# Miami Dade College (MDC)
## 2010-2012
## College Catalog ERRATA Sheet

The following Bachelor of Applied Science (BAS) program(s) went through a title correction and are not new to MDC. BAS with a major in:
- Public Safety Management, with concentrations in:
    - Basic Corrections Academy
    - Basic Police Academy
    - Field Placement
    - Corrections
    - Crime Scene
    - Criminal Justice
    - Emergency Management
    - Law Enforcement
    - Probation and Parole
    - Security and Loss Prevention

The following Bachelor of Science (BS) program(s) went through a title correction and are not new to MDC. BS with a major in:
- Secondary Mathematics Education
- Secondary Science Education, with concentrations in:
    - Biology
    - Chemistry
    - Earth/Space Sciences
    - Physics

The following Associate in Science (AS) program(s) went through a title correction and are not new to MDC:
- 23024 – Medical Laboratory Technology changed to Clinical Laboratory Sciences (Effective Fall 2008-1)

The following Career Technical Education (CTE) program(s) went through a title correction and are not new to MDC:
- 57014 – Community Service Officer/Police Service Aide (Effective Summer 2005-3)
- 57022 – Law Enforcement Officer changed to CMS Law Enforcement BRT (Effective Summer 2007-3)

The Practical Nursing (LPN) Vocational Certificate course descriptions were updated in Fall 2010-1, and underwent a State Mandated Course Number Change on May 2011 (effective Fall 2011-1). Please note that the old course prefix/number appear below in **Red**, and the new course prefix/number in **Blue**.

**HCP 0102C**/**HCP 0107C** **Articulated Nursing Assistant Clinic**
This course provides the clinical and hands-on experiences that are an integral part of the Articulated Nursing Assistant course. Students will learn patient care skills associated with a nursing assistant that include physical comfort a safety function, personal care, and infection control. Pre-requisites: HSC0003 Co-requisites: HCP 0123, HCP 0123L, PRN 0067, PRN 0067L. (1.3 CTE Credits)

**HCP 0122**/**HCP 0123** **Articulated Nursing Assistant Lecture**
This course provides the theoretical knowledge necessary for actualization of the role of the articulated nursing assistant. Students will learn interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills. Pre-requisites: HSC0003 Co-requisites: HCP 0123L, HCP 0107C, PRN 0067, PRN 0067L (.7 CTE Credits)

**HCP 0122L**/**HCP 0123L** **Articulated Nursing Assistant Lab**
This course provides the laboratory activities/skills and hands-on experiences that are an integral part of the Articulated Nursing Assistant course. Students will learn the use of safety procedures, tools, equipment, materials, and processes related to the articulated nursing assistant. Pre-requisites: HSC0003; Co-requisite: HCP 0123, HCP 0107C, PRN 0067, PRN 0067L (.5 CTE Credits)

**PRN 0301C**/**PRN 0068c** **Practical Nursing 1 Clinic**
This course provides the foundation clinical hands-on experiences that are an integral part of the Practical Nursing course. Students will learn verbal and communication skills, application of aseptic technique, application of physical comfort and safety functions, and principles of nutrition. Pre-requisites: HSC 0003, HCP 0123, HCP 0123L, HCP 0107C, PRN 0067, PRN 0067L; Co-requisite: PRN 0205, PRN 0205L. (3.6 CTE Credits)

**PRN 0302C** **Practical Nursing 2 Clinic**
This course provides the fundamental clinical hands-on experiences that are an integral part of the Practical Nursing course. Students will learn the practical application of nursing procedures, medication administration, pre and post-operative care, and care for the medical and surgical patient. Pre-requisites: HSC 0003, HCP 0123, HCP 0123L, HCP 0107C, PRN 0067, PRN 0067L, PRN 0068C, PRN 0205, PRN 0205L; Co-requisites: PRN 0124, PRN 0124L. (6.0 CTE Credits)

**PRN 0303C**/**PRN 0125C** **Practical Nursing 3 Clinic**
This course provides the specialty clinical hands-on experiences that are an integral part of the Practical Nursing course. Students will learn the practical application in the patient care area for Maternity/Newborn, Pediatrics, and Mental Health. Pre-requisites: HSC 0003, HCP 0123, HCP 0123L, HCP 0107C, PRN 0067, PRN 0067L, PRN 0068c, PRN 0205, PRN 0205L, PRN 0302C, PRN 0124, PRN 0124L. (11.2 CTE Credits)

