

Brown Mackie College-Miami

One Herald Plaza
Miami, FL 33132

Brown Mackie College – Miami is accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor and associate degrees and diplomas.

Addendum to 2009 - 2010 Academic Catalog

The 2009 - 2010 Catalog will continue to be effect from July 1, 2010 through August 31, 2011

This Addendum is an integral part of the College's Academic Catalog.
The information published herein is effective as of the dates shown.

ADMINISTRATION

President	Julia Denniston
Dean of Academic Affairs.....	Dr. Thomas Chamberlain
Associate Dean of Academic Affairs.....	Phil Sitton
Senior Director of Admissions.....	Gregory King
Director of Career Services.....	Gizelle Ortiz-Velazquez
Director of Student Services.....	Alejandro Manrique
Director of Technology.....	Alan Gamarra
Human Resources Generalist.....	Beverly Smith
Librarian.....	June Liptay

FULL-TIME FACULTY

Amado, Sonja, Criminal Justice MA, BA, AA, AA, Kent State University
Bain, Lana, Early Childhood Education MS, BS, Long Island University
Campusano, Garamis, Associate Academic Department Director-General Education MA, BA, Florida International University
Castro, Anderson, Criminal Justice JD, Texas Southern University MS, BA, Florida International University AA, Miami Dade College
Constantine, Chad, Architectural Design & Drafting Technology MA, BA, Florida International University
Fells, Annette, Nursing Administrator MSN, University of Phoenix BSN, Bethune Cookman University
Flores, Raul, Associate Academic Department Director - Criminal Justice JD, University of Miami MS, BS, Florida International University AA, Miami Dade College
Nunez, Carlos, General Education MS, MS, BS, Emporia State University
Piper, Dawn, Information Technology MS, BS, Barry University
Santamarina, Antonino, Business MBA, Argosy University BS, Florida International University AA, Miami Dade College

Sookraj, Ralph, Business
MS, Florida International University
MA, University of Phoenix
MBA, University of Miami
BS, Art Institute of Fort Lauderdale, FL
Williams, Deborah, Medical Assisting
AS, Keiser College

Tuition and Fees

All Programs Except Nursing –

Effective October 2010.....

Tuition.....\$360.00 per credit hour. Applies to cost of instruction

General Fee.....\$15.00 per credit hour. Applies to costs of institutional activities and services.

Nursing Program –

Effective June 2011

Tuition.....\$390.00 per credit hours. Applies to costs of tuition

General Fee.....\$25.00 per credit hour. Applies to costs of institutional activities and services the
Nursing Program

All Programs - Transcript Fee..... \$5.00 per copy. Applies to costs of printing and certifying
official transcripts. Unofficial transcripts are available at no cost.

All Programs - Textbooks and other instructional materials.....Costs will vary by program.

All Programs Except Nursing

Effective October 2011

Tuition.....\$371.00 per credit hour. Applies to the cost of instruction

General Fee..... \$15.00 per credit hour (unchanged). Applies to costs of institutional activities and
services

Addition Effective 7/1/11

The following Gainful Employment disclaimer is being added to the CONSUMER INFORMATION section of the Catalog (page 4) and all print materials.

“See bmcprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other info.”

Addition Effective 7/1/11

The Definition of a Quarter Credit Hour section on page 51 of the Catalog is being amended to include the following.

Credit Hour Determination and Outside Work Expectations

Students can expect at least 10 hours of instructional engagement for every 1 quarter credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, group-work, *directed laboratory work under the supervision of faculty*, and other activities that would normally occur during class time with the faculty. Instructional engagement activities may occur in a face-to-face meeting on campus, or in the eClassroom.

In addition to instructional engagement, students can expect to complete 20 hours of outside work for every 1 quarter credit hour of a course. Outside work includes, but is not limited to, preparing for and completing readings and assignments; all research associated with completing assignments; working with others to complete a group project; participating in tutorials, simulations and other electronic activities that are not a part of the classroom; attending *internships*; attending *externships*; attending *practica*; attending *fieldwork*; attending *clinical experiences*; *attending other experiential opportunities, such as employer visits and field trips*; and any other activities related to *preparation for* instructional engagement.

At least an equivalent amount of work as required in the paragraphs above shall be applied for other instructional engagement activities as may be established by the institution in the future.

Change Effective 7/1/11 (Change to 6/6/11 Addition)

The ADMISSION section of the College Catalog, page 11, is being amended to include the admissions requirements for the Associate of Science in Nursing program. The addition follows the General Admission Requirements subsection.

Nursing Program Admission

In addition to above stated general admissions requirements, Nursing Program applicants must successfully complete all of the following:

- Payment of fee to cover:
 - Criminal background check
 - Drug screen
 - Test of Essential Academic Standards (TEAS) nursing-specific entrance examination with the *composite score rated as “proficient or higher”*.
- Admissions Interview with Director of Nursing or his/her designated agent

Prior to enrollment, applicants must submit documentation of a Physical Screen that includes all of the following:

- Current physical examination performed by a Medical Doctor (MD), Doctor of Osteopathy (DO), or Advance Registered Nurse Practitioner (ARNP). Results of a physical exam and a Purified Protein Derivative (PPD) must be updated yearly as long as student remains enrolled in program
- Proof of the following vaccinations and titers:
 - ~ Hepatitis B series
 - ~ MMR (Measles, Mumps, and Rubella) Vaccinela, and
 - ~ VZV (Varicella) Vaccine
- A negative Two-Step Mantoux (TB/Tuberculosis-PPD). Those applicants/students with a positive PPD result must submit a negative Chest X-ray Radiology Report that has been performed within the last 12 months. The chest x-ray

must be updated every 5 years and a yearly document from a health care provider indicating clearance of any signs/symptoms of the tuberculosis must be provided.

- Proof of tetanus booster within the past ten years.
- The applicant/student must have a valid CPR certification from the American Heart Association or American Red Cross.

Changes Effective 5/29/11

The CF 2990 Capstone course (for all degree programs) will no longer be offered and will be removed as an active course from the College catalog.

Addition Effective 5/23/11

In addition to the bachelor and associate degree programs listed in the catalog and in this addendum, the College has been approved to offer the Associates of Science in Nursing degree effective 4/20/11. The program descriptions, objectives, outlines, and course descriptions unique to these offerings are listed below. Unless included in this addendum all other policies and procedures stated in the catalog apply to these new programs.

Associate of Science: Nursing

The Associate of Science in Nursing Program is designed to prepare the student to become an effective nurse clinician capable of sound clinical judgment in a variety of healthcare settings and in the community. The curriculum enables students to acquire principles and knowledge from natural and behavioral sciences and blends this coursework with the science of nursing. The integration of theory and clinical practice is designed to assist the student in the development of critical thinking and problem solving skills. The program is designed to prepare the graduate to sit for the National Council Licensure Examination (NCLEX) for registered nurses.**

** Brown Mackie College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to Brown Mackie College.

Concentration

72 Quarter Credit Hours

NUR1000	Health Assessment	4
NUR1010	Pharmacology	5
NUR1201	Foundations of Nursing I	4
NUR1202	Foundations of Nursing II	5
NUR1203	Foundations of Nursing III.....	5
NUR1701	Care of Older Adults I.....	5
NUR1702	Care of Older Adults II	5
NUR2201	Care of Adults I.....	4
NUR2202	Care of Adults II	4
NUR2203	Care of Adults III	4
NUR2400	Care of Clients with Mental Health Needs.....	4
NUR2500	Care of Women and Childbearing Families	4
NUR2800	Care of Children and Adolescents.....	4
NUR2851	Care of Clients with Complex Healthcare Needs I	5
NUR2852	Care of Clients with Complex Healthcare Needs II	5
NUR2890	Leadership and Transition to Nursing Practice	5

Core Curriculum

40 Quarter Credit Hours

SCI21000	Elements of Microbiology	4
SCI1351	Anatomy and Physiology I.....	4

SCI1352	Anatomy and Physiology II	4
PSS1210	Essentials for Student Success	4
COM1200	Effective Public Speaking*	4
COM1101	Composition I*	4
COM1102	Composition II*	4
MT H1800	College Algebra *	4
SSC1100	Principles of Psychology*	4
SSC3100	Principles of Sociology*	4

Total Quarter Credit Hours Required **112**

**Indicates a general education course*

COURSE DESCRIPTIONS

General Education and Core Courses

COM1101 Composition I

This is the first course in a two course sequence designed to improve student writing skills. The course emphasizes the construction of clear, coherent, expository essays employing various strategies of pre-writing, thesis development, support, organization and revision.

