have an Associate in Science degree and wish to supplement their degree.

**Basic Skills Assessment:** A test that enables the College to identify the student's academic strengths and weaknesses in reading, writing, and math skills to be used to provide advisement and placement in courses. See Computerized Placement Test (CPT).

**College Credit:** A unit of work in a subject, generally equivalent to one hour of class or two hours of laboratory a week for a regular sixteen (16) week term. Thus, a three-credit class meets for three class hours a week or two class and two laboratory hours. There is some variance in this rule for laboratory, clinical, and studio courses.

**College Credit Certificate Programs:** These are State approved programs that are an integral part of an Associate in Science degree program, but culminate in a college credit certificate after approximately 24 credits.

**College Level Academic Skills Test (CLAST):** An achievement test required for graduation with an Associate in Arts degree or admission to the upper division of state universities in Florida.

**College Prep:** College preparatory courses address basic skills deficiencies and are designed to prepare students for college level work. Students are advised into these courses through self-referral, test scores and faculty referral. These courses do not satisfy degree requirements.

Computerized Placement Test (CPT): An untimed computerized test in four sections (Reading Comprehension, Sentence Skills, Arithmetic and Elementary Algebra) administered to assess the basic skills level of students entering a degree program.

Community Education Courses: Courses that do not award academic credit, (non-credit), but are offered for persons who wish to improve their personal efficiency, professional or business related skills and competencies, or enrich their personal lives.

Continuing Education Unit (CEU): Miami-Dade awards CEUs for successful completion of Continuing Education non-credit CEU activities. One CEU is awarded for 10 contact hours, and is recorded on the student's permanent record.

Co-requisite: A course, which must be taken simultaneously with another course.

Curriculum: A specific program of study comprised of courses leading to a degree or certificate.

Elective: A subject or course, which a student may choose to take as distinguished from a "required course" in a program of study.

Full-Time Student: A student who is enrolled for 12 credits or more in the 16-week terms and six credits or more in the six-week terms. Credits taken in a 12-week term (Summer A and Summer B) count as half value in each six-week term. Credits enrolled for audit or by departmental examination do not count in computation of full-time status.

In specialized circumstances, the College may define full-time student status as less than the above. This special College-defined status would occur only in unusual circumstances related to the College's Standards of Academic Progress program.

Grade Point Average: The ratio of grade points earned to credits attempted. (See grade point average in Academic Regulations section.)

Major: The designation given to the complete group of courses necessary to fulfill the requirements for graduation in a specific field of endeavor (i.e., business administration, engineering, etc.).

Occupational Programs: College credit programs leading to an Associate of Science degree.

Prerequisite: An academic requirement, which must be met before a certain course can be taken.

Program: A curriculum or series of courses leading to a degree or certificate in a specific field of endeavor.

Registration: Process of enrolling for classes, selection of courses by day and hour and the payment of fees.

Semester: See Term.

Standards of Academic Progress: Standards of satisfactory academic performance; for details and definitions, see Standards of Academic Progress in this section.

Supplemental Vocational Education Courses: These courses are for students currently or previously employed in a job category where skill upgrading is required to maintain current employment or to advance within their career field.

TABE: Test of Adult Basic Education administered to students enrolled in Vocational Credit Certificate Programs.

Term: A subdivision of the academic year, i.e., Fall, Spring, Summer A and Summer B Terms.

Major term: Fall and Spring, approximately sixteen (16) weeks each.

Short Term: Summer A and Summer B, \*six (6) weeks each. Courses meet additional contact hours per week during the Summer A/Summer B Terms.

\*Note: Some courses are scheduled for the combined Summer A/Summer B Term of 12 weeks.

Transcript: A certified copy of the student's academic record.

Vocational Credit: A unit of work in a subject based on 30 contact hours of classroom participation (or equivalent for work experience).

Vocational Credit Certificate Programs (VCCP): These programs are defined by the State of Florida and consist of courses valued in vocational credits. Vocational Credit Certificate programs are designed to lead to immediate job entry upon completion. Those who complete a Vocational Credit Certificate Program receive a Vocational Credit Certificate and are entitled to attend graduation exercises.

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## Attendance in Class

Students are expected to attend all class sessions for which they are scheduled. The instructor with the approval of the department chairperson determines the effect of absences on grades. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences.

In case of prolonged absence, students should notify the Office of the Dean of Student Services.

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## Audit

Students desiring to enroll in a course at Miami-Dade but who do not wish to receive a grade or credit for that course may enroll for audit. Students will not be allowed to change from an audit status to a credit status or from credit to audit after the 100% refund date each term.

Audit courses will be included on the student's academic record with a non-punitive grade of "X". Courses and credits enrolled for audit do not count in the computation of a student's full-time or part-time enrollment status. College preparatory students, who are required to be certified as completing competency based college preparatory instruction, cannot be enrolled as an audit.

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## Course Load

All courses carry a specified number of credits. A three-credit lecture course generally meets three clock hours per week during the 16-week terms. More clock hours per week are required during the six-week terms. Certain courses that require laboratory work or skill practice may meet for more hours per week than the number of credits they confer.

Each Fall and Spring Term, considered major terms, consists of approximately 16 weeks. Students with no outside employment or other major responsibility can generally carry a full-time academic load of 12 to 17 credits.

Each Summer A and Summer B Term consists of six weeks. Some courses are scheduled for the combined Summer A/Summer B Term of 12 weeks.

It is suggested that students who are employed off campus should reduce their College load according to the following scale:

Academic Load	Employment
Fall & Spring Terms (6 wk.)	Summer A (6 wk.) & Summer B Terms
12-17 Credits	6-7 Credits
8-11 Credits	5-6 Credits
6-7 Credits	3 Credits
	Work Week Not More Than
	20 Hours
	25 Hours
	40 Hours

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## Grading System

Final grades are available on the College's STAR telephone service (305-237-0000) 2-3 days following the end of the term.

Grades may be withheld by the College for reasons such as: unpaid fees, overdue loans, overdue library books, unreturned audio-visual or physical education materials and equipment, incomplete admissions records and disciplinary actions. The Campus Dean of Student Services may make exceptions.

Students in college credit and vocational credit courses are graded according to the following Grade Point Average (GPA) system:

### A. Used in GPA computation:

Grade	Interpretation	Point Value
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
U	Unsatisfactory	0

### B. Not used in GPA computation:

I	Incomplete
W	Withdrew
X	Audit
S	Satisfactory
P	Progress - course requirements not completed, student must repeat
NR	Grade not reported by instructor

All courses with numbers 9000 or higher or less than 1000 with earned grades of “S” or “P” are not used in determining the cumulative grade point average (GPA). Credits for these courses are indicated on the transcript as credits registered and earned.

## Grade Point Average (GPA)

Each letter grade has a point value. A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credits the course carries. Thus a “B” (worth 3 points) in a 3-credit course is worth 9 grade points and an “A” (worth 4 points) in the same 3-credit course is worth 12 grade points.

The grade point average is found by adding the total grade-point values for all courses and dividing by the total number of credits attempted during the same period of time.

Example:

ENC 1101	3 credits	Grade A	(4 points)	=	12
HUM 1020	3 credits	Grade C	(2 points)	=	6
ISS 1120	3 credits	Grade F	(0 points)	=	0
ISS 1161	3 credits	Grade B	(3 points)	=	9
ART 1300C	3 credits	Grade C	(2 points)	=	6
DAA 1160	1 credit	Grade B	(3 points)	=	3
Total Credits	16		Total Points		36

Divide 36 points by 16 credits = 2.25 GPA

The student should have a 2.0 grade point average in all work attempted in order to qualify for entry into a four-year college or university. While a student may earn a cumulative average of 2.0, which includes one or more grades of “D”, it should be noted that grades below “C” are seldom transferable to private or out-of-state colleges and universities.

## Repeating Courses

A student may only repeat a credit course in which they received a “W” or earned a grade of “D” or “F” taken at Miami-Dade in order to improve the cumulative grade point average. State rule limits the number of repeat attempts to two per course. A third and final repeat attempt may be granted based upon major extenuating circumstances provided the student petitions for such an attempt through the academic appeals process. Normally, credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student’s transcript. The first attempt will also be shown, but the cumulative grade point average will be recomputed to count the last attempt only. However, a student is not permitted to withdraw during the second or third repeat. A grade of A, B, C, D or F will always be recorded and calculated in the GPA. Specific courses, as identified in the course description section, may be repeated for credit and all attempts will be included within the cumulative grade point average. Some state universities and colleges may not accept courses repeated for additional credit.

Students should be also aware that some private colleges or universities might not accept a grade of a repeated course, or they may also compute the grade originally assigned.

## Full Cost of Instruction for College Courses

Students enrolled in the same course twice receiving a grade of W, X, D, or F, and desiring to re-enroll for the third time must pay the full cost of instruction for this and any later attempts. Full cost of instruction for Florida residents is currently \$173.40 per credit hour for the 1999-2000 academic year. A student is not permitted to enroll in a college credit course more than three times without a successful appeal based on a major extenuating circumstance. Students assessed the higher fee may appeal the increase based on financial hardship or major extenuating circumstances.

## Incomplete “I” Grade

When a student has failed to complete the requirements of a course, the student may be given an “Incomplete” or “I” grade. To be awarded this grade, the student must present to the instructor valid reasons for not having completed the course requirements. The instructor and the student then complete an Agreement for Grade of Incomplete form. This agreement will determine the requirements for a course grade which must be completed by the end of the next major term or a failing grade may be assigned.

## Grade Appeals

The responsibility for academic evaluation and the assignment of grades is that of the faculty member who has been assigned responsibility for a course. A student who believes he/she has been unfairly graded should first appeal the grade to the assigned faculty member. If satisfaction is not received the student may appeal through administrative channels (i.e. Department Chair, Academic Dean or Grade Appeals Committee).

## Academic Amnesty

Students with credits that are ten years or older may petition to have their previous academic record not included in their cumulative credit totals and cumulative grade point average. This is a one time privilege based upon credits that are ten years or older. Students may not request specific courses to be removed; it must be the entire record prior to a given date ten years earlier. Students may obtain a petition form at the Campus Dean of Student Services Office.

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## Notice of Change - Name, Address, Other

Notification regarding change of address, phone number, name, degree objective, and citizenship should be filed promptly in the Registrar's Office.

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## Petitions Committee

The Petitions Committee considers written petitions from students who are requesting exceptions to financial and withdrawal policies as stated in this catalog. The committee makes recommendations to the Dean of Student Services for approval and implementation. The decision of the Dean is final.

Petitions should clearly identify the student (complete name and student number), clearly and concisely state the request, justify it, and supply supporting documentation from professors, medical doctors, military service, etc., and should be addressed to: Petitions Committee, Office of the Registrar, Homestead, Medical Center, North or Kendall Campuses. Wolfson and Inter-American Campus students should address petitions to the Dean of Student Services. Petitions must be made no later than the next major term (Fall or Spring).

When circumstances are sufficient to warrant an administrative decision, the Dean of Student Services is authorized to make exceptions to the financial and academic policies of the College.

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## Student Ombudsman

The Student Ombudsman is in the initial point of contact for students who have concerns, complaints or issues involving the awarding and posting of credits or the access to courses. The Student Ombudsman has the authority to investigate the issue and to arrange for meetings among the involved parties so as to reach a resolution of the concern.

To be in compliance with Florida Statute 240.3193, which establishes the role of the Student Ombudsman, the campus, Director of Advisement or the individual serving in this capacity will be designated as the Student Ombudsman. The Student Ombudsman listens to the students' concerns and directs the students to the appropriate college/campus office and college procedures/policies to deal with the concerns, if applicable. Such referrals should be made for 1) Grade Appeals, 2) Petitions for Withdrawals and Refunds, 3) SOAP Appeals, 4) Discipline and 5) Sexual Harassment. In these situations, the Student Ombudsman acts as a referral agent and if asked, can assist students in completing any necessary forms required to address their concerns through established college/campus committees.

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## Standards of Academic Progress

The main purpose for the Standards of Academic Progress is to establish a formal process through which the administration and faculty at Miami-Dade can identify and provide assistance to students who experience academic difficulty.

Most students at Miami-Dade do make satisfactory academic progress. However, students who experience academic difficulty are alerted through the Standards of any academic weaknesses so they may be corrected at an early point in the student's college career.

The Standards are not intended to discourage or penalize students who are sincerely trying to make good use of the College's instructional services. Rather, the Standards reflect the commitment of the Miami-Dade faculty and administration to provide students with as much assistance as possible to insure success in achieving their educational goals.

Students have available to them a variety of means to remedy their academic weaknesses. When academic progress has not been satisfactory, the Standards require students to limit the number of credits for which they register, special academic assistance will be provided by the College to those students.

The overall objective of the Standards is to improve performance by students having academic difficulty and to increase public support for Miami-Dade's efforts to provide sound educational programs of the highest quality.

## Academic Standards

CATEGORY	RESULT
7-16.9 credits attempted with less than a 1.5 cumulative grade point average (GPA). (GPA determined by courses completed - passed or failed)	Academic Warning
17-29.9 credits registered for but earned credit in less than half. (All courses completed - passed, failed, or grades of "W")	Academic Warning
17-29.9 credits attempted with less than a 1.5 cumulative grade point average.	Academic Probation
30-44.9 credits attempted with a cumulative grade point average between 1.50-1.79.	Academic Probation
30-44.9 credits registered for but earned credit in less than half.	Academic Probation
45+ credits attempted with a cumulative grade point average between 1.50-1.99.	Academic Probation
30+ credits attempted with less than a 1.5 cumulative grade point average.	Academic Suspension
45+ credits registered for but earned credit in less than half.	Academic Suspension

Note: In calculating the category of courses "registered for but earned less than half", incomplete grades (I) and audit grades (X) will not be calculated.

### Definitions: Standards of Academic Progress

Academic warning limits a student's enrollment to 12 credits in the Fall Term, 12 credits in the Spring Term, 6 credits in the Summer A Term, and 6 credits in the Summer B Term. This includes 3 credits of prescribed program intervention courses. This program of intervention may include college preparatory courses, a study skills course, career counseling or a combination of all three.

Academic probation limits a student's enrollment to 9 credits in the Fall Term, 9 credits in the Spring Term, 3 credits in the Summer A Term, and 3 credits in the Summer B Term. This limitation includes 3 or more credits of

prescribed intervention courses. Students remain on academic probation until they maintain a 2.0 overall grade point average and earn credit in at least half the credits for which they register.

Academic suspension requires a student to discontinue enrollment at Miami-Dade through the next major term. (Neither the Summer A Term, nor the Summer B Term, nor the combination of both is considered a major term.)

Probation after suspension permits students who successfully appeal academic suspension to continue to register on academic probation provided they maintain a 2.0 term grade point average and earn credit in at least half the credits for which they register.

Students who discontinue their enrollment because of suspension during a major term may re-enter the College and continue for each subsequent term of enrollment, provided they maintain a 2.0 term grade point average and earn credit in at least half the credits for which they register.

Academic dismissal represents a separation of students from Miami-Dade Community College for at least twelve months. Academic dismissal occurs after students fail to meet the minimum requirements during probation after suspension. If, after being readmitted following suspension, the student fails to meet minimum standards, which are maintaining a 2.0 term grade point average and earning credit in at least half the courses for which they are registered, they will be separated from the College.

Students are eligible to apply for enrollment to the College after the dismissal period. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student's circumstances.

Standards of Progress for Students Receiving Financial Aid: A student receiving financial aid must be meeting Standards of Academic Progress. Benefits will be terminated after 150% of the credits required for the degree have been attempted or completed.

Federal regulations state that students are eligible to receive financial aid benefits for up to 150% of the number of credits registered to complete the degree or certificate. This applies to all credits registered, (including courses which were attempted or withdrawn, but does not include "I" grades or audits). 30 credits of college preparatory and all ESL/ENS credits are exempted from this 150% rule. Students who meet or exceed the 150% are no longer eligible to receive federal/state financial aid. For extenuating circumstances, students may appeal through the Petition for Financial Aid Waiver.

Standards of Progress for Veterans: A student receiving educational benefits from the U.S. Department of Veterans Affairs (VA student) must maintain satisfactory progress (cumulative grade point average of 2.0 or better) at the end of any term. A VA student who does not have a 2.0 cumulative GPA at the end of a term will be placed on academic probation for the next two terms. If the VA student has not attained a 2.0 cumulative GPA by the end of the probationary period, the student's VA educational benefits will be terminated. After one term has elapsed, the student may petition the school to be re-certified for VA educational benefits. The student may be re-certified only if there is a reasonable likelihood the student will be able to attain and maintain satisfactory progress for the remainder of the program.

Veterans enrolled in Vocational Credit Certificate programs will have their VA benefits suspended if they accumulate three or more unexcused absences during any calendar month. An individual whose benefits are suspended for excessive absences may be reinstated once during a semester upon written permission of the instructor.

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## Suspension

By the act of registering at Miami-Dade, a student agrees to abide by the Student Code of Conduct of the College and by the procedures as set forth in the Students' Rights and Responsibilities Handbook. A student whose conduct on or off campus does not meet the standard of good citizenship as defined by the College may be suspended.

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## Transcript of Records

Transcripts are sent only upon written request of the student. No transcript will be furnished for any student or alumnus whose financial obligation to the College such as unpaid fees, overdue loans, library books, audio-visual, or physical education materials or equipment has not been satisfied or whose admission records are not complete.

See Family Educational Rights and Privacy Act in Student Services section.

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## Withdrawals

### Withdrawal from Courses

A student desiring to withdraw from a course after the first week of classes should initiate withdrawal procedures with the classroom instructor. Withdrawals are not official until the withdrawal (drop) card is completed and turned in to the Registrar's Office. Withdrawal deadlines are published in the official College calendar.

A reduction in course load may jeopardize the student's athletic eligibility, financial aid and veteran benefits, student visa status or participation in student activities.

The student may withdraw without academic penalty from any course by the mid-point in the semester. Withdrawals after that date would be granted only through established institutional procedures.

Effective Fall Term 1997, State rule specifies the student will be permitted a maximum of three attempts per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

## Administrative Withdrawal from Courses

Faculty will have the right to withdraw a student from class for no shows or excessive absences as determined by established departmental guidelines.

If students are withdrawn from courses as a result of administrative adjustment (canceled section), they may see an advisor or counselor regarding selection of another course. A full refund will be automatically granted for canceled courses.

## Withdrawal from College

In order to withdraw completely and officially from the College, a student must go through the following steps:

At North, Kendall, Wolfson, InterAmerican and Homestead Campuses complete an official withdrawal card and turn it in to the Registrar's Office. At Medical Center Campus initiate the withdrawal procedure with the appropriate department chairperson who will prepare an official withdrawal card. The student clears with the Library and turns in the withdrawal card to the Student Services Office.

Failure to follow these steps may cause the student to fail courses unnecessarily and in some cases may prevent the receipt of a refund.

If illness makes it impossible to return to campus, a letter to the Registrar's Office will initiate withdrawal.

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## Absenteeism

Students who do not attend classes for a specific course and do not comply with the withdrawal procedure may be considered as having failed that course.

# Graduation Requirements and Transfer Information

## Graduation Requirements

Miami-Dade Community College awards the Associate in Arts and the Associate in Science degrees as well as college credit certificates, advanced technical certificates and vocational credit certificates. To be eligible for a degree students must meet the general education requirements and any particular program requirements.

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## Continuous Enrollment for Graduation Requirements

The College graduation requirements are based upon the year and term of entry to Miami-Dade and remain in effect as long as the student registers for one term during a twelve-month period. If the student does not register at the College for a period exceeding four terms, the student's new graduation requirements will be those in effect for the year and term the student reenters the College.

State graduation requirements, like the College Level Academic Skills Test (CLAST) for the Associate in Arts degree, apply to all students regardless of whether the students have been continuously enrolled.

## Requirements for All Associate Degrees

- A. Complete at least 15 of the last 30 credits applied toward the degree at Miami-Dade Community College.
- B. Complete a minimum of 24 credits in discipline related courses at Miami-Dade Community College for Associate in Science degree programs.
- C. Complete an application for graduation before the published deadline date. (See Academic Calendar.)
- D. Fulfill all financial obligations to the College.

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## Associate in Arts Degree

The Associate in Arts degree is the degree designed for transfer to upper division universities. These university parallel or college transfer areas of concentration prepare students to enter the junior year at four-year upper-division colleges and universities. Students who previously earned a baccalaureate degree will not be awarded an Associate in Arts degree.

## Requirements for an Associate in Arts Degree

The Associate in Arts degree will be awarded to students who meet the following requirements:

- A. Complete 60 credits in courses numbered 1000-2999 that are eligible for inclusion in the Associate in Arts degree, including a prescribed 36-credit program of general education.
- B. Earn a 2.0 cumulative grade point average in all courses attempted at Miami-Dade Community College or elsewhere (excluding courses not eligible for inclusion in the Associate in Arts degree), a 2.0 cumulative grade point average at Miami-Dade, and a 2.0 cumulative grade point average in all courses presented towards the Associate in Arts degree.
- C. Earn a "C" grade or better in all of the general education courses, as defined except for the required general education elective.
- D. Present passing scores on the State of Florida College Level Academic Skills Test (CLAST) or meet State approved alternative criteria. Students must demonstrate on the test that they meet the minimum standards established by the State Board of Education as a condition for the award of an Associate in Arts degree. (See page 30 for more detailed information)

Students should be aware that credits earned in excess of the 60 credits required for graduation may not be accepted for transfer by the upper division university.

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## Foreign Language Requirements for University Admission

Transfer students must have two years of foreign language study in order to be admitted to the upper division of a state university. Two years of foreign language study is defined as two years in high school, or eight-ten semester credits in college, of sequential study in one foreign language. (Note: American Sign Language will satisfy the foreign language requirements.) A student whose native language is not English is exempt from this admissions requirement provided the student demonstrates proficiency in the native language.

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## Associate in Science Degree

The Associate in Science degree is awarded to students who successfully complete one of the Occupational Education or Allied Health programs.

These areas of study are designed primarily to prepare students for immediate employment. However, credits earned for many courses in these programs are acceptable to upper division colleges should the student decide to continue toward a four-year degree.

To be granted upper division standing at a state university, however, the student must successfully complete the College Level Academic Skills Test (CLAST) or meet State approved alternative criteria.

### Requirements for an Associate in Science Degree

- A. Complete an approved program with 60 or more credits specified in courses numbered 1000-2999, including the general education core courses.
- B. Earn a 2.0 grade point average in the 60 or more program credits presented for graduation.
- C. Complete the general education courses with a minimum of a "C" grade.

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## General Education

### The Purpose of General Education

Sound education has its foundation in general education. The general education program provides students with the opportunity to acquire the knowledge, skills, and attitudes that are fundamental to every individual's effort to have a more satisfying life and to function as a more effective citizen. The general education program has many values for students:

1. A general education enables students to integrate their knowledge so that they may draw on the many sources of learning in making decisions and taking action in daily practical situations.
2. A general education encourages students to make a commitment to a lifetime of learning.
3. A general education assists students in achieving their full potential.
4. A general education helps students find value in the activities and experiences of their lives and to make effective use of their leisure time.
5. A general education opens students to new ideas and assists them to understand their society and culture.

Students have the opportunity to develop interests in many areas of the arts and sciences. When interests become focused on a specific goal, the student is ready for a smooth transition to a specialized program.

### General Education Goals

Miami-Dade has adopted the following general education goals as the basis for the general education requirements:

1. The students will be able to speak, listen, write, and read competently and in an organized and critical manner.
2. The students will be able to communicate effectively with individuals in the different aspects of their lives.
3. The students will be able to carry out computations necessary to producers and consumers in society.
4. The students will be able to use systematic, critical, and creative processes, drawing from knowledge of appropriate disciplines, to identify problems, analyze alternate solutions, and make decisions, including the application of basic computer technology.
5. The students, based on their knowledge of themselves, will develop capability for self-direction.
6. The students will know the major aspects of the biological, psychological, and social natures of man.
7. The students will be able to do what is necessary to develop and maintain their physical and mental health.

8. The students will develop the capability for making worthwhile use of their leisure or discretionary time.
9. The students will assess the impact of prejudices on their attitudes and behaviors.
10. The students will develop appreciation for and find value in participating in aesthetic and creative activities; they will have knowledge of the major areas of human self-expression, especially those related to the reflection of the human spirit in aesthetic forms and humanistic ideas.
11. The students will analyze and assess their personal values and their life goals in order to integrate these with their decision-making.
12. The students will investigate career choices that are compatible with their abilities, interests and opportunities.
13. The students will set educational objectives in view of their tentative or definite career choices and non-career pursuits.
14. The students will be aware of their responsibility for continued learning throughout their lives.
15. The students will know the characteristics of effective interpersonal relationships and will assess their interpersonal skills.
16. The students will apply principles of interpersonal skills in order to make their own human relationships, especially in the family or another primary group, more mutually satisfying.
17. The students will analyze how groups function, within and apart from organizational structures, and will assess their own skills in working with groups.
18. The students will know characteristics of the cultures of other ethnic and racial groups, and will assess their own ability to establish positive relationships with individuals who have different ethnic and racial identities.
19. The students will know and appreciate major accomplishments of various cultures and will evaluate their impact on contemporary society.
20. The students will know significant philosophies and life styles which societies and individuals have adopted and will assess their relevance to themselves and to society.
21. The students will know major ideas and events which have shaped United States society as compared and contrasted with other societies.
22. The students will know the organization and functioning of United States society and will apply their knowledge of social principles as enlightened individuals.
23. The students will know the basic components, structures, and functioning of natural phenomena.
24. The students will have knowledge of the philosophy of science and of principles that are basic to scientific inquiry and research.
25. The students will analyze human interaction with the natural environment, will assess the quality of their local environment, and will assume responsibility for their personal impact on the environment.

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## General Education Requirements for the Associate in Arts Degree

To receive an Associate in Arts degree, students must complete 36 general education credits with the minimum grade requirements of "C" except in the general education elective (3 credits).

Students must complete the following:

Communications - (6 credits)

ENC 1101 - English Composition 1

ENC 1102 - English Composition 2

Oral Communications - (3 credits)

ENC 2106 - Advanced Communication Skills (Required for students who have not passed the English language and essay sections of the CLAST)

LIT 2411 - Issues in Literature and Culture

SPC 1026 - Fundamentals of Speech Communications

Humanities - (6 credits)

Students must take 3 credits from Group A and 3 credits from Group B. Students are encouraged to take courses from two different disciplines iexcept for majors identified.

Group A: (3 credits)

ARH 1000 - Art Appreciation

HUM 1020 - Humanities

MUL 1010 - Music Appreciation

PHI 2604 - Critical Thinking and Ethics

(Prerequisite: ENC 1101)

Majors Only

ARC 2701 - History of Architecture 1  
ARH 2050 - Art History 1  
IND 1100 - History of Interiors 1  
MUH 2111 - Survey of Music History 1

Group B: (3 credits)

ARH 2740 - Cinema Appreciation  
LIT 2120 - A Survey of World History  
MUL 2380 - Jazz and Popular Music  
in America  
PHI 2010 - Introduction to Philosophy  
THE 2000 - Introduction to Drama

Majors Only

ARC 2702 - History of Architecture 2  
ARH 2051 - Art History 2  
DAN 2118 - Dance History 1  
IND 1130 - History of Interiors 2  
MUH 2112 - Survey of Music History 2

Behavioral/Social Science - (6 credits)

Students must take 3 credits from Group A and 3 credits from Group B. If students select a 1000 level course from one group, students must select a 2000 level course from the other group.