**PRN 0373**/**PRN 0067** **Practical Nursing 1 Lecture**
This course provides the theoretical foundation knowledge necessary for actualization of the role of the Practical Nurse. Students will learn the anatomy & physiology of the human body, human growth and development, principles of nutrition, and an introduction to Nursing. Prerequisite: HSC 0003; Co-requisites: HCP 0123, HCP 0123L, HCP 0107C, PRN 0067L. (5.5 CTE Credits)

**PRN 0373L**/**PRN 0067L** **Practical Nursing 1 Lab**
This course provides the foundation laboratory activities/skills and hands on experiences that are an integral part of the Practical Nursing course. Students will learn aseptic technique, patient physical comfort

and safety measures, and foundation skills for practical nursing. Prerequisite: HSC 0003; Co-requisites: HCP 0123, HCP 0123L, HCP 0107C, and PRN 0067. (.5 CTE Credits)

**PRN 0374** /**PRN 0205**     **Practical Nursing 2 Lecture**
This course provides the theoretical fundamental knowledge necessary for actualization of the role of the Practical Nurse. Students will learn nursing procedures, administration of medications, pre & post-operative care, and medical & surgical care. Pre-requisites: HSC 0003, HCP 0123, HCP 0123L, HCP 0107C, PRN 0067, PRN 0067L; Co-requisites: PRN 0068c, PRN 0205L. (7.1 CTE Credits)

**PRN 0374L**/**PRN 0205L**  **Practical Nursing 2 Lab**
This course provides the fundamental laboratory activities/skills and hands on experiences that are an integral part of the Practical Nursing course. Students will learn activities that include instruction in performance of advanced nursing procedures, administration of medications, pre and postoperative procedures and disease and disorder procedures and processes related to the fundamental skills necessary for actualization of the role of the Practical Nurse. Pre-requisites: HSC 0003, HCP 0123, HCP 0123L, HCP 0107C, PRN 0067, PRN 0067L; Co-requisites: PRN 0205, PRN 0068c. (1.9 CTE Credits)

**PRN 0377**/**PRN 0124**     **Practical Nursing 3 Lecture**
This course provides the theoretical specialty knowledge necessary for actualization of the role of the Practical Nurse. Students will learn patient care skills associated with maternity/newborn, pediatrics, mental health, transitional, and employability. Pre-requisites: HSC 0003, HCP 0123, HCP 0123L, HCP 0107C, PRN 0067, PRN 0067L, PRN 0068c, PRN 0205, PRN 0205L; Co-requisites: PRN 0302C, PRN 0124L. (3.2 CTE Credits)

**PRN 0377L** /**PRN 0124L**  **Practical Nursing 3 Lab**
This course provides the specialty laboratory activities/skills and hands on experiences that are an integral part of the Practical Nursing course. Students will learn activities that include instruction in maternity/newborn, pediatrics and processes related to the specialties skills necessary for actualization of the role of the Practical Nurse. Pre-requisites: HSC 0003, HCP 0123, HCP 0123L, HCP 0107C, PRN0067, PRN0067L, PRN 0068c, PRN 0205, PRN 0205L; Co-requisites: PRN 0302C, PRN 0124. (.5 CTE Credits)


**The Following Grammatical Error(s) Were Corrected (Page 194)**


**MAN3240**
**Organizational Behavior 3 credits**
The student will learn about social behavioral sciences that can be applied to supervision and management. The student will learn about several major topics including motivation, conflict, corrective actions and rewards, job related stress, organizational dynamics, the ==evolving== global environment, and the responsibility to stakeholders and the planetary environment. The student organizational behavior, and how to integrate behavioral concepts into an effective managerial decision-making process. Prerequisite: MAN 2021. (3 hr. lecture)


**MAN3301**
**Human Resource Management 3 credits**
The student will learn the functions of Human Resource Management including human resource planning, strategic development of human resources, recruitment techniques, selection and hiring processes, compensation systems, development of policy and procedures for effective and ethical human resource management, performance review and evaluation systems, working effectively with organized labor, retention of employees, and current issues in human resource management. The course will also include an exploration of human resources within the global ==business== environment of a boundless organization. Prerequisite: MAN 2021. (3 hr. lecture)

# MDC Catalog Revisions for Testing 2010-2012

**Basic Skills Assessment Program (Pages 29-30)**

In an effort to provide more effective educational services for students, the College has established a Basic Skills Assessment Program. Through this program, the College can identify the student's academic strengths and weaknesses in reading, writing and mathematics.