Prerequisite: ENG0050 or placement

COM1102 Composition II

Composition II has been designed to develop the student's proficiencies in both academic and professional writing and to promote in students an awareness of the need to provide responsible support of their ideas and conclusions, employ logical reasoning (both inductive and deductive), analyze carefully using critical reasoning, and accept the burden of proof in composing arguments, one of which is a research essay.

Prerequisite: COM1101 Composition I

COM1200 Effective Public Speaking

An introduction to the principles and practices of topic selection, research, audience analysis, organization, style, and delivery of presentations. A variety of informative, persuasive, and group presentations are required.

Prerequisite: None

MTH1800 College Algebra

A study of algebraic functions and their properties. Topics include identities, graphs, equations, complex numbers, and applications.

Prerequisite: MTH0050 or placement

PSS1210 Essentials for Student Success

This course is designed to introduce the skills necessary for success in the nursing program. Students are assisted in understanding the academic rigors of the nursing program of study and are encouraged to develop self-discipline. Students will participate in activities to gain a practical understanding of their role in the nursing profession and will be provided with tools to develop basic computer and study skills in order to become a successful student.

Prerequisite: None

SSC1100 Principles of Psychology

A study of the scientific basis of human behaviors and factors that influence human development. The course provides an overview of the history and major issues of psychology, including learning and perception, personality theories, abnormal behavior, motivation and emotion, human development, and social psychology.

Prerequisite: None

SSC3100 Principles of Sociology

An introduction to the basic concepts of sociology, including organizational behavior systems development, cultural diversity, and human social institutions.

Prerequisite: SSC1100 Principles of Psychology

SCII351 Anatomy and Physiology I

This course focuses on the normal structure and function of the human body as a living organism and the relationship of its parts. Disease processes will also be discussed. The course begins with basic cellular structure and function, then progresses through these selected body systems: integumentary, skeletal, nervous, muscular and senses. A structured lab experience is included. Correct medical terminology is emphasized.

Prerequisite: None

SCII352 Anatomy and Physiology II

This course is a continuation of BI 1351 and focuses on the normal structure and function of the human body as a living organism and the relationship of its parts. Disease processes are discussed. The course progresses through these selected body systems: endocrine, blood, circulatory, lymph, immune, respiratory, digestive, urinary and reproductive. Correct medical terminology is emphasized. A structured laboratory experience is included.

Pre requisite: SCII351 Anatomy and Physiology I

SCI2100 Elements of Microbiology

Survey of microorganisms in terms of physiology, biochemistry, genetics, and diversity with emphasis placed on prokaryotes and eukaryotes causing human diseases. Methods of their control including physical, mechanical, chemical, chemotherapeutic, and role of the immune system discussed.

Prerequisite: MTH1800 College Algebra

Concentration Courses**NUR1000 Health Assessment**

This course builds on the core curriculum courses to develop the essential assessment skills necessary for nursing students. The course focuses on a holistic approach to health assessment as the basis for nursing intervention and practice. The student will learn to develop multiple skills for client interviewing with the use of therapeutic communication, assessing health history, and performing physical examinations for clients across the lifespan, to include special populations while considering cultural needs. Teaching and learning will take place in the classroom and in the laboratory setting.

Prerequisite: SCI 1352 Anatomy & Physiology II

NUR1010 Pharmacology

This course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Students will utilize critical thinking in the nursing process as it relates to providing safe, effective nursing care in drug administration.

Prerequisite: MTH1800 College Algebra

NUR1201 Foundations of Nursing I

This course provides an introduction to the role of the nurse as an integral part of the healthcare team describing the concepts of critical thinking, nursing process and evidence-based practice. There is a review of health assessment as it relates to being a core concept of the nursing process. The students will learn infection control practices and client safety as it relates to National Patient Safety Goals utilizing theory and laboratory instructional methodology.

Prerequisite: NUR1010 Pharmacology

NUR1202 Foundations of Nursing II

This course builds on nursing skills and knowledge developed in Foundations of Nursing I by emphasizing concepts of therapeutic communication, biological needs, developmental theories and cultural influences. Principles of teaching and learning are also discussed relevant to client care needs. Laboratory and clinical skills are focused on assisting clients with biological needs, medication administration and pain management.

Prerequisite: NUR1201 Foundations of Nursing I

NUR1203 Foundations of Nursing III

This course builds on the nursing skills and knowledge developed in Foundations of Nursing I and II by developing new knowledge of client oxygenation, fluid/electrolyte, self-concept, sexuality, and spiritual needs. Emphasis is also placed on the legal/ethical issues involved in the profession of nursing, community nursing and management of care. Content relating

to nursing care for clients receiving complimentary/alternative therapies, care of clients with cancer, clients undergoing surgical interventions, and experiencing death/loss/grief is also discussed.

Prerequisite: NUR1202 Foundations of Nursing II

NUR1701 Care of Older Adults I

This course provides the foundations of healthy aging and the basic biologic, safety and security needs of the older adult client. There is an overview of nursing concepts with regard to physiological, cognitive, biological needs as they relate to providing therapeutic nursing interventions within this population of clients. In addition, there is a focus on building strong assessment and communication skills to evaluate the health status of the older adult and utilizing the nursing process, plan and implement care in a clinical setting.

Prerequisite: NUR1203 Foundations of Nursing III

NUR1702 Care of Older Adults II

This course expands upon the concepts from NUR1601 – Care of Older Adults I. There is an overview of chronic diseases that affect the older adult, as well as key concepts related to self-esteem and self-identity development. Additionally, there is discussion related to the concepts and theories of loss, death and dying, and the nurse's role in the process. The course has a clinical component allowing the student to utilize the nursing process to plan and implement care to meet the needs of the older adult.

Prerequisite: NUR1701 Care of Older Adults I

NUR2201 Care of Adults I

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients in the perioperative period and experiencing problems of protection.

Prerequisite: NUR1702 Care of Older Adults II

NUR2202 Care of Adults II

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of mobility, sensation and cognition.

Prerequisite: NUR2201 Care of Adults I

NUR2203 Care of Adults III

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of digestion, nutrition, elimination and protection. Prerequisite: NUR2202 Care of Adults II

NUR2400 Care of Clients with Mental Health Needs

This course provides an introduction to mental health and psychiatric nursing using the nursing process to promote psychosocial integrity within the context of a health-illness continuum across the lifespan. Emphasis is placed on therapeutic communication, bio-psychosocial rehabilitation, and the therapeutic use of self. Clinical experiences provide students with opportunities to participate in therapeutic activities in a variety of health settings.

Prerequisites: SSC1100 – Principles of Psychology and NUR2203 Care of Adults III

NUR2500 Care of Women and Childbearing Families

Theory and clinical course focusing on the nursing care of normal childbearing families and at-risk families during the preconception, prenatal, intrapartum, neonatal and postpartum periods emphasizing critical thinking and professional values within a legal/ethical framework. Related women's health issues will also be explored.

Prerequisite: NUR2203 Care of Adults III

NUR2800 Care of Children and Adolescents

This course provides a general overview of the healthcare needs of children and adolescents with a focus on growth and developmental patterns, health promotion, risk reduction, and disease prevention. The theory content is enhanced through observational opportunities and supervised clinical experiences that allow the student to utilize the nursing process, and therapeutic communication.

Prerequisites: NUR2203 Care of Adults III

NUR2851 Care of Clients with Complex Health Care Needs I

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of clients with complex health care needs. Dimensions of this course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of fluid/electrolyte, acid/base imbalances, oxygenation, cardiac output and tissue perfusion.

Prerequisites: NUR2203 Care of Adults III

NUR2852 Care of Clients with Complex Health care Needs II

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of clients with complex health care needs. Dimensions of this course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of Tissue Perfusion, Regulation and Metabolism, Excretion, Reproduction, and Concepts of Emergency Care and Disaster Preparedness.

Prerequisite: NUR2851 Care of Clients with Complex Healthcare Needs I

NUR2890 Leadership and Transition to Nursing Practice

This course is designed to expand the scope of nursing practice for final quarter nursing students to develop in the role of leader and manager of nursing resources. The course provides a comprehensive introduction to the study of nursing leadership and management concepts, and provides the opportunity to utilize these concepts in a clinical setting. The principles and theories of leadership and management will be integrated into the role of the nurse as a collaborator of care for clients across the life span.