Group A: (3 credits)

ISS 1161 - The Individual in Society  
PPE 1005 - Psychology of Personal  
Effectiveness  
DEP 2000 - Human Growth and  
Development  
PSY 2012 - Introduction to Psychology

Group B: (3 credits)

**ISS 1120 - The Social Environment**

AMH 2020 - History of the United  
States Since 1877  
ANT 2410 - Introduction to  
Cultural Anthropology  
ECO 2013 - Principles of  
Economics (Macro)  
SYG 2000 - Introduction to Sociology  
WOH 2022 - History of World  
Civilizations from 1715

Natural Science - (6 credits)

Any 6 credits excluding labs:

AST • CHM • MET • PHY • BSC • GLY • OCE • PSC • BOT •  
HUN 1201 • PCB 2033 • ZOO

Students are encouraged to take one course from each of two different disciplines. Majors in one of the natural sciences, architecture, engineering, nursing and allied health programs should select the appropriate sequence of courses beginning with one of the following:

BSC 2010 • BSC 2085 • CHM 1033 • CHM 1040 • CHM 1045 • CHM 2032 • PHY 2048 • PHY 2053

Math - (6 credits)

Any 6 credits excluding labs:

MAC • MAP • MGF • STA 2023 • MAD • MAS • QMB 2100

Required General Education Elective: - (3 credits)

• Cross-Cultural Studies:

ANT 2410 • EDG 2701 • INR 2002 • SYG 2230 • WOH 2022 • ECO 2013 • GEO 2420 • LIT 2120 • WOH 2012

• Any approved general education course previously listed but not used to satisfy another general education requirement:

AMH 2020 • ARH 2740 • IND 1130 • MUL 1010 • QMB 2100 • ANT 2410 • DEP 2000 • ISS 1120 • MUL 2380 • SPC 1026 • ARC 2701 • ECO 2013 • ISS 1161 • PCB 2033 • STA 2023 • ARH 2702 • ENC 2106 • LIT 2120 • PHI 2010 • SYG 2000 • ARH 1000 • HUM 1020 • LIT 2411 • PHI 2604 • THE 2000 • ARH 2050 • HUN 1201 • MUH 2111 • PPE 1005 • WOH 2022 • ARH 2051 • IND 1100 • MUH 2112 • PSY 2012

• Any AST, BOT, BSC, CHM, GLY, MET, OCE, PHY, PSC, ZOO, HUN 1201, PCB 2033

• Any MAC, MAD, MAP, MAS, MGF (excluding labs)

• 1 to 3 credits selected from any science laboratory course linked with a general education natural science course

• Computer Science:

CGS 1060 • COP 1200 • CGS 1110 • COP 1210 • CGS 2423 • COP 1200 • CIS 1000 • COP 2334 • COP 1170

• Health - Wellness:

HSC 1400 (1 credit); HLP 1080 (2 credits); or HLP 1081 (3 credits)

• Any 3 credit introductory course in a major field that satisfies statewide general education requirements:

ACG 2021 • CHM 1045 • PHI 2010 • PSY 2012 • THE 2000 • AMH 2010 • ECO 2013 • PHY 2048 • REL 2300 • ANT 2410 • EDF 1005 • POS 2041 • STA 2023 • ARH 1000 • LIT 2120 • POS 2112 • SYG 2000

• Foreign Languages at the 2000 level:

CHI • HBR • POR • SPA 2382C •

FRE • ITA • RUS • SPA 2383C •

GER • JPA • SPN

Computer Competency Test/Course by 31st credit

• By the 16th earned college level credit (excluding ESL, ENS and college preparatory courses), a student must take and pass the computer competency test or

• By the 31st earned college level credit (excluding ESL, ENS and college preparatory courses), a student must pass CGS 1060, an equivalent continuing education or vocational credit course or retest with a passing score on the computer competency test

Writing and Mathematics Requirements: Gordon Rule

The State of Florida requires all public community colleges and universities to include a specified amount of writing and mathematics in its curriculum (grade of "C" or higher required) to ensure that students have achieved substantial competency in these areas (State Board of Education Rule 6A-10.30). This requirement applies to all students who are pursuing an Associate in Arts degree.

Students will fulfill the 24,000 word-writing requirement by completing the state mandated requirements commonly known as the Gordon Rule:

Communications: (Three courses required)

ENC 1101 English Composition 1 8,000 words

ENC 1102 English Composition 2 8,000 words

ENC 2106 Advanced  
Communication Skills 6,000 words

or

LIT 2411 Issues in Literature  
and Culture 4,000 words

or

SPC 1026 Fundamentals of Speech  
Communications 4,000 words

Humanities: (One course required)

ARH 2740 Art Cinema  
Appreciation 2,000 words

LIT 2120 A Survey of World  
Literature 2,000 words

MUL 2380 Jazz and Popular  
Music in America 2,000 words

PHI 2010 Introduction to  
Philosophy 2,000 words

THE 2000 Introduction to Drama 2,000 words

ARC 2702 History of  
Architecture 2 2,000 words

ARH 2051 Art History 2 2,000 words

DAN 2118 Dance History 1 2,000 words

IND 1130 History of Interiors 2 2,000 words

MUH 2112 Survey of Music  
History 2 2,000 words

Behavioral/Social Science: (One course required)

DEP 2000	Human Growth and Development	2,000 words
PSY 2012	Introduction to Psychology	2,000 words
AMH 2020	History of the United States Since 1877	2,000 words
ANT 2410	Introduction to Cultural Anthropology	2,000 words
ECO 2013	Principles of Economics (Macro)	2,000 words
SYG 2000	Introduction to Sociology	2,000 words
WOH 2022	History of World Civilizations from 1715	2,000 words

Mathematics: (two courses required)

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## General Education Requirements for the Associate in Science Degree

To receive an Associate in Science degree, students must complete the following courses and earn a minimum of a “C” grade:

### Communications

ENC 1101 English Composition 1\*

### Oral Communications

SPC 1026 Fundamentals of Speech Communications

### Humanities

PHI 2604 Critical Thinking and Ethics

### Behavioral Sciences

PPE 1005 Psychology of Personal Effectiveness

Math/Science (any 3 credits excluding labs):

### Math

MAC • MAP • MGF • QMB • MAD • MAS • MTB • STA

### Science

AST • CHM • MCB • PCB 2033 • ZOO • BOT • GLY • MET • PSC • BSC • HUN 1201 • OCE • PHY

### Computer Competency Test/Course by 31st credit

- By the 16th earned college level credit (excluding ESL, ENS and college preparatory courses), a student must take and pass the computer competency test or
- By the 31st earned college level credit (excluding ESL, ENS and college preparatory courses), a student must pass CGS 1060, an equivalent continuing education or vocational credit course or retest with a passing score on the computer competency test

\* In order to be eligible to enroll in the Communications courses, students must achieve specified scores on the reading and the writing assessments. Students who do not demonstrate the required proficiency on these assessments must register for college preparatory courses.

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## Advanced Technical Certificate Programs

The Advanced Technical Certificate is available to students who have already been awarded an Associate in Science Degree and wish to upgrade their skills. Students must successfully complete a prescribed set of courses at the advanced level in order to be awarded the Certificate.

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## College Credit Certificate Programs

A college credit certificate is awarded to students who complete all course requirements for state-approved college credit certificate programs offered at the college. All college credit certificate program courses also apply towards the related Associate in Science Degree. See pages XX and XX for a description of college credit certificate programs.

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## Vocational Credit Certificate Programs

To receive a vocational credit certificate, students must successfully complete all courses specified within the program, meet the language and computational skills required for the particular program, and apply for graduation.

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## Commencement

Commencement is held once a year, at the end of the Spring Term. Students who complete their work in December or who will complete their requirements for graduation in the Summer Term are invited to participate. It is the responsibility of the student to apply for graduation according to the deadlines published in the Academic Calendar.

### Special Recognition for Outstanding Academic Performance (College Credit Students Only)

As part of the Honors/Emphasis on Excellence Program the College gives special recognition to students who demonstrate outstanding academic performance while working toward a degree. Students are eligible for the following recognition:

Dean's List - "Dean's List" recognizes students who have a term grade point average of 3.5 or above for 12 or more credits earned in the Fall or Spring term, and for 6 or more credits earned in the Summer A or Summer B term.

Letter of Congratulations - the Campus Academic Dean sends a special letter of congratulations to students who earn a term grade point average of 4.0 for 12 or more credits earned in the Fall or Spring term (excluding courses which do not satisfy degree requirements).

In addition, special designations are entered on transcripts of students awarded an Associate in Arts or Associate in Science degrees as follows:

### Honors

To graduate with honors a cumulative grade point average of 3.5-3.69 is required.

### Highest Honors

To graduate with highest honors a cumulative grade point average of 3.7 or higher is required.

In addition to each honors course being noted on the transcript with an H, the following special designations are entered on transcripts of students completing honors courses:

### Honors and Distinction

To graduate with honors and distinction a cumulative grade point average of 3.5-3.69 and at least 15 credits earned in Honors courses is required.

### Highest Honors and Distinction

To graduate with highest honors and distinction a cumulative grade point average of 3.7 or higher and at least 15 credits earned in Honors courses is required.

### Honors Transfer Program

To graduate from the College Honors Transfer Program a cumulative grade point average of 3.25 or higher is required with at least 18 credits earned in Honors courses, and meet all additional College Honors Transfer Program requirements.

### Phi Theta Kappa

Students who have been initiated into Phi Theta Kappa, the International Honor Society of the Two-Year College will have this noted on the transcript. To be eligible for induction into Phi Theta Kappa a student must have completed a minimum of 12 credits leading to an Associate Degree with a 3.5 grade point average and be currently enrolled.

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## Transfer Information

Students who have been awarded the Associate in Arts degree may transfer to an upper division institution (public or private) to complete the baccalaureate degree. A limited number of Associate in Science degree programs may also transfer to specific institutions if other requirements are met.

Campus Career and Transfer Centers offer students a variety of career-related services. Students who are undecided about their academic major, career exploration and goals, or interested in a systematic investigation of the universities best suited for their needs, should visit the Center.

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## State of Florida Articulation Agreement

State policies (State Board of Education Rule 6A-10.024 and Florida Statute 240.115) have established articulation as an important component of student access by providing for smooth movement of students who seek post-secondary education throughout the community college into the university system.

The Statewide Articulation Agreement among all Florida public institutions of higher learning has established the Associate in Arts (AA) degree as the primary basis for admission of students transferring from community colleges to upper division study in a state university. The Agreement guarantees a Florida community college AA graduate admission as a junior into a state university. However, there are some admissions limits placed on specific programs: "limited access program"; a teacher certification program; or a major program requiring an audition or portfolio. A student transferring without first completing the AA degree must meet the admissions requirements which are applicable to first-in-time-college students.

An articulation agreement between the Independent Colleges and Universities of Florida and the State Board of Community Colleges stipulates that participating independent institutions also recognize the Associate in Arts degree as the transfer degree from the Florida Community College System. The participating independent universities shall specify and publish the programs articulated with the Associate in Arts degree, as well as the course requirements and related pre-requisite courses for said programs.

In addition, Miami-Dade Community College has developed several unique arrangements with local institutions to provide students the opportunity to continue their education. Since the early 1980's, Miami-Dade has developed articulation agreements with many colleges and universities out-of-state that make it possible for a student to apply for admission toward a baccalaureate degree. As a general rule, participating institutions will accept associate degree credits and work out a schedule for the additional B.A. degree requirements.

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## Transfer Articulation Agreements

Agreements have been signed with the following institutions.

1. Barry University, Miami, Florida\*
2. Bennett College, Greensboro, North Carolina
3. Berklee College of Music, Boston, Massachusetts
4. Bethune-Cookman College, Daytona, Florida\*
5. Bucknell University, Lewisburg, Pennsylvania
6. Canisius College, Buffalo, New York
7. Clark Atlanta University, Atlanta, Georgia
8. Clark University, Worcester, Massachusetts
9. Clearwater Christian College, Clearwater, Florida\*
10. Cleveland Chiropractic College, Los Angeles, California
11. Connecticut College, New London, Connecticut
12. Eckerd College, St. Petersburg, Florida
13. Edward Waters College, Jacksonville, Florida\*
14. Embury-Riddle Aeronautical University, Daytona, Florida\*
15. Flagler College, St. Augustine, Florida\*
16. Florida Institute of Technology, Melbourne, Florida\*
17. Florida A&M University, Tallahassee, Florida, Engineering, Technology
18. Florida Memorial College, Miami, Florida\*
19. Florida Southern College, Lakeland, Florida\*
20. Indiana University, Bloomington, Indiana

21. Jacksonville University, Jacksonville, Florida\*
22. Kettering University, Flint, Michigan
23. Lincoln University, Lincoln, Pennsylvania
24. Logan College of Chiropractic, Chesterfield, Missouri
25. Long Island University/C.W. Post Campus, Brookville, Long Island, New York
26. Louisiana Tech University, Ruston, Louisiana
27. Lynn University, Boca Raton, Florida\*
28. Mary Baldwin College, Staunton, Virginia
29. Miami Institute of Psychology, Miami, Florida
30. Michigan State University, East Lansing, Michigan
31. Middlebury College, Middlebury, Vermont
32. Nova Southeastern University,  
Ft. Lauderdale, Florida\*
33. Palm Beach Atlantic College, West Palm Beach, Florida\*
34. Pine Manor College, Chestnut Hill, Massachusetts
35. St. Peter's College, Jersey City, New Jersey
36. Richmond College, London, England
37. Ringling School of Art and Design, Sarasota, Florida\*
38. Rollins College, Winter Park, Florida\*
39. Smith College, Northhampton, Massachusetts
40. Southeastern College, Lakeland, Florida\*
41. St. Leo College, St. Leo, Florida\*
42. St. Thomas University, Miami, Florida\*
43. Stetson University, Deland, Florida\*
44. The University of Findlay, Findlay, Ohio
45. The University of Tampa, Tampa, Florida\*
46. Thomas College, Thomasville, Georgia
47. Union College, Schenectady, New York
48. Universidad del Valle de Mexico, Mexico City, Mexico
49. University of Bridgeport, Bridgeport, Connecticut
50. University of Charleston, Charleston, West Virginia
51. University of Houston-Downtown, Houston, Texas
52. University of Miami, Miami, Florida
53. University of Mobile, Mobile, Alabama
54. Warner Southern College, Lake Wales, Florida\*
55. Webber College, Babson Park,  
Florida\*

\* Independent Colleges and Universities of Florida (ICUF) — institutions that participate in articulation agreement with the State Board of Community Colleges.

For additional information relating to articulation agreements, contact the Academic advisement department, the Honors Program department, or the Career/ Transfer Center at the campuses, or the District Office of School and College Relations.

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## University Parallel Programs

Miami-Dade Community College offers preparatory courses for a wide range of majors for the Associate in Arts degree. These university parallel or college transfer areas of concentration prepare students to enter the junior year at four-year upper-division colleges and universities.

Four-year colleges and universities vary in the required number and nature of courses, which should be taken during the freshman and sophomore years. The State University System (SUS) of Florida has identified common prerequisites for most majors. See an advisor for additional information.

Students who have determined which profession or major they plan to pursue should become familiar with the requirements of the upper-division universities. Thus, with the help of advisors and using the degree audit, students may take the choice of electives which will be most advantageous in the pursuit of a baccalaureate degree.

Students must be high school graduates or have a high school equivalency certificate in English to enroll in Associate in Arts degree courses.

Each area of concentration is comprised of courses specified by one or more of the universities in the State University System (SUS) or local private university. The first two years of these transfer programs contain specialized courses as prescribed by the respective university. All general education requirements are included. Students should be aware that credits earned in excess of the 60 credits required for graduation might not be accepted for transfer by the upper division.

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## Course Prerequisites

Since Miami-Dade is a community college, no entrance examination is required for admission. However, students should be aware that there are prerequisites for some courses that require a certain degree of competence. Eligibility to enroll in these courses is based on test scores or previous academic experience in that specific field. Eligibility scores are established by the appropriate divisions and are used in conjunction with appropriate experience factors by academic advisors to determine placement in courses.

It is the responsibility of all students to be acquainted with the prerequisite of each course in which they plan to enroll. Students are not permitted to register for such courses unless they have established academic eligibility.

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## AA Degree University Parallel Programs

Medical Center Campus offers allied health and nursing programs. See page 74.

ACCOUNTING  
AGRICULTURE  
ANTHROPOLOGY  
ARCHITECTURE  
AREA AND ETHNIC STUDIES  
ART OR ART EDUCATION  
ATMOSPHERIC SCIENCE AND METEOROLOGY  
PRE-BACHELOR OF ARTS  
BIOLOGY  
BUILDING CONSTRUCTION  
BUSINESS ADMINISTRATION  
CHEMISTRY  
COMPUTER INFORMATION SYSTEMS  
COMPUTER SCIENCE  
CRIMINAL JUSTICE ADMINISTRATION  
DANCE  
DIETETICS  
DRAMA OR DRAMA EDUCATION  
ECONOMICS  
ENGINEERING - ARCHITECTURE  
ENGINEERING - CHEMICAL  
ENGINEERING - CIVIL  
ENGINEERING - COMPUTER  
ENGINEERING - ELECTRICAL  
ENGINEERING - INDUSTRIAL  
ENGINEERING - MECHANICAL  
ENGINEERING - OCEAN  
ENGINEERING - SCIENCE  
ENGINEERING - SURVEYING & MAPPING  
ENGLISH/LITERATURE & ENGLISH EDUCATION  
ENVIRONMENTAL STUDIES  
FOREIGN LANGUAGES  
FORESTRY  
GEOLOGY  
GRAPHIC OR COMMERCIAL ARTS  
HEALTH SERVICES ADMINISTRATION  
HISTORY

HOSPITALITY ADMINISTRATION/ TRAVEL & TOURISM MANAGEMENT  
INTERIOR DESIGN  
INTERNATIONAL RELATIONS  
LANDSCAPE ARCHITECTURE  
LAW  
MASS COMMUNICATIONS/ JOURNALISM  
MATHEMATICS  
MEDICAL SCIENCE/DENTISTRY  
MEDICAL TECHNOLOGY  
MUSIC OR MUSIC EDUCATION  
NURSING  
OCCUPATIONAL THERAPY  
OPTOMETRY  
PHARMACY  
PHILOSOPHY  
PHYSICAL EDUCATION TEACHING AND COACHING  
PHYSICAL THERAPY  
PHYSICIAN ASSISTANT  
PHYSICS  
POLITICAL SCIENCE  
PSYCHOLOGY  
PUBLIC ADMINISTRATION  
RECREATION  
RELIGION  
SOCIAL WORK  
SOCIOLOGY  
SPEECH PATHOLOGY/AUDIOLOGY  
TEACHING (Elementary)  
TEACHING (Exceptional Student Education)  
TEACHING (Pre-Elementary/Early Childhood)  
TEACHING (Secondary)  
TEACHING Secondary (Biology)  
TEACHING Secondary (Chemistry)  
**TEACHING Secondary (Earth/Space)**  
TEACHING Secondary (English and Foreign Languages)  
TEACHING Secondary (Mathematics Education)  
TEACHING Secondary (Physics)  
TEACHING Secondary (Social Science)  
TEACHING (Secondary Vocational - Agriculture, Business, Home Economics, Technical/Vocational)  
TEXTILES AND CLOTHING  
VETERINARY MEDICINE

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## Accounting

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This program enables the student to transfer to senior colleges or universities that offer baccalaureate degrees in accounting. Accountants may work in public accounting providing services to a variety of clients or in private accounting for a corporation or government agency. To become a CPA in Florida students must complete 150 credit hours.

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## Agriculture

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This program is designed for students who intend to complete a baccalaureate degree in any of the agricultural fields. The curriculum provides introductory courses and electives to allow students to explore various areas of agriculture. Florida Agricultural and Mechanical University (FAMU) and the University of Florida are the only in-state universities that offer a degree in agriculture.

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## Anthropology

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Anthropology is the study of humankind. Course offerings prepare the student in the four fields of the discipline: Cultural Anthropology, Physical Anthropology, Anthropological Linguistics and Archaeology. The curriculum prepares students for subsequent upper division work. Students majoring in Anthropology should plan to obtain the Ph.D. degree to fully succeed in the field.

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## Architecture

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This program is designed for students interested in pursuing the profession of architecture. An architect plans, designs and oversees construction and remodeling of buildings and other structures. Generally, architects consult with clients, engineers and contractors; prepare sketches, working drawings and specifications. There are three universities with accredited programs in Architecture in the State of Florida. These programs have selective admissions.

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## Area and Ethnic Studies

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The undergraduate major in Area and Ethnic Studies is a flexible, interdisciplinary program designed to provide a foundation in a broad range of interdisciplinary course work. Students can concentrate in a specific area such as African-American (Black) Studies, American Studies, Asian Studies, Jewish Studies, Latin American Studies, and Women's Studies.

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## Art or Art Education

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This program is designed for students interested in the following visual arts areas: Art Education, Ceramics, Graphic Design, Illustration, Jewelry Making and Metalsmithing, Painting, Photography, Print Making and Sculpture. Students are urged to choose art electives from a variety of media rather than a concentration in one area.

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## Atmospheric Science and Meteorology

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This program prepares a student to study the atmosphere that surrounds the earth. Job opportunities may include weather forecasting, research, administrative or management positions, and teaching in colleges or universities.

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## Pre-Bachelor of Arts

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The Pre-Bachelor of Arts program at M-DCC is designed for students who seek a general degree program and greater freedom to explore intellectual fields of their particular interest. This program challenges students to assume major responsibility for the direction of their own education. The program also provides a broader range of educational opportunities than currently exist in specialized programs. At the upper division, a major theme or area of concentration is usually required.

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## Biology

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Biology, or Life Science, is the study of all aspects of living organisms, emphasizing the relationship of animals and plants to their environment. This program provides the first two years of a four-year program for students planning to major in Biology, Botany, Zoology, Marine Biology, Ecological Studies or Microbiology. Biology majors may also enter professional schools in medicine, dentistry, veterinary medicine, optometry or podiatry.

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## Building Construction

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This program is for students primarily interested in the construction of buildings rather than their architectural design. A four-year degree in this program will prepare students to enter the building construction industry at the management level.

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## Business Administration

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This program enables the student to transfer to senior colleges or universities that offer baccalaureate degrees in areas of Business Administration such as: Banking, Computer Information Systems, Finance, International Business, Management, Management Information Systems, Marketing, Economic Insurance, and Real Estate.

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## Chemistry

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This program prepares students for careers in chemistry and chemically related areas in research development, production inspection, marketing or sales representation. Chemists may also search for applied knowledge about substances and new compounds in industry or branch into Chemical Engineering.

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## Computer Information Systems

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Designed for students planning to transfer into baccalaureate programs in Computer Information Systems, Computer and Information Sciences, Information Sciences, Management Information Systems, or similar degree programs. The career field focuses on the structure, management, and control of information resources. It leads to careers in business, government, and industry related to the areas of analysis, programming, database management, networks and decision support.

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## Computer Science

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This program is designed for students planning to earn a baccalaureate degree in the area of Computer Science. It provides the educational path for students seeking careers in the design of software for technical applications in science and engineering.

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## Criminal Justice Administration

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Careers to which this program may lead are in law enforcement, corrections (including probation and parole), and security businesses as well as the military. Pre-law students also find this program suitable. Criminal justice positions are found at the city, county, state and federal levels.

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## Dance

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This program is designed to prepare students who are pursuing a career in teaching, choreography or the performance ballet, jazz or contemporary forms of dance. This curriculum meets the pre-professional and general education course requirements for transfer, but due to variations in course requirements, students should confer with an advisor.

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## Dietetics

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This program prepares students for careers in the specialized areas of food and nutrition or dietetics. Dietitians plan nutritious and appetizing meals to help people maintain or recover good health. They also supervise the food service personnel who prepare and serve the meals, manage dietetic purchasing and accounting, and give advice on good eating habits.

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## Drama or Drama Education

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This program is designed for students interested in a career in Drama and for students interested in teaching Drama. Training is provided in all phases of theater arts including acting, directing, make-up, costume design and other technical crafts, through classwork and participation in productions presented by the Drama Department.

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## Economics

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This program prepares students to major in Economics at an upper division institution. Students interested in a business directed program should follow the Business Administration program. Economists work in private industry, business, colleges and universities, and for government agencies, analyzing and interpreting economic data and preparing studies based on economic information. Persons who obtain a Master's or Doctorate in Economics are qualified to teach in universities, colleges and community colleges.

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## Engineering

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This program is designed to equip students with a broad understanding and knowledge in the field of Engineering with emphasis on the design of buildings. Miami-Dade offers several Engineering options: architecture, civil, chemical, computer, electrical, industrial, mechanical, ocean, science, and surveying and mapping.

### English/Literature

This program prepares students for careers in business, education, publication and government as well as graduate programs and professional schools.

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## Environmental Studies

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Environmental Science is an interdisciplinary major based in the Life Sciences required also includes the Social Sciences and the Humanities. This is a developing field projected to grow into the 21st century. Graduates are employed in a variety of occupations.

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## Foreign Languages

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This program enables the students to transfer to senior institutions that offer baccalaureate degrees in Foreign Languages. Graduates may seek employment in settings where knowledge of and fluency in foreign languages is necessary such as teaching foreign language, multi-national corporations, diplomatic work and a variety of public services where interpreter/translation skills are needed.

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## Forestry

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A baccalaureate degree with a major in Forestry is the minimum educational requirement for students desiring professional careers in forestry. Foresters manage, develop, and protect woodlands and their resources - timber, water, wildlife, forage, and recreational areas.

The University of Florida is the only in-state university offering this program, with majors in forest resources, and conservation and urban forestry.

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## Geology

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Geologists study the structure, composition, and history of the earth. Specialty areas in Geology are earth materials, earth processes, and earth history. This program provides the first two years of a four-year baccalaureate program for students planning to major in Geology or Earth Science.

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## Graphic or Commercial Arts

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This program prepares students in a wide variety of art and related fields. Graduates may work in advertising agencies, design studios, exhibit and display businesses, department stores and industrial organizations.

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## Health Services Administration

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A baccalaureate in health services administration prepares students for entry-level management positions in health services delivery organizations. Persons licensed in clinical health often pursue this degree and medical care professions who do not have an undergraduate degree. The baccalaureate also prepares individuals for graduate study in this field.

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## History

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Colleges and universities employ the greatest numbers of historians. Governmental agencies, private institutions and large corporations employ a relatively small number. Graduate study is necessary for the student who seeks a career in the field of history. A master's degree is the minimum requirement and the doctorate is advisable. Few can be considered professional historians without the doctoral background.

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## Hospitality Administration/ Travel & Tourism Management

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Hospitality managers and assistants are responsible for the profitable operation of their establishments. They determine room rates, oversee restaurant operations and supervise their staff. Travel and Tourism managers are employed by travel agencies, airlines, cruise lines and private business travel departments.

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## Interior Design

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The professional interior designer generally encounters a great variety of challenging work and has much opportunity for artistic self-expression. In addition to concern with the furnishing and ornamentation of interiors, the designer considers the relation of interior spaces to the total design of structures, including architecture, landscaping and lighting.

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## International Relations

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This program is designed to equip students with a fundamental orientation in the field of International Relations, to provide basic methods of approach to this field of study and to provide intelligent observation of international affairs. Employment opportunities are to be found in government service, teaching, and business.

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## Landscape Architecture

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Landscape architects plan the arrangement of outdoor areas for people's use and enjoyment, making recommendations for the types and location of plantings, circulation, drainage, and other harmonizing improvements with existing land features and architectural structures. The University of Florida offers the only in-state program in landscape architecture.

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## Law

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Pre-law is not a prescribed program of study at the undergraduate level. Legal training is obtained in a professional law school, usually after obtaining a four-year baccalaureate degree.

Although no specific area of study is mandatory for a Pre-law major, there are definite objectives of pre-legal education to assist in the development of certain skills and insights, comprehension and expression in words, understanding of human values and institutions, and creative powers in thinking.

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## Mass Communication/ Journalism

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This program is designed for students who intend to enter the fields of journalism, public relations, advertising and T.V. broadcasting. The curriculum, while providing the basic introductory courses essential to the professional program, is broad enough to allow students to enter any of the special majors.

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## Mathematics

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Mathematics is both a science and a tool essential for many kinds of work in industry and business. As a tool, it is necessary for understanding and expressing ideas in science, engineering and, increasingly, in human affairs. The application of mathematical techniques in these fields has increased greatly because of the widespread use of computers. As a result, employment opportunities for persons trained in mathematics have expanded rapidly.

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## Medical Science/Dentistry

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This program is designed to meet the first two years of required courses for students planning careers in medicine and dentistry. Pre-medical education should include a good foundation in chemistry, biology, mathematics, and physics, as well as a broad education in the humanities and social sciences.

Admission to a professional school is dependent upon academic course work and scores on a national test. Applicants should have a "B" average.

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## Medical Technology

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This program provides the first two years of course work of a four-year baccalaureate program. Students must transfer to an upper division institution for the third year. Generally, the fourth year is spent in a clinical setting, usually in a hospital where students learn laboratory techniques.