Results from the assessment are used to advise students on how best to take advantage of their strengths. Regarding weaknesses, assessment results are used to guide a student into courses designed toward improvement in the respective discipline.

MDC administers the Florida College Entry-Level Placement Test (CPT). Students may schedule a convenient time to take this test. The CPT is not timed, and it consists of three sections: reading comprehension, sentence skills and elementary algebra. Arithmetic or college-level math subtests may also be administered.

The Florida Board of Education requires that first-time-in-college students who are degree-seeking provide scores of an entry-level placement
examination. The rule specifies that a student has to submit a CPT, SAT or ACT to meet this requirement. If a student presents valid SAT or ACT scores that meet or exceed the state minimum score requirements, he or she does not have to take the CPT. All scores presented must have been obtained within the past two years. Note: Beginning with the 2007-1 fall term and at least through the 2009-2010 academic year, the state of Florida is allowing MDC to use FCAT scores to exempt students from placement testing as part of an FCAT Pilot Project. To find out what minimum scores a student needs to be excused from taking the CPT, or for other reasons why a student may not be required to take the CPT, students are asked to call the campus Testing Department. This information may also be acquired by visiting the Testing Information Web site, accessed from MDC's Homepage (www.mdc.edu) by clicking on "Current" or "Prospective Students," then, "Testing Information," and then "Other Testing Information." Information on the CPT is also available via the Florida Department of Education website at www.fldoe.org/asp/fcelpt/. If a student does have to take the CPT, he or she should utilize the resources available on the college-wide Test Preparation website, as well as workshops offered through Community Education and other departments, before they take the CPT.

Students whose English-language proficiency is insufficient to be tested on the CPT will be given the College approved alternative for placement
into appropriate English as a Second Language courses. Upon completion of the English instructional curriculum, students will take the required CPT for further course placement.

If a student's scores on one or more of the subtests of the CPT fall below minimum passing scores established by the Florida Board of Education, he or she must enroll for at least one course in the College Preparatory program. In accordance with Florida law, students may use adult basic education, adult secondary education or private provider instruction as an alternative to traditional college preparatory instruction.

Further evaluation may be conducted in classes, and course placement changed, based on the results of the additional assessments.  If a student meets a minimum score but is identified as likely to benefit from a preparatory course, he or she may enroll in such a course.

The state requires agencies offering Post-secondary Career and Technical Education programs (CTE) to assess the basic skills level of students entering programs of 450 or more contact hours.  MDC offers the Tests of Adult Basic Education (TABE) for these career certificate seeking students. The minimum passing scores vary among the career certificate programs, so a student must check with his or her advisor for these scores. A student must take the TABE within the first six weeks of admission into the program.  Academic

support labs are available to prepare students to take the TABE. If a student is enrolling in an Adult General Educational program, he or she also must take the TABE.

Adult Education students without English proficiency are given the College-approved alternate for placement into appropriate Adult English for
Speakers of Other Languages (ESOL) and English Literacy for Career and Technical Education (ELCATE) program courses. Students who are not literate in their native language are administered a Native Language Literacy Screening Device to determine their initial placement level. The Basic English Skills Test (BEST Plus) is used for pre and post-testing off-campus Literacy for Household Grant ESOL students. Upon completion of the English instructional curriculum adult education students transitioning to career certificate programs will take the required TABE to determine program eligibility.
If a student has any questions regarding the TABE, including exemption from taking the test, he or she should contact the campus Testing Department. This information may also be acquired by visiting the testing information Web site, accessed from MDC's homepage (www.
mdc.edu) by clicking on "Current" or "Prospective Students," and then, "Testing Information."

Students seeking entrance into MDC's School of Justice are exempt from the TABE testing requirement, but they are required to pass the Florida
Basic Abilities Test (F-BAT). If a student has any questions regarding the F-BAT, he or she should contact the School of Justice. Students may also visit the F-BAT Web site, accessed from MDC's homepage (www.mdc.edu) by clicking on "Campuses," then "North Campus," and then, "F-BAT."