Prerequisites: NUR2852 Care of Clients with Complex Healthcare Needs II and Permission of the Department

Change Effective 5/23/11

The Programs Offered section of the ACADEMIC INFORMATION (catalog page 17), is being amended to read

Programs Offered

The Bachelor of Science degree is awarded in:

Business Administration

Criminal Justice

Healthcare Management

Information Technology

The Associate of Science Degree is awarded in:

Accounting Technology

Architectural Drafting & Design Technology

Biomedical Equipment Technology

Business Management

Criminal Justice

Early Childhood Education

Health Care Administration

Information Technology

Medical Assisting

Nursing

Paralegal

Addition Effective 3/15/11

In addition to the bachelor and associate degree programs listed in the catalog and in this addendum, the College has been approved to offer the Associate of Science in Biomedical Equipment Technology effective 3/1/11. The program descriptions, objectives, outlines, and course descriptions unique to these offerings are listed below. Unless included in this addendum all other policies and procedures stated in the catalog apply to these new programs.

Associate of Science: Biomedical Equipment Technology

The associate degree program in Biomedical Equipment Technology prepares the student for a variety of positions in an industry that provides and maintains diagnostic, treatment and life support equipment in the health and medical fields. The program provides the student training in electronics and computer technology, with a special emphasis on medical applications, operations and procedures. The skills gained throughout this program, combined with knowledge gained through general education studies, will prepare the student for national certification as a Biomedical Technician, as well as for leadership positions in the profession.

Concentration			48 Quarter Credit Hours
BI	1361	Anatomy & Physiology.....	4
ET	1101	Fundamentals of Electronics I.....	4
ET	1102	Fundamentals of Electronics II.....	4
ET	1301	Solid State Electronics I.....	4
ET	1302	Solid State Electronics II.....	4
ET	2201	Computer Repair: Systems & Software.....	4
ET	2202	Computer Repair: Hardware Applications.....	4
ET	2500	Introduction to Biomedical Equipment Technology.....	4
ET	2501	Biomedical Equipment and Instrumentation I.....	4
ET	2502	Biomedical Equipment and Instrumentation II.....	4
ET	2950	Biomedical Equipment Technology Externship.....	4
ME	1110	Medical Terminology.....	4

Core Curriculum			48 Quarter Credit Hours
CF	1100	Professional Development.....	4
CM	1200	Effective Public Speaking*.....	4
CM	2500	Medical Ethics.....	4
EN	1101	Composition I*.....	4
EN	1102	Composition II*.....	4
EN	1200	Business Communications.....	4
GV	1150	American Constitutional Law*.....	4
MC	1150	Introduction to Microcomputer Applications.....	4
MT	1800	College Algebra *.....	4
PHY	1100	Physics.....	4
PS	1200	Principles of Psychology*.....	4
SO	1200	Principles of Sociology*.....	4

Total Quarter Credit Hours Required **96**

**Indicates a general education course*

New Course Descriptions

ET 1101 Fundamentals of Electronics I

This course is designed to give the student an introduction to basic electronic theory and concepts, including atomic theory and magnetism, resistors and resistance, multi-meters and their use, voltage, current, and power relationships, AC and DC circuits, and circuit analysis using Ohms' and Watts' laws.

ET 1102 Fundamentals of Electronics II

This course continues applications of basic electronics principles to circuit design, function, analysis and repair. Students will develop and manipulate a variety of basic electronic devices. A focus on standard troubleshooting techniques and safety practices is included.

ET 1301 Solid State Electronics I

This course is a study of atomic structure, with an introduction to the functions of diodes, bipolar junction transistors, and power supplies.

ET 1302 Solid State Electronics II

This course is a study of the functions of field effect transistors, thyristors, operational amplifiers, oscillators and filters.

ET 2500 Introduction to Biomedical Equipment Technology

This course provides an introduction to the clinical environment of health-related facilities which includes hospitals, extended care facilities and medical offices. Topics include an overview of the structure of various health-care environments, roles and responsibilities of staff; national, state, and local safety standards, electrical safety, gas safety; reporting and compliance, conducting safety inspections, mastering aseptic techniques, and the identification and purpose of basic biomedical equipment.

ET 2501 Biomedical Equipment and Instrumentation

This course will provide an overview of the principles of instruments used in medicine for diagnosis, treatment and life support. It includes a focus on acquiring and monitoring biological signals, processing signal data, the management of electronic information in medical applications, and the calibration of instruments.

ET 2502 Biomedical Equipment and Instrumentation II

This course provides advanced study of the instrumentation used in medicine for diagnosis, treatment and life support. It includes advanced operation, repair, troubleshooting, and preventive care maintenance.

Change Effective 3/01/11

The first page of the OWNERSHIP section on page 9 of the College Catalog is being revised to read as follows:

Brown Mackie College-Miami is a branch campus of The Art Institute of Phoenix, located in Phoenix, AZ. The Institute of Post Secondary Education, Inc., located in Phoenix, AZ, is registered to do business as The Art Institute of Phoenix, and through four intermediary companies, is a subsidiary of Education Management Corporation. Education Management Corporation is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.

Addition Effective 11/1/10

Notice of Brown Mackie College – Miami's Policies to Comply with the Higher Education Opportunity Act of 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from

liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law.

A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can file criminal charges that can result in fines and imprisonment.

Brown Mackie College – Miami’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. Brown Mackie College – Miami’s policies prohibit use of the Brown Mackie College – Miami’s computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission.

Addition Effective 11/1/10

The General Admissions Requirements section on page 11 of the College Catalog is being revised. The new first sentence to the paragraph will read

Brown Mackie College-Miami is authorized under Federal law to enroll nonimmigrant students. Applicants seeking entry into the College with a high school diploma completed in a foreign country must provide an original U. S. equivalency evaluation from a recognized evaluating agency. The cost of evaluating the foreign transcript is borne by the applicant.

Change Effective 11/1/10

The Academic Calendars on pages 14 - 16 of the College Catalog are being updated for 2010 - 2011 since the 2009 - 2010 Catalog will continue to be in effect through August 31, 2011. The calendars are outlined on the last three pages of this addendum.

Correction Effective 11/1/10

The change to the General Admissions Requirements dated 10/04/10 is being revised to reflect the original 90 day requirement for an applicant to provide verification of high school graduation or completion of a high school equivalency.

Change Effective 10/04/10

The General Admissions Requirements (ADMISSION) section outlined on page 11 of the College Catalog is being revised. Applicants must provide verification of high school graduation or completion of a high school equivalency within **30 days** of his/her official enrollment into the College. Verification had previously been required within a student's first term (90 days). This change is effective 10/4/10 and applies to students enrolling for and after November 2010.

Change Effective 10/04/10

The Residency Requirement (ADMISSION), as outlined on page 13 of the Catalog, is being amended to read as follows:

Though credits may be applied to a student’s degree program through transfer from institutions other than another Brown Mackie Colleges and through other means, the total number of these credits cannot exceed 75 percent of the credits in the student’s degree program. In addition, the student must complete the final 25 percent of a degree program's credits or 50 percent of a degree program’s technical concentration credits in-residence at any Brown Mackie College location, whichever is the greater benefit to the student

Change Effective 10/04/10

The TUITION, FEES, AND REFUND POLICY, as outlined on pages 76 and 77 of the Catalog is being amended as follows:

Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition and fee charges. The College, therefore, reserves the right to modify tuition and other charges upon sufficient notice to students and appropriate agencies. It is the responsibility of the student to remain apprised of the status of his or her account.

Tuition and Fees

A listing of the College's tuition and fees is published in the *Bulletin* identified as part of this catalog.

Refund Policy

The College is entirely self-supporting. The admission of a student affects seat assignment in classes, hiring of faculty, assignment of instructional equipment, and other provisions by the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated below.

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Loan, Federal Subsidized Loan, PLUS Loan, Pell Grant, ACG, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Adjustment of Charges

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the percentage of the term completed in which the student withdraws:

If the student is not accepted, all monies paid in advance shall be refunded. If the student is accepted and then cancels before classes begin, all tuition paid in advance shall be refunded.

Any student who begins classes and then withdraws, or is terminated by the institution, prior to the end of any quarter will be refunded tuition and fees on the following basis. If the last date of attendance is:

- During the first 5% of the quarter, a refund of 95% of the quarter's tuition, and fees;
- More than 5% of the quarter up to 10% of the quarter, a refund of 90% of the quarter's tuition, and fees;
- More than 10% of the quarter up to 20% of the quarter, a refund of 80% of the quarter's tuition, and fees;

- More than 20% of the quarter up to 25% of the quarter, a refund of 75% of the quarter's tuition, and fees;
- More than 25% of the quarter up to 30% of the quarter, a refund of 70% of the quarter's tuition, and fees;
- More than 30% of the quarter up to 40% of the quarter, a refund of 60% of the quarter's tuition, and fees;
- More than 40% of the quarter up to 50% of the quarter, a refund of 50% of the quarter's tuition, and fees;
- More than 50% of the quarter up to 60% of the quarter, a refund of 40% of the quarter's tuition, and fees;
- More than 60% of the quarter or thereafter, 100% tuition obligation, no refund available with all fees retained.