Members of this profession work in a clinical laboratory performing a wide variety of tests, which aid the physician in the diagnosis, and treatment of patients. Most medical technologists work in hospitals, physician's public health laboratories, universities, or in industry.

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## Music or Music Education

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This program is designed to prepare students for continued studies, which will lead to a professional career in music, music education or related fields.

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## Nursing

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This program includes the pre-professional courses necessary for admission to a Bachelor of Science degree program in Nursing (BSN). The first two years at the community college consist of general education and science courses. The professional nursing courses are taken in the last two years at the upper division.

Upper division programs are limited access, require an above average academic record, and have widely differing pre-professional course requirements. Therefore, students are advised to check with the nursing department of the senior institution they wish to attend. Most upper division programs also offer a track for registered nurses (RNs) to earn a BSN degree.

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## Occupational Therapy

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Occupational Therapy is a profession that uses creative/recreational activities and manual skills to evaluate and treat physical and mental illnesses. Employment possibilities include civilian, military, or government hospitals, rehabilitation centers, long-term or extended care facilities, community mental health centers, or clinics for the physically limited.

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## Optometry

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Optometry is a growing health care profession concerned with vision. Optometrists prescribe glasses, contact lenses and visual therapy and offer non-surgical treatment of eye diseases and the rehabilitation of patients with visual disabilities. Students earn the doctor of Optometry professional degree. A bachelor's degree with a strong science background is required for admission. Graduates must pass a state licensure exam in order to practice.

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## Pharmacy

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Career opportunities in Pharmacy include positions in a hospital or institutional pharmacy, in industry or manufacturing, in retail pharmacy or clinical pharmacy, government service, pharmacy administration, laboratories or pharmaceutical journals.

The University of Florida, Florida A&M University and Nova Southeastern are the only in-state institutions, which offer a baccalaureate and/or doctorate in this field.

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## Philosophy

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This major is designed to help students live their own lives intelligently and with discrimination. A major in Philosophy will also serve to give order and meaning to the student's life. As an analytical discipline, it will help students analyze the intellectual tools employed in all their learning.

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## Physical Education Teaching and Coaching

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This program is designed for students who are interested in pursuing a career in Physical Education at the pre-school, elementary, secondary, college or community program level. Employment opportunities include teaching, coaching, sports communications, sports psychology, sports history, sports sociology, and sports medicine. Target populations include the able-bodied, physically limited, and aged in educational, governmental, public, and/or private settings.

This curriculum meets the pre-professional and general education course requirements for transfer, but due to variations in course requirements, students should confer with a departmental advisor.

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## Physical Therapy

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Physical Therapy is one of the health professions and involves the rehabilitative care of individuals who have been disabled by injury or disease. Most upper division programs have selective admissions.

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## Physician Assistant

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This program enables the student to transfer to colleges or universities that offer Baccalaureate degrees in Physician Assistant (PA). Physician Assistants provide comprehensive health care service under the direction of a licensed physician. They are employed in a variety of settings and health care specialties. Many PA students have a bachelor's degree and some years of health care experience before admission to the upper division program.

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## Physics

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This program is intended for students planning careers in teaching, industry, or the government as well as students planning to pursue graduate degrees in physics. Students interested in Astronomy will generally complete a physics undergraduate baccalaureate program except at the University of South Florida where an astronomy major is possible.

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## Political Science

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A baccalaureate in Political Science provides a strong foundation for students planning to pursue graduate work in the field or to attend law school. Most jobs in Political Science require a Ph.D. Political scientists are employed as college professors, consultants, writers or by governmental agencies.

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## Psychology

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A major in psychology allows students to increase their knowledge about human behavior. Professional psychologists must continue training beyond the baccalaureate degree. Employment opportunities with a doctorate or a Masters degree include counseling or teaching.

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## Public Administration

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This is an interdisciplinary program for students planning managerial careers in public service or for those desiring graduate studies in Law or Public Administration.

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## Recreation

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This program is designed for students pursuing a career in the areas of leisure studies and recreation. Emphasis is placed on courses in planning; organizing and directing individuals and/or groups in activities that help people enjoy their non-working hours. This curriculum meets the pre-professional and general education course requirements for transfer, but due to variations in upper division requirements, students should confer with an advisor.

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## Religion

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This major is designed primarily for its intrinsic value or as a preparation for graduate work in religion or related areas rather than as preparation for theological studies or a ministerial career, though it could serve the latter purposes for some individuals.

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## Social Work

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This program prepares students in the field of social welfare for careers as Social Workers or workers in related human service fields. Social Workers provide the link between organized social services and individuals and families who are not able to provide for themselves or who need assistance in solving their problems. Employment areas include hospitals, mental health centers, rehabilitation centers, schools and correctional institutions.

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## Sociology

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This program is designed for students planning careers requiring liberal arts education or specialized competence in social relations or social research, including careers in business, government, or social professions.

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## Speech Pathology and Audiology

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Speech-Language Pathologists and Audiologists provide clinical services to individuals with speech, language, and hearing impairments. The curriculum leading to the baccalaureate degree is usually designed as pre-professional education for a graduate program. Eligibility for the Certificate of Clinical Competence from the American Speech-Language-Hearing Association and state licensure are not possible until requirements for the graduate degree are met.

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## Teaching (Elementary)

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This program prepares students to major in Elementary Education. It identifies the pre-profession courses necessary for transfer to Florida colleges and universities. Students who intend to teach at the elementary level are advised to contact an advisor in the Education Department for further transfer information.

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## Teaching (Exceptional Student Education)

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This program prepares students to major in Exceptional Student Education. It identifies the pre-profession courses necessary for transfer to Florida colleges and universities. Contact an advisor in the Education Department for further transfer information.

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## Teaching (Pre-Elementary/Early Childhood)

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Students who intend to teach at the pre-elementary/early childhood level are advised to obtain specific information about the various programs and tracks offered at the upper division.

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## Teaching (Secondary)

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Students who intend to teach at the secondary or college level should obtain a program outlines for the major/subject area they plan to teach, and consult an advisor in that discipline. Contact an advisor in the Education Department for further transfer information.

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## Teaching Secondary (Biology)

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Student who intend to teach biology at the secondary level are advised to obtain specific information about the various programs and tracks at the upper division.

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## Teaching Secondary (Chemistry)

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Students who intend to teach Chemistry at the secondary level are advised to obtain specific information about the various programs and tracks at the upper division.

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## Teaching Secondary (Earth/Space)

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Students who intend to teach Earth/Space Science at the secondary level are advised to obtain specific information about the various programs and tracks at the upper division.

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## Teaching Secondary (English and Foreign Languages)

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Students who intend to teach English or Foreign Language at the secondary level are advised to obtain specific information about the various programs and tracks offered at the upper division.

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## Teaching Secondary (Mathematics Education)

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Students who intend to teach Mathematics Education at the secondary level are advised to obtain specific information about the various programs and tracks offered at the upper division.

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## Teaching Secondary (Physics)

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Students who intent to teach Physics at the secondary level are advised to obtain specific information about the various programs and tracks at the upper division.

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## Teaching Secondary (Social Science)

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Students who intend to teach Social Science at the secondary level are advised to obtain specific information about the various programs and tracks offered at the upper division.

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## Teaching Secondary (Vocational - Agriculture, Business, Home Economics, Technical/ Vocational)

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Students who intend to teach in any Vocational area at the secondary level are advised to obtain specific information about the various programs and tracks offered at the upper division.

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## Textiles and Clothing

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This is a three-track baccalaureate program with majors in Apparel Design Technology (track one), Merchandising (track two), and Textiles (track three). Graduates are employed in the textile, apparel and retail industries as well as in state and local government and non-profit agencies. Miami-Dade also offers an Associate in Science degree in Fashion Marketing Management (Fashion Design and Fashion Merchandising).

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## Veterinary Medicine

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Veterinary medicine is the study of the diagnosis, treatment, and control of disease and injuries among animals. Veterinarians may specialize in the health and breeding of certain animals, performing surgery, prescribing and administering drugs and vaccines, inspecting meat, poultry, and other foods as part of federal and state public health programs, and in research.

The University of Florida is the only state school that offers this program.

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## Business and Technical College Credit Programs

The two-year Associate in Science degree programs are offered for those who wish to prepare for careers requiring specialized study at the college level. There is an ever-increasing demand for supporting personnel in scientific and technical fields and business areas. The College, through these various Associate in Science degree programs, provides the education necessary to meet the demand for qualified men and women as prescribed by business and industry.

Although specifically tailored for immediate entry into the business or industrial world, the programs include many courses, which may be transferred to a university if the student decides to work toward a four-year degree.

There are also College Credit Certificate Programs offered by the College as well as Vocational Certificate Programs (Post-Secondary Adult Vocational Programs). The nature of each of these programs is described on pages 68-73.

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## Course Prerequisites

It is the responsibility of students to be knowledgeable of the prerequisite requirements of each course in which they plan to enroll. Those students who do not meet these requirements must successfully complete them in order to establish academic eligibility for a particular course.

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## AS Degree Occupational Programs

Allied health and nursing programs are offered at the Medical Center Campus only. See page 74.

ACCOUNTING TECHNOLOGY  
AIR CONDITIONING, REFRIGERATION/HEATING SYSTEMS TECHNOLOGY  
ARCHITECTURAL DESIGN/CONSTRUCTION TECHNOLOGY  
AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY  
AVIATION ADMINISTRATION  
AVIATION MAINTENANCE MANAGEMENT  
BUILDING CONSTRUCTION TECHNOLOGY

BUSINESS ADMINISTRATION  
CHILD DEVELOPMENT/EDUCATION  
CIVIL ENGINEERING TECHNOLOGY  
COMPUTER INFORMATION SYSTEMS ANALYSIS  
COURT REPORTING TECHNOLOGY  
CRIMINAL JUSTICE TECHNOLOGY  
DIETETIC TECHNICIAN  
DRAFTING/DESIGN TECHNOLOGY  
ELECTRONICS ENGINEERING TECHNOLOGY  
ENVIRONMENTAL SCIENCE TECHNOLOGY  
FILM PRODUCTION TECHNOLOGY  
FINANCIAL SERVICES  
FIRE SCIENCE TECHNOLOGY  
**FUNERAL SERVICES**  
GRAPHIC ARTS TECHNOLOGY  
GRAPHIC DESIGN TECHNOLOGY  
HOSPITALITY AND TOURISM MANAGEMENT  
HUMAN SERVICES  
INDUSTRIAL MANAGEMENT TECHNOLOGY  
INTERIOR DESIGN TECHNOLOGY  
SIGN LANGUAGE INTERPRETATION  
LANDSCAPE TECHNOLOGY  
LEGAL ASSISTING  
MUSIC BUSINESS  
OFFICE SYSTEMS TECHNOLOGY  
PHOTOGRAPHIC TECHNOLOGY  
PROFESSIONAL PILOT TECHNOLOGY  
RADIO/TELEVISION BROADCASTING  
THEATER & ENTERTAINMENT TECHNOLOGY  
TRAVEL AND TOURISM INDUSTRY MANAGEMENT

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## Accounting Technology

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This program is designed mainly for students who intend to seek immediate employment in the field of accounting and for those presently employed in business but seeking advancement. Completion of this program prepares the student for employment as a paraprofessional in the accounting field. Instruction emphasizes accounting competencies required at the entry level while also providing the student with a broad business overview and the required general education courses. The Associate in Arts degree is also available to the student planning to transfer to a senior institution after graduating from Miami-Dade Community College. Consult a business advisor about additional courses for such plans.

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## Air Conditioning Refrigeration/ Heating Systems Technology

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This program prepares the student to perform engineering design of air conditioning environmental control systems. The graduate will qualify for positions as an engineering technician with a consultant engineer, architect, contractor, project manager, sales engineer, maintenance or operations supervisor, and other similar air conditioning positions. The graduate may apply the degree towards a State of Florida mechanical contractor's license. Consult with air-conditioning advisor prior to registering.

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## Architectural Design/ Construction Technology

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This curriculum offers courses that enable the student to translate the design and systems of the architect into graphic and written form and assists the professional in rendering architectural services. The attainment of these skills qualifies the student for several specialties, such as, architectural drafting, cost estimating, material selecting, specification writing, and preparing presentations, drawings and models. The graduate of this program may also transfer to Florida International University as a junior in Architectural Technology or Construction Management. (Many other universities also accept graduates at the junior level.)

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## Automotive Service Management Technology

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The Automotive Service Management Technology program is offered for students who have completed or are concurrently enrolled in a nationally certified and approved auto mechanics training program. The graduate will be prepared to progress from an automotive technician position to administrative, service or sales positions in the automotive sales and services industry. Students are required to possess a high school diploma or equivalent in order to complete the A.S. degree in automotive service management technology.

To be awarded the Associate in Science degree a student must complete the general education requirements, and management courses in addition to completing the Automotive Certified Auto Mechanics program at a technical center.

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## Aviation Administration

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The Aviation Administration curriculum is designed around course work that covers entry-level skills for most aviation employment fields. Included are opportunities in airport ground-side and air side jobs as well as the areas of air cargo, sales, flight attendant, and the many data entry positions required by modern airline management.

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## Aviation Maintenance Management

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This is a special program where 45 semester hours are awarded to students who possess the Federal Aviation Administration Airframe and Powerplant (A & P) Certificate. The additional required credits consist of general education and aviation requirements needed by the licensee for the Associate in Science degree.

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## Building Construction Technology

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This curriculum is designed to furnish technically trained personnel for the building construction industry. The graduate may work with a contractor as part of the administrative team in such entry job positions as those leading to estimators, job coordinators, or project managers. Technical jobs may also be available in the following areas: land and project development; technical sales for building materials, systems, and equipment; with local, state, and federal government agencies, as well as various financial institutions.

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## Business Administration

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This program is designed mainly for students who intend to seek immediate employment in a business field and those presently employed, but seeking advancement. Completion of the program prepares the student for employment in business or a semi-professional position requiring a high level of competence.

The program offers seven different options: banking and finance, international business, management, food and beverage export, marketing, real estate and general business. An internship or cooperative education program in the office of a local business firm may be arranged for sophomore students with the approval of the coordinator.

College Credit Certificate programs in Accounting Applications, Promotion Management and Small Business Management are also available. Credits in these programs can be applied toward the Associate in Science degree.

The Associate in Arts degree is also available to the student planning to transfer to a senior institution after graduating from Miami-Dade Community College. Consult an advisor about additional courses for such plans.

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## Child Development and Education

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This program provides training for students who desire to enter the field of Early Childhood Education. It combines classroom instruction and field work experience with an emphasis on developmentally appropriate programming for young children. Within the program, students can receive the Child Development Associate Equivalency (CAE) credential as well as the 20 hour and 10 hour Child Care Training Certificates from the Department of Children and Families. These credentials are designed for those students who intend to seek immediate employment in the field.

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## Civil Engineering Technology

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The civil engineering option is designed for those students who wish immediate job placement prior to or after graduation. This program also satisfies many of the civil engineering freshmen and sophomore requirements for the bachelor of engineering technology degree offered by some universities. Consult with your civil engineering advisor prior to registration.

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## Computer Information Systems Analysis

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Computer Information Systems is the study of the application of science methodology and tools to the analysis of information systems and design of better solutions for collection, storing, processing and dissemination information to support management planning and decision making. The program presents theory and requires practical application to develop skills applicable to complex real-world problems. Graduates are prepared for starting positions as application programmer or network administrators.

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## Court Reporting Technology

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This program provides training for students who desire to enter the field of court reporting. Court reporters play an important role in the judicial process by providing an official record of court proceedings. They are employed by the court or work on a freelance basis and earn an excellent salary.

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## Criminal Justice Technology

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Upon completion of the Criminal Justice Technology Associate in Science degree, the student will be eligible for entry level, non-sworn positions in local, state, and federal agencies, i.e., private security, juvenile detention centers and community based intervention programs.

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## Dietetic Technician

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The Dietetic Technician Program is designed to provide technical competency for a career in dietetics in health care facilities. This program meets the requirements of the American Dietetic Association. Supervised field experience is required in each of the three semesters to complement classroom instruction.

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## Drafting and Design Technology

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Drafting and Design Technology is a highly technical program to adequately equip the student with the ability and skills necessary for acquisitions and advancement in the engineering, technical aid and professional drafting fields. Specialized areas within the program include such specifics as structural steel drafting, welding, piping, technical illustration, and computer aided drafting and design.

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## Electronics Engineering Technology

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The program prepares students for work as technicians in various fields of electronics technology. No previous experience is required to enter. Courses offered cover basic and advanced electrical circuits, semi-conductors, integrated circuits, pulse circuits, digital computer circuits, electrical machinery, digital and analog communication systems, and industrial control. Theory and laboratory experience is provided.

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## Environmental Science Technology

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This program is designed to train students in proper chemical management in accordance with regulatory process. Students will be able to function successfully in industrial and government environments. Five options are available: Emergency Services, Environmental Service Technician, Safety Compliance-Industry Safety Compliance-Health, and Air, Water, and Rain Runoff.

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## Film Production Technology

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Students learn all aspects of the film industry through hands-on, production oriented classes both in the studio and on location. Emphasis is on independent film making. Students can receive training in cinematography, lighting, audio recording, and editing. In addition to the full-time faculty, part-time working directors, producers, editors and other film makers are drawn each term from throughout South Florida to teach professional level skills. High-end equipment and advanced techniques including nonlinear editing, are used by students to shoot and edit sound 16mm film. Students are also exposed to video and the business aspects of the industry.

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## Financial Services

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This program is designed to meet the needs of students who are employed with commercial banks, savings and loan associations, credit unions, and related financial organizations. It prepares students for advancement to positions of greater responsibility with financial organizations. This program meets many of the requirements for the American Institute of Banking diploma/certificates.

The Associate in Arts degree is also available to the student planning to transfer to a senior institution after graduation. Consult an advisor about which additional courses are included in that program.

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## Fire Science Technology

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This program prepares students for a wide variety of technical positions in the area of fire prevention and control. Students will learn about safety factors, building code requirements, national and local standards, hazardous materials, supervision and management skills, hydraulics, fire apparatus, tactics and strategy. The program has been designed to meet both the Florida Fire Fighters pre-officer requirements and the NFPA 1021 Fire Officer Level Two requirements.

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## Funeral Services

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Students in this program are given a broad understanding of all phases of funeral home operations as well as the public health responsibilities of the funeral director and embalmer. This funeral service program is accredited by the

American Board of Funeral Service Education, approved by the Florida State Board of Funeral Directors and Embalmers, and the Funeral Service Boards of most states.

Students who plan funeral service licensure in other states must register as student trainees with their respective state boards prior to enrollment at Miami-Dade Community College in the Funeral Service Education curriculum.

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## Graphic Arts Technology

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This Associate in Science degree program is designed to give students a comprehensive background in the printing and publishing industry. This A.S. degree can transfer to upper division universities with a Bachelors of Science degree in Graphic Arts or Graphic Communications. The degree will give students employability skills for the printing and publishing industry. M-DCC's Graphic Communications department offers one of the most extensive electronic publishing teaching facilities in the United States. Students will have coursework on production workflow processes from the design concept to the finished printed product. Students will get hands on experience with graphic design, estimating, color theory, electronic scanning, page make-up, imposition, electronic color retouching and presswork.

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## Graphic Design Technology

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This Associate in Science degree program is designed to give creative students a rewarding and challenging career in the artistic field of printing, publishing, electronic communication and advertising. All printed and electronic communication require graphic design. The program includes extensive electronic publishing instruction for digital painting, illustration, layout and 2 and 3-D modeling. An art aptitude is required or supplemental classes may be taken. M-DCC's Graphic Communications department offers one of the most extensive electronic publishing teaching facilities in the United States. The degree can transfer to upper division universities with a Bachelors of Science Degree in Graphic Design. This degree will give students employability skills for printing, publishing, electronic communication, design or advertising business.

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## Hospitality and Tourism Management

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This program provides professional development for a career in the hospitality and tourism industry. Students are presented with a curriculum with emphasis on Hotel, Food Services, Guest Services and Management. An internship program is required to combine hands-on training with classroom experiences to assist students in understanding the skills and techniques needed to qualify for employment and achieve career goals in the hospitality industry.

The Associate in Arts degree in Hospitality Administration/Travel & Tourism is also available to the student planning to transfer to a senior institution after graduation from M-DCC. Consult an advisor about which additional courses are included in that program.

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## Human Services

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This program prepares students for employment in the network of programs and agencies which provide for a vast array of human needs. These needs include areas such as health, mental health, retardation, handicap, housing, income maintenance, child care, criminal justice, education, recreation and others. These needs are provided for in a variety of settings such as hospitals, clinics, nursing homes, agencies and schools.

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## Industrial Management Technology

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This program primarily is designed to provide additional competencies in administrative, managerial, supervisory, and technical discipline areas for personnel that have mastered technical proficiencies from prior training program or work experiences. In addition, general education courses will be required to ensure good communication and computational skills. A customized curriculum will be designed depending on the student's prior completed formal

training program and/or previous work experience. Most of the course work required will enhance the prior technical skills mastered and prepare the graduate for supervisory and/or advanced technical positions.

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## Interior Design Technology

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This program provides professional preparation for a career in architecturally responsive interior design and space planning. Interior design and architecture classes are presented as a core curriculum with emphasis on design. Business, computer technology, architectural construction, and graphic support education necessary for persons seeking professional careers.

The A.S. program is approved by the State Board of Professional Regulation as meeting the educational requirements for licensing. College transfer programs are also available.

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## Sign Language Interpretation

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The program provides a basic foundation in the skills and knowledge necessary for persons desiring to communicate with and interpret for individuals who are deaf or hard of hearing. Language courses cover the vocabulary and linguistic principles of American Sign Language (ASL), the primary language of the deaf community in the United States. Interpreting courses include practical experience in the process of interpreting and information on professional organizations, systems for evaluating interpreters and Code of Ethics issues.

Cultural, educational, vocational and historical aspects of the deaf experience are presented in various lecture courses. Students may earn a two-year Associate in Science degree in Interpreter Training for the Hearing Impaired.

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## Landscape Technology

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This program is designed to train managers and workers in two specializations of landscaping. These are: 1) Design and Installation; and 2) Maintenance Technician. This Associate in Science Degree program provides students with hands-on training at the program's 2-acre landscape nursery and landscape demonstration area on Kendall Campus. All aspects of plant horticulture are covered, including plant identification, plant propagation and production, irrigation systems, pest identification and management, landscape design, pruning, equipment usage, and facilities maintenance. Students may elect to transfer to a senior institution with additional coursework.

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## Legal Assisting

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The Associate in Science degree in Legal Assistant Studies is designed to prepare a student to work as a paralegal. A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office or corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

In addition to general education, the curriculum includes legal specialty courses that emphasize the development of practical skills which are required by legal professionals in the contemporary marketplace. Classes will be given in the evening and are offered only at the Wolfson Campus and the Ponce Community School Outreach Center in Coral Gables. All students must be advised by the program director before beginning the program. The M-DCC Legal Assistant Program is approved by the American Bar Association.

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## Music Business

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This program is designed for students who intend to seek employment within the music business industry. As an alternative to the traditional music degree program, the Associate in Science degree in Music Business combines a traditional music curriculum with industry related courses and experiences. Music Business majors will take courses in general academics, music business, music theory, sound engineering, music ensemble, marketing, small business

entrepreneurship, accounting and computer applications. Students will undertake an internship at a professional firm involved in some facet of the music industry. The internship experience is an important bridge between academic preparation and career development. The music business curriculum focuses on copyright, publishing, artist development, the recording industry, sales, retailing, live concert promotion and management, and prepares well-rounded graduates who are knowledgeable in all aspects of the music industry.

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## Office Systems Technology

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The Office Systems Technology program is designed to train information processors, secretaries, and administrative assistants to meet the demands of the automated office. Emphasis is placed on technology and related skills for office workers such as: keyboarding, word processing, machine transcription, spreadsheet, and desktop publishing applications. In addition, the program objectives are designed to help students develop interpersonal and oral and written communication skills used by office professionals.

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## Photographic Technology

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This program is designed to meet individual student needs for either further study or immediate employment in the field of commercial and industrial photography. Students develop a wide variety of photographic and art related skills and the ability to use these skills to produce commercially viable photographs. Instruction covers portrait photography, still photography, fashion photography, and illustrative photography as well as digital imaging. An internship is available to provide practical experience.

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## Professional Pilot Technology

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The Professional Pilot Technology program provides students with training and curriculum designed to meet the regional airline industry requirements for pilots. Graduates of the program obtain the following Federal Aviation Administration (FAA) certificates, ratings and exams: Private Pilot Certificate, Instrument Rating, Commercial Pilot Certificate, and Multi-engine Rating.

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## Radio and Television Broadcasting

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This program is designed for students who intend to seek employment in radio, television, and production companies, as well as allied fields such as in-house educational and industrial studios. The curriculum provides introductory and advanced courses essential to the professional program. It stresses hands-on equipment used in both the radio and TV laboratories. Students will have access to a professional broadcast level studio complex, high-end cameras, Beta SP editing suites, nonlinear editing systems and video graphics animation facilities. Students will complete portfolio-quality productions.

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## Theater & Entertainment Technology

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This program is designed to prepare students for employment as theater and entertainment technicians, sound controllers, grips, dressers, prop makers, lighting equipment operators, high riggers, lighting technicians, stage hands or to provide supplemental education for persons previously or currently employed in these occupations. An internship is required to provide practical experience.

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## Travel and Tourism Industry Management

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This program is designed to meet the educational and basic experience requirements for employment in the travel industry, e.g. travel agencies, airlines, cruise lines, and private-business travel departments. It combines general

education courses, travel occupation courses, and special travel laboratory courses in order to prepare the student for competent application of the skills required to work as an agent, consultant or manager.

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## Advanced Technical Certificate Programs

The Advanced Technical Certificate is available to students who have already been awarded an Associate in Science Degree and wish to upgrade their skills. Students must successfully complete a prescribed set of courses at the advanced level in order to be awarded the Certificate

CERTIFIED FLIGHT INSTRUCTOR  
FIRST OFFICER FLIGHT

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## Certified Flight Instructor

This certificate program is designed to provide the student with the skills required to achieve FAA certification in a coordinated ground and flight instructional program. Students will earn the Flight Instructor Certificate and be eligible for employment in the aviation industry as a flight instructor.

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## First Officer Flight

This certificate is designed to give students advanced aeronautical experience appropriate for transition to the first officer position with a regional airline.

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## College Credit Certificate Programs

College Credit Certificate Programs require fewer credits than an Associate in Science degree and are Florida Department of Education Certified College Credit programs. The college credits granted in these programs will apply towards the related Associate in Science degree. Upon completion of the program the student receives an institutional College Credit Certificate, and the student's transcript will be noted with the program title completed.

ACCOUNTING APPLICATIONS  
AIR CARGO AGENT  
AIRLINE/AVIATION MANAGEMENT  
AIRLINE RESERVATION & TICKETING AGENT  
EMBALMING  
EMERGENCY MEDICAL TECHNICIAN  
FOOD AND BEVERAGE EXPORTING  
MORTGAGE FINANCE  
OFFICE SYSTEMS SPECIALIST  
PARAMEDIC  
PASSENGER SERVICE AGENT  
PROMOTION MANAGEMENT  
RADIATION THERAPY SPECIALIST  
SMALL BUSINESS MANAGEMENT

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## Accounting Applications

This program is to prepare students for employment as accounting clerks, data processing, junior accountants, and assistant accountants or to provide supplemental training for persons previously or currently employed in these

occupations. The program prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports.

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## Air Cargo Agent

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This program is designed to give students the skills required to gain employment as an Air Cargo Agent. The program can be completed in one or two semesters with the classes offered during the day or evening hours. As of the credits earned can be applied towards an Associate of Science degree in Aviation Administration, which is fully transferable to several Florida schools for a Bachelor of Science degree.

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## Airline/Aviation Management

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This program will provide the student with aviation management skills in an accelerated time frame. These include areas such as airline/aviation industry knowledge, management skills, marketing, law and operations. Students will learn how to take industry concepts and apply them both individually and as a team. They will be able to gain insight into the actual issues involved in running an airline at both micro and macro levels, from a leadership perspective. They will also acquire up to date knowledge about airline/aviation technologies and law, and the latest management concepts and practical application of theories to real life aviation scenarios.