**College Level Academic Skills (CLAS) (Pages 31-32)**

In Florida, the state Board of Education maintains "minimum and uniform standards of college-level communication and computation skills" as
a means of ensuring quality in higher education systems. Before a student can receive an Associate in Arts or Bachelor's degree, or advance to the upper-division of the State University System of Florida, he or she must demonstrate competence in English language, reading and mathematics.

Students can demonstrate competence in these skills by achieving minimum grade point averages in specific college level courses, or by achieving scores on the SAT, ACT, CPT, or the College-Level Academic Skills Test (CLAST - through 6/30/2009) which meet or exceed the minimum requirements. (The Advisement Office can tell students what the current minimum GPA and current and past scores are.) If a student's GPA (or test scores) do not meet the minimum requirements, he or she can take the CPT for CLAS purposes.

Students may retake any CPT for CLAS purposes subtest until a passing score is obtained, but must follow CLAS Preparation and Remediation guidelines before retaking a subtest for the third (or higher) attempt. If a student has completed all required coursework, taken and failed any test combination for CLAS purposes at least four times, a request for a waiver for the related skill area may be initiated. The student must be able to demonstrate sufficient effort to obtain remediation relating to the failed subtest. These students are expected to describe the specific remediation efforts that were made following each attempt of the failed subtest. Students should contact the campus Advisement Office for details. **Students with disabilities** who fail to achieve minimum CLAS requirements via any combination of the test or course options may be eligible for a waiver of the CLAS requirements based on a specific disability which impacts the ability of the student to perform appropriately in the area in which a waiver is being sought. The specific provisions for this process are located in College Procedure 4055, Accommodations Provided for Students with Disabilities and a summary of these provisions is available in the Students' Rights and Responsibilities Handbook (pages 37-41), which is available under 'Resources' in the 'Current Students' section of www.mdc.edu. Students with disabilities who have not been able to meet requirements for graduation through course work or examinations should contact their campus ACCESS Department.

Students who do not meet the CLAS requirements by any combination of available subtests or courses will not be awarded the Associate in Arts degree. However, students who satisfy three of the CLAS related four subtests may, if otherwise qualified for admission, enroll for up to 36 semester credits in upper-division courses at public universities in Florida. Once 36 credits are achieved, the student is required to satisfy the fourth subtest.

If students have any questions regarding CLAS, they should contact the campus Advisement Office for details. Students should also visit the Testing Information Web site, accessed from MDC's Homepage (www.mdc.edu) by selecting Current or Prospective Students, then on, Testing Information, then on CLAS Information.

**Demonstration of Computer Competency (Page 45)**

All MDC degree-seeking students and students seeking a college credit certificate in School of Business programs with 12 or more credits must demonstrate computer competency prior to graduation. Students demonstrate this competency by passing the MDC computer competency test, currently known as CSP (Computer Skills Placement) examination or by enrolling in and successfully completing an equivalent course. No credit is awarded for successful completion. Additional information is available from MDC's Web site at www.mdc.edu/testing_information (by clicking on Other Testing Information, then on Computer Competency).

**Alternative Ways of Earning Credit through Standardized Examinations (Page 112)**

• Advanced Placement (AP)
• Cambridge Advanced International Certificate of Education Examination (AICE)
• Caribbean Advanced Proficiency Examination (CAPE)
• Certified Professional Secretary Examination (CPS)
• College-Level Examination Program (CLEP)
• DANTES Subject Standardized Tests (DSSTs)
• Excelsior College Examinations (formerly Regents or ACTPEP)
• International Baccalaureate (IB)

Miami Dade College awards college credit for standardized examinations that document the required knowledge and competencies for one or more subject areas. Evaluations of examinations are made after the student has been admitted to the College. Official score reports must be sent directly from the testing agencies to the College's Transcript Evaluation Office. Awarded credit based on the College's approved course equivalents will appear on the student's permanent record and on the student's official College transcript as earned credit only. There will be no indication of grades or quality points and duplicate credit is not awarded. For additional information on standardized test scores and course equivalencies, visit Florida's free online advising Web site at www.facts.org (by clicking on Counselors & Educators, then on Advising Manuals, then on College Credit Programs & Exams, then on AAC Credit-by-Exam Equivalencies). Questions may also be answered from MDC's Web
site at www.mdc.edu/testing_information (by clicking on Other Testing Information, then on Acceleration Options Standardized Examinations).