The student's last date of attendance (LDA) is used to determine the refund due. Refund provisions apply only to complete withdrawal from the College. Students who withdraw from the College should contact the Financial Aid Office for advising and information concerning loan repayment.

If kits, components of the kit, books, or supplies are returned to the College store in re-saleable condition within 21 days of withdrawal, a credit will be given.

Examples of the calculations for this policy are available in the Student Accounting Office.

Cancellation of Enrollment

A full refund will be made to any student who cancels the enrollment contract by submitting notice in writing within 6 days (until midnight of the sixth day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. When enrollment is cancelled, all monies paid to the College will be refunded to the applicant.

Change Effective 10/04/10

The President's Scholarship (FINANCIAL ASSISTANCE PROGRAMS), as described on page 78 of the Catalog, is being amended to read as follows:

Each year, the College makes available scholarships of \$1000 each to qualifying seniors from area high schools. Up to three (3) scholarships may be awarded per high school. In order to qualify, a senior must be graduating from a participating high school, must be maintaining a cumulative grade point average of at least 2.0, and must submit an essay. The essay may be presented in written, oral, or video form. The student's extracurricular activities and community service are also considered. The President's Scholarship is available only to students enrolling in one of the College's degree programs. Students awarded the scholarship must enroll at The College between June and September immediately following their high school graduation. Applications for these scholarships can be obtained from the guidance departments of participating high schools. These applications must be completed and returned to the College by March 31. Those awarded scholarships will be notified by April 30. A list of participating high schools may be obtained from the campus Admissions Office.

Change Effective 8/30/10

The Federal Stafford Loan Program (page 77 of the catalog under FINANCIAL ASSISTANCE PROGRAMS) has been renamed The Federal Student Loan Program. The program's description is unchanged.

Change Effective 8/30/10

The following changes are being made

Course Title Changes

PH 2000 Introduction to Philosophy is changed to Philosophy (General Education).

EN 2000 Introduction to Literature is changed to Literature (General Education).

IT 1400 Human - Computer Interaction is changed to Ergonomics and End-User Support (the bachelor's - BS - and associate's - AS - degrees in Information Technology - IT).

Program Course Substitutions

MC 1312 (Word Processing II) replaces GV 1150 (American Constitutional Law) in the BSIT program.

MC 1400 (Database Applications) replaces MC 1700 (Professional Presentation Techniques) in the BSIT program.

Change in Course Codes

HC 1400 is now HCA 1400 in the Healthcare Administration and Management programs.

Addition Effective 8/27/10

The Computer Software Technology program is no longer being offered. The phase out of the program began on 9/2/08 and was completed on 8/27/10 with the graduation of the last student enrolled in the program.

Addition Effective 8/2/10

Brown Mackie College-Miami is now a participant in Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators will be able to use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. (All Brown Mackie College-Miami course numbering codes should be posted for review by September 2010).

The following is the updated catalog statement concerning SCNS.

Courses in this catalog are being modified to reflect prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below).

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community College. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community College is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.

- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

Courses at Non-regionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Phil Sitton, the Associate Dean of Academic Affairs - BMC-Miami, or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fldoe.org>.

Correction Effective 8/2/10

The course title for IT 1400 in the Associate of Science in Information Technology program as shown in the catalog is being changed to be consistent with the course title in the Bachelor of Science in Information Technology program. The title Human-Computer Interaction is now Ergonomics and End-User Support.

Addition Effective 7/15/10

The *Block Transfer Policy* section (page 12) of the Catalog is being updated to reflect the addition of two new bachelor degree programs and reads as follows:

Any earned associate's degree (as described above) in the information technology field may qualify for block transfer into the Bachelor of Science in Information Technology degree program.

Any earned associate's degree (as described above) in the healthcare administration/management field may qualify for block transfer into the Bachelor of Science in Healthcare Management degree program.

Change Effective 7/15/10

The *Professional Appearance* section (page 67) of the Catalog is being amended to read as follows:

Appearance is an important indication of professionalism. Some educational programs have specific dress requirements. The College reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. *An example of immodest/offensive appearance is the wearing of any revealing or provocative clothing (meaning clothing that exposes undergarments).* Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

Change Effective 6/24/10

The *Student Right-to-Know* section of the STUDENT SERVICES AND REGULATIONS (page 61 of the catalog) is being amended to read as follows:

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program, as published in the catalog, must be made available to current and prospective students. You may obtain this information in the Admissions' Office.

Change Effective 5/3/10

The Learning Center located at 1501 Biscayne Blvd, Miami, FL 33132 was closed on 4/30/10. The facilities housed at the Learning Center (the library, two medical labs, and a computer lab) are now consolidated within the main campus location at One Herald Plaza, Miami, FL 33132. The new library hours are: Monday through Thursday, 8:30am to 9:00pm; Friday, 8:00am to 5:00pm; closed Saturday and Sunday.

Addition Effective 4/19/10

In addition to the bachelor and associate degree programs listed in the catalog, the College has been approved to offer the Bachelor of Science degree in Information Technology and Associate of Science degree in Architectural Design and

Drafting. The program descriptions, objectives, outlines, and course descriptions unique to these offerings are listed below. Unless included in this addendum all other policies and procedures stated in the catalog apply to these new programs

Bachelor of Science: Information Technology

The Bachelor of Science in Information Technology program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key networking and system problem resolution competencies. The program prepares graduates to enter a variety of fields within the information technology arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles and procedures, and technology associated with the information technology profession.
- Analyze technology, networks, and systems to address business needs in an effective and timely manner.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	92 Quarter Credit Hours
CIT 1800	Network Security and Firewalls.....4
CIT 2800	Wireless Networking.....4
CIT 3000	Application of Management Information Systems4
CIT 3213	Windows Professional.....4
CIT 3223	Windows Server.....4
CIT 3233	Directory Services Infrastructure4
CIT 3243	Network Infrastructure Implementation and Administration 4
CIT 3253	Network Infrastructure Design and Security Design4
CIT 3263	Exchange Server4
CIT 4000	System Threat Analysis4
CIT 4100	Wireless Network Security4
CIT 4200	Current Legal Issues in Information Technology.....4
CIT 4900	Information Technology Externship4
CIT 1250	Visual Basic4
ET 2201	Computer Repair: Systems and Software.....4
ET 2202	Computer Repair: Hardware Applications4
IT 1100	Fundamentals of Information Technology4
IT 1150	Fundamentals of Logic and Problem Solving4
IT 1200	Fundamentals of Web-based Systems.....4
IT 1300	Networking Fundamentals4
IT 1400	Ergonomics and End-User Support.....4
IT 2000	Fundamentals of Task Analysis and Project Management.....4
MG 3000	Principles of Management..... 4
Core Curriculum	88 Quarter Credit Hours
BA 1000	Introduction to Business.....4
BI 1850	Environmental Science4
CF 1100	Professional Development4

CM 1200	Effective Public Speaking*	4
CM 1800	Ethics	4
EN 1101	Composition I*	4
EN 1200	Business Communications	4
EN 3000	World Literature*	4
EN 1102	Composition II*	4
EN 2000	Introduction to Literature*	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages*	4
HM 3100	History of Art Through the Modern Times*	4
MC 1150	Introduction to Microcomputer Applications	4
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
MC 1700	Professional Presentation Techniques	4
MT 1800	College Algebra*	4
MT 3000	Statistics*	4
PH 2000	Introduction to Philosophy*	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4

Total quarter credit hours required **180**

** Indicates a general education course*

New Course Descriptions

CIT 1250 Visual Basic

An introductory Visual Basic programming language course using fundamental concepts and practices of event-driven programming. Topics include: terminology, programming language concepts, form design, functions, and looping structures, sub-procedures, building an application, debugging, variables and statements.

Prerequisite: IT 1150

CIT 1800 Network Security & Firewalls

This course focuses on identifying security risks and security planning with emphasis on designing Windows security solutions. The course also covers securing network resources, services, communications, remote access users, and designing a secure access to the Internet.

Prerequisite: CIT 3223

CIT 2800 Wireless Networking

This course covers the design, deployment, management and troubleshooting of wireless local-area networks (WLANs). Starting with an overview of the technology and architecture of WLANs, it provides practical design guidance and deployment recommendations.

Prerequisite: IT 1300

CIT 3000 Application of Management Information Systems

A practical introduction to critical issues within organizational and management theory from an information systems perspective. This course provides an introduction to the business applications of information systems. It emphasizes how business objectives shape the application of new information systems and technologies and demonstrates the relevance of information systems. Social/ethical issues within information systems are examined, and an overall organizational outlook upon how information systems are defined in the business world are investigated.