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## Airline Reservation & Ticketing Agent

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This program is designed to give students the skills required to gain employment as an Airline Reservation Agent, Ticketing Agent, Customer Service Representative or Gate Agent. All students in the certificate program will learn to use the American Airline's SABRE reservation system.

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## Embalming

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This program is designed for those students who wish to be embalmers only and has elected not to consider funeral direction as part of their career choice. Some states may not accept single licensure. Students who plan funeral service licensure in other states must register as student trainees with their respective state boards prior to enrollment at Miami-Dade Community College in the Funeral Services Education curriculum.

Students in this program are given a broad understanding of all phases of embalming as well as the public health responsibilities of the embalmer. The American Board of Funeral Service Education and the Florida State of Funeral Directors and Embalmers accredit courses in the curriculum.

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## Emergency Medical Technician (EMT-B)

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This college credit certificate program is a three course, one semester program which prepares students to function in the hospital and pre-hospital environment. Graduates of the program can perform clinical data collection, patient assessment, and provide immediate care and safe relocation of the acutely ill. Satisfactory completion of the program will qualify the graduate to sit for the state and/or National EMT Certification Examination. The program is approved by the State of Florida, Department of Health and Rehabilitative Services.

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## Food and Beverage Exporting

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This program will cover product handling, storage, labeling, packaging and documentation. It will address the regulatory differences found in moving a product through customs in foreign countries with an emphasis on Latin America and the Caribbean.

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## Mortgage Finance

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This 36 college credit certificate in mortgage finance prepares individuals for a variety of careers in the mortgage finance industry, and can be applied towards the A.S. degree in Financial Services. Students will benefit from a curriculum developed in partnership with mortgage finance industry professionals to address the most contemporary issues, and skills needed for success in the field.

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## Office Systems Specialist

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The office software specialist program prepares students who desire college level training in microcomputer software applications. Students completing this specialization are prepared for entry to mid-level positions in office automated careers.

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## Paramedic

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See listing under Medical Center Campus

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## Passenger Service Agent

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This program is designed to give students the skills required to gain employment as a Passenger Service Agent, including gate and ramp responsibilities. Students will be required to do an internship with a commuter or major airline.

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## Promotion Management

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This program is to prepare students for employment as advertising and display specialists, marketing, advertising, public relations manager, public relations specialists, or to provide supplemental training for persons previously or currently employed in these occupations. The content will include but not be limited to advertising and display of merchandise and managing this function.

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## Radiation Therapy Specialist

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See heading under Medical Center Campus

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## Small Business Management

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This program is to prepare students for the operation of a small business to become small business owners/entrepreneurs. It also provides supplemental training for persons previously or currently operating or owning a small business.

The program prepares individuals to become proficient in the planning, organizing, directing, and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economics resources, and decision making. Emphasis is given to the ownership of small business enterprises.

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## Vocational Credit Certificate Programs

These programs prepare students to enter a specific career or vocation. To complete a program students must demonstrate that they have mastered specific job-related performance requirements as well as communication and computation competencies. Upon the completion of a program students will be awarded a Vocational Credit Certificate.

Vocational Credit Certificate programs vary in length from 44 to 1,965 hours depending on the complexity of the individual program. Students entering programs which are more than 180 hours will be tested initially for basic communication, computation and reading skills and those who score below the required Department of Education grade level designated for each program, per Section 233.0695F.S, will be required to take appropriate basic skills training prior to the completion of their respective programs.

Vocational credit students are eligible for financial aid as long as they are enrolled in programs greater than 600 credit hours.

## Vocational Credit Certificate Programs

Allied health programs are offered at the Medical Center Campus only. See page 74.

ACADEMY OF FASHION MARKETING  
ACADEMY OF INTERNATIONAL MARKETING  
ACCOUNTING OPERATIONS  
ADMINISTRATIVE ASSISTANT  
ARCHITECTURAL DRAFTING  
BAIL BONDING  
BUSINESS COMPUTER PROGRAMMING  
BUSINESS SUPERVISION AND MANAGEMENT  
CODER/BILLER SPECIALIST  
COMMERCIAL ART TECHNOLOGY  
CORRECTIONAL OFFICER  
CRIMINAL JUSTICE ASSISTING  
CUSTOM GARMENT MAKING/TAILORING  
CUSTOMER ASSISTANCE  
EARLY CHILDHOOD EDUCATION  
ELDERLY AND DISABLED CARE SERVICES  
ELECTRONIC TECHNOLOGY  
FIRE FIGHTING  
INSURANCE MARKETING  
LAW ENFORCEMENT OFFICER  
LEGAL SECRETARIAL  
MECHANICAL DRAFTING  
MEDICAL ASSISTING  
MEDICAL RECORD TRANSCRIBING  
MEDICAL SECRETARY  
NETWORK SUPPORT SERVICES  
PC SUPPORT SERVICES  
PHARMACY TECHNICIAN  
PHLEBOTOMY  
PRINTING AND GRAPHIC ARTS  
PRIVATE SECURITY GUARD  
REAL ESTATE MARKETING  
RESPIRATORY CARE TECHNICIAN  
TELEVISION PRODUCTION  
TELLER OPERATIONS  
TRAVEL AGENCY OPERATIONS

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## Academy of Fashion Marketing

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This Vocational Certificate Program in Fashion Marketing introduces the student to merchandising, fashion coordination, business operations and visual display. Retail store merchandising activities will receive special emphasis. TABE is required.

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## Academy of International Marketing

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Participants in this program will receive basic knowledge of documentation procedures and classification, ocean and airfreight procedures and international marketing strategies. The program prepares students for entry level positions in the field of international trade, with import/export companies, steamship lines, custom lines or freight forwarders. It also serves to upgrade skills of individuals involved in the international field. The program leads the student through three completion points. Students may stop at any completion point and receive recognition for those skills earned. TABE is required.

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## Accounting Operations

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This program prepares students for employment as accounting clerks, and other entry -level positions in a financial environment. TABE is required.

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## Administrative Assistant

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This program is designed to prepare students to enter the work force with the basic skills usually required of an office receptionist, office manager, or office supervisor. TABE is required.

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## Architectural Drafting

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This program prepares students for employment as architectural, construction engineering, and building construction drafters, and training for persons previously or currently employed in these occupations to adjust to the new technology being applied. It is also an option available for persons desiring to enter the building construction industry in related job classifications, other than drafting.

The program includes courses in drafting, construction materials and methods, building codes, construction estimating, construction laws, and other related construction courses. TABE is required.

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## Bail Bonding

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This program includes an introduction to the criminal justice system, duties of surety and bail bond agents; bail bonding process, bail bond laws and regulations.

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## Business Computer Programming

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This program is designed to prepare students for employment as a business microcomputer programmer. The training is designed to provide an understanding of microcomputer software and an in-depth knowledge of microcomputer programming. Information systems and database management systems will be developed to the intermediate level. Microcomputer programming skills will be developed. The student may stop at any completion point and receive recognition for those job skills earned. The program is offered day or evening/weekend packages. TABE is required.

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## Business Supervision and Management

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The purpose of this program is to prepare students for employment as assistant managers, managers and office supervisors and other entry level supervising positions in a business environment. TABE is required.

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## Commercial Art Technology

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This vocational credit certificate program will give students employability skills for the printing, publishing, electronic communication, design or advertising business. It is designed to give creative students a rewarding and challenging career in the artistic field of printing, publishing, electronic communication and advertising. All printed and electronic communication require graphic design. The program includes extensive electronic publishing instruction for digital painting, illustration, layout and 2 and 3-D modeling. An art aptitude is required or supplemental classes may be taken. M-DCC's Graphic Communications department offers one of the most extensive electronic publishing teaching facilities in the United States. This program articulates with the Associate in Science degree in Graphic Design Technology. TABE is required.

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## Correctional Officer

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This program prepares students for certification as correctional officers in the State of Florida. Criminal Justice Standards and Training, Department of Education, and local standards will be met. Graduates of the program must successfully complete the state certification exam to be granted certification for employment. Topics include human behavior, law, communications, correctional operations, first responder, and related topics. There is emphasis on practical applications and competency-based performance. This is the only approved training program for employment in Miami-Dade County as a corrections officer. TABE is required.

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## Criminal Justice Assisting

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Criminal Justice Assisting prepares students for careers as public service aides in police departments. Emphasis is placed on traffic accident investigation, basic law, parking enforcement, human skills and communications. Evaluation is practicum based. Students are sent to training by the employing agency. This program is offered at the School of Justice only.

Certificates of Participation are available for completion of the Public Service Aide course or either of the Parking Enforcement courses. Handicapped Parking Enforcement is offered only to students sent by Metro-Dade C-SAIL agency. Students without police department or agency affiliations may enroll in the Parking Enforcement Specialist Training course. TABE is required.

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## Custom Garment Making/Tailoring

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Custom Garment Making/Tailoring prepares students for employment in the apparel industry as assistant designers, designers, pattern-makers, graders, illustrators and other related areas. Students will receive hands-on experience in custom garment making/tailoring and production activities. TABE is required.

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## Customer Assistance

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The purpose of this program is to prepare students for employment in file clerking, general office clerking, customer care representation and customer care specialization. TABE is required.

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## Early Childhood Education

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This certificate program prepares students for initial employment as a child care worker, infant/toddler teacher, or Family Child Care Provider.

The content for this program includes: child growth and development; maintaining a safe, clean and healthy environment; program planning for developmentally appropriate classrooms; rules and regulations governing child care programs; communication and employability skills. This program prepares individuals as child care personnel to assume major responsibilities for caring and guiding the development of infants and toddlers. TABE is required.

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## Elderly and Disabled Care Services

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The Elderly and Disabled Care Services program is designed to prepare students for employment in the field of gerontology in areas such as Recreational Therapy (as Activities or Recreational Assistants), Care Management (as Case Manager Assistants or Home Health Coordinators, and Assisted Living Management (as Adult Family Homes, Assisted Living Facilities or Elder Housing Managers). TABE is required.

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## Electronic Technology

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This program prepares individuals to assemble, install, operate, maintain, trouble shoot and repair electronic equipment used in the industry and also related to the design theory and analysis of electronic systems and application. To complete this program student should be able to use the various types of equipment found in general use throughout the electronics industry. TABE is required.

### Fire Fighting

This program prepares students for employment and certification as a fire-fighter in accordance with Florida Statutes 633. The Division of State Fire Marshall, Bureau of Fire Standards/Training, approves the program. TABE is required.

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## Insurance Marketing

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The insurance marketing program is designed to prepare students for employment in the insurance industry as sales agents or sales representatives. Students completing this program will be prepared to take required exams and successfully pursue a career in the insurance field. Individual courses can be taken to secure supplemental training for people previously or currently employed in the insurance industry. TABE is required.

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## Law Enforcement Officer

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The Law Enforcement program prepares students for certification as police officers in the State of Florida. All Criminal Justice Standards and Training, Department of Education, and local standards will be met. Graduates are eligible for employment with any law enforcement agency in the state upon graduation from the program and successful completion of the state certification exam. Topics include law, human behavior, patrol, traffic, criminal investigations and communications. There is an emphasis on practical applications and competency based performance in this full-time, 40 hours per week program.

This option is for recruits sponsored by local law enforcement agencies.

One part-time evening program per year is scheduled for sponsored recruits who maintain their civilian employment while attending the academy. TABE is required.

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## Legal Secretarial

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This program is designed to prepare students for entry -level employment as legal secretaries, secretary assistants, or to provide supplemental training for persons previously employed in these occupations. TABE is required.

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## Mechanical Drafting

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This program prepares students for employment as drafters who will be qualified to complete detailed working drawings in mechanical, structural, electrical and building construction applications. The program will also provide training for persons previously or currently employed in the field.

The program includes courses in mechanical drafting, computer-aided drafting and design (CADD), building construction, mechanical devices, electronic drafting, land surveying, blueprint reading and analysis. TABE is required.

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## Network Support Services

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This program prepares the students for employment as microcomputer network technicians and specialists. Basic clerical skills, network help desk skills, support specialist skills, and network administrator skills are included in the program. The Division of Workforce Development has developed this program as a high skill/high wage program. TABE is required.

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## PC Support Services

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This program is designed to prepare students for employment as microcomputer software application specialists. Microcomputer and general business courses are included. Hands on experience is an integral part of the program. Activities include the use of keyboards, microcomputers and peripheral equipment with widely used business applications software. These software packages include word processing, electronic spreadsheet, database and other applications. The general business courses include business mathematics, accounting, and general office procedures. TABE is required.

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## Printing and Graphic Arts

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The vocational credit certificate program will give students employability skills for the printing and publishing industry. M-DCC's Graphic Communications department offers one of the most extensive electronic publishing facilities in the United States. Students will have coursework on production workflow processes from the design concept to the finished printed product. Students will get hands on experience with graphic design, estimating, color theory, electronic scanning, page make-up, imposition, electronic color retouching, and presswork. This program articulates with the Associate of Science degree in Graphic Arts Technology. TABE is required.

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## Private Security Guard

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The Private Sector Security Training Program is one of the largest security training programs available to individuals and independent agencies in Florida for training officers seeking state licensure. It provides state mandated training required to obtain a "D" (unarmed) and "G" (armed) license as well as multiple advanced and in-service programs.

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## Real Estate Marketing

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The Real Estate Marketing program has two options. The sales option is designed to prepare students for employment as real estate salespersons. Successful completion of “Principles and Practices 1” allows the student to sit for the state license examination.

The agency option prepares students to become real estate brokers. Successful completion of “Principles and Practices 2” allows the student to sit for the state license examination. Individual courses can be taken to secure supplemental training for individuals previously or currently employed in the field. TABE is required.

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## Television Production

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This vocational credit certificate program is a practical hands-on introduction to the policies and procedures, equipment and tasks that must be understood by the entry-level television production technician. In addition to the laboratory simulations that each course contains, internship experience is provided to prepare the participant for successful job entry. In addition, the student will learn both analog and digital editing procedures. TABE is required.

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## Teller Operations

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This program provides the hands-on training and background information needed for obtaining a position as a teller in today’s banking industry. It reflects the changing responsibilities of tellers due to industry and legal compliance issues that are occurring in the financial services area.

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## Travel Agency Operations

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This program is designed to address the needs of employees and managers in the travel industry, with particular concern for retail and specialty travel arrangements. The program of study includes Introduction to the Travel Industry, Convention and Meeting Planning, and Incentive/Specialty/Cruise Travel. Students will learn to develop, promote and sell in an entrepreneurial environment. TABE is required.

# Medical Center Campus

The College offers a variety of educational opportunities for those who wish to prepare for health care careers. Each nursing and allied health program is designed to offer a combination of technical and general education courses. The technical courses are both didactic and clinical, requiring students to apply knowledge in a health care setting. The programs are usually two years in length and lead to an Associate in Science Degree. The College also offers shorter College Credit Certificate and Vocational Credit Certificate Programs in health care fields.

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## Program Admission

Students should not interpret acceptance into the College as automatic eligibility to enter the nursing or other allied health programs. Those desiring enrollment in a program must first consult with an advisor in the New Student Center on Medical Center Campus and are encouraged to attend program information sessions. There are basic admission requirements;

Students must:

1. be high school graduates or have a G.E.D.
2. complete admission to Miami-Dade Community College.
3. submit the completed program application by the designated due date to the Medical Center Campus.
4. complete the computer placement test (CPT), if required, and any required college preparatory courses.
5. have a minimum grade point average of 2.0 for all college work attempted unless waived by program chairperson/director.
6. have achieved a grade of “C” or above in any general education or natural science courses required for program selection.

An applicant who has been convicted of a felony or the subject of an arrest pertaining to a controlled substance should confer with an authorized representative of the regulatory/licensing agency to determine eligibility for future credentialing and practice. Graduates are subject to the laws, policies, and procedure of their respective regulatory/licensing boards. The College cannot assure licensure/certification.

Students are subject to the Policies and Procedures of affiliating agencies.

Admission requirements are subject to revision. Students should obtain the most current program information from the New Student Center on the Medical Center Campus. A program may have additional published selection criteria.

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## Student Selection/Progression

Most allied health and nursing programs at the Medical Center Campus are limited in the number of students they can enroll. These enrollment limits are based on:

1. accreditation criteria/essentials and/ or state licensure regulations,
2. clinical rotation site availability,
3. on-campus clinic and/or laboratory facilities, and
4. employment opportunities.

Programs will make student selection decisions on the basis of published criteria. Applicants with comparable non-collegiate preparation in nursing or an allied health field may be awarded credits through examination and validation.

In keeping with its mission and goals, and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the Medical Center Campus promotes an environment of respect and support for persons with disabilities and will make reasonable accommodations. The definition of individuals with disabilities are those who currently have, have a record of having, or are regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, and working.

Individuals applying for admission, progression to clinical courses, and graduation from a program in nursing or allied health must be able to meet the physical and emotional requirements of the academic program. In addition, students admitted to programs in nursing and allied health technologies must possess:

- the emotional maturity and stability to approach highly stressful human situations in a calm and rational manner,
- the ability to make clinical judgment using critical thinking,
- the ability to adhere to ethical standards of conduct as well as applicable state and federal laws, and
- the ability to effectively communicate, orally and in writing, with patients and their families, colleagues, health care providers and the public.

An individual who poses a direct threat to the health or safety of others or themselves may be denied admission, progression, and graduation. The college's determination that a person poses a direct threat will be based on an individualized assessment that relies on current medical evidence or on the best available evidence to assess 1) the nature, duration and severity of the risk; and 2) the probability that the potential injury will actually occur. For additional information on specific, job-related standards, consult the program of your choice.

Due to the unique responsibilities involved in the nursing and allied health professions, each program reserves the right to require that the student who does not meet all of the published technical/performance standards for a program may be requested to withdraw from that program and be guided into another curriculum of study at the College.

For information concerning pre-professional programs in the medical, nursing and allied health fields which are designed to prepare students for transfer to upper division colleges and universities, consult the section on Associate in Arts Programs.

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## Associate in Science Degree Programs

DENTAL HYGIENE

DIAGNOSTIC MEDICAL SONOGRAPHY SPECIALIST

EMERGENCY MEDICAL SERVICES

HEALTH INFORMATION MANAGEMENT

MEDICAL LABORATORY TECHNOLOGY

MIDWIFERY

NURSING, R.N. (ACCELERATED)

NURSING, R.N. (GENERIC)

NURSING, R.N. (TRANSITIONAL)

PHYSICAL THERAPIST ASSISTANT  
PHYSICIAN ASSISTANT  
RADIATION THERAPY TECHNOLOGY  
RADIOGRAPHY  
RESPIRATORY THERAPIST  
OPTICIANRY

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## Dental Hygiene

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The Dental Hygienist is a licensed member of the dental health team dedicated to helping patients maintain optimal oral health and prevent dental disease. The Dental Hygienist performs dental cleanings, teaches patients proper oral care, takes x-rays, and provides nutritional counseling.

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## Diagnostic Medical Sonography Specialist

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This program prepares the student to become a diagnostic medical sonographer. The diagnostic medical sonographer provides patient services using diagnostic ultrasound under the supervision of a doctor of medicine or osteopathy who is responsible for the use and interpretation of ultrasound procedures. The sonographer assists the physician in gathering sonographic data necessary to reach diagnostic decisions. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits this program in collaboration with its Joint Preview Consortium on Education in Diagnostic Medical Sonography.

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## Emergency Medical Services

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This program is designed according to national and state standards. Graduates will perform as advanced practitioners and as leaders in the technical, supervisory and managerial aspects of advanced emergency care. Graduates will be prepared primarily for employment in agencies providing pre-hospital emergency medical care and secondarily for jobs in emergency and other acute care areas of the hospital. The Joint Preview Committee on Educational Programs accredits this program for the Emergency Medical Technician/Paramedic.

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## Health Information Management

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This program prepares the student for employment as a health information technician in a variety of health care facilities. The technician may function in various capacities, having responsibilities such as preparing, abstracting and processing of health information. Statistics research, medical-legal issues, coding of diseases and procedures, and storage and retrieval of health information for research, are other aspects of the curriculum. The management of computerized health information is emphasized. Clinical practice is conducted in local health care facilities under the supervision of qualified professional personnel.

The Commission on Accreditation of Allied Health Programs (CAAHEP) accredits the program in collaboration with the American Health Information Management Association (AHIMA). The graduate is therefore eligible to write the national qualifying examination for Accredited Record Technician (A.R.T.).

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## Medical Laboratory Technology

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This program is designed to prepare the graduate for employment as a member of the health care delivery team working in a hospital or private clinical laboratory. As a vital member of the health care field, these professionals analyze clinical samples and provide reliable laboratory data that assists the physician in the diagnosis and treatment of disease. Graduates of this two-year program are eligible for Florida State Technician's licensure and national registry with the American Society of Clinical Pathologists (ASCP). The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

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## Midwifery

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This Associate in Science Degree is designed to satisfy the educational requirements of the Florida Department of Health in order to allow the graduate to take the state board examination to become a Florida Licensed Midwife.

Classroom and clinical instruction incorporates the core competencies established by the Midwives Alliance of North America and the American College of Nurse-Midwives. The State of Florida Council of Licensed Midwifery approves this program.

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## Nursing - R.N. (Accelerated)

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This program option in nursing is designed to prepare students with baccalaureate degrees in other disciplines for a career as a registered nurse (RN). The content and clinical experiences are designed to meet the learning and professional socialization needs of this special category of students.

The program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

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## Nursing - R.N. (Generic)

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This basic, two-year option in nursing is designed to prepare the graduate for entry-level practice into the health care delivery system. Theory and clinical components are taught with each course. Integration of theory content takes place under the supervision of nursing instructors in designated clinical practice settings. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

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## Nursing - R.N. (Transitional)

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This one-year program option in nursing is designed for Licensed Practical Nurses and selected other individuals with national certification in an entry level health care career who are qualified to practice in Florida. The course content and clinical experiences are designed to meet the learning needs of the student and to prepare the graduate for entry into professional nursing practice.

The program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

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## Physical Therapist Assistant

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This program prepares students for employment in hospitals, rehabilitation centers, nursing homes, private practices or other qualified health care agencies. Graduates will work under the supervision of a physical therapist in the promotion of optimal human health and function through the application of scientific principles to prevent, identify, correct or alleviate acute or prolonged physical disability of anatomic or physiologic origin. Externship or clinical practice is conducted in local health care facilities under the supervision of qualified professional personnel. The Commission on Accreditation in Physical Therapy Education accredits the program. Graduates of the program are eligible to take the State Board Examination and receive an Associate in Science degree in Physical Therapist Assisting.

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## Physician Assistant

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Graduates of this 25 month Associate in Science Degree program are prepared for employment as members of the health care delivery team to work under the direct supervision of a licensed physician. Students are instructed in various aspects of medical care, theory, instrumentation, diagnoses and treatment, including the prescribing and administration of drugs. There is a concentration of general education and physician assistant courses combined with hospital and office practice under the supervision of licensed health care providers. Graduates will be eligible to sit for the National Commission on Certification of Physician Assistants (NCCPA) Examination. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) has provisionally accredited this program.

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## Radiation Therapy Technology

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Miami-Dade Community College and Jackson Memorial Hospital jointly sponsor the Radiation Therapy Technology Program. The Associate degree program prepares the student to function as a radiation therapist. The radiation therapist is a key member of the professional team using various forms of radiation to treat cancer. Three major areas of responsibility are daily treatments, patient support and treatment planning. The educational process includes a close integration of classroom, laboratory and clinical education.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits this program. Successful completion of this program qualifies graduates to sit for the national registry examination leading to certification as a registered radiation therapist.

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## Radiography

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This program is designed to prepare selected students to qualify as radiologic technologists in hospitals, outpatient diagnostic imaging centers and private physician offices. These contributing members of the allied health team provide quality radiographs for medical diagnosis and assist various physician specialists in radiologic procedures to obtain valuable diagnostic information. Successful completion of this two-year program qualifies graduates to sit for the national registry examination leading to certification as a registered radiologic technologist in radiography and gain employment as a radiographer.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits this program.

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## Respiratory Care Therapist

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This program prepares students for employment in health care agencies where they will work with the physician and other professionals in treating patients with respiratory ailments or injuries affecting respiratory function. Emphasis will be placed on supervised clinical instruction and practice in local health care facilities. Completion of this two-year accredited program enables the graduate to apply for entry into the examination process of the National Board for Respiratory Care for both the technician and therapist level examinations. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits this program.

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## Opticianry

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Graduates of the 20 month Associate in Science Degree Program in Opticianry work in private practice, retail optical offices, and doctor's offices. Students complete required general education courses and two years of program courses to become eligible for the Associate in Science Degree. Students are prepared to sit for the registry examinations of the American Board of Opticianry (ABO) and National Contact Lens Examiners (NCLE). Upon completion of these examinations, graduates are eligible to apply to the Florida Board of Opticianry to become Licensed Dispensing Opticians (LDO).

The first year of program courses is identical to those of the Optometric Technician. Thus, Opticianry students are eligible to apply to sit for the registration examination as an Optometric Technician (Opt.R). In addition to classwork,

students gain supervised experiences in the campus' Vision Care Clinic, in retail opticianry offices, and in optometrists' and ophthalmologists' offices. Graduates make, verify, and deliver lenses; frames and other specially fabricated optical devices and/or contact lenses upon prescription to the intended wearer. The optician's functions include prescription analysis and interpretation, determination of the lens forms best suited to the wearer's needs, the preparation and delivery of work orders for the surfacing of lenses and the fabrication of eyewear, the verification of the finished ophthalmic products and adjustment, replacement, repair and reproduction of previously prepared ophthalmic lenses, frames, and other specifically fabricated ophthalmic devices. The Commission on Opticianry Education accredits this program.

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## Special and Additional Requirements to Specific Associate in Science Degree Programs

### Emergency Medical Services

1. Entry into ANY EMS course is restricted to students who have met with an EMS advisor and have received their approval to enter the class.
2. If you wish to take any EMS course, you should note that they must be taken in order. You must complete First Responder (EMS 1059), then Emergency Medical Technician (EMS 1119 and 1119 L) and finally Paramedic (six separate courses).
3. If you wish to enter EMT or paramedic courses, you must have passing scores on the CPT or have satisfactorily completed the required college preparatory courses. You may be exempt from the CPT as per the College catalog. The CPT is not required for First Responder.
4. You must demonstrate comprehension and proficiency in the English language at the College level.
5. You MAY (at the discretion of the Program Director) receive credit for certain classes (EMS 1059, 1119 or 1119L) taken at other accredited institutions. However, you may not skip any required courses under any circumstances.
6. Once you have met the pre-requisites for Paramedic, you are reminded that you must have your application in by the deadline for the specific term you desire. Late applications will not be accepted.

### Health Information Management

Students must:

1. Type at a speed of 35 wpm or better. Taking OST 1100 or equivalent may fulfill this requirement.
2. Demonstrate comprehension and proficiency in the English language at the college level.
3. Satisfactorily complete an end-of-program competency assessment examination.

### Nursing, Associate Degree, R.N. (Three Options)

Interested students should submit an application to the School of Nursing, indicating their desired date of entry and desired nursing option, no later than three months before they wish to begin a nursing option. Late applications may be considered if space is available. Applications will be accepted up to two (2) years prior to the desired date of entry. Since space is limited, selection will be based on completion of the requirements listed below and the date the application is received in the School of Nursing. Students should contact the New Student Center on the Medical Center Campus to request a School of Nursing Information Booklet for specific, detailed information.

To be eligible for selection into a nursing option, all applicants must meet previously stated criteria and :

1. Have passing scores on the Basic Skills Assessment Test or have satisfactorily completed specified college preparatory courses. Applicants may be exempt from the CPT per college catalog.
2. Maintain a GPA of 2.0 or above on a 4.0 scale in college level courses, and receive a grade of "C" or its equivalent, or above in all courses which are required for admission.
3. Have accumulated no more than a total of six grades of "D", "F", or "W" in science courses required for the nursing curriculum  
(Anatomy and Physiology, Microbiology, and Chemistry, including labs).
4. Complete ENC 1101, PHI 2604, NUR 1143 and BSC 2085, 2085L, 2086, 2086L for a full-time track OR ENC 1101, PHI 2604, NUR 1143 and BSC 2085, 2085L for a part-time track prior to selection, at a minimum.