Prerequisite: none

CIT 3213 Windows Professional

This course is designed to give the student the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Professional, with emphasis upon installing, configuring, and administering Microsoft Windows.

Prerequisite: none

CIT 3223 Windows Server

This course is designed to give instruction and practice of how to manage and maintain a Microsoft Windows Server environment, with emphasis upon managing and maintaining a Microsoft Windows Server.

Prerequisite: CIT 3213

CIT 3233 Directory Services Infrastructure

This course is designed to give preparation in planning, implementing, and managing Microsoft Windows Service Active Directory Infrastructure, with emphasis planning, implementing, and maintaining a Microsoft Windows Services Active Directory Infrastructure.

Prerequisite: CIT 3223

CIT 3243 Network Infrastructure Implementation and Administration

This course is design to give instruction and practice in implementing and administering a Microsoft Windows Server Network Infrastructure, with emphasis upon implementing, managing, and maintaining a Microsoft Windows Server Network Infrastructure.

Prerequisite: CIT 3223

CIT 3253 Network Infrastructure Design and Security Design

This course is designed to give instruction and practice on how to plan, maintain, gather, secure, and analyze business requirements for a secure Microsoft Windows Server Network Infrastructure, with emphasis upon planning and maintaining a Microsoft Windows Server Network Infrastructure.

Prerequisites: CIT 3233, CIT 3243

CIT 3263 Exchange Server

This course is design to give instruction and practice on how to implement, manage, and troubleshoot a Microsoft Exchange Server organization, with emphasis upon implementing and managing a Microsoft Exchange Server.

Prerequisites: CIT 3233, CIT 3243

CIT 4000 Systems Threat Analysis

This course applies critical thinking skills to both ensure a technology infrastructure is protected from outside threats and unauthorized usage, and to respond to a penetration in those protective systems when so attacked. Students will apply firewall design and security applications in the installation and monitoring of a network. Students will identify various security threats that exist, and respond to security breaches, vulnerabilities, and countermeasures with appropriate tools.

Prerequisite: CIT 3253

CIT 4100 Wireless Network Security

This course covers the basics of Wireless Security including Wireless LAN Vulnerabilities, Passive Wireless Discovery, Active Wireless Attacks and WLAN Security Models Security in Wireless Devices. The students will learn how to monitor the Wireless Network, how to create a Wireless Security Policy and test the Wireless Network.

Prerequisite: CIT 2800

CIT 4200 Current Legal Issues in Information Technology

Students will study and explore the impact of legal issues as they pertain to Information Technology. They will also examine social and ethical issues in the Information Technology workplace. Concepts and topics include: current legislation, intellectual property, global IT commerce, privacy laws, security policies, and ethical conduct as it is applied in the Information Technology industry

Prerequisite: BA 1000, CM 1800

CIT 4900 Information Technology Externship

An Information Technology student is prepared to attain skill in business IT infrastructure, design, and development. In this course, the student is prepared to; apply principles and theories to workplace applications. Employ the vocabulary, generally accepted business principles and procedures, and technology associated with the information technology profession. Analyze technology, networks and systems to address business needs effectively and timely.

Prerequisite: Completion of all course requirements or departmental approval

Associate of Science: ARCHITECTURAL DESIGN & DRAFTING TECHNOLOGY

The associate degree program in Architectural Design & Drafting Technology prepares the graduate with the necessary technical knowledge and skills to seek entry-level positions in computer aided design and drafting operations as they support the engineering aspects of residential and commercial building design. The program provides the student with a combination of computer aided drafting and design skills using current software applications and the general education courses needed to meet the technical and professional demands for these applications in the architectural, construction, and engineering industries.

Concentration	48 Quarter Credit Hours
CDE 1100 Fundamentals of Drafting	4
CDE 1200 Multiview Drawing	4
CDE 1500 3-Dimensional Graphics	4
CDE 1850 Computerized Design for Structural Engineering	4
CDE 1860 Computerized Design for Mechanical Engineering	4
CDE 1870 Computerized Design for Civil Engineering	4
CDE 2011 Building Information Modeling I	4
CDE 2012 Building Information Modeling II	4
CDE 2230 3 Dimensional Visualization I	4
CDE 2240 3 Dimensional Visualization II	4
CDE 2900 Architectural Design and Drafting Externship	4
MC 1150 Introduction to Microcomputer Applications	4
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Core Curriculum	48 Quarter Credit Hours
BI 1850 Environmental Science	4
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking*	4
CM 1800 Ethics	4
EN 1101 Composition I*	4
EN 1102 Composition II*	4
EN 1200 Business Communications	4
MC 1211 Spreadsheets I	4
MT 1800 College Algebra	4
PHY 1100 Physics	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
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Total Quarter Credit Hours Required	96

**Indicates a general education course*

New Course Descriptions

CDE 1100 Fundamentals of Drafting

An introductory course in computer-aided drafting (CAD) using standard architectural conventions emphasizing the production of scaled drawings for use in architecture, including orthographic views, correct sheet design, different line weights, architectural lettering, dimensions, symbols, and notation.

Prerequisite: MC 1150

CDE 1200 Multi-view Drawing

An introductory course in multi-view drawing from an architectural perspective, emphasizing the three orthographic views: plane, elevation and section, where students describe design intent through production documents drawn at different scales.

Prerequisite: CDE 1100

CDE 1500 3-Dimensional Graphics

This introductory course in digital 3D graphics introduces a widely-adopted computer-aided drafting program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

Prerequisite: CDE 1200

CDE 1850 Computerized Design for Structural Engineering

A course in computer-aided drafting (CAD) emphasizing the production of scaled drawings for use in structural engineering, including different foundation types, framing technologies and related details. Students will combine standard architectural drafting conventions with the symbols, notation and numeracy of structural engineering to produce professional-level technical documents.

Prerequisite: CDE 1500, PHY 1100

CDE 1860 Computerized Design for Mechanical Engineering

An introductory course in computer-aided drafting (CAD) using standard engineering conventions emphasizing the production of scaled drawings for use in mechanical engineering, including orthographic views, sheet design, line weights, technical lettering, notation, dimensions, symbols and schematic diagrams.

Prerequisite: CDE 1500, PHY 1100

CDE 1870 Computerized Design for Civil Engineering

A course in computer-aided drafting (CAD) using standard architectural drafting conventions emphasizing the production of scaled drawings for use in civil engineering, including property description, landform, utilities, infrastructure, and related details.

Prerequisite: CDE 1500, PHY 1100

CDE 2011 Building Information Modeling I

An introductory course in digital architectural visualization using a widely-adopted Building Information Modeling (BIM) software program, where students create 2D and 3D digital geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

Prerequisite: CDE 1850

CDE 2012 Building Information Modeling II

An intermediate course in digital architectural visualization using a widely-adopted Building Information Modeling (BIM) software program, where students create 2D and 3D digital geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

Prerequisite: CDE 2011

CDE 2230 3 Dimensional Visualization I

This is a course in digital 3D visualization using a widely-adopted computer software program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

Prerequisite: CDE 2012

CDE 2240 3 Dimensional Visualization II

This course is one in digital 3D visualization using a second widely-adopted computer software program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

Prerequisite: CDE 2012

CDE 2900 Architectural Design and Drafting Externship

Students shall be assigned to work in a suitable business that will enhance skills learned during their course of study. The students do not replace employees, but through mentorship, will gain valuable hands-on experience applying the knowledge and skills they have learned. If applicable, all financial compensation to the student while working on the externship site is solely at the discretion of the externship partner (employer).

Prerequisites: Permission from Department Chair

PHY 1100 Physics

This course is an introductory, non-calculus course that explores the basic principles of mechanical function, thermal physics and the concepts of physical sound.

Prerequisite: MT 1800

Correction Effective 2/15/10

A course change is being made to the Bachelor of Science in Healthcare Management degree program. MT 1650 (Medical Math and Calculations) replaces MC 1312 (Word Processing II). This change aligns the bachelor degree program with the curriculum for the Associate of Science degree in Healthcare Administration.

Addition Effective 12/7/09

In addition to the bachelor and associate degree programs listed in the catalog, the College has been approved to offer the Bachelor of Science degree in Healthcare Management. The program descriptions, objectives, outlines, and course descriptions unique to these offerings are listed below. Unless included in this addendum all other policies and procedures stated in the catalog apply to these new programs

Bachelor of Science: HEALTHCARE MANAGEMENT

The Bachelor of Science in Healthcare Management degree program is designed to accommodate the needs and interests of students from a variety of backgrounds. Courses provide a solid foundation for varied healthcare careers. The program also incorporates an externship that offers students real-world experience within healthcare facilities that may include hospitals, nursing homes, ambulatory care facilities, physician practices, and pharmaceutical and medical equipment companies.

Graduates of the program will:

1. Apply learning to the functional role of the manager in a healthcare setting
2. Analyze trends in healthcare and internal systems to assure they are adequately matched and working together
3. Evaluate the effectiveness of healthcare administrative systems and procedures for strategic revision and modification

Concentration	92 Quarter Credit Hours
HC 1400 Managing Health Care Information	4
HCA 2800 Issues in Public Health	4
HCA 2180 Healthcare Delivery	4
HCA 3180 Health Services Organization and Delivery	4
HCA 3250 Ethics and Law for Administrators	4
HCA 3300 Economics of Healthcare	4
HCA 3500 Healthcare Marketing and Strategy	4

HCA 3600	Healthcare Finance.....	4
HCA 3700	Health Information Management Systems	4
HCA 4100	Leadership in Healthcare Organizations	4
HCA 4150	Strategic Management in Healthcare Organizations	4
HCA 4450	Risk Management in Healthcare Settings	4
HCA 4850	Case Studies in Health Administration	4
HC 4900	Healthcare Management Externship	4
MC 1211	Spreadsheets I	4
MC 1312	Word Processing II.....	4
MC 1400	Database Applications.....	4
ME 1110	Medical Terminology.....	4
ME 1215	Professionalism and Communication in a Health Care Setting.....	4
ME 1500	Medical Administrative Practices	4
ME 1560	Computerized Diagnostic Coding	4
MT 3000	Statistics and Research*	4
PH 1301	Pharmacy I	4

Core Curriculum

88 Quarter Credit Hours

BI 2100	Elements of Microbiology*.....	4
BI 1361	Anatomy and Physiology*	4
CF 1100	Professional Development	4
CM 1200	Effective Public Speaking*	4
CM 2500	Medical Ethics	4
EC 2050	Principles of Macroeconomics*	4
EN 1101	Composition I*.....	4
EN 1102	Composition II*	4
EN 1200	Business Communications	4
EN 2000	Introduction to Literature*	4
EN 3000	World Literature*.....	4
HC 1000	Introduction to Health Care Services	4
HC 1361	Human Diseases.....	4
HM 3000	History of Art through the Middle Ages*	4
HM 3100	History of Art through Modern Times*	4
MC 1150	Introduction to Microcomputer Applications.....	4
MC 1311	Word Processing I.....	4
MC 1700	Professional Presentation Techniques	4
MT 1800	College Algebra*	4
PH 2000	Introduction to Philosophy*	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4

Total Quarter Credit Hours Required

180

**Indicates a general education course.*

New Course Descriptions

HCA 2800 Issues in Public Health

This course reviews the major issues and trends impacting the delivery of healthcare in the United States including: those issues currently affecting the cost, quality and safety of healthcare services; state and national initiatives and the future configuration of the healthcare industry.

Prerequisites: HC 1000.

HCA 2180 Healthcare Delivery

This course is an introduction to the healthcare delivery system. It provides an overview of the various forces and elements that shape the way healthcare is delivered and received in the United States.

Prerequisites: HC 1000.

HCA 3180 Health Services Organization and Delivery

This course covers the structure and function of the health organizations, professions, and delivery systems across the continuum of care including community and teaching hospitals, long-term care facilities, rehabilitation hospitals, ambulatory care facilities, public health clinics and private medical practice.

Prerequisites: HCA 2180.

HCA 3250 Ethics and Law for Administrators

This course examines health law and ethics from an administrative perspective. Students learn to integrate ethical and legal aspects into administrative decision-making.

Prerequisites: HC 1000, CM 2500.

HCA 3300 Economics of Healthcare

This course examines the application of both micro and macro economic principles to the healthcare industry.

Prerequisites: HC 1000, MT 1800, EC2050.

HCA 3500 Healthcare Marketing Strategies

This course will examine the role and function of marketing and strategy development in healthcare organizations.

Marketing concepts including market research, segmentation, branding and advertising are reviewed. Strategy development includes the role of vision and mission, internal and external assessment, developing strategic initiatives, tactical planning and strategic execution.

Prerequisites: HCA 2180

HCA 3600 Healthcare Finance

This course covers the unique structure and process of financial management in healthcare organizations. Students learn to examine and understand statements of profit and loss, balance sheets and cash flow statements in order to make administrative decisions regarding operations and resource allocation. The unique healthcare reimbursement system is given special attention.

Prerequisites: HCA 2800, HCA 3300.

HCA 3700 Health Information Management Systems

This course examines the design, operation, application and future of health information management systems.

Prerequisites: HCA 1400, MC1400

HCA 4100 Leadership in Healthcare Organizations

This course is designed to prepare students with leadership fundamentals in healthcare organizations. This includes content in interpersonal skills, leadership, ongoing professional development, and strategic management.

Prerequisites: HCA 3250.

HCA 4150 Strategic Management in Healthcare Organizations

Students have the opportunity to integrate the knowledge and skills learned through the courses in leadership, marketing and strategy, managerial communication and research methods, through case studies on strategic management.

Prerequisites: HCA 3500, HCA 4100, MT 3000.

HCA 4450 Risk Management in Healthcare Settings

In this course, students examine various risk factors and methods of managing risk in healthcare organizations.

Prerequisites: HCA 2800, HCA 3250, HCA 3600.

HCA 4850 Case Studies in Health Administration

This is one of two capstone courses, which provide students with the opportunity to integrate the skills and knowledge learned in the liberal arts foundation with their learned conceptual and technical competencies, through case studies.
Prerequisites: HCA 4150, HCA 3600, HCA 3700

HC 4900 Healthcare Management Externship

The goal of Brown Mackie's Healthcare Management program is to produce a professional who is both highly self-directing and able to use consultative supervision. The internship program is designed specifically to enable the student to apply classroom knowledge to the work environment, and to better prepare the student to enter the healthcare industry. This course is a faculty supervised and evaluated field experience in health services management, with a major project as an end product.
Prerequisite: Completion of all other course requirements or departmental approval.

Addition Effective 11/30/09

Anatomy and Physiology (BI 1361) has served as the general education science course since 2005. Based on student feedback and academic program reviews, BI 1361 will be replaced with a course that is more relevant to the non-allied health programs - BI 1850 Environmental Science. Students in the allied health programs (medical assisting, healthcare administration, etc) will continue to take the appropriate Anatomy and Physiology course(s). This change has been approved by Florida's Commission for Independent Education and ACICS (our national accrediting body).

BI 1850 Environmental Science Course Description

This course is an introduction to the study of the physical environment and some of the major related issues and problems. Areas of concern include nature of the environment, climatic factors, natural resources, solid and hazardous waste, pollution, global environmental hazards, and energy production. These topics are studied in relation to population, land use, environmental ethics, decision-making, and environmental management.

Correction Effective 11/16/09 (See 5/3/10 Change)

Due to significant growth of the student body and the opportunity to consolidate facilities, the College is relocating. Approved by the Accrediting Council of Independent Colleges and Schools (the College's accrediting body) and the Florida Commission for Independent Education, the College's main campus will be located at One Herald Plaza, 6th Floor, Miami, FL 33132. The Learning Center (occupied since 10/1/08) located at 137 19th Street, Miami, FL 33132 will be closed. For a short period of time, however, the old main campus located at 1501 Biscayne Blvd, Miami, FL 33132 will be a Learning Center housing three classrooms, the library, and an administrative/faculty office. The College's phone number remains the same (305-341-6600). The new fax number is 305-341-6646.

Change Effective 11/16/09 (See 5/3/10 Change)

Page 6 of the catalog is being revised to reflect the College's new location.

*ABOUT BROWN MACKIE COLLEGE-MIAMI**Facilities and Resources*

Brown Mackie College-Miami is conveniently located at One Herald Plaza, Miami, FL 33132. The College recently moved its main campus from 1501 Biscayne Blvd to occupy 50,000 square feet on the top floor of the Miami Herald building which sits on beautiful Biscayne Bay and offers a clear view of the Miami and Miami Beach skylines. The College - owned and operated by Pittsburgh-based Education Management Corporation (EDMC) - offers hands-on experiences in its many labs including a new Criminal Justice lab featuring facial recognition software along with a multitude of forensic equipment. The computer networking lab as well as 8 computer classrooms offer students a modern and professional environment for study. Each student has access to the technology, tools, and facilities needed to complete projects in each subject area. Students are welcome to use the labs when they're not being used for scheduled classes.

The new location features a comfortable student lounge as well as an on-site eatery available during all class shifts. The College bookstore offers retail items including textbooks, kits specific to programs of study, and College ware.