Applicants to the August 2000 class must also complete a Health Career Core, or its equivalent, to be eligible to begin a nursing option.

### Generic Option

This is designed for the student who does not have a bachelor's degree or previous health care education. It is also open to those applicants who prefer to enter this option. The full-time track takes two (2) years to complete. Classes begin each August and January. The part-time track takes three (3) years and begins in August. Courses with a course number beginning BSC or NUR are date sensitive. Refer to the School of Nursing Information Booklet for specific information.

## Transitional Option

This is designed for Licensed Practical Nurses (LPN) or select other individuals with health care education and licensure or certification.. Detailed information about eligibility requirements is found in the School of Nursing Information Booklet. The full-time track takes one (1) year to complete. Classes begin each August and January. The part-time track takes two (2) years and begins in January. Courses with the course number beginning BSC or NUR are date sensitive. Refer to the School of Nursing Information Booklet for specific information.

In addition to the requirements for all nursing applicants, students interested in the FULL-TIME track in the Transitional Option must complete all but three (3) of the general education and science course requirements for the nursing curriculum before beginning.

In addition, all applicants to the Transitional Option must:

1. Be licensed practical nurses in the State of Florida, or other selected individuals with specific experiences.
2. Demonstrate competency in the knowledge and skills in health care necessary to enter the program.

## Accelerated Option

This is designed for those who hold a bachelor's degree from an accredited institution in any field of study and seek a career change to nursing. This intensive, full-time program takes one (1) year to complete. Classes begin each January.

In addition to the requirements for all nursing applicants, students interested in the Accelerated Option must complete the following additional requirements to be eligible for selection:

1. Hold a bachelor's degree from an accredited institution.
2. Earn a score of 78 or above on the basic skills reading test (CPT).
3. Complete fifteen (15) natural science/mathematics credits, including BSC 2085, 2085L, 2086, 2086L, with a "C" or above. Accelerated Option candidates are exempt from NUR 1143 and the general education core but will be required to complete the Health Career Core, or equivalent, to be eligible for the January 2001 class.
4. Individuals who hold degrees from institutions outside the United States MUST refer to the School of Nursing Information Booklet for more specific information about their eligibility for this nursing option.

## Radiologic Technology

This program is designed for the radiologic technologist who is already a graduate of an accredited hospital program for the radiographer. Upon presentation of satisfactory evidence of such graduation and proof of current registration with the American Registry of Radiologic Technologists, students may be granted forty-five (45) credits and will be able to earn the Associate in Science degree by completion of twenty-one (21) additional credit hours.

Further information may be obtained by calling the Radiologic Sciences Department, Medical Center Campus.

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## College Credit Certificate Programs

EMERGENCY MEDICAL TECHNICIAN

OPTOMETRIC TECHNICIAN

PARAMEDIC

RADIATION THERAPY SPECIALIST

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## Emergency Medical Technician

This college credit certificate program is a three course, one semester program which prepares students to function in the hospital and pre-hospital environment. Graduates of the program can perform clinical data collection, patient assessment, and provide immediate care and safe relocation of the acutely ill. Satisfactory completion of the program will qualify the graduate to sit for the state and/or National EMT Certification Examination. The program is approved by the State of Florida, Department of Health and Rehabilitative Services.

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## Optometric Technician

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Graduates of this one year certificate program work under the direction of an ophthalmologist, optometrist or optician performing the skills of clinical data collection and ophthalmic dispensing. Graduates are eligible to sit for the registry examination given by the Council on Optometric Education to become registered Optometric Technicians (Opt.R.). The Council of Optometric Education accredits this program. All coursework can be applied to the Opticianry program. Upon completion of one additional year of program courses and required general education courses, graduates are eligible for the Associate in Science Degree.

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## Paramedic

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This college credit certificate program trains State of Florida certified Emergency Medical Technician (EMT) as Paramedics. In addition to the responsibilities of an EMT, a graduate paramedic can perform certain invasive procedures under the direction of a physician. Satisfactory completion of the program will qualify the graduate to sit for the state and/or national Paramedic Certification Examination. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the program.

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## Radiation Therapy Specialist

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To be accepted into the program the student must be a radiographer (graduate of a JRCERT or equivalent accredited program in radiologic technology). The graduate will function as a radiation therapist, a key member of the professional team using various forms of radiation to treat cancer. Three major areas of responsibility are daily treatments, patient support, and treatment planning. The educational process includes a close integration of classroom, laboratory, and clinical education. The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the program.

### Vocational Credit Certificate Programs

(Offered at Medical Center Campus only)

CODER/BILLER SPECIALIST

MEDICAL ASSISTING

MEDICAL RECORD TRANSCRIPTIONIST

MEDICAL SECRETARY

PHARMACY TECHNICIAN

PHLEBOTOMY

RESPIRATORY CARE TECHNICIAN

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## Coder/Biller Specialist

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This 990 contact hour program prepares individuals for employment as coder/billers. The student will learn to translate diagnoses and procedures into numerical designation (coding) using the international classification of diseases (ICD-9-CM) and current procedural terminology (CPT-4). The program involves coding, classifying, and indexing diagnoses and procedures for purposes of standardization, retrieval, and statistical analysis. The student will also be trained to prepare and file medical insurance claim forms for reimbursement. Electronic claims transmission is included. There is special emphasis on ethical and legal responsibilities, data quality, financial reimbursement, diagnosis related groups (DRGs) and ambulatory patient classifications (APCs). TABE is required.

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## Medical Assisting

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This program prepares individuals to assist a physician in both business aspects and clinical functions of a medical office. Business functions include receptionist duties, insurance, medical records, bookkeeping and use of business office equipment. Clinical aspects include preparation of patient for examination, assessing vital signs, assisting with examination and treatment, administration of medications, basic laboratory procedures, and use of medical diagnostic and therapeutic equipment.

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## Medical Record Transcriptionist

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This program prepares individuals to transcribe medical records from physicians or other healthcare professionals recorded dictation and prepare and type reports in appropriate format for use of health facilities, physicians, insurance companies, legal proceedings and research specialists. Students also learn how to establish a home-based transcription business.

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## Medical Secretary

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This program prepares individuals for employment as medical secretaries, unit secretaries, medical office clerks, medical insurance secretaries, and medical records clerks. Individuals will learn to perform secretarial duties using knowledge of medical terminology, current word processing, spreadsheet and database software programs and medical office procedures.

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## Pharmacy Technician

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This program prepares individuals for employment as pharmacy technicians. The pharmacy technician works primarily in retail and hospital pharmacies under the supervision of a registered pharmacist. Packaging and distribution of medications are stressed throughout the program.

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## Phlebotomy

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This program is designed to prepare students for employment in a hospital laboratory, blood bank center, or other health care facility to collect blood by veinpuncture and capillary puncture. Students are taught safe and efficient work practices in obtaining adequate and correct blood specimens, collection of timed specimens, labeling, and transporting specimens correctly and in a timely manner to the appropriate laboratory sections. The Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B, and OSHA regulations are emphasized.

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## Respiratory Care Technician

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This program prepares the individual to specialize in the administration of general respiratory therapeutics. Respiratory therapy technicians may assume clinical responsibility for specified respiratory therapy modalities under the direct or indirect supervision of a therapist or physician, throughout health care facilities. This one-year program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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## Additional Offerings

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Division of Continuing and Community Education, Medical Center  
Campus

The Medical Center Campus provides professional continuing education for the health care community by offering courses in many of the nursing and allied health disciplines. Health care providers matriculate in these courses to meet state licensure, national registry, or certification requirements of the respective board or association. Students take these courses to maintain and update competence, learn new skills in their field, and/or become multi-skilled/cross-trained.

### **The Alliance for Employee Advancement**

College credit courses, for those pursuing associate degrees or meeting pre-requisites for baccalaureate programs, are offered on site for convenience of employees.

### **Contract Education and Custom Design Courses**

Courses can be developed on a contract-for-services basis with agencies. Individual courses or a series of offerings can be custom designed to meet an agency's specific educational and training needs.

### **Refresher Courses**

These courses are designed to keep health care professionals updated in their fields.

### **Licensing Examination Review Courses**

These courses prepare graduates for licensing examinations.

### **Contact Hours for Relicensure**

These courses focus on topics relevant to health care professionals; contact hours are provided for relicensure. Included are CPR, ACLS, HIV/AIDS, and domestic violence.

### **Cross-Training/Multi-Skilling**

These courses build on current expertise and expand practice possibilities. Included are EKG, Phlebotomy and Basic X-Ray Machine Operator; MRI, CAT Scan, and Mammography Skills for Radiographers; and IV Therapy for LPNs.

### **Internships/Preceptorships**

Clinically oriented programs are offered to cross-train Registered Nurses to assume new challenges in such areas as Perioperative, Intrepatum, Emergency Room, and Critical Care Nursing.

### **Professional Continuing Education Certificates**

These intensive programs include Bone Densitometry, Magnetic Resonance Imaging, Computerized Axial Tomography-CAT-SCAN, Mammography, Chemotherapy Administration and others.

### **Community Education**

Seminars, workshops, short courses, and lectures on a variety of health related topics are provided for non-profit organizations, schools, churches, and other community based organizations.

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## **Collegewide Academic Discipline Clusters**

The College has adopted a management approach to the delivery of occupational and technical education including respective transfer options through a system of discipline clusters. The primary objectives of the program clusters are to serve students more effectively and efficiently, providing more accessible programs county-wide and be more responsive to the needs of business and industry.

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## **School of Allied Health Technologies**

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The Medical Center Campus is committed to assisting qualified students interested in pursuing a career in the allied health field. The School of Allied health Technologies provides over twenty challenging vocational, certificate and degree programs. Many allied health professions have evolved to provide practitioners trained in sophisticated subspecialties of medicine or health care. The need for these professionals is increasing and they currently comprise the majority of health care practitioners in the United States.

Programs in the School of Allied Health Technologies prepare students for employment in a variety of allied health specialties located in hospitals, clinics, long term and chronic care facilities, physician offices and other locations. Programs have limited access; therefore, interested students are encouraged to contact the Medical Center Campus to receive current information regarding selection criteria for the specific allied health program of interest.

In collaboration with over one hundred health care organizations throughout Miami-Dade County, students receive theory, laboratory as well as clinical practice with “state of the art” equipment and by professionally licensed faculty. All degree programs are fully accredited through their respective state and national associations. In addition, many programs are among the oldest and largest of their kind in the United States. Program completion affords the graduate the opportunity to seek employment in a variety of health care settings while receiving a competitive salary and job satisfaction.

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## School of Aviation and Visitor Services

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The School of Aviation and Visitor Services is a Collegewide program administered by the Homestead Campus. It includes the Aviation Department currently housed at two sites: one adjacent to Miami International Airport and one at the Kendall Tamiami Executive Airport; the Travel and tourism Department at the North campus; and the Hospitality Management Program at the Wolfson Campus.

Associate in Science degree programs are available in: Aviation Administration, Aviation maintenance Management, Hospitality Management, Professional Pilot Technology and Travel Industry Management. An Associate in Arts degree in: Hospitality Administration, Travel and Tourism Management are also available.

In addition, short-term vocational credit and continuing workforce education training programs are offered in Air Traffic control, Travel Agency Operations, and Airport Safety and Security.

The School of Aviation and Visitor Services is proud of its comprehensive and substantive curriculum, qualified and certified instructional personnel, state of the art labs and simulators, and close working partnership with the aviation, hospitality, and tourism industries.

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## School of Business and Information Systems

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The School of Business and Computer Information Systems offers a full range of academic and vocational programs in the business and computer fields. Degree programs include the Associate in Arts and Associate in Science degrees along with vocational and college credit certificates. Courses offerings are available in a wide number of disciplines including Accounting, Business Administration, Computer Information Systems, Economics, Management, Marketing and Office Systems Technology.

The School has a long tradition of partnering with industry to offer students cutting edge instruction in various fields. Current partnerships include the American Institute of Banking, the Fannie Mae Mortgage Finance Program, Microsoft, CISCO, Nortel-Bay Networks and Oracle. Courses in the School of Business and Computer Information Systems are offered at the Wolfson, Kendall, Homestead, North and InterAmerican campuses.

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## School of Design Technology

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The School of Design Technology encompasses academic disciplines that incorporate technology as a tool to develop and design models for man-made structures, instruments, and/or objects. The uses of specialized computer applications and techniques, instruments, as well as methods of applied mathematics and science are emphasized. The School offers Associate in Arts and Associate in Science degrees as well as college and vocational credits certificates in areas of Architecture, Engineering and Technology, Interior Design, Graphics, and Printing.

The School offers students various educational opportunities on all six campuses of the College. The Design Technology departments at the Kendall, North, and Wolfson campuses offer degrees and certificates in architecture, interior design, building construction, computer graphic arts and design, computer aided drafting, printing technologies, all engineering specialties (civil, mechanical, electrical, computer, etc.), biomedical instrumentation, computer technology, electronics, telecommunication, and microcomputer maintenance and repair. The InterAmerican Campus offers courses for transfer students pursuing engineering fields. Students also have the opportunity to participate in engineering fields. Students also have the opportunity to participate in the Computers-for-School enterprise at the homestead Campus to enhance their technical and entrepreneurial skills in the microcomputer repair area. Design

Technology at the Homestead Campus also provides training for Nuclear and Industrial Maintenance Operators through a partnership with Florida Power & Light. Furthermore, the Medical Center Campus provides cooperative and hands-on training opportunities on the operation and maintenance of medical devices for biomedical engineering students.

The educational programs of the School of Design Technology are kept current with the needs of the community and local industry, thus providing students with high quality state-of-the-art training that is essential for succeeding in the workplace.

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## School of Community Education

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The School of Community Education's mission is to make our community college more accessible to the public and to meet community needs not served by traditional college programs. Through the community education departments located on each of the campuses, the school offers non-credit courses in recreational, continuing workforce education and adult education categories. Recreational courses cover a huge range of topics from aerobics to Zen for individuals who want to enrich their cultural experiences, pursue an interest, or learn alongside others with like interests.

Continuing Workforce Education courses are just-in-time courses intended to help the student improve his or her professional or occupational skills. These may be microcomputer workshops, preparing oral presentations, Building Contractor License Exam Preparation, or any of several hundred work related topics. Adult Education courses prepare the student to pass the GED test, or to master basic skills needed to be successful in one of the College's vocational credit certificate programs.

The School of Community Education endeavors to provide classes both on and off campus. Most classes are conducted in the evenings and on weekends at times that are most convenient to the students enrolling. In its effort to meet the diverse needs of a large, multifaceted community, the School also welcomes suggestions and requests for courses of interest that are not being offered.

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## School of Education

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Teaching is a vital and dynamic career choice. The teaching profession affords you the opportunity to influence and shape the future – our children. Trends in population growth, and aging teacher workforce, and the demand for class size reduction will create an estimated two million new teaching positions in the United States by the year 2010. Thus, there will be ample job opportunities for those who want to teach.

The School of Education provides education and training for pre-service teachers and for practicing professionals. Through our very affordable and accessible program, students become engaged with our dynamic faculty who help aspiring teachers develop the skills, attitudes and behaviors to become excellent practitioners.

The School offers programs in elementary, secondary, and early childhood education. Students may earn an Associate in Arts (A.A.) or Associate in Science (A.S.) degree, or a Vocational Credit Certificate (VCC). Professional development workshops also are provided.

The School provides courses that meet state certification and recertification requirements. Courses leading to the Child Development Associate Equivalency certificate, and the Child Care and Education Program Administrator Credential are available as well.

Students who complete the A.A. degree program may transfer to any of the state university Colleges of Education with junior level standing. Most of the private institutions also will grant A.A. degree-holders the same status. The A.S. degree will prepare students for immediate employment as early child care and education professionals, paraprofessionals in the public school system, or substitute teachers.

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## School of Entertainment Technologies

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South Florida is hot: sizzling with sophisticated television, film and recording production as never before. The entertainment industry's wild growth demands a technologically trained workforce that produces and directors are scrambling to find. Miami Dade Community College is perfectly poised to provide the workers in production technologies to meet the demand through its new School of Entertainment Technologies.

The School of Entertainment Technologies is multi-campus school based at the North Campus. The School of Entertainment Technologies incorporates the well-established departments of Film and Video and Radio/Television. These departments are housed at North Campus, although the radio station, WDGR, is housed at Kendall. Kendall

Campus is also the home of two other Entertainment Technologies program lines, Music Business and Sound Engineering. By Fall 2000 Entertainment Technologies will add Theatre and Entertainment Production to its roster, a North Campus program. Entertainment Technologies is also developing a Multimedia program, tentatively planned for Wolfson Campus.

Opened in 1993 as the “School of Film and Video,” Miami Dade Community College worked from the outset in partnership with South Florida movie and television industries to complete local efforts to build a strong infrastructure by providing motivated, skilled technicians interested in radio, television and film careers. Students learn to operate state-of-the-art equipment, and the facility includes a complete television studio. The School of Entertainment Technologies is one of only two community colleges in Florida to be designated a “Center of Film and Video Excellence” by the State.

At the same time, South Florida has become an important commercial music industry center—home to major record companies, music publishers, recording studios, production companies and other music-related industries. The Music Business and Sound Engineering programs of the School of Entertainment Technologies at the Kendall Campus include a state-of-the-art recording studio, MIDI electronic music production studio, computer lab and electronic classroom with internships and instructors who are active industry professionals.

Radio Broadcasting takes to the air on the Kendall Campus with a historically student-operated radio station with a proud tradition at 1600 kilocycles on the AM band, which over the years has contributed numerous future broadcasters to South Florida and the nation. The radio station will soon be expanding to all Miami Dade Community College campuses via RealAudio technology, making this a truly College-wide radio station. Now part of the School of Entertainment Technologies, the station’s on-campus quarters house a complete music library and the latest digital broadcast equipment with complete studios for up-to-date broadcasting.

Rounding out the new School of Entertainment Technologies, the North Campus is home to the new Theatre and Entertainment Production program aimed at a more broadly defined live events and entertainment industry. Nowadays the magic of show business goes far beyond the traditional theatre to include special effects, design, stagecraft, lighting, rigging, griping, gaffing, and sound techniques for theme parts, conventions, trade shows, outdoor concerts, parades, clubs, and even museums!

The full-time instructional and technical staff of the School of Entertainment Technologies is one of the largest and most production-oriented of any two-year college in the country. The professionals include radio, television, film, sound recording and computer graphic specialists. Experienced audio and video engineers, special effects technicians, editors, camera operators, lighting technicians, producers and directors give specialized production assistance and instruction to students. Many highly qualified part-time instructors drawn from local industries add to the credibility of programs. An exceptionally talented group of staff professionals works with faculty in production courses.

Students in the School of Entertainment Technologies have the opportunity to earn credits for an internship in their area of emphasis. South Florida has a growing film, video, recording and radio and live events industry with the number of productions increasing annually. The internship gives students work experience while introducing them to the area’s production companies, opening doors for future job placement.

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## School of Fire and Environmental Sciences

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The School of Fire and Environmental Sciences provides education to train professional in vital fields of hazardous waste management, maritime and land based fire and environmental management, and wetlands management, which are in high demand. The Miami-Dade Community College, School of Fire and Environmental Sciences trains men women to meet the exacting standards of the United States Coast Guard, the U.S. Occupational Safety and Health Administration and the U.S. Environmental Protection Agency and the State of Florida. The Fire Science program prepares students for a variety of technical positions in the area of fire prevention and control. It meets the Florida requirements for fire service as well as those of federal and state agencies such as the U.S. Coast Guard.

Students completing the Associate of Science in Fire Science Technology can obtain positions in fire departments, state and local agencies, the maritime industry and many others. Students entering the Environmental Science program are trained in proper chemical management, pollution control and watershed management. Those who complete the program will find positions in federal, state and local agencies as well as a large variety of industries using chemicals and creating possible pollution.

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## School of Justice

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The School of Justice, located on the North Campus, is a cooperative project of federal, state, county, and local governmental agencies and Miami-Dade Community College. The school has five divisions.

The primary purpose of the Police and Corrections Training Institutes is the centralization of the education and training of personnel in the field of criminal justice for South Florida. The essential rationale for establishing the Institutes was based on the need to provide a consolidated facility for all levels of instruction consistent with the needs of the various elements within the criminal justice system. The programs emphasize campus/institute interaction and encourage mutual student/trainee/community involvement in both the institute programs and college courses. Attendees are employed by local/state criminal justice agencies, or are self-sustained in corrections training under the alternative certification method called Pre-Service Institute (PSI) Program.

The Private Sector Security Training Program was instituted in response to 1989 legislation requiring minimum standards training for licensure. The training programs are designed to provide security officer candidates with the minimum standards training required by the State of Florida for licensure as Class "D" (unarmed) or Class "G" (armed) security officers.

The Assessment Center is also housed in the School. This organization assists agencies in conducting screening and personnel selection activities for both entry level and promotions of criminal justice personnel and other public sector agencies.

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## School of Nursing

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The School of Nursing offers three options leading to the Associate in Science degree in nursing and eligibility to apply to sit for the licensing examination for registered nurse practice (NCLEX-RN). All three nursing options- Generic, Transitional, and Accelerated- combine class work with clinical nursing experiences in local hospitals and agencies. In addition to nursing classes and clinical assignments, students must take a series of general education and basic science courses, which are typically completed prior to beginning courses on the Medical Center Campus. Students in any of the options should possess at least college-level cognitive, communication, and computational skills. Each nursing option is designed to meet the individual needs of its students.

Included under the umbrella of the School of Nursing is the Midwifery Program. This Associate in Science degree program prepares graduates to apply to take the Florida State Licensure Examination to become Licensed Midwives. Licensed Midwives provide independent, comprehensive maternity care to low-risk clients.

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## Special Academic and Other Programs

In meeting its commitment to serve the community, Miami-Dade Community College offers a variety of programs both on and off campus to meet the specific educational needs of the groups involved.

These may take the form of specially structured programs on campus or courses, seminars, or workshops offered at times and locations that serve the greatest interests and needs such as:

- Assistance to companies and governmental agencies in conjunction with their own training programs;

- Workshops, seminars and institutes in cooperation with business, professional, or other groups;

- Recreation, personal improvement, and cultural activities;

Miami-Dade Community College offers post-secondary occupational career offerings, to serve business, industry, the professions and governmental agencies.

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## Academic Resource Center

(InterAmerican Campus)

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The Academic Resource Center (ARC) is an interdisciplinary computer lab facility offering InterAmerican Campus students state-of-the-art computer-aided instruction support (CAI) in virtually every discipline offered at this campus.

Its extensive collection of computer software contains hundreds of programs for the following areas: Accounting, Business Data Processing, English (ESL, ENS, and ENC) grammar, library research, punctuation, reading, spelling, vocabulary, writing; Foreign Languages (French, Spanish, Portuguese, Italian, German); History (World, American); Humanities (art, literature, music, philosophy); Keyboarding; Mathematics (algebra, analytic geometry, basic math, calculus, trigonometry, statistics); Natural Sciences (botany, chemistry, ecology, earth science, physics, zoology); Social Sciences (anthropology, culture, psychology, sociology). Lab support is also available for test preparation and review (CLAST, GED) as well as study skills development. Detailed listings of CAI software in each of these topics areas are available upon request. The ARC has a trained professional staff to assist students and faculty with the proper use and application of computers.

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## Alliance for Employee Advancement

(Medical Center Campus)

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The Alliance for Employee Advancement is a cooperative effort between the health care agencies in Miami-Dade County and Miami-Dade Community College, Medical Center Campus, for providing on-site educational opportunities to employees and other members of the community. Multiple hospitals participate directly in the ALLIANCE by holding courses in their facilities. Others participate indirectly by making their employees aware of ALLIANCE offerings at neighboring hospitals.

Health care employees and other members of the community at various stages in their education take advantage of the ALLIANCE: those seeking entry into one of the health career programs offered at the Medical Center Campus by taking prerequisite courses such as human anatomy & physiology, chemistry, microbiology, pharmacology math, human growth and development, and English; those seeking admission to a bachelors or masters program at a university by taking statistics, Spanish, anthropology, psychology, and sociology; and those who want to upgrade skills at work in such courses as Spanish, computers, English as a second language, and management and supervision. Courses at hospitals are tailored upon request to meet specific needs.

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## American Institute of Banking

(Wolfson Campus)

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The American Institute of Banking (AIB) is the educational arm of the American Bankers Association. As the largest industry-sponsored adult education program in the world, AIB benefits over 200,000 financial services professionals who enroll in AIB's educational programs each year. Miami-Dade Community College offers occupational courses in various areas of financial services training in cooperation with the AIB. Emphasis is placed on the practical aspects of the industry "Financial Services Professionals teaching Financial Services Professionals". The AIB awards certificates to students who complete courses and diplomas to those who complete its program requirements. Students can also earn an Associate in Science Degree in Financial Services from Miami-Dade Community College. Courses are offered at the Wolfson Campus, community schools, and certain financial organizations. All courses are open to the public, however, special fees are charged by AIB. The fee structure varies depending if one is a member or non-member of AIB. The fee is charged in addition to the Miami-Dade Community College tuition and is paid to AIB for certification purposes.

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## Bilingual Institute for Business & Technology

(North Campus - Hialeah Center)

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This program is designed to provide participants with career related, marketable skills for increased job mobility. All classes are taught bilingually so students can learn technical terminology in English and Spanish. Entry level training is available for child care operators, accounting clerks, management trainees, electronic technicians, office receptionists, and micro-computer applications, among others.

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## Student Employment, Career and Transfer Center

(North, Kendall and Wolfson Campuses)

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The fundamental mission of the Student Employment, Career and Transfer Center is to offer students a variety of employment career-related services and transfer options. Students who are undecided about their academic major and/or career goals are encouraged to register for an SLS 1401 class, Psychology of Career Adjustment.

Students in need of assistance in developing good test-taking skills, employability skills or choosing a university transfer option are encouraged to visit the Center. The Center provides a library of university catalogs from all over the U.S. and foreign countries. The Center also provides printed information about careers, financial aid, scholarships and transfer to other institutions.

The Center integrates computer assessment programs and counseling to help students make the best possible career, employment and transfer choice.

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## Center for Advanced Learning

(North Campus)

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The Center for Advanced Learning is designed to provide an academically challenging environment, scholarships and support services for high achieving students. Five programs are housed within the Center. The Emphasis on Excellence Scholarship Program provides local high school graduates in the top 20% of their classes with the opportunity to qualify for a High School Achievement Award full scholarship. The Emphasis on Excellence grants are awarded on a term by term basis to qualifying students as are the Sophomore McKnight Scholarships.

The College Honors Program provides scholarships, honors courses, and special services for students who have a GPA of 3.5 in high school or at Miami-Dade and are recommended for the Honors Program.

(See Honors Program for a more detailed description).

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## Center for Economic Education

(Wolfson Campus)

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The mission of the Center for Economics Education is to work closely with the educational communities in Miami-Dade and Monroe Counties to develop greater awareness for economic literacy.

Among the most popular of the Center's programs are the four recertification credit courses offered to area teachers in grades K-12. The national Stock Market Game is played in grades 5-12 each of the major semesters. The Free Enterprise Bank program, available to grades K-12, provides real money for class business activities.

The Center works with area educational administrators to create and assist in the development of curriculum materials. These materials have included a Tourism and Development program, a Civics Teachers Resource Guide, Elementary Program of the Economics of the Stanford Achievement Test, and many more program examples at each of the major grade levels.

It is the Center's goal to provide the latest and best materials and programs in economic education to our schools. Through these opportunities the Center seeks to promote greater understanding on the part of our young people about the economy in which they live and will someday work.

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## Centers of Electronics Emphasis and Electronics Specialization

(North Campus)

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The Center of Electronics Emphasis program is a partnership program developed by the Florida High Technology and Industry Council, the Florida State Legislature, the Division of Vocational, Adult, and Community Education, Division of Community Colleges and private electronics industry. The purpose of this program is to promote a climate of excellence in education, assure a supply of quality teachers, strengthen educational partnerships, and prepare students for a competitive world market place through state-of-the-art training with state-of-the-art industry guidelines.

The primary objective of the Center of Electronic Emphasis is to ensure that all Centers with this title designation have the seven CORE classes in Basic Electronics thus ensuring consistency of information transfer. The Center of Electronic Specialization has the mandate of instruction in the area of Micro-Computer Service and Maintenance.