The College still maintains a presence in the OMNI building at 1501 Biscayne Blvd across the street from the main campus until Phase II construction is completed at The Herald. This learning center houses two medical assisting labs in addition to an additional computer classroom. The learning center also houses the library that is available to Brown Mackie students as part of a shared-service agreement with its sister school, Miami University of Art & Design. The library's collection includes more than 20,000 volumes, including books and visual aids. In addition, the library subscribes to more than 200 periodicals specific to the academic programs offered.

Addition Effective 11/16/09

Brown Mackie College-Miami maintains its own bookstore. Page 6 of the catalog is being revised to reflect this.

Bookstore

The Brown Mackie College-Miami student bookstore is your one-stop source for books, study guides, and the latest in school gear. The store stocks texts, courseware, and other educational supplies you'll need for classes at the College. You'll also find a variety of personal, recreational, and gift items, including apparel, supplies, and general merchandise displaying the College logo.

The bookstore's hours of operation are Monday through Thursday, 8:30 a.m. to 9 p.m.; Friday, 8:30 a.m. to 6 p.m.; Saturday and Sunday, closed.

Change Effective 11/16/09 (See 5/3/10 Correction)

The language concerning the library on Page 49 of the catalog is being revised as follows

Learning Resources and Services

Brown Mackie College-Miami maintains a library of curriculum-related resources. Technical and general education materials, academic and professional periodicals, and audio and video production resources are available to both students and faculty. The library offers a computerized journal index and access by way of modem to the online library catalogs of other area Colleges and universities. Internet access is available for research.

Students are oriented to the library early in their curricula, and the College has a full-time, professional librarian to assist students in using the library's resources to best support their learning. The faculty makes regular assignments that require use of the library, and students are encouraged to become familiar with the available resources as early in their program of study as possible. The library also provides students with a quiet and pleasant environment for study and recreational reading. The library is currently shared with the Miami International University of Art & Design at 1501 Biscayne Blvd. It will be moved to The Herald Building once Phase II construction is completed.

The library's hours of operation are Monday through Friday, 8:30 a.m. to 10 p.m.; Saturday, 9am to 5pm; Sunday, closed.

Addition Effective 10/29/09

The Medical Assistant Diploma program is no longer being offered. The phase out of the program began on 2/2/09 and was completed on 10/29/09 with the graduation of the last students in the program.

Addition Effective 10/5/09

The second sentence in the General Admission Requirements (page 11) is being revised to read as follows "To qualify for admissions, *applicants must provide verification of graduation in the form of an official transcript from a public or private high school or a correspondence school or education center that is accredited by an agency that is recognized by the U.S. or State of Florida Department of Education or any of its approved agents, or provide official documentation of high school equivalency.*

Correction Effective 10/1/09

The fourth sentence on page 4 of the CONSUMER INFORMATION section of the Catalog reads "The College reserves the right to make changes within the term of this catalog which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students". This sentence is being modified to read " The College reserves the right to make changes within the term of this catalog which may affect any of the information published. *Students will be given prior notice of substantive changes.*

Addition Effective 8/1/09

The College is adding the following section to the ACADEMIC RESOURCES, POLICIES, AND PROCEDURES on page 48 of the Catalog.

Doubling Up of Courses

Students are allowed to take two classes in a given month but **only**

- Once per quarter and
- If the second class is available and
- If the student is able to meet the financial obligation.

In addition, all the following requirements must be met. A student must have

- A minimum cumulative grade point average (CGPA) of 3.0.
- Been an active student for at least nine months.
- An attendance history of 80% or better.

Exceptions to the CGPA requirement will be considered on a case by case basis but will require the approval of the Dean of Academic Affairs, Registrar, and Director of Financial Aid.

Requests to double up must be presented to the Registrar no later than one month prior to the double up month. This will aid the scheduling and notification processes especially if the second class is not available in the month requested.

Addition Effective 7/13/09

The College is adding the paragraphs below to the *ACADEMIC RESOURCES, POLICIES, AND PROCEDURES* section of the catalog (pages 48 – 53).

Course Delivery

The College offers courses using two delivery modes. A student may be enrolled and admitted to a class using a residential or in a blended learning mode where at least fifty percent (50%) of the course is on campus and the remaining fifty percent (50%) is delivered online.

The delivery method of the online learning content for this course supports the educational learning objectives or outcomes for the program objectives and the credential awarded. The outcomes and objectives for the online component mirror the classroom delivered content.

Grading will be done on a point system. Points are assigned for each criterion previously established for the purpose of evaluating each assignment. Each graded assignment, project, quiz, exam, and discussion question criterion is assigned a point value, which is reflective of the quality of the contribution. In most instances there will be at least two, and usually more, distinct criteria specified for evaluation and grading of the student's work. Students will receive a weekly progress and grade report.

Successful learning requires active participation by the students while in the class. In the online learning environment this is achieved through students posting notes and responding to the notes of others that may relate to the lecture and assigned readings; answering and responding to others' answers of assigned discussion questions; case studies; specific assignments; and critiques. A "response" may be a question about another's work; an agreement with or challenge to the point of view expressed, supported by a reference to the text or lecture or personal experience (not mere opinion); citation of a reference relevant to the topic; a critique of someone's work, etc.

Students are required to read all the notes of the instructor and fellow students, for this is what constitutes the course of study. The quantity and quality of the student's participation will be graded. Students are strongly encouraged to participate throughout the week, including weekends.

Everyone's comments are important. The diversity of experience among members of the class will enhance learning. All students will be treated equitably within the classroom. The classroom shall be a place of expression and discussion.

All communications must be respectful. Inappropriate language will not be tolerated. The instructor will determine what is inappropriate. Students not treating instructor and peers with respect are subject to discipline or dismissal from the online learning platform for this course.

TECHNOLOGY REQUIREMENTS

- Computer: PC: As a general guideline students should have at least the following computer specifications: Pentium III CPU, Windows 2000 or XP, and 512 MB RAM. MAC: As a general guideline students should have at least the following computer specifications: MAC G4 processor, MAC OS X, and 512 MB RAM.
- Software: Microsoft Office (including Word, Excel, PowerPoint, Access and Outlook), Antivirus Software, Adobe Acrobat Professional
- Browser: Internet Explorer (preferred) courses offered online are best-viewed using Microsoft Internet Explorer v5.5/6.0, 7.0 (PC), Safari 1.0 (MAC), or Firefox.

- Attention Mac Users: While you can use Safari 2.0 to view classes, some animation pieces may not be available with Safari 2.0 and we highly recommend using Firefox or Internet Explorer to view your class material using a Mac computer.
- URL: <http://www.onlinebrownmackie.com>

Correction Effective 7/1/09

The *Course Descriptions* (pages 32 – 47) indicate the required prerequisites for successful completion of the courses. The following course descriptions should have prerequisites that read as follows

BA 1140 Business Law

Prerequisite: BA 1000 (for Business Management program)

BA 1250 Human Resources

Prerequisite: BA 1000 (for Business Management program)

BA 1300 Small Business Management

Prerequisite: BA 1000 (for Business Management Program)

BA 2220 Marketing and Advertising

Prerequisite: BA 1000 (for Business Management Program)

BA 2600 Principles of Finance

Prerequisite: AC 1011 and BA 1000 (for Business Management Program)

BI 1361 Anatomy and Physiology*

Prerequisite: ME 1110 (for Medical Assisting program students enrolled prior to 11/1/08; for Medical Assistant program)

CJ 1650 Correctional Systems and Practices

Prerequisite: CJ 1004

CJ 2150 Criminal Procedure

Prerequisite: CJ 1150 (for Criminal Justice program)

CJ 2250 Juvenile Justice

Prerequisite: CJ 1150 (for Criminal Justice program)

CJ 3020 Civil Liability

Prerequisite: CJ 1150

CJ 4003 Critical Issues in Criminal Justice

Prerequisite: CM 1800

CJ 4004 Family Violence

Prerequisite: CJ 1002

CJ 4005 Community Corrections

Prerequisite: CJ 1004

EC 1200 Developmentally-Appropriate Practices in early Childhood Education

Prerequisite: EC 1100

EC 2000 Creative Activities for Early Childhood

Prerequisite: EC 1200

EC 2200 Early Childhood Math and Science Methods

Prerequisite: EC 1200, MT 1800

EC 3000 Money and Banking

Prerequisite: EC 2050

IT 2000 Fundamentals of Task Analysis and Project Management

Prerequisite: IT 1400

ME 1351 Anatomy and Physiology I

Prerequisite: ME 1110

ME 1850 Clinical Procedures I

Prerequisite: ME 1110, ME 1352 (for Medical Assisting program students enrolled after 11/1/08; BI 1361 for Medical Assisting program students enrolled prior to 11/1/08; BI 1361 for Medical Assistant students)

ME 1860 Clinical Procedures II

Prerequisite: ME 1110, ME 1352 (for Medical Assisting program students enrolled after 11/1/08; BI 1361 for Medical Assisting program students enrolled prior to 11/1/08; BI 1361 for Medical Assistant students)

ME 2420 Phlebotomy and Hematology Procedures

Prerequisite: ME 1110, ME 1352 (for Medical Assisting program students enrolled after 11/1/08; BI 1361 for Medical Assisting program students enrolled prior to 11/1/08; BI 1361 for Medical Assistant students)

ME 2430 Urinalysis and Microbiology Procedures

Prerequisite: ME 1110, ME 1352 (for Medical Assisting program students enrolled after 11/1/08; BI 1361 for Medical Assisting program students enrolled prior to 11/1/08)

MG 3000 Management

Prerequisite: BA 1000, BA 1250

MG 4000 Global Business Management

Prerequisite: EC 2050, EC 2150

MK 4100 Consumer Behavior and Marketing Research

Prerequisite: MT 1800

PL 1230 Family Law, PL 1430 Civil Procedure, PL 1440 Civil Litigation, PL 1530 Contract Law, PL 1730 Property Law, PL 1830 Criminal Law

Prerequisite: PL 1123 (effective 11/1/08; PL 1121 prior to 11/1/08)

Correction Effective 7/1/09

The parenthetical phrase (*Practicum Required*) should be added to the end of the course description for EC1400 (page 37).

Correction Effective 7/1/09

The following course descriptions should be added to the COURSE DESCRIPTIONS section, page 42.

MC 1212 Spreadsheets II

A continuation of MC 1211, this course introduces advanced business-oriented functionalities of an electronic spreadsheet application. The successful student will acquire the skills needed to pass an expert-level proficiency examination.

Prerequisite: MC 1211

MC 1401 Advanced database Applications

A continuation of MC 1400, this course requires students to learn and apply advanced business-oriented functionalities of a relational database management system

Prerequisite: MC 1400

MC 1800 Internet Research

An introduction to the Internet as a research tool, this course focuses on using the World Wide Web to conduct research on various topics in order to enhance understanding and professional objectives. Topics include periodical databases,

government information and reference resources, information security, citing resources, and legal considerations such as copyright restrictions.

Prerequisite: MC 1150

Correction Effective 7/1/09

The last paragraph of the *Security of Student Information: Family Educational Rights and Privacy Act; I. Procedure to Inspect Education Records* section on page 61 that reads as “Brown Mackie College-Miami generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student’s prior written consent to the following individuals or institutions or in the following circumstances:” should be deleted as it is a duplicate.

Correction Effective 7/1/09

With regards to the *Criteria for Honor Designation – Term Honor Designation* on page 54, the designations should read as follows

Term GPA	Honors Designation
4.0	President’s List
3.7 – 3.99	Dean’s List
3.5 – 3.69	Honor’s List

Correction Effective 7/1/09

The second paragraph of the *Grading System* subsection on page 51 should read, “In allied health courses that have the following designations BI, HC, ME and PH the grade of C is the lowest passing grade and the grades of D+ and D are not awarded”.

Correction Effective 7/1/09

The last sentence of the *Repeated Courses* subsection on page 50 (*If students desire the repeat of the course...*) is a duplicate of the previous sentence and should be deleted.

ACADEMIC CALENDAR: 2011

Winter Quarterly Recess – December 24, 2010 – December 31, 2010

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 3
	Classes Begin	Tuesday	January 4
	Martin Luther King, Jr. Day Recess	Monday	January 17
	Final Examinations		Week of January 23
	Classes End	Saturday	January 29
February	New Student Orientation		Week of January 23
	Classes Begin	Monday	January 31
	President's Day Recess	Friday	February 18
	Final Examinations		Week of February 20
	Classes End	Saturday	February 26
March	New Student Orientation		Week of February 20
	Classes Begin	Monday	February 28
	Final Examinations		Week of March 20
	Classes End	Saturday	March 26

Spring Quarterly Recess - March 28, 2011 – April 1, 2011

SPRING QUARTER

April	New Student Orientation		Week of March 27
	Classes Begin	Monday	April 4
	Good Friday Recess	Friday	April 22
	Final Examinations		Week of April 24
	Classes End	Saturday	April 30
	May	New Student Orientation	
Classes Begin		Monday	May 2
Final Examinations			Week of May 22
Classes End		Saturday	May 28
June	New Student Orientation		Week of May 22
	Memorial Day Recess	Monday	May 30
	Classes Begin	Tuesday	May 31
	Final Examinations		Week of June 19
	Classes End	Saturday	June 25

Summer Quarterly Recess – June 27, 2011– July 1, 2011

SUMMER QUARTER

July	New Student Orientation		Week of June 26
	Fourth of July Recess	Monday	July 4
	Classes Begin	Tuesday	July 5
	Final Examinations		Week of July 24
	Classes End	Saturday	July 30
	August	New Student Orientation	
Classes Begin		Monday	August 1
Final Examinations			Week of August 21
Classes End		Saturday	August 27

September	New Student Orientation		Week of August 21
	Classes Begin	Monday	August 29
	Labor Day Recess	Monday	September 5
	Final Examinations		Week of September 18
	Classes End	Saturday	September 24

Fall Quarterly Recess – September 26, 2011 – September 30, 2011

FALL QUARTER

October	New Student Orientation		Week of September 25
	Classes Begin	Monday	October 3
	Final Examinations		Week of October 23
	Classes End	Saturday	October 29

November	New Student Orientation		Week of October 23
	Classes Begin	Monday	October 31
	Final Examinations		Week of November 20
	Classes End	Wednesday	November 23

December	New Student Orientation		Week of November 20
	Classes Begin	Monday	November 28
	Final Examinations		Week of December 18
	Classes End	Friday	December 23

Winter Quarterly Recess – December 26, 2011 – December 30, 2011

In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.

ACADEMIC CALENDAR: 2012

Winter Quarterly Recess – December 26, 2011 – January 2, 2012

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 2
	Classes Begin	Tuesday	January 3
	Martin Luther King, Jr. Day Recess	Monday	January 16
	Final Examinations		Week of January 22
	Classes End	Saturday	January 28

February	New Student Orientation		Week of January 22
	Classes Begin	Monday	January 30
	President's Day Recess	Friday	February 17
	Final Examinations		Week of February 19
	Classes End	Saturday	February 25

March	New Student Orientation		Week of February 19
	Classes Begin	Monday	February 27
	Final Examinations		Week of March 19
	Classes End	Saturday	March 24

Spring Quarterly Recess - March 26, 2012 – March 30, 2012

SPRING QUARTER

April	New Student Orientation		Week of March 25
	Classes Begin	Monday	April 2
	Good Friday Recess	Friday	April 6
	Final Examinations		Week of April 22
	Classes End	Saturday	April 28
May	New Student Orientation		Week of April 22
	Classes Begin	Monday	April 30
	Final Examinations		Week of May 20
	Classes End	Saturday	May 26
June	New Student Orientation		Week of May 20
	Memorial Day Recess	Monday	May 28
	Classes Begin	Tuesday	May 29
	Final Examinations		Week of June 17
	Classes End	Saturday	June 23

Summer Quarterly Recess – June 25, 2012– June 29, 2012

SUMMER QUARTER

July	New Student Orientation		Week of June 24
	Classes Begin	Monday	July 2
	Fourth of July Recess	Wednesday	July 4
	Final Examinations		Week of July 22
	Classes End	Saturday	July 28
August	New Student Orientation		Week of July 22
	Classes Begin	Monday	July 30
	Final Examinations		Week of August 19
	Classes End	Saturday	August 25
September	New Student Orientation		Week of August 19
	Classes Begin	Monday	August 27
	Labor Day Recess	Monday	September 3
	Final Examinations		Week of September 16
	Classes End	Saturday	September 22

Fall Quarterly Recess – September 24, 2012 – September 28, 2012

FALL QUARTER

October	New Student Orientation		Week of September 23
	Classes Begin	Monday	October 1
	Final Examinations		Week of October 21
	Classes End	Saturday	October 27
November	New Student Orientation		Week of October 21
	Classes Begin	Monday	October 29
	Final Examinations		Week of November 18
	Classes End	Wednesday	November 21
December	New Student Orientation		Week of November 18
	Classes Begin	Monday	November 26
	Final Examinations		Week of December 16
	Classes End	Saturday	December 22

Winter Quarterly Recess – December 24, 2012 – January 4, 2013

In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.