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## Center of Excellence in High Technology/ Electronics

(North Campus)

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The Center of Excellence in High Technology/Electronics at the North Campus is an interdisciplinary program that presently incorporates the Departments of Architecture, Engineering and Electronics. The Center has programs in computers, computer-assisted drafting, and robotics. It also offers seminars and workshops to provide specialized and customized training for industry. Courses are run primarily in different formats depending on need.

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## CHANGE Center

(North Campus)

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The CHANGE Center, a nationally recognized model program established in 1979 at North Campus, is designed for adults who are facing career or life change. Through a variety of programs leading to an Associate in Arts or Associate in Science degree, the Center assists individuals to identify their strengths and skills, discover career options, set goals and establish strategies to pursue them.

The Center's programs include:

Academic Studies: general education courses credited towards the Associate in Arts or Associate in Science degree and offered in a supportive environment;

Vocational Training for Single Parents and Displaced Homemakers: a program encouraging training in high-wage occupations for single parents and displaced homemakers through vocational education.

The CHANGE Center's support functions are academic advisement, personal and career counseling, campus and community referrals, financial aid and scholarship information, employability skills training, job referral and support groups.

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## Computer & Information Systems Center of Excellence

(Kendall Campus)

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The Computer & Information Systems Center of Excellence provides high-quality computer education. A student may enroll in individual courses or pursue a planned program. The programs lead to associate degrees and specialized training awards and range from as few as three courses to two years of full-time study.

Both microcomputer and midrange training are provided. Microcomputer topics currently include: Microsoft Office Professional, Quick BASIC, Visual Basic, Pascal, Delphi, PC Assembly Language, "C", "C++", dBase, Novell Netware, and Knowledge Engineering. Midrange topics currently include AS/400 Operating System, RPG/AS/400, Interactive RPG/AS/400, COBOL, AS/400 Control Language, and AS/400 Database Design. System Analysis and Design and other specialized courses are offered. Programs are continually updated to reflect current technology.

The promotion of general computer literacy is one of the goals of the Center. Therefore, courses are offered to the general public on a credit or an audit basis. On-site courses can be provided for public or private organizations wishing to provide job-oriented computer training to their employees.

For further information contact the Kendall Campus Computer & Information Systems Department.

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## Community Education

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Community Education is committed to the philosophy that learning is a lifetime process, and that the many years spent in formal education do not complete our learning experience but become a foundation for the knowledge and skills we acquire every day for the rest of our lives.

Campuses offer recreation and leisure courses and activities for those not concerned with earning academic credit, but who wish to enrich their cultural lives or improve their personal efficiency and professional skills. No record of previous education is necessary, and little or no homework is required. No grades are given, and attendance standards are voluntary.

Supplemental vocational training courses are offered to improve employment related skills, for post-licensing and for professional licensing. Training is listed on a transcript. The transcript can be used in lieu of CEU's (see below) to

show evidence of participation in professional development for employers, licensing and certification agencies. For additional information contact the campus Community Education Office.

Most community education activities are designed for adults (ages 16 or older), though exceptions are considered under unusual circumstances. Many courses are designed specifically for special client groups. The College offers courses both on and off campus to meet the needs of the community, and makes every effort to begin a course when an adequate number of people request it.

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## Continuing Education Units (CEU)

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Miami-Dade provides students with the opportunity to obtain continuing education units (CEU's) for certain non-credit courses. The CEU program encourages long-range education goals and lifelong learning, and permits adult students to marshal and use a host of continuing education resources to serve their personal needs.

The CEU is used as the basic means for recognizing an individual's participation in, and for recording an institution's offering of supplemental vocational courses. A CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Transcripts indicating completion of supplemental vocational courses designated for CEU's will be provided.

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## Contract Training for Business and Industry

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Through the School of Community Education, business, industry and government can benefit from workshops and courses offered at the job site or at any of our Campuses. These contract training programs are designed to meet the educational and training needs of community businesses and organizations by reaching beyond traditional academic curriculum and offering courses and workshops which focus of practical application. Offered in credit and non-credit formats, these programs are available at times and locations convenient to the participants.

Program topics include computers, management, customer service, communications, twelve foreign languages and English as a Second Language, Business English, Writing and Math and many others. All programs may be customized to the specific needs of the client, with job-related materials included in the curriculum.

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## Cooperative Education

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Cooperative education provides an opportunity for students to obtain career-related work experience and academic credit for such work. It enables students to apply classroom theory to actual work situations. In many instances it helps students earn needed cash to meet education costs, and find possible permanent employment. It gives the student work experience that employers look for.

Job opportunities are available in many career fields. Transfer students may continue their Co-op Program at many four-year colleges and universities.

Work experience may be part-time or full-time, paid or voluntary, for one or two terms, while enrolled at Miami-Dade. The program is flexible and tailored to meet student and employer needs. The volunteer plan provides for one term of six hours or more per week for 12 weeks minimum and 10 hours or more per week for 12 weeks during a second term.

Through Co-op, students may earn three elective credits per term for two terms. Application for the program should be made to the Cooperative Education Office. A minimum GPA of 2.0 is required.

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## Division of Advanced Studies

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(Kendall Campus)

The Division for Advanced Studies is comprised of two programs which provide and academically challenging opportunity for selected students: the School for Advanced Studies and the Honors/Emphasis on Excellence program which also includes the College Honors Transfer Program.

For high school students, the School for Advanced Studies (operating in conjunction with Miami-Dade County Public Schools) offers high-ability students the opportunity to enroll in selected college courses while completing their high school program on the Kendall Campus.

The Honors/Emphasis on Excellence program provides Miami-Dade scholarship to qualified high school graduates and Miami-Dade students. The College Honors Transfer Program provides transfer services and provides scholarship opportunities for students who complete a rigorous program of honors courses with a GPA of at least 3.5. (See Honors Program for a more detailed description.)

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## Department of English as a Second Language and Foreign Languages

(Wolfson Campus)

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The Department of English as a Second Language (ESL) and Foreign Language Institute offers four programs: English as a Second Language for Academic Purposes, ESL for Vocational Purposes, Non-Credit ESL, and Foreign Languages. The ESL for Academic Purposes Program is an intensive credit program covering all the disciplines required to master the English language: grammar, speech, reading, writing and culture. Successful completion of the program prepares non-native speakers of English to enroll in regular college-degree programs. The English for Vocational Purposes Program prepares students who are seeking technical degrees or certificates, or who need to upgrade workplace English skills. The Non-Credit ESL Program meets the needs of those students seeking to improve their language skills, but who are not concerned about earning grades or academic credit. The Foreign Language Program has been designed for those individuals who want to learn a foreign language for a practical point of view. The classes provide a general knowledge of the language from which students can continue to build their ability to master its usages in and situation.

A series of examinations is given to all incoming students in order to determine their level of proficiency in the areas covered by the programs, thus assuring appropriate placement.

The Department of ESL and Foreign Languages has a state-of the art audio-visual lab, which individualizes the language learning process. In addition, the program includes a computerized instructional lab where writing skills are enforced.

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## Environmental Center

(Kendall Campus)

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The Environmental Center provides non-credit courses to children and adult community members and our workforce. Enrollment is open to everyone; no prior education, transcripts or tests are required. Most classes meet weekends or evenings and are scheduled on and off campus for convenient access. The Center has many programs.

Landscape/Gardening/Home Improvement courses encourage the public to utilize environmentally appropriate landscape materials and maintain their home and landscape in ways that minimize environmental impact.

Short-term training certification preparation, and opportunities to participate in segments of credit courses improve the skill of Landscape Professionals.

Hands-on, interactive Environmental Education Field Trip Programs are available for school groups K-9.

Nature-based Teacher Planning Day/Holiday Camps serve the needs of working parent while sensitizing children PreK-7 to the natural world. Children participate in nature games, crafts, outdoor activities and cooperative games.

Scout Days provide boy and Girl Scout groups opportunities to participate in nature-based activities designed to meet badge requirements.

Field Trips, Day Camps and Scout Days are held at our Environmental Nature Center, which includes a remnant pineland, lake, floating dock, chickee huts, butterfly gardens, butterfly house, organic vegetables and senses gardens, a composting demonstration exhibit and a solar powered Everglades demonstrations exhibit.

The Center also offers courses, which educate the public on the use of natural/alternative healing methods, and promotes courses on skills for life change as well as courses in non-traditional spirituality. New initiatives for the 1999-2000 academic year will include the establishment of a Home-Owner's Center and the creation of a lab-based community cooking school.

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## Environmental Ethics Institute

(Wolfson Campus)

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The Environmental Ethics Institute provides environmental curriculum development, faculty training, workshops, and special events throughout South Florida. The Institute works to increase environmental awareness in education and provide guidelines for sustainable living in South Florida's fragile ecosystem. The program offers credit classes through Life Lab and the Eco-Urban Year Program.

## Eco-Urban Year

The Eco-Urban Year is a community-based environmental learning program. Honors students live in apartments around the historic Miami River Inn and focus their studies on community and the environment. Students come together for a community vegetarian meal weekly, and experience Florida's ecological problems directly through field trips, an organic garden and service learning.

## Owner-Builder Center

The Owner-Builder Center offers non-credit classes throughout Miami-Dade County, taught by building industry professionals who share knowledge in their specialty. Classes are offered in housebuilding, home maintenance, remodeling, and projects such as tile setting, plumbing, roofing and pool maintenance.

## Citizen Planner

Citizen Planner courses train community activists, building and development professionals and public officials to redevelop neighborhoods according to traditional urban design principles. Local examples of places and newly planned alternatives are used to demonstrate the design and community development process. Courses are a mix of 60% urban design principles and 40% how to get it done. Courses include: Center and Edge; Defining Your Community's Character and Boundaries; Sustainable Development: Principles and Practices; Regional Context, Linking Natural Resource Protection and Urban Revitalization.

## Vegetarian-Nutrition Center

The Vegetarian-Nutritional Center provides instruction in food selection and preparation in harmony with the multi-cultural setting of South Florida. Cooking classes demonstrate the use of natural foods. Recipes and samples are provided. Classes in nutrition and a holistic health provide guidelines for a healthy lifestyle.

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# Honors Program

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The Emphasis on Excellence Program is a comprehensive effort to encourage, recognize and reward superior students and to provide intellectual challenge through special academic programs and honors courses. Components of the program include:

- Merit scholarships for superior students including the Miami-Dade Achievement Award for students in the top 20% of their high school graduating class, the Presidential Scholars Award (Scholarship and stipend) for students in the top 5% of their graduating class, the College Honors Program Scholarship for students who agree to complete the academic requirements of their campus honors program and the McKnight Scholarship for students who have a Miami-Dade Community College GPA of 3.7 or higher with 24 or more credits.
- The College Honors Transfer Program for academically superior students provides scholarship and transfer services for students who complete a rigorous program of honors courses with a GPA of at least 3.5.
- Transfer scholarship opportunities offered by upper division colleges and universities to graduates of the College Honors Transfer Program.
- A summer Honors Retreat during which the College Honors Transfer Program members participate in a residential honors seminar at a university.
- Opportunities to attend cultural events spotlighting the performing and visual arts;
- Attendance and participation by honor program students and faculty at the annual meetings of the National Collegiate Honors Council and the Florida Collegiate Honors Council.
- Campus chapters of Phi Theta Kappa, the international honor society of the two-year college, for students with a GPA of 3.5 or higher;
- Opportunities for travel and study abroad during the Fall and Spring terms through the Semester Abroad Program as well as during the Summer A and Summer B terms through special programs;
- Recognition for outstanding academic performance including special designations on transcripts for honors course work and GPA of 3.5 or higher, campus academic ceremonies, letters of congratulations from Campus Academic Deans and Outstanding Academic Achievement Certificates.

All of the activities associated with Honors/Emphasis on Excellence are designed to inspire students in their studies and to provide support and encouragement in their quest for knowledge. Since each campus honors program has its own admission and maintenance requirements, students should contact the Honors/Emphasis on Excellence Coordinator on their campus for specific information about the Honors Program.

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## Independent Studies

(Kendall Campus)

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The Department of Independent Studies offers an interdisciplinary academic program that includes more than fifty-five college credit courses in a broad array of disciplines. The program includes all general education core courses and a wide variety of distribution and elective courses. A minimal number of visits to the campus are required for course completion, so this program is particularly suited to students who want flexible schedules. Faculty committed to student success are available day, evening, and weekend hours to provide individualized instruction and to extend Miami-Dade Community college's resources beyond the campus.

Courses offered in the Department of Independent Studies are ideal for motivated students who need a flexible schedule, want to choose where and when to study, enjoy working at their own pace, have good time management skills, are unable to attend classes on a routine basis, and are committed to their academic goals. Students respond positively to the flexible, convenient, and supportive environment of the Department of Independent Studies.

Independent Studies provides excellence and access to all interested students. Courses are available in the Natural Sciences, Mathematics, English Composition, Literature, Humanities, Business, Management, History, Anthropology, Social Science, Sociology, Psychology, and Education. All courses offered mirror traditional classroom-style courses in that they are instructor-led, feature specific start and end dates, require textbooks, and provide the same levels of academic or professional credit. Every term we expand our course offerings, so be sure to consult the current term's course listing for our present schedule. Each course in Independent Studies establishes its own course procedures and suggested deadlines. In addition, all courses in this academic program of distinction include varied learning activities, timely feedback, an honors option, and the opportunity for accelerated course completion.

Visit the Department of Independent Studies at Kendall Campus or contact us at the department website: [www.kendall.mdcc.edu/indstudy](http://www.kendall.mdcc.edu/indstudy) for registration and course information. You may also receive information from the advisement department of the most convenient campus. We welcome your inquiry and look forward to hearing from you soon.

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## Life Lab

(Wolfson Campus)

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Life Lab is the educational answer for students with sufficient maturity and discipline, who can develop and follow a flexible, self-directed individualized study plan that is competency based, while fulfilling academic, personal, and vocational goals.

Designed to complement, not interrupt, a busy, daily agenda, Life Lab students learn on their own time, with regular documentation of their studies, and weekly participation in a peer/support group. Working closely with a faculty advisor and a peer/support group, students complete rigorous academic requirements in a holistic fashion.

Life Lab is an interdisciplinary department in which the courses selected for the study plan will be considered as a whole. Many students find this integrated learning approach to be extremely satisfying.

For the student with limited available time to attend traditional classes, Life Lab weekly group meetings are scheduled conveniently throughout Miami-Dade County.

At the beginning of each term Life Lab orientation meetings are held for new and continuing students to familiarize participants with the Life Lab program. Any questions concerning Life Lab's format will be answered at this time.

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## MEED Program

(Wolfson Campus)

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Employment for persons with disabilities using current PC skills is the goal of the MEED Program (Microcomputer Education for Employment of the Disabled). First in the country to train physically disabled, unemployed persons in

the leading PC software applications, MEED's cutting-edge curriculum offerings continue to reflect technological trends and meet the current needs of business and industry.

MEED offers three short, intensive, college-level computer training programs that can lead to an Associate in Science degree in Information Systems Analysis and one vocational credit program (PEP). Classes for PC Support Specialist training begin in March and September; the shorter programs, Office Assistant and Hospitality Associate begin in January, March, July and September. Classes run Monday through Friday, 9:00 a.m. to 4:30 p.m. The PEP program is offered one evening and one Saturday each week throughout the year.

Qualified students may attend the college credit programs at no cost as public and private funding supports MEED. Persons with physical disabilities who are also unemployed may apply. MEED has the appropriate technology to accommodate physical disabilities such as paralysis, blindness, and deafness.

In addition to computer skills training, MEED students also receive career development training, learn job search skills, gain practical workplace experience through internships in addition to guidance and coaching during the job search process. Also, MEED students enjoy all the benefits that Miami-Dade Community College offers.

The PC Support Specialist training is twelve months long. Students receive 45 college credits and two college awards of completion: Microcomputer Application Technician and Microcomputer Technical Support Specialist. The Office Assistant and Hospitality Associate training are each five months long. Students receive 16 or 18 college credits respectively.

Finally, the part-time, individualized PEP (Position Enhancement Program) is designed to assist persons with disabilities who are employed to enhance workplace capability or to assist those who are unemployed to create an effective job search strategy.

To contact the Recruitment Specialist in the MEED Program Office, call the Wolfson Campus operator.

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## Microcomputer Institute

(Kendall Campus)

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The Microcomputer Institute (MCI) meets the computer-related training needs of business, labor and industry. Courses are offered both on-campus and at on-site training locations. The MCI offers a comprehensive program that includes classes in most of the commonly used software packages. Classes are also available in Spanish.

The MCI offers state-of-the-art computers and software, small class size in a workshop format with a hands-on environment, a competitive fee structure, and quality instruction from industry professionals.

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## New Student Center

(Wolfson Campus)

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The New Student Center serves as a resource of information about the College and the campus to prospective and new students and the community. The Center facilitates the initial intake process for new students. The Student Center works closely with other areas in the Student Services network to provide individual and personal attention to students with their enrollment plans as well as making a smooth transition to the campus. The New Student Center provides pre-admissions counseling and application completion assistance.

The New Student Center provides orientation to the campus and advisement about educational opportunities at M-DCC on a one-to-one basis or in small groups. In addition, the staff of the New Student Center offers assistance and advisement on the admissions and registration process at M-DCC to prospective students at the feeder high schools.

The New Student Center also offers special summer programs, such as Jump Start and the Summer Institute, which aim to facilitate the transition from high school to college. The College Reach Out programs, which are special grant-funded programs designed to assist disadvantaged high school students in gaining access to post-secondary institutions, are also housed in the New Student Center.

In addition, the International Student Services Department and the Veterans Affairs Department are located in the New Student Center.

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## New World School of the Arts

(Wolfson Campus)

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New World School of the Arts is a comprehensive, full-time high school and college program, which prepares students for professional careers in dance, music, theater and visual arts. The program, created by the Florida

Legislature in 1984 as a Center of Excellence in the Arts, is a unique cooperative venture of Miami-Dade County Public Schools, Miami-Dade Community College and the University of Florida. Through its sponsoring institutions, New World School of the Arts awards the high school diploma, Associate in Arts degree, Bachelor of Music and Bachelor of Fine Arts degrees. Students are admitted on the basis of talent and commitment as demonstrated through audition or portfolio presentation. The school is located in downtown Miami on the M-DCC Wolfson Campus, where the total program is offered.

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## Open College

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Open College (based in the Department of Distance Learning & Educational Technologies at Wolfson Campus) offers college credit courses, in an independent study mode, to students wishing to earn credits with a minimum of campus visits. Learning resources such as videotapes, audiotapes, and computers are available at most MDCC campuses to assist students. Faculty and students interact via telephone, fax, e-mail, appointments and scheduled review sessions.

All Open College credit courses are academically equivalent to on-campus courses. Credits earned are recorded on students' transcripts in the same manner as for all other courses.

Open College students have the same privileges as on-campus students, including the use of audiovisual services, libraries, computer lab, counseling services, and they have the opportunity to participate in all campus cultural events.

Visit the Department of Distance Learning & Educational Technologies at Wolfson Campus or the Admissions, Registrar's or Academic Advisement Office on the nearest M-DCC campus. Students may register in person, by mail or through the STAR System from a touch tone phone.

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## Outreach Program

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The Campus Outreach Departments provide college credit courses to residents of Miami-Dade County who find it more convenient to attend a neighborhood center than to travel to the campus. These courses are fully accredited and follow the same curriculum as on-campus courses.

Classes are held in community schools, businesses, municipal agencies, and other close-to-home locations. The classes are usually small, providing opportunities for more interaction with instructors during class time. Students who attend outreach classes find a strong network of support from fellow classmates.

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## Prometeo Community Theatre

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(Wolfson Campus)

This program assists in preserving the Hispanic culture, values and language while fostering a better understanding among our diverse ethnic community via the theatre. Through workshops in acting, voice, history, make-up, dance, costume, and stage direction, Prometeo trains those interested in a professional career in the theater arts.

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## Reserve Officers Training Corps

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Miami-Dade Community College, in cooperation with the University of Miami and Florida International University permits full-time students to enroll in Air Force ROTC through the University of Miami and Army ROTC through Florida International University. The student must be an Associate in Arts degree candidate with plans to complete a Baccalaureate degree.

An application for admission to the ROTC Program, which includes eligibility information for new and currently enrolled students, may be obtained from the ROTC office at the University of Miami or Florida International University. Miami-Dade credit is awarded for successful completion of ROTC courses.

For further information, see Military Science in the Course Description section.

## Retention Programs

(Wolfson Campus)

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The Wolfson Campus is committed to helping all students be successful in the pursuit of their educational goals. This commitment is exemplified through a campus-wide effort spearheaded by the Retention Department. Student retention focuses on maintaining on-going support programs, conducting student-based research and continually modifying efforts to stay in tune with current trends and needs.

Programs under this area include the student life skills (SLS) courses that assist students with their transition to college life, including study skills. Other program courses include Summer Institute and Jump Start, two summer programs aimed at high school graduates; the tutorial center which provides free one-on-one tutoring for students in most subject areas; specialized workshops and lectures for students, faculty and staff on topics such as AIDS, Domestic Violence, Motivation, Goal Setting, Retention in Multi-Cultural Community, and other areas that enhance the growth of the individual in the academic and personal arena. In addition, student-based research is conducted on an on-going basis, in order to accurately understand student needs and concerns.

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## Servicemembers' Opportunity College

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Miami-Dade Community College was designated a Servicemembers' Opportunity College in the fall of 1972 in a nationwide program jointly sponsored by the U.S. Defense Department and the American Association of Community Colleges.

The designation was awarded in recognition of the College's commitment to providing programs and special services to meet the unique educational needs of active-duty service personnel.

The following services are offered:

Academic assistance such as specialized counseling and tutorial service;

Credit for courses obtained in the armed services and through the College Level Examination Program (CLEP);

Full waiver of out-of-state tuition;

Full transfer of credits awarded by other accredited colleges and universities;

In addition, service personnel and their dependents may meet the College's graduation requirements by completing at Miami-Dade Community College six (6) credits of the last thirty (30) credits applied to a degree.

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## Translation/ Interpretation Studies

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(Wolfson and InterAmerican Campuses)

The InterAmerican Center Campus and Wolfson Campus offer specialized courses designed to prepare bilingual individuals (Spanish/English) for the challenging and rewarding demands of translation/interpretation as an occupation. Prospective students must demonstrate linguistic competency in both English and Spanish. Courses provide an overview of translation/interpretation techniques, useful reference materials and resources, and related topics. Participants receive practice in translating general and specialized texts in the legal, medical, technical and financial fields as well as practice in consecutive and simultaneous interpretation in those fields. Students have access to both of the Campus' language and computer laboratories. A computer-aided translation component is available.

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## Urban Center: Professional Advancement and Technology

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(Wolfson Campus)

The Urban Center was created to respond to community needs for short-term training and career ladder training in specialized areas. Courses are offered at the Wolfson Campus and also at the requestor's site. Training opportunities are available in banking, word processing, computer-aided drafting, computer repair, desktop publishing, accounting, and legal topics. Many courses are available at times convenient to Metro-Rail commuters. Information concerning these programs may be obtained from the Business and Professional Studies Department or the Department of Computer and Applied Technologies.

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## Virtual College

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The Virtual College, the College's newest distance learning program, utilizes the latest technology for delivery of instruction. Based at all campuses, Virtual College courses are designed so that students can complete them without having to attend a class at a fixed time or place. Students visit the campus most convenient to them only a few times each term for tests, to use audiovisual materials and for appointments with instructors.

Virtual College courses use a variety of technologies to help students stay in regular touch with their instructors and to help students master course content. These technologies include computer software, audiotapes, CD-ROM, the Internet, telephone, fax, e-mail, video classrooms, and group communication software. A detailed Virtual College Student Guide and customized Student Learning Guide takes students, step by step, through each course. Virtual College students enjoy the same service and support for their coursework at all six M-DCC campuses.

See any Campus' Registration Handbook's Virtual College for course listings; then register for Virtual College courses just as you would for any course: via telephone, using the STAR service, or in person at any M-DCC campus. After registration, students receive a welcome letter requesting some additional contact information for the instructor and directions to a M-DCC Campus Bookstore where they can purchase course materials.

Virtual College Offices are located in the Distance Education Center at each Campus. For information or to get in touch with the faculty and staff at the Campus closest to you, visit the Virtual College Website at

<http://www.mdcc.edu/vcollege>.

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## Weekend College

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Weekend College is designed especially for those who find it impossible or inconvenient to attend either weekday or evening classes, or who may wish to complement their schedule with additional courses.

Classes are scheduled on Friday evenings and on Saturday and Sunday in morning or afternoon blocks. There is a selection of core, distribution and elective credit courses to satisfy degree requirements in A.S., A.A., and certificate programs.

Degree requirements can be completed in university parallel programs in business administration, liberal arts, and teaching. In addition, a number of courses in occupational programs are also offered to meet certification requirements or for professional development.

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## Wellness Center

(North, Kendall, and Wolfson Campuses)

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The college has several of the finest wellness centers in the Southeast with fully -equipped aerobic and nautilus equipment. The centers have the capability of performing a complete computerized health/fitness assessment including submaximal cardiovascular evaluation, pulmonary function, body composition, muscular strength, flexibility, and nutrition evaluation. "State of the Art" exercise equipment in the Wellness Center includes treadmills, bicycle ergometers, rowing machines, nordic x-country skiers, stairmasters, versa climbers, cross trainers and nautilus strength training gear.

An integral part of the center is a wellness program designed to meet the needs of faculty/staff, students, and the community including the corporate and executive sector. Opportunities for certification as personal trainers, aerobic and strength training instructors are available.

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## W.L. Philbrick School of Funeral Sciences

(North Campus)

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The W.L. Philbrick School of Funeral Sciences, located on the North Campus, was the first public community college to offer a degree in mortuary science in the southeastern United States. The school has a full range of mortuary laboratories enabling students to do all training on campus. Over 250 bodies are embalmed and cosmetically prepared in the campus laboratories each academic year. A new on-campus chapel gives students a unique opportunity to work on all aspects of funeral preparation from embalming, dressing and casketing bodies through viewing and final services. The American Board of Funeral Service Education, approved by the Florida State Board of Funeral Directors

and Embalmers, and the Funeral Service Boards of most states, accredits the school. The school provides continuing education required for license and renewal of Florida Funeral Directors, Embalmers and Direct Disposers licenses and conducts teleconferences and special seminars for the enrichment of Funeral Services personnel.

## Collegewide International Education and Development Programs

Miami-Dade Community College serves the traditional international areas of foreign language and English-as-a-Second Language (ESL) instruction, Study Abroad Programs, International Visitor programs, as well as educating students from other countries. The College strives to provide its students with a global education, recognizing that understanding global interdependency in our increasingly complex society is the key to economic, social and cultural development. Student academic and cultural exchanges are one option to broaden a student's perception of different cultures and peoples. Students from over 90 countries currently attend the College's ESL and International Student Programs, which are among the largest and best-known in the United States. Miami-Dade Community College espouses a philosophy of commitment to international education, following the International Mission Statement of the State Board of Community Colleges. The College holds membership and is active in the following international education organizations:

Florida Consortium for International Education (FCIE)

American Council on International Intercultural Education (ACIIE)

Community Colleges for International Development (CCID)

College Consortium for International Studies (CCIS)

Council on International Educational Exchange (CIEE)

European Association of International Educators (EAIE)

Association of Florida International Linkage Institutes (AFILI)

Institute of International Education (IIE)

NAFSA: Association of International Educators

GATE: Global Alliance for Transnational Education

The College supports faculty exchange opportunities through various programs, such as the Fulbright-Hays sponsored components: American Scholars Abroad, Research Programs, Scholars' Exchange, Visiting Scholars in Residence, and Foreign Curriculum Consultants. In addition, the College has entered into a growing number of international inter-institutional agreements that offer mutually beneficial linkage arrangements. Present linkage agreements include Universidad del Valle de México, Universidad EAFIT (Medellin, Colombia), Fundação Universidade Estadual de Londrina (Brazil).

Collegewide International Development activities include technical assistance to developing nations, faculty consultation, long and short-term training program requests, business/industry and government linkages, telecommunication projects, specialized workshops and conferences, and curriculum development. Miami-Dade Community College co-directs activities of the Florida/Brazil and Florida/France Linkage Institutes, two of Florida's eleven international institutes created by the State Legislature to encourage commercial, educational and cultural exchanges between Florida and the partner nation or region. Each Miami-Dade campus is actively involved in the College's overall international mission. Campus-based programs develop and implement specific international development activities as appropriate.

The American International College of Mexico (AMERICOM), a sovereign institution operating under the auspices of the Universidad del Valle de México in México City and Querétaro, is an official international academic affiliate of Miami-Dade Community College. AMERICOM is a two-year college offering a university parallel program with courses taught in English following the M-DCC curriculum pattern. Over one-third of the more than 120 AMERICOM graduates have transferred to upper-division studies in four-year institutions in the United States and Canada.

Miami-Dade is also working, at their request, with educational institutions in Costa Rica, Brazil and Chile to establish similar programs in these countries as suited to local realities. These programs will offer both Associate in Arts and Associate in Science degree options.

The executive offices of the Florida Collegiate Consortium for International/Intercultural Education (FCIE), a statewide organization of colleges and universities, are housed on the Kendall Campus. Miami-Dade Community College, together with the Broward Community College, is one of the lead institutions for the FCIE Argentina project,

which is working with governmental and private entities in Argentina to develop a U.S. community college educational model for Argentine native students.

The Mar del Plata Community College (MdPCC), the first community college in Argentina, was inaugurated in October, 1994 under the auspices of the Bolsa de Comercio de la Ciudad de Mar del Plata. This private institution currently offers an Associate in Science curriculum in Computer Science/Data Processing, Travel/Tourism, Business Administration and Graphic Design. Oversight for the MdPCC degree programs is provided through a technical assistance project of the FCIE with Broward Community College and Miami-Dade Community College as lead institutions.

In 1998, Miami-Dade Community College was a co-sponsor (with Broward Community College) of the FCCI/IE and College Consortium for International Studies (CCIS) Professional Development Seminar in Argentina, offering faculty and administrators and international education opportunity.

Miami-Dade Community College was represented at the inaugural meeting of the Asociación Argentina de Colegios Universitarios (AACU) held in Mar del Plata in October, 1995. M-DCC serves in an advisory capacity as one of the lead institutions for the FCIE in Argentina. Miami-Dade regularly hosts delegations from Argentine charter member institutions of the AACU for seminars on community college education in the United States and to monitor instructional planning for these institutions as they convert to “colegios universitarios” under new Argentine government legislation.

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## Study Abroad Programs

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A charter member of the Florida Consortium for International Education and a sponsoring member institution of the College Consortium for International Studies, M-DCC offers a number of overseas academic programs as part of its commitment to International Education.

### Semester Programs

Miami-Dade Community College's active membership in the College Consortium for International Studies (CCIS) affords students the opportunity of participating in the following semester or academic year programs overseas. Miami-Dade is the CCIS sponsoring member institution for programs in Costa Rica, France and Mexico. The CCIS consortium programs are so indicated; homestays (with local residents) are available in virtually all CCIS programs.

### CCIS Semester in Austria

(Salzburg). At Salzburg College. Humanities, including Music courses. German Language. Austrian homestay.

### CCIS Semester in France

(Aix-en-Provence or Avignon). Courses are offered at the Institute for American Universities, chartered by the Board of Regents of the State University of New York and founded under the auspices of the Université d'Aix-Marseille. Instruction is offered in both French and English in a wide selection of courses and disciplines, in addition to French language instruction at all levels.

### Semester in France

(Annecy and Chambéry). At the Institut Français des Alpes, under the academic supervision of the Université Catholique de Lyon. Intensive French by direct method; international student body. French homestay or studio apartments.

### CCIS International Business Program- IPAG-Nice

At the Institut pour la Préparation B l'Administration et B la Gestion (IPAG), Ecole Supérieure de Commerce. International business, international cross-cultural management, marketing. Semester and Summer programs. M-DCC is co-sponsor with Truman State University.

### Semester in Mexico

At the Universidad Iberoamericana in the Santa Fe area of Mexico City. Instruction is offered in both Spanish and English in a wide range of courses and disciplines, in addition to Spanish language instruction at all levels.

### CCIS Semester in England

LONDON: A wide selection of courses is offered at Thames Valley University, Ealing Campus, London.  
ORMSKIRK (Lancashire): An alternative semester program is offered at Edgehill College. Students may take courses following the American university format or choose to take courses with British students following the British university format.

### CCIS Semester in Ireland

At St. Patrick's College (Maynooth), the University College (Galway) or The University of Limerick: Irish Studies, full range of course offerings.

### CCIS Semester in Italy

(Florence or Rome). Students may enroll in the Liberal Arts program or courses in Italian language or studio art at the Scuola Lorenzo de' Medici (Florence) or in the International Business program at the American University of Rome (Rome). Courses are taught in Italian and English.

### CCIS Semester in Spain

(Seville). Wide selections of courses are offered at the Universidad de Sevilla and in the modern facilities of the Instituto de Estudios Internacionales. Instruction is offered in Spanish and English. Field trips to Granada, Córdoba, Portugal and Morocco available. Courses in Economics, Art, History, Government and Politics (taught in English) complemented by a full range of Spanish courses at both the Institute and University of Seville.

### CCIS Semester in Costa Rica

At Universidad Veritas, San José. Courses in Tropical Ecology, Environmental Science, Political Science, International Business (taught in English), complemented by a full program of Intensive Spanish, all levels, including Spanish for International Business and Spanish for Native Speakers. Costa Rican homestay.

### CCIS Intensive Spanish in Costa Rica

At Centro Lingüístico Conversa, Santa Ana or San José. Intensive Spanish. Offered in one-month cycles throughout the academic year. Students enroll in one-month increments up to one semester. Designed for both business and professional persons as well as for college students. Costa Rican homestay.

### CCIS Semester in Ecuador

(Guayaquil): Universidad Laica and (Quito): Universidad de San Francisco de Quito. Courses in political science, art and Latin American studies are offered in Spanish and English at the Universidad Laica (Guayaquil). Courses in Spanish language and literature, taught in Spanish, are offered at the Universidad de San Francisco de Quito.

### CCIS Semester in Germany

(Heidelberg). Intensive German language instruction is offered at the Collegium Palatinum.

In addition, students have access to CCIS semester, or full-year programs in Australia, Bulgaria, China, Dominican Republic, Greece, India, Ireland, Jamaica, Korea, Northern Ireland, Morocco, Portugal, Russia, Scotland and Switzerland. CCIS short-term and summer programs are available in Costa Rica, France, Italy, Ecuador, Spain, Mexico, Scotland and England.

The College Consortium for International Studies (CCIS) is a nationwide organization of more than one-hundred-fifty (150) colleges and universities, two-year and four-year, public and private, which cooperate to provide high quality international/intercultural programs abroad for students enrolled in participating colleges and universities. In general, the language of instruction overseas is English. In most programs, students are required to study the language of the host country while overseas, and there is no requirement that a student study, or have studied, the language prior to departure. Students earn 15-18 credits per semester. Academic rigor is insured by the close supervision of each program by the sponsoring member institution.

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## Short-Term and Summer A or Summer B Term Programs

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Miami-Dade Community College operates several short-term study abroad programs. Most are resident academic programs, but a few study tours are also offered. The language of instruction, except for foreign language courses, is

English. CCIS programs are indicated as such. Among the resident programs which have operated regularly over the past several years are:

### **Summer A in Costa Rica (Ecology)**

In cooperation with the Organization of Tropical Studies. Natural science coursework includes the study of the ecology and geology of tropical environs.

### **CCIS Summer A or Summer B in Costa Rica (Intensive Spanish)**

At Centro Lingüístico Conversa, Santa Ana or San José. Spanish, all levels. "Peace Corps" style methodology. One-month program cycles, renewable enrollment.

At Universidad Veritas (San José). A seven-week summer term. Some courses taught in English. Students earn 11-12 credits.

### **Summer A in Italy**

(Florence). A resident program offering courses in Italian Language and Humanities in cooperation with Florida State University. Classes are taught at the FSU Center in Florence.

### **Summer B in Italy**

A four-week resident academic program in Perugia, offered in cooperation with the Università Pergil Stranieri. Students are enrolled for 6-9 credits.

### **CCIS Summer in France**

(Aix-en-Provence and Paris). Students spend five weeks in Aix and one week in Paris. Course offerings include Art Appreciation, Art History, International Relations, French language, literature and civilization, Humanities and International Business. The program is based at the Institute for American Universities in Aix-en-Provence.

### **Summer in France for Teachers of French**

(Angers). At the Université Catholique de l'Ouest. Special program for French teachers including methodology. Offered in cooperation with Truman State University (Missouri).

### **Summer in France**

(Annecy or Chambéry in the French Alps). At the Institut Français des Alpes, under the academic supervision of the Université Catholique de Lyon. Intensive French by direct method. International student body. Offered in cooperation with Truman State University (Missouri).

### **CCIS Studio Art in France**

(Aix-en-Provence). At the Marchutz School of Drawing and Painting of the Institute for American Universities in Southern France. Beginning and advanced painting and drawing.

### **Summer in France**

(Paris). A four-week French language and culture program held at the Institut Parisien. Field trips. French homestay.

### **Summer in Spain**

(Salamanca): in cooperation with the Colegio de España. Student may opt for a four-week resident academic program of intensive Spanish language.

### **CCIS Summer in Spain**

(Sevilla): at the Instituto de Estudios Internacionales. This is a four-week residence program of intensive Spanish language and culture sponsored by the CCIS at the Instituto de Estudios Internacionales. Spanish homestay or residencia.

### **CCIS Summer in London**

One-month program at Thames Valley University. Humanities, art, music, drama. British homestay.

### **Summer A in Austria**

Programs offered at Salzburg College. Courses include humanities, music, German, international relations and international business. Austrian homestay.

## Study Tours

Study tours are developed on an annual basis and according to demand. An annual Ecology and Geology of Foreign National Parks program as well as European architectural study tours generally takes place in the Summer A/Summer B terms. Consult the campus International Education coordinator for current offerings.

In general, students may earn 6-10 credits in short-term resident academic programs overseas.

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# Time-Saving Degree Opportunities

Miami-Dade encourages students to accelerate their education by providing a number of time savers by which students may shorten the time required to complete an Associate degree. These options permit the College to recognize high levels of academic achievement and acquisition of knowledge prior to or during attendance at the College.

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## Dual Enrollment and Early Admission

(See Special Admissions Categories)

High School students who enroll in courses through the Dual Enrollment and Early Admission Program receive credit for those courses on both the high school and the College transcript. The high school must grant permission for the student to enroll in these courses thereby agreeing to accept these College courses to meet high school graduation requirements.

Students selected for Early Admission or Dual Enrollment may begin their studies any term provided they complete the regular admission, advisement, and registration procedures and receive permission from their high school. Students are placed in the highest level courses for which they are qualified as determined by appropriate criteria, including scholastic records, standardized tests, special abilities in subject areas, and recommendations.

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## Advanced Placement Program (APP)

Miami-Dade participates in the Advanced Placement Program (APP) of the College Board along with all Florida public institutions of higher education.

After applying for admission to the College, applicants who have taken the APP examination should request that the Educational Testing Service send the examination grade report directly to the Admissions Office of Miami-Dade. Examination scores of 5, 4, and 3 are acceptable for credit, based on Miami-Dade approved course equivalents.

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## College Level Examination Program (CLEP)

Students passing the general examination or subject examinations of CLEP with satisfactory scores may be granted credit toward an Associate degree at Miami-Dade, based on Miami-Dade approved course equivalents. Official CLEP score reports are required and must be received directly from the Educational Testing Service (ETS). Awarded credit will appear on the student's permanent record as earned credit only. There will be no indication of grades or quality points. Evaluations of CLEP examinations are made after the student has been admitted to the College.

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## Proficiency Examination Program (PEP)

Students passing the subject examination of PEP with satisfactory scores may be granted credit toward an Associate degree at Miami-Dade, based on Miami-Dade approved course equivalents. Official PEP score reports are required and must be received directly from the American College Testing Service (ACT). Awarded credit will appear on the student's permanent record as earned credit. There will be no indication of grades or quality points. Evaluations of PEP examinations are made after the student has been admitted to the College.

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## International Baccalaureate Program (IB)

Students who successfully complete the International Baccalaureate examination with grades of 4 or better will be granted credit toward an Associate degree at Miami-Dade. An official IB transcript is required and must be received directly from the International Baccalaureate Office in New York. Awarded credit will appear on the student's permanent record as earned credit only. There will be no indication of grades or quality points.

Evaluations of IB examinations are made after the student has been admitted to the college. Duplicate credit is not awarded. These credits will become a part of the student's permanent record at the college and will appear on the student's official college transcript.

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## Institutional Credit-by-Examination

Students who have been admitted to the College may receive college credit for courses through departmental examinations. Applications for this type of credit are available from the Registrar's Office and must be approved first by the appropriate academic department. Subsequently, the registration must be completed at the Registrar's Office and fee payment made by the published deadline each term. Credits for departmental examination are not included in any computation of credit load for full-time or part-time student status.

Institutional credit-by-examination will become a part of the student's permanent record at the conclusion of the term in which it is awarded. Grades of A, B, C, or D will be assigned for college credits earned by examination and will be computed in the student's grade point average.

A non-refundable fee of \$15 per credit will be charged for each examination administered.

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## College Advanced Course Placement

Students may be placed in an advanced course in a specific area of study, without earning credit for the preceding course(s), based on demonstrable knowledge or ability in that area, or high school transcript.

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## Credit for Specialized Training

College credit for specialized non-collegiate occupational training may be granted to students enrolled in occupational programs upon validation of the non-collegiate instruction by the appropriate academic department. A processing fee of \$15 per course up to a maximum of \$50 for any single application will be charged for the evaluation of non-collegiate instruction. Agreements to recognize specialized non-collegiate occupational training must have been previously approved in accordance with College curriculum procedures.

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## Certified Professional Secretary (CPS)

Students passing the complete examination or individual sections of the Certified Professional Secretary Examination (CPS) may be granted credit toward an Associate degree at Miami-Dade after official score reports are received from the Institute for Certifying Secretaries. The credit will appear on the student's permanent record as earned credit only, without any indication of grades or quality points. Evaluations of CPS examinations are made after the student has been admitted to the College.

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## Military Service Schools, Defense Activity for Non-Traditional Education Support (DANTES) and United States Armed Forces Institute (USAFI)

Miami-Dade Community College will grant credit toward an Associate degree for properly validated military service training including military service schools, USAFI and DANTES end of course examinations, and acceptable CLEP test scores. The recommendation of the American Council on Education, A GUIDE TO THE EVALUATION OF EDUCATION EXPERIENCES IN THE ARMED SERVICES, will be used in evaluating Military Service School Training. For active duty military personnel, DD Form 295 and the Miami-Dade Military Service School Training

Record form is to be submitted to provide the record of military service school training. USAFI and DANTES college level credit courses taken by correspondence or by extension through other accredited colleges are accepted under regular transfer credit provisions. Official Reports of Educational Achievement must be mailed directly to the College Admissions Office from each approved organization.

College credit earned through military service schools, USAFI, or DANTES college level end of course tests will appear on the student's permanent record as earned credit only, without any indication of grades or quality points. Transfer credit evaluations of this work are made after the student has been admitted to the College.

Veterans must submit a true copy of the service personnel's separation papers (DD Form 214) and the Miami-Dade Military Service School Training Record form to the Admissions Office. Veterans who earned credit through USAFI or DANTES should request transcripts from Educational Testing Service, Contact Representative for DANTES, P.O. Box 6604, Princeton, New Jersey 08541.

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## Special Information

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### Computer Services

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Miami-Dade has invested in a state-of-the-art computing and telecommunications infrastructure. The 6 campuses and 3 centers are interconnected by a robust and diverse high-speed OC 12 (622 megabits per second) fiber network backbone that supports voice, video and data. The network supports 13,000 ports with over 10,000 active devices and has high-speed connections to the Internet. There are extensive computing facilities at each College location that provides support for a College-wide technology-enabled curriculum.

The M-DCC Data Center is located in Jack Kassewitz Hall on the Kendall campus. It hosts an IBM ES9672-Y46 mainframe with 8 gigabytes of main memory and 3 terabytes of storage. The mainframe supports the new ODESSEY Enterprise Software Suite that features student services such as Admissions, Registration and Advising as well as administrative functions such as Facilities, Finance, Payroll and Personnel. The mainframe is linked to STAR, the Colleges' interactive voice response system, through which students can register for classes, pay for those classes, receive their grades and order transcripts. It also supports web-enabled student self service functions available from most PCs connected to the College network and through the Internet.

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### League for Innovation

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Miami-Dade Community College is a member of the League for Innovation in the Community College. The League, founded in 1968, is composed of 20 outstanding community college districts throughout North America. The League's 20 districts include 46 public institutions located in 15 states and one Canadian province, enroll 500,000 students and employ over 20,000 faculty and staff. The League for Innovation encourages innovative experimentation and acts as a catalyst, project incubator and experimental laboratory for all community colleges. The goal of membership is to serve the local community with the best educational program and the fullest use of resources through cooperative actions with the broader community.

### Institutional Advancement District Office

The District Institutional Advancement area has responsibility in three major divisions in carrying out its mission as the development organization for Miami-Dade Community College: The District Development Office, the Office of Alumni Annual Fund, and the Miami-Dade Community College Foundation, Inc.

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### District Development Office

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The District Development Office provides leadership, coordination and support of the process of securing resources from both public sources (federal, state and municipalities) and private sources (foundations, corporations, businesses and individuals) to support educational program development, student financial aid, scholarships, faculty and staff

professional development, faculty exchange program, international student exchange program, education and training for economic development, and special projects. Through the CPN (College Processing Number) System the Development Office maintains records of all grants for programmatic and fiscal audits and accountability for externally funded programs for the entire College.

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## Office of Alumni Annual Fund

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The Miami-Dade Community College Alumni Association mission is to assist current students through mentorship programs, job placement, networking, fund raising and much more. The Association's goal is to serve as a bridge for these students as they enter the business world and join the more than 155,000 alumni who have graduated from Miami-Dade and nearly one million alumni who have attended the College.

Members of the Alumni Association are entitled to numerous benefits as well as networking opportunity with other alumni throughout the community. Membership dues are \$25.00 annually for alumni and \$10.00 for current students. Alumni can also join as a lifetime member for \$250 per person or \$350 per couple, if both spouses attended the College.

Under the umbrella of the Miami-Dade Community College Foundation, the Alumni Association is governed by a Board of Directors comprised of prominent alumni representing various fields and professions throughout the community. The names of the current Miami-Dade Community College Alumni Association Board members and Officers are listed below. If you would like more information about the Alumni Association, contact the Director of Alumni Affairs at (305) 237-3240.

### Alumni Association Board of Directors

President

Frank J. Cobo

Immediate Past President

Ana Maria Fernandez Haar

President Elect

Robert P. Healy, Jr.

Vice President

Carmen Morris

Treasurer

Barry Burak

Secretary

Christine M. Moreno

Past Presidents

Frank J. Cobo

Kelsey Dorsett

The Honorable Helen T. Erstling

Robert P. Healy, Jr.

Ahmed Merchant

Reydel (Sonny) Santos

Members at Large

Cynthia A. Allen

Perry Anderson

Jill Beach

Robert L. Bergmann

Marthenia (Tina) Dupree

Mercedes Quiroga

M-DCC Foundation President

Sandra Gonzalez-Levy

Director of Alumni Affairs  
Mary -Angie Salva-Ramirez

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## M-DCC Foundation, Inc.

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The M-DCC Foundation, Inc., established in 1965, is a 501(c)3 charitable foundation under the rules of the Internal Revenue Service. It is organized under Florida statutes as a “direct support” foundation for Miami-Dade Community College. The M-DCC Foundation, Inc. is governed by a Board of Directors (listed elsewhere in this catalog) composed of three members of the District Board of Trustees, the District President, one campus president and no fewer than 15 members from the community at large.

As the “direct support” organization, the M-DCC Foundation, Inc. serves as the fund-raising organization for Miami-Dade Community College. The M-DCC Foundation operates an active and continuing development process of working with individual donors, corporations, foundations, businesses, and organizations to secure financial resources to provide “a margin of excellence” for the educational programs of the College, and to provide student scholarships to assure that no student with talent and ability is denied access because of lack of financial resources. The M-DCC Foundation provides the support for the College’s Endowed Teaching Program to strengthen and enhance academic programs. It provides approximately \$2 million annually in student scholarships. Requests for scholarships should be made through the Financial Aid Office located on each campus.

### Scholarships/Loans/ Program Endowments

George Abbott Scholarship  
Access to Education  
Accounting & Business Program/Scholarship Fund  
Accounting & Business Scholarship End.  
Advisory Committee Scholarship Endowment - N/C  
AHEAD (American Hispanic Educators Association of Dade) Scholarship Fund  
Airport Construction Scholarship Fund  
Dante Aligheri Scholarship  
American Council on Education Program Support  
American Tradition Festival  
Ernest Anandam Memorial Program Endowment  
Animal & Ethics Program Fund  
Tom Apple Scholarship Endowment  
Architectural Design Scholarship Fund  
Architecture Department  
AREL Scholarship (Asociacion de Real Estate Latina, Inc.)  
Art and Philosophy Scholarship Endowment - North Campus  
James & Betty Atkins Scholarship Endowment  
The Auxiliary of Cedars Medical Center Scholarship Endowment  
Auxiliary to Health South Doctors Hospital Endowment  
Aviation Department Scholarship  
Bacardi Scholarship - New World School of the Arts  
Bahamas American Scholarship Endowment  
The Bahamas Government  
Bahamas Supermarket Scholarship Fund  
Robert & Aurelie Bailey Scholarship Endowment  
Eleanor Balent Scholarship  
Baptist Hospital Grant Fund  
The Karen Barnes and Tony Cherry Music Scholarship  
Barnett Bank Endowment - Wolfson Campus  
Barnett Bank Program Endowment  
Joseph A. Baron Memorial Scholarship Endowment  
Barracuda Golf Classic

Zoraida Barreras Scholarship Endowment  
Lisa Sheryl Barth Scholarship Endowment

Batchelor Scholarship Fund  
Bayshore Education/Manilow  
Bayshore Women's Club Scholarship Endowment  
The Bee Gees Scholarship Endowment  
Behavioral Studies Endowment  
Jean Beitz Memorial Scholarship Endowment  
BellSouth Annual Communications Scholarship Fund - Kendall Campus  
BellSouth -Fairbanks Scholarship Endowment - New World School of the Arts  
BellSouth Minority Scholarship - Wolfson Campus  
Edward Berger Scholarship Endowment  
Eleanora Berkun Scholarship Endowment  
Annie Betancourt Scholarship Endowment  
The Betty Ann Scholarship Endowment  
Mabel M. Biagi Fund  
John Bianco Scholarship Endowment  
Biennale Miami - Wolfson Campus  
The Big Orange Jaguar - Kendall Campus  
Biology Scholarship Endowment - North Campus  
Black Faculty/Staff - Kendall Campus  
Black Firefighters Scholarship Endowment - North Campus  
Black Heritage Scholarship - Kendall Campus  
Black History Month - North Campus  
Black Staff Organization Scholarship Endowment - Medical Center Campus  
Black Student Opportunity Endowment  
Black Student Opportunity Program Scholarship Endowment/Southeast Bank  
Andrew Blank Scholarship Endowment Fund  
Robert Blood Endowment  
Boat Building Program Endowment  
Ronni Bogaev Memorial Scholarship Endowment  
Book Scholarship Fund - Kendall Campus  
Braman Gift for Scholarships  
Larry Bray/Tony Pappas Scholarship Endowment  
Robert Brenner Music Scholarship Endowment - New World School of the Arts  
Shirley Brooks Brent Scholarship Endowment  
Dr. Marjorie Crockett Buhr Memorial Scholarship Endowment  
Douglas Bunn Scholarship Endowment  
Burger King Scholarship - New World School of the Arts  
Burger King Scholarship Fund - Wolfson Campus  
Catherine V. Burns Nursing Scholarship Endowment  
Business Administration Improvement Program Scholarship Endowment -Kendall Campus  
Israel Cachao - Lopez Scholarship Endowment  
Caqueline/Capewell Endowment  
Carbonell Award Scholarship  
John S. Cardarelle Scholarship Endowment  
Howard S. Carter Scholarship Endowment  
Carver Mentor Program Scholarship Endowment  
Dariel Castro-Frias Scholarship Fund  
Elam T. Cato Scholarship Endowment  
The Cause Celebration/Cutler Ridge Endowment  
The Cause Scholarship Endowment  
The Center for Economic Education Scholarship Program  
The Center for a Sustainable Environment Program  
Certified Tour Guide Program  
The Change Center Scholarship Endowment - North Campus  
The Charitable Trust Endowment  
Tim Charles Memorial Scholarship Endowment  
Chase Bank International Program Endowment  
Chase Federal Bank Scholarship Endowment

Chemistry Alpha Scholarship Endowment  
Chemistry/Physics Scholarship Fund - Kendall Campus  
Chemistry Program Endowment/Ana Ciereszko - Kendall Campus  
Chevrolet Scholarship  
Child Care Scholarship Fund - Medical Center Campus  
King H. Christo Scholarship Endowment  
Church's Fried Chicken-Black Entrepreneur Scholarship Endowment  
CitiBank Music Scholarship Endowment - New World School of the Arts  
Citizens' Scholarship Foundation of America Scholarship Fund  
The Ev Clay - Public Relations Society of America Scholarship Endowment  
The Peter H. Clayton Memorial Program Endowment  
Coca Cola U.S.A. Scholarship  
John M. Coleman Scholarship Endowment  
Maxwell & John Coleman Endowment  
College Assistance Program (CAP) Scholarship Fund  
Leroy Collins Memorial Scholarship Fund  
Clifford Colman Scholarship Endowment  
Community Chorus Scholarship Endowment - Kendall Campus  
Community Endowment - Support  
Community Health Foundation Scholarship Fund  
Consolidated Oil Co. Endowment  
Construction Industry Advancement Scholarship Endowment  
Cooperative Education Scholarship Endowment  
Armando Corominas Memorial Scholarship  
Cowles Scholarship Endowment  
Elmer Craig Award in Ceramics Scholarship Endowment - North Campus  
F. C. (Clay) Craig Program Endowment  
Creative Arts Scholarship Endowment - Wolfson Campus  
CUCIVA Scholarship - Wolfson Campus  
CUCUUM (College and University Computer Users Matching) Scholarship Endowment Fund - Medical Center  
Campus  
Cultural Enrichment Archive Collection - Kendall Campus Library  
Margaretta C. Curtin Memorial Scholarship Endowment/Exxon  
Dadeland Mall/Royal Caribbean Scholarship Endowment  
Henrietta Dalke Scholarship Endowment  
John P. Daly Memorial Endowment  
Dance/General Fund -New World School of the Arts  
Data Processing Management Association Miami Chapter Scholarship End (DPMA)  
**Barney Davidson Scholarship Endowment**  
A. D. Davis Family Endowment  
The Alvin Davis Program Endowment - New World School of the Arts  
M. L. "Shag" Daye Memorial Scholarship Endowment  
Dean's Scholarship Fund (Nursing Challenge)  
Gustavo DelValle Scholarship Endowment  
Dental Hygiene Scholarship Endowment  
Frank Devlin - Kendall Campus Support Staff Memorial Scholarship Endowment  
Arturo di Filippi Music Program/Scholarship Fund  
Frank V. Di Nino Music Scholarship Fund  
Dietetic Technician Program  
Dillman Endowment for Respiratory Therapy Programs  
Disability Instruction - Wolfson Campus  
Dobbs House Scholarship Fund  
Viola F. Doerr Memorial Loan Fund  
L. Dorfman Program Endowment - New World School of the Arts  
Raymond L. Dunn Scholarship Endowment  
Early Childhood Education Scholarship Endowment - North Campus  
Education...A Cause for Celebration Scholarship Endowment  
Annie M. Edwards Scholarship Fund

Eig - Watson Program Support  
Saul Eig & Lois Eig Watson Scholarship Endowment  
Elite Fine Arts Scholarship Endowment - New World School of the Arts  
EMI/Iberoamerica -1992  
Emphasis on Education Program Endowment  
English Dept. Scholarship Endowment - North Campus  
Enterprise Foundation  
Environmental Demonstration Center Endowment  
Environmental Ethics - National Endowment for the Humanities (NEH)  
Environmental Ethics Program Endowment  
Espirito Santo Bank Scholarship Endowment  
Esso Inter-America Program Endowment  
Extended Educational Services - Kendall Campus  
Faculty Senate Scholarship Endowment - Wolfson Campus  
Faculty/Staff Scholarship Fund - North Campus  
Laverne Faison Memorial Scholarship Endowment  
Bernard and Marilyn Farber Scholarship Endowment  
Dante B. Fascell Scholarship Endowment  
Fashion Institute Training Scholarship Endowment  
Fashion Design Scholarship Endowment - Kendall Campus  
Fashion Design Scholarship Endowment -North Campus  
Fashion Show - New World School of the Arts  
Fine Arts Gallery - Kendall Campus  
Roxanne Fines Scholarship Endowment  
Dr. Elizabeth Fishbein Scholarship Endowment  
Ijourie Stocks Fisher Scholarship Award Endowment  
Florida Nurses Association Scholarship Endowment/BSN  
Florida Nurses Association Scholarship Endowment/District 5  
Florida Society of Newspaper Editors Scholarship Fund  
Florida Theatrical Association Scholarship  
Florida-Brazil Institute  
Annette Foosaner Memorial Program Endowment  
Ford Salute to Education  
Elizabeth (Liz) Forrester Business Education Scholarship Fund  
Lynn S. Forrester Scholarship  
The Friends of the Performing Arts Scholarship Endowment Fund - North Campus  
Tomas Garcia Fuste Scholarship Endowment  
Future Business Leaders of America Scholarship Endowment  
Marion Fyfe Memorial Scholarship  
Ruth & August Geiger Charity Foundation Scholarship Endowment  
Geographic Education Program Endowment -North Campus  
Gethers - Klemick Scholarship Endowment  
Patrick Gettings - Paella Scholarship Endowment  
Rev. Theodore R. Gibson Annual Award - Medical Center Campus  
Rev. Theodore R. Gibson Oratorical Project Scholarship - Wolfson Campus  
Morgan P. Gilbert Scholarship Endowment  
Daniel Gill Program Endowment  
Sylvia Goldman Endowment  
George H. Goldstein Scholarship Endowment  
Naomi Gonzalez Children Scholarship  
Dr. Moses & Beatrice Goodman Scholarship Fund  
Mary Gorad Memorial Scholarship Endowment  
Gospel Choir Scholarship -North Campus  
Benjamin & Ruth R. Gould Scholarship Endowment  
Yolanda Govaert Scholarship Endowment  
The Graham Foundation Scholarship  
Ben Granoff Memorial Scholarship Endowment  
Greater Miami Service Corporation Endowment

A A Green & Company, Inc. Scholarship Fund  
Ann Greenberg Memorial Nursing Stu. Emergency Assistance Loan Fund  
Dan Gresham Scholarship Endowment  
Simon Growick Scholarship - Medical Center Campus  
Growing Up Healthy Program Development  
Susan Guber Endowment  
Guillaume/Gutierrez Scholarship Endowment  
Madeline Gurss Scholarship Endowment  
Häagen-Dazs Academic P.E. Scholarship Endowment  
Haiti Foundation Scholarship  
Haitian American Nurses Association Scholarship  
Haitian Student Scholarship Endowment  
Dr. Joe Hall Scholarship/Loan Fund  
The Hamilton Bank Foundation Scholarship Fund  
Katherine Hanson Economics Program Scholarship Fund  
**Wade Harris Memorial Scholarship**  
Health Care Educational Challenge 1997-98  
Health Foundation of South Florida  
James P. Healy Memorial Scholarship Endowment  
The Heavenly Cause Foundation Endowment  
Ellen Heidt Scholarship Endowment  
The Henry Lee Co. Scholarship Endowment  
Siegfried & Jan Herrmann Scholarship Endowment  
Hesburg Award Endowment  
Arturo P. Hevia Memorial Scholarship Endowment  
Hialeah Civic Benevolent Association Scholarship Fund  
Hialeah/Flamingo Kiwanis Scholarship Endowment  
High Noon Optimist Club of Hialeah Scholarship Endowment  
Hispanic Student Scholarship - Wolfson Campus  
Homestead Business & Professional Women's Club Scholarship Endowment  
Homestead Center for the Arts Scholarship Endowment  
The City of Homestead Scholarship  
Honors Scholarship - Medical Center Campus  
Horticulture/Landscape Development Endowment  
John Howard Memorial Scholarship Endowment  
James Hughes Sr. Fnd. Scholarship Fund  
Marie Hydress Scholarship Endowment  
In School Student Chamber of Commerce Scholarship Program  
Julio Iglesias Music Scholarship Endowment  
Institute for Citizenship Education Program  
InterAmerican Center - Wolfson Campus  
Interior Design Scholarship - Kendall Campus  
Interior Design Scholarship Endowment - Kendall Campus  
Phyllis Jacobson Memorial Scholarship Fund  
Coral Jenrette Program Endowment  
David & Sharon Johnson Service Learning Scholarship Endowment  
Eric Johnson Scholarship Endowment  
John & Alice Johnson Scholarship Endowment  
Merill & Connie Johnson Program/Scholarship Endowment  
Donald Kahn Music Scholarship Endowment  
Donald Kahn Opera Scholarship - New World School of the Arts  
Donald Kahn Theatre Endowment -New World School of the Arts  
Kaplan "Pipers" - Wolfson Campus  
Jack Kassewitz Memorial Scholarship Endowment  
Joseph Kavenoff Legal Scholarship Endowment  
Kendall Business & Professional Women's Club Scholarship Endowment  
The Kettering Family Foundation Scholarship Endowment  
The Dr. Martin Luther King, Jr. Memorial Scholarship Endowment

Kiwanis Club of Miami Shores Scholarship Fund  
Kiwanis Club of South Miami Scholarship Endowment  
D. Kixmiller Memorial Program/Scholarship Endowment  
Patricia E. Kixmiller Endowment  
Richard & Rhoda Klein Endowment Scholarship  
Dewey Knight Memorial Scholarship  
Knight Foundation Scholarship Endowment - New World School of the Arts  
Richard B. Koble Memorial Scholarship Endowment  
Madeline Kramer Memorial Scholarship Endowment  
Sarah Kupchik Scholarship - Medical Center Campus  
Anastasios N. Kyriakides Program Endowment  
Marylee Lander Scholarship Fund  
Landscape Development Program Endowment  
Bruce Langford Memorial Scholarship Endowment  
Will Lankford Memorial Scholarship - Wolfson Campus  
Latin American Music Student Scholarship  
Latin Quarter Cultural Center of Miami Scholarship Fund (LQCCM)  
Al LeDuc Program Endowment  
Ruth Anne Lefcourt Family Foundation Scholarship Endowment  
Lesnik Public Relations Co. Scholarship Fund  
Jerry Levine Memorial Endowment  
Al Lewis - 100 Black Men  
Library Gift Book Fund - North Campus  
Georgianna Lindsley Scholarship Endowment  
Jeffrey and Maureen Lukenbill Scholarship Endowment  
The Lundgren Fund  
Sheldon Lurie Memorial Scholarship Endowment  
Edward Lynch Baseball Program Endowment  
Thomas F. Lynch Memorial Scholarship Fund  
Arvin & Helen Maggard Migrant Scholarship Endowment  
Richard S. Maher Scholarship Endowment  
John & Julia Mainieri Memorial Program/Scholarship Endowment  
Mallory Factor, Inc. Scholarship  
Mana-Zucca Memorial Program Endowment - Wolfson Campus  
Adele Mann Scholarship Endowment - New World School of the Arts  
Margin of Excellence Scholarship  
Helen C. Margolin Scholarship Endowment  
William Martin Scholarship Endowment  
Julio Martinez Scholarship Endowment  
Louis A. Martone Scholarship Fund  
Martyrs of 2/24/96 Memorial Scholarship Endowment  
The Peter and Ann Masiko Scholarship Endowment  
William K. Mason Scholarship Fund  
Douglas E. Matthewson Memorial Scholarship Endowment  
Roy Mazzagatti Memorial Scholarship Endowment  
McArthur Dairy Scholarship Fund  
Bonnie McCabe Visual Arts Scholarship Endowment  
Dr. and Mrs. McCabe Program Endowment  
Robert H. McCabe, President Emeritus, Scholarship Endowment  
Robert McCabe Scholarship Endowment - New World School of the Arts  
**The William L. McKnight Program/Scholarship Endowment**  
The William L. McKnight Scholarship Endowment for District Board of Trustees Scholarships  
Peter S. McWhorter Scholarship Fund  
Betty Meador Scholarship Endowment  
Medical Center Campus Minority Program Scholarship Endowment  
Medical Center Campus Scholarship Endowment  
Medical Center Campus Faculty Scholarship Fund  
Medical Center Campus Support Staff Scholarship

Medical Center Campus Wellness Center  
Manuel Medina Entrepreneur Scholarship Endowment/Chivas Regal  
The MEED Program  
The MEED Program Support for Disabled Students Endowment/Rotary Club  
Carrie Meek Scholarship Fund  
Senator Carrie P. Meek Minority Women Scholarship Endowment  
Merici Academy Alumnae Association Inc. Scholarship Endowment  
Merit Scholarship Foundation Scholarship Fund  
Metro Dade Cultural Affairs Grant  
Metro Dade Cultural Funds  
Anna B. Meyers Scholarship Endowment  
Miami Aero Club Scholarship Fund - Kendall Campus  
Miami Association of Food Trades Inc. Scholarship Endowment  
Miami Beach Dental Society Scholarship Endowment  
City of Miami Beach Police  
Miami Book Fair Endowment  
Miami Herald/Knight Ridder Foundation Scholarship Endowment - New World School of the Arts  
Miami Norland Senior High School Scholarship Endowment  
Miami Northwestern Senior High School Class of 1996 Alumni Scholarship Fund  
Miami Parking Systems (Dept. of Off-Street Parking) - SCOOP Scholarship  
Miami Promise Scholarship Endowment  
Miami Salon Group Endowment - New World School of the Arts  
Miami-Dade Community College Celebrity Auction  
Miami-Dade County Association of Educational Clerical Personnel Scholarship Fund  
Miami-Dade County Building Code Compliance Office (DCBCCO) Golf Tournament Scholarship Fund  
Miami-Dade County Dental Research Clinic Scholarship Endowment  
Miami-Dade County Federation of Women's Clubs  
Miami-Dade County Legal Secretaries  
Miami-Dade County Medical Association Scholarship  
Miami-Dade County Youth Fair Scholarship  
Donald M. Middlebrooks Program Endowment  
Paula Milton Memorial Performing Arts Scholarship Endowment  
Minority Program Scholarship Endowment - Medical Center Campus  
Miss Miami Pageant Scholarship Award  
Montanari Opera Fund -New World School of the Arts  
Susan Moore Memorial Scholarship Endowment  
Mary Elizabeth Morgan Memorial Scholarship Endowment  
John Morris Scholarship Fund - Kendall Campus  
Mortgage Bankers Association Program/Scholarship Endowment  
Mount Sinai Medical Center Scholarship Endowment  
Music/Jimenez Scholarship - New World School of the Arts  
Music Scholarship - New World School of the Arts  
Nalith Foundation Program Endowment  
Leonard Naredo Scholarship Endowment  
National Endowment for the Arts (NEA) Cultural Affairs  
National Endowment for the Humanities (NEH) Endowed Chairs  
National Organization of Black Law Enforcement Executives - Sector VI (NOBLE)  
Nations Bank Art Scholarship Endowment  
New World Repertory Company Fund  
Cecil Nichols Program Endowment  
Berndt Noah Memorial Scholarship Endowment  
North Dade Chamber of Commerce Scholarship Endowment  
North Dade Dental Society Scholarship Endowment  
North Dade Educational Challenge Endowment  
James O'Connell Memorial Book Scholarship Endowment  
Ogden Aviation Services Minority Internship Program/Scholarship Fund  
Patricia Olalde Scholarship Endowment -New World School of the Arts  
Omega Psi Phi Fraternity/R. Dunn & E. Graham Scholarship Endowment

Opera Workshop Program Fund - Kendall Campus  
Laurence I. Ostrow Scholarship Endowment  
Overtown Health Care Access Scholarship Endowment  
Overtown Neighborhood Project  
The Owner Builder Center Program Endowment  
Delia Padrón Minority Scholarship Fund  
Eduardo M. Padrón, Sr. Scholarship Fund  
Pan Am International Flight Academy Scholarship  
Pan American Hospital Scholarship Fund  
Pan American Hospital II Scholarship Fund - Medical Center Campus  
Tony Pappas/Larry Bray Scholarship Endowment  
Christopher Paraskeva Memorial Scholarship Fund  
Parent and Child Scholarship Endowment  
Ruth H. Pascual Nursing Endowment  
Clara Paul Program Endowment  
William D. Pawley Memorial Program Endowment  
PE - Baseball Program Scholarship Fund - Wolfson Campus  
PE - Falcon Boosters Program/Scholarship Fund - North Campus  
PE - Major League Baseball Program/Scholarship Fund - North Campus  
PE - Men's Basketball Program/Scholarship Fund - North Campus  
PE - Men's/Women's Gymnastics Program/Scholarship Fund - North Campus  
PE - North Dade Chamber Scholarship  
PE - Wellness Center Program/Scholarship Endowment - North Campus  
Hyman & Muriel Pearlstein Scholarship Endowment  
Pedro Pan Foundation Scholarship Fund  
Leone Pelton Memorial Arts Scholarship Endowment  
Migdalia Perez Memorial Scholarship  
**Performing Arts Scholarship Endowment - North Campus**  
Perrine - Cutler Ridge Rotary Club Scholarship Fund  
Bobbie Persad Scholarship  
Beatrice Peskoe - In Memory of Irving Peskoe Endowment Scholarship -Homestead Campus  
Carol Petrozella Scholarship Endowment  
Randall W. Pharies Memorial Scholarship Fund  
The Christine & W.L. Philbrick Program Support Fund  
The W.L. Philbrick Endowment  
Philip Morris Scholarship - New World School of the Arts  
Dr. Kevin D. Phillips Endowment  
Roy G. Phillips Black Student Scholarship Endowment  
Charles Pistorino Memorial Scholarship Endowment  
John & Maria Pistorino Scholarship Endowment  
David Plummer Association Scholarship  
Karl S. Pond Scholarship Endowment  
Porter & Associates Bus. Scholarship Endowment  
Kim & Elizabeth Porter Scholarship  
Pre-Service Law Scholarship  
Project Start-Up/Rosenberg Scholarship  
David C. Pryor Scholarship Endowment  
Jose Quevedo Scholarship Fund  
James M. Ragen Jr. Memorial Scholarship Endowment  
Rainforth Foundation Scholarship Fund  
Scott Rakow Memorial Scholarship Fund  
Greg Read Optimist Scholarship Endowment  
Recycle It Scholarship  
Registrar's Paper Fund  
Marty Rieck Memorial Scholarship Endowment  
Rising Stars "97" Program Fund  
Rising Stars "98" Program Fund  
Edwin Rivera Scholarship Endowment

Piedad Robertson Fund  
Leon G. Robinson Scholarship Endowment  
Marta Elena Rodriguez - Fundora Scholarship Endowment  
Burdine Rolle Scholarship Endowment  
Anna Rosen Educational Scholarship Fund  
William & Tina Rosenberg Scholarship  
Beatrice & Jack Ross Loan Endowment  
Dorothy J. Ross Music Award Scholarship Endowment  
John B. Ross Memorial Scholarship Endowment - New World School of the Arts  
Rotary Club Nursing Scholarship  
Betty Rowan Endowment  
Diego Ruiz Memorial Scholarship  
Robert Russell Memorial Foundation Scholarship Fund  
The Russian Student Scholarship - MCC  
Ryder System Endowment Scholarship  
Ryder System/Margaret Pelton Scholarship Endowment  
Olga Salgado Memorial Scholarship Endowment  
Salute to Education Scholarship Endowment/Ford Motor Company  
Frances Sargent Scholarship Endowment  
Bertram Schild Scholarship Endowment  
Scholarship for Unwed Mothers Endowment  
SCORE Scholarship Endowment (Service Corps of Retired Executives) Searching for Freedom  
Secretaries Week Scholarship  
Seitz & Greer Program Endowment  
Fred Shaw Endowment  
William F. Shaw Memorial Scholarship Endowment  
Sierra Engineering Scholarship  
Russ Sigler Memorial Scholarship Endowment  
Richard H. Simons Charitable Trust  
Sincavage Endowment Fund  
James Sinquefield Scholarship Endowment  
Julius & Margaret Sirilo Scholarship Endowment  
John & Leota Smith Scholarship  
Arturo Sosa Scholarship Endowment  
South by Southeast Professional Women in Travel Scholarship Endowment  
South Dade Civitan Club Scholarship Endowment  
South Dade Community Council Service Scholarship Endowment  
South Florida Institute of Criminal Justice Endowment  
South Miami Hospital - Homestead Nursing Scholarship Endowment  
South Miami Hospital - Homestead - Rotary Nursing Scholarship Endowment  
South Miami Women's Club Scholarship Endowment  
Robert & Carleen Spano Program Endowment  
Special Donor Scholarship Fund  
Spillis, Candela and Partners, Inc. Scholarship Endowment  
Jeannece Stage Memorial Scholarship Fund  
Barbara Stanton Program Endowment  
Fred Stanton/Kiwanis Club of Miami Beach Scholarship Endowment  
STARS/HOPE Endowment  
State Scholarship Matching Program  
Steel Hector & Davis Program Endowment  
M. Umlauf Stein Program/Scholarship Endowment  
Rose Sterling Memorial Scholarship  
Harry M. Stevens Inc. Scholarship Fund  
Pamela Stringer Scholarship Endowment  
Student Services Scholarship  
Student Success Program Scholarship  
H. William Succop Scholarship Endowment  
The Gerry Stutz Scholarship Endowment

Support Staff Council Scholarship Endowment  
Support Staff Council Program/Scholarship Fund - Medical Center Campus  
Drs. Stanley and Steven Sutnick Scholarship Endowment  
Dr. S. T. Swirsky Scholarship Endowment  
    Take Stock in Children  
Joseph Tantillo Baseball Scholarship Endowment  
Teaching/Learning Scholarship Endowment  
Jose A. Tembras Scholarship Endowment  
Bob Terry Memorial Endowment  
Theatre Arts League Scholarship  
Tillow Fund Scholarship Endowment  
Total Food Service Endowment  
Toussaint Louverture Haitian Festival 1989 Scholarship Endowment - North Campus  
Chester & Jerome Trapp Music Scholarship Endowment  
Travel & Tourism Program /Scholarship Endowment - North Campus  
Tommy Tune Endowment  
Vargas Family Scholarship Fund  
Sadie Vihlen Nursing Scholarship Fund  
Elizabeth L. Virrick Scholarship Endowment  
Visual Arts Scholarship Endowment -Wolfson Campus  
Vocal Hi Lites - North Campus  
David Wallack & Mango's Tropical Cafe Scholarship Endowment  
Warner Lambert Company/Entenmann Bakery Scholarship Fund  
Phyllis N. Washington Scholarship  
Bill Weil Memorial Scholarship Endowment  
R. L. Wellman Scholarship Endowment  
Gerald I. Wernick Memorial Scholarship Fund  
Hugh and Carol Westbrook Scholarship  
Fay Whitman Nursing Scholarship  
Stephen Whitney Memorial Scholarship Endowment [Respiratory Therapy -Medical Center Campus]  
Loren D. Wicks Memorial Scholarship Endowment  
Charles Willeford Memorial Scholarship Endowment  
Georgie Willeford Fund  
Eugene Wine Library Program Endowment  
Anne Wolfers Music Scholarship  
Wolfson Campus College Choir Scholarship Fund  
Wolfson Campus Support Staff Council Scholarship Fund  
Frances Wolfson Art Scholarship Endowment  
Frances Wolfson/New World School of the Arts Scholarship Endowment  
Louis Wolfson II Media History Center Program Endowment  
Mitchell Wolfson, Sr. Foundation  
Women's History Month Scholarship - Kendall Campus  
William Worley Scholarship Fund  
Carolyn B. Wright Program Endowment  
Lily Wright Endowment Fund  
Justin Yagerman Scholarship Fund  
Eduardo Yanez/First Union Scholarship Endowment  
Harold J. Zabsky Endowment  
Larry Zingale Music Scholarship Endowment

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## Endowed Teaching Chairs

The Miami-Dade Community College Foundation Endowed Teaching Chair Program is the first program at a community college designed to endow chairs dedicated solely to recognized excellence in teaching.

Originally envisioned by Dr. Robert H. McCabe, President Emeritus of M-DCC, the Teaching Chair program recognizes outstanding teachers through the awarding of small individual budget grants and salary supplements on three-year cycles.

The Foundation Board agreed the Teaching Chair program should be endowed, that a compelling “case” could be made, and that the community would respond.

Mr. Louis Wolfson III, President of Venture W Corporation, and Chairman of the first successful \$5 Million Margin of Excellence Endowment Campaign of 1985-88, agreed to co-chair the new Endowed Teaching Chair Campaign. Mr. Andrew Blank, President of Seaboard Warehouse Terminals, Ltd., agreed to serve as co-chair of the \$10 million campaign. Dr. Dale Parnell, President of the American Association of Community and Junior Colleges, and keynote speaker for the kick-off of the campaign, stated, “This dynamic program will serve as a model for the nation.”

The Adorno & Zeder Employee Charitable Trust Foundation Endowed Teaching Chair in Ethnic Relations  
The American Express Endowed Teaching Chair in Support of Travel and Tourism Related Programs  
The Ruth Anderson Foundation Endowed Teaching Chair  
The Carlos Arboleya/NationsBank Endowed Teaching Chair in Banking and Business  
The BellSouth Endowed Teaching Chair in Communications  
The BellSouth II Endowed Teaching Chair  
The Andrew Blank Endowed Teaching Chair  
The Blockbuster Entertainment Corporation Endowed Teaching Chair  
The Simon Bolivar Endowed Teaching Chair  
The Dr. Barry N. Burak Endowed Teaching Chair of Excellence in Health Sciences  
The M. Anthony Burns/Ryder System Endowed Teaching Chair  
The Citibank of Florida Endowed Teaching Chair for the New World School of the Arts  
The Peter H. Clayton Endowed Teaching Chair in Classical Languages  
The Frank J. Cobo Endowed Teaching Chair in Real Estate  
The Evan G. and Rose Marie Coe Endowed Teaching Chair in History and Political Science  
The Esther T. Colliflower, R.N. Endowed Teaching Chair  
The Columbia/HCA Healthcare Corporation, South Florida Division Endowed Teaching Chair  
The Dade Community Foundation Endowed Teaching Chair  
The Dade County School Employees Federal Credit Union Endowed Teaching Chair in Honor of Hubert O. Sibley  
The Endowed Teaching Chair Recipients' Endowed Teaching Chair  
The Helen T. Erstling Endowed Teaching Chair  
The Espirito Santo Bank of Florida Endowed Teaching Chair  
The Jeanne-Marie and Dante B. Fascell Endowed Teaching Chair  
The First Union National Bank of Florida Endowed Teaching Chair through the First Union Foundation  
The Gordon Foster and Thelma Peters Endowed Teaching Chair  
The Friends of Kendall Campus School of Business and Administration Endowed Teaching Chair  
The Juan A. Galan, Jr. Endowed Teaching Chair in Entrepreneurship  
The Gerrits Construction Company Endowed Teaching Chair  
The Daniel K. Gill Endowed Teaching Chair  
The Senator Jack Gordon Endowed Teaching Chair  
The Dr. Ruth Wolkowsky Greenfield Endowed Teaching Chair in Music  
The Hamilton Bank Foundation Endowed Teaching Chair in Business  
The Arthur H. Hertz Endowed Teaching Chair  
The Dr. Glenn C. James Endowed Teaching Chair of Religion  
The George W. Jenkins Foundation/Publix Super Market Charities Endowed Teaching Chair  
The Mardee S. Jenrette Endowed Teaching Chair  
The Ruth B. and Jack Kassewitz Endowed Teaching Chair  
The Donald Jerome and Nancy Swerdlow Kipnis Endowed Teaching Chair  
The Kiwanis of Little Havana Foundation Endowed Teaching Chair in Honor of Hispanic Culture and Music  
The John S. and James L. Knight Foundation Endowed Teaching Chair in Journalism  
The Anastasios and Maria Kyriakides Endowed Teaching Chair  
The Dr. Demie J. Mainieri/Miami Jai Alai Endowed Teaching Chair in Health and Physical Education  
The Peter Masiko, Jr. Endowed Teaching Chair Recipients Endowed Teaching Chair  
The Peter Masiko, Jr./Miami Jai-Alai Endowed Teaching Chair  
The Sir Clare Massey, O.S.J. Endowed Teaching Chair  
The Charles A. and Carrie Mastronardi Endowed Teaching Chair  
The Bonnie McCabe Endowed Teaching Chair in the Humanities

The Dr. Robert H. McCabe Endowed Teaching Chair  
The Manuel Medina Endowed Teaching Chair  
The Congresswoman Carrie Meek Endowed Teaching Chair  
The Hank Meyer Endowed Teaching Chair  
The City of Miami Police Department Endowed Teaching Chair in the Social Sciences  
The Miami-Dade Community College Alumni Association Endowed Teaching Chair  
The Jane and Van Myers Endowed Teaching Chair  
The Dr. and Mrs. Cecil B. Nichols and Family Endowed Teaching Chair in Social Sciences  
The Northern Trust Bank of Florida Endowed Teaching Chair  
The Elpidio Nuñez/Northwestern Meats Endowed Teaching Chair  
The Calvin and Flavia Oak Foundation, Inc. Endowed Teaching Chair  
The John H. O'Neil, Jr. Endowed Teaching Chair in Nursing and Health Related Careers  
The Dr. Eduardo J. Padrón Endowed Teaching Chair  
The Pan Am International Flight Academy's Endowed Teaching Chair for Aviation Programs  
The W. L. Philbrick and Christine J. Philbrick Mortuary Science Endowed Teaching Chair  
The Philip Morris Companies Inc. Endowed Teaching Chair of Excellence in Agriculture and the Natural Sciences  
The Mary Pond Family and Friends Endowed Teaching Chair in Memory of Karl S.E. Pond  
The Barton D. And Marilyn J. Powell Endowed Teaching Chair  
The Linda and Hank Raattama Endowed Teaching Chair  
The Henry E. S. Reeves/Miami Times Endowed Teaching Chair  
The Judy, Jill and Andrew Reinach Chair of Excellence in Honor of Israel  
The Janet Reno Chair in Criminal Justice  
The Republic National Bank of Miami Endowed Teaching Chair of Excellence in Business and Finance  
The Rosenberg-McIntosh-Leigh Foundations Endowed Teaching Chair  
The Rotary Club of Miami Endowed Teaching Chair in Memory of G.H. "Buck" Ashmore  
The Robert Russell Memorial Foundation Endowed Teaching Chair  
The Judy Sabel Endowed Teaching Chair in Honor of Her Mother, Julia Szabelski  
The Amar S. Sawhney Endowed Teaching Chair  
The Murray Sisselman & Peter H. Clayton Endowed Teaching Chair  
The Mac Smith Endowed Teaching Chair in Environmental Ethics  
The Southeast Banking Corporation Foundation Endowed Teaching Chair  
The Spillis Candela & Partners, Inc. Endowed Teaching Chair  
The Steel Hector & Davis Endowed Teaching Chair  
The Joan K. Stout, R.N. Endowed Teaching Chair  
The SunTrust Endowed Teaching Chair in Banking and Finance  
The Dr. Stanley Sutnick Endowed Teaching Chair  
The Stanley G. Tate and Family Endowed Teaching Chair  
The Senator William "Bill" Turner Endowed Teaching Chair for Education  
The Vitas Innovative Hospice Care Endowed Teaching Chair  
The J. Harvey Watson Endowed Teaching Chair in Aviation  
The Caroline Weiss Endowed Teaching Chair  
The Colonel Mitchell Wolfson, Sr. Endowed Teaching Chair  
The Frances Louise Wolfson Family Foundation, Inc. Endowment Chair  
The Louis Wolfson III Endowed Teaching Chair  
The Mitchell Wolfson, Jr. Endowed Teaching Chair