Brown Mackie College – Akron
755 White Pond Drive
Akron, OH 44320

Bulletin to 2009 - 2010 Academic Catalog

This Bulletin is an integral part of the Brown Mackie College – Akron (the College) Academic Catalog.
The information published herein becomes and remains effective June 2011

ADMINISTRATION

President ..... Kimberly Ames
Dean of Academic Affairs ..... Judith Quayle
Associate Dean of Academic Affairs ..... Bruce Campbell
Sr. Director of Admissions .....
Director of Admissions ..... Michael Baker
Director of Admissions ..... Laura Obenreder
Director of Career Services ..... Judith Spooner
Director of Student Financial Services ..... Darlene Violet
Director of Human Resources ..... Charlotte Kawczk
Director of Student Services ..... Andrew Felberg
Practical Nursing Administrator ..... Jennie Denker
Campus Director .....
Student Accounting Supervisor ..... David McLelland
Registrar ..... Ronnell Novisky
Librarian ..... Michael Jundi

FULL–TIME FACULTY

Akins, Judith, PN Associate Administrator
MSN, The University of Akron
BSN, The University of Akron

Artis, Barry, Fieldwork Coordinator, Occupational Therapy Assistant
BHS in OT, University of Florida
AAS, Valencia Community College

Banta, George, Department Chair, Veterinary Technology
DVM, Ohio State University
MS, Purdue University
BS, Trinity College

Boris, Sharon, Practical Nursing
BSN, Cleveland State University
AAS, Lorain County Community College

Bright, Nijole L., Occupational Therapy Assistant

Brown, Esther, Department Chair, Allied Health
BS, Nova Southeastern University
AAS, Webster College

Chambers, Pleas, Department Chair, Business Technology
MA, Walsh University
BA, Walsh University
AAB, Bohecker's Business College

Deeken, Kris, Site Coordinator, Occupational Therapy
BS, University of Findlay
AAS, Stark Technical College

DeFranco, Patricia, Practical Nursing
BSN, St. John's Ursuline College

Ellis, Lacy, Department Chair, Criminal Justice & Paralegal
MSCJ, Tiffin University
BCJ, Tiffin University

Gunter, Angel, Clinical Coordinator, Surgical Technology
AAS, Youngstown State University

Hamilton, Audrey, Practical Nursing
ASN, Wayne County Community College

Hamric, Stacey, Preceptor, Surgical Technology
AAS, The University of Akron

Jarvis, Melissa, Veterinary Technology
BS, The Ohio State University
AAS, Columbus State Community College

Kunkle, Kimberly, Practical Nursing
BSN, The University of Akron

Lowry, Michael, General Education
MA, The University of Akron
BA, The University of Akron

Marquess, Marlana, Practicum Coordinator
BA, Hiram College

McClish, Daniel, Business Management
MBA, Argosy University
BSBA, The University of Akron
AAS, Bryant & Stratton College

McCoy, Gregory, General Education
MA, The University of Akron
BA, The University of Akron

Reed, Diane, Practical Nursing
RN, St. Thomas School of Nursing

Reynard, Roger, Department Chair, Information Technology
MS, Univeristy of Oklahoma
BA, Case Western Reserve University

Riccitelli, Maria, Practical Nursing
BSN, Boston College

Ruff, Sylvia, Practical Nursing
MSN, University of Phoenix
BSN, Malone College

Seither, Brandi, Department Chair, Early Childhood Education
M.Ed, Baldwin Wallace College
BS, Baldwin Wallace College

Simmons, Michelle, Practical Nursing
BSN, South University
ASN, Lorain County Community College
AAS, Southern Ohio College

Shade, Martha, Practical Nursing
BSN, Duquesne University

Stanziano, Kerry, Surgical Technology
BS, The University of Akron
AAS, The University of Akron

Thomas, Althea, Practical Nursing
BSN, Kent State University
AAS, The University of Akron

Thompson-Wiltrout, Crystal, Veterinary Technology
AAS, Cuyahoga Community College

Von Ach, Leland, General Education
MA, The University of Akron
BA, The University of Akron

Wells, Marilyn, Department Chair, General Education
M.Ed, Malone College
BA, Malone College

Wyatt, Jamie, Allied Health
BS, New York Institute of Technology
AAS, Stark State

Tuition and Fees

Tuition……..$266.00 per credit hour. Applies to cost of instruction
General Fee……..$ 15.00 per credit hour. Applies to costs of institutional activities and services

Practical Nursing Program
Nursing Tuition……$325.00 per credit hour. Applies to cost of instruction
General Fee……..$ 25.00 per credit hour. Applies to costs of institutional activities and services

Occupational Therapy Program: -Students starting prior to July 2010
Tuition…… $365.00 per credit hour. Applies to cost of Occupational Therapy instruction
Tuition …… …… $266.00 per credit hour. Applies to cost of General Education courses
General Fee…… . $ 15.00 per credit hour. Applies to costs of institutional activities and services

Occupational Therapy Program: -Students starting after to July 2010
Tuition…… $325.00 per credit hour. Applies to cost of Occupational Therapy instruction
General Fee…….. . $ 15.00 per credit hour. Applies to costs of institutional activities and services

Surgical Technology Program:
Tuition……. $310.00 per credit hour. Applies to cost of instruction
General Fee…… ..$ 15.00 per credit hour. Applies to costs of institutional activities and services

Tuition and Fees for Computer Networking Only:
The college has separate tuition and technology fees for the following classes:

CN 1213 Windows Professional
CN 1223 Windows Server
CN 1233 Directory Services Infrastructure
CN 1243 Network Infrastructure Implementation and Administration
CN 1253 network Infrastructure Design and Security Design
CN 1263 Exchange Server

Tuition……. $300.00 per credit hour. Applies to cost of instruction
Technology Fee…… ..$ 25.00 per credit hour. Applies to all services listed under General Fee plus equipment and software.

Textbooks and other instructional materials costs will vary by program.
A payment plan may be arranged at the time of enrollment. Monthly payments are due as agreed on the payment of schedule of the student's installment note. Payments may be made by money order, check, VISA, MasterCard, or cash.

If payment is not made on the due date, the student may be suspended from class until the payment is made. No grade reports or transcripts will be issued to a student with a past due account.

Effective October3, 2011

Tuition and Fees

Tuition……..$294.00 per credit hour. Applies to cost of instruction
General Fee……..$ 15.00 per credit hour. Applies to costs of institutional activities and services

Practical Nursing Program
Nursing Tuition……$361.00 per credit hour. Applies to cost of instruction
General Fee……..$ 25.00 per credit hour. Applies to costs of institutional activities and services

Occupational Therapy Program
Tuition…… $361.00 per credit hour. Applies to cost of Occupational Therapy instruction
General Fee……. . $ 15.00 per credit hour. Applies to costs of institutional activities and services

Surgical Technology Program:
Tuition……. $340.00 per credit hour. Applies to cost of instruction
General Fee…… ..$ 15.00 per credit hour. Applies to costs of institutional activities and services

Tuition and Fees for Computer Networking Only:
The college has separate tuition and technology fees for the following classes:

CN 1213 Windows Professional
CN 1223 Windows Server
CN 1233 Directory Services Infrastructure
CN 1243 Network Infrastructure Implementation and Administration
CN 1253 network Infrastructure Design and Security Design
CN 1263 Exchange Server

Tuition……. $300.00 per credit hour. Applies to cost of instruction
Technology Fee…… ..$ 25.00 per credit hour. Applies to all services listed under General Fee plus equipment and software.

Textbooks and other instructional materials costs will vary by program.
A payment plan may be arranged at the time of enrollment. Monthly payments are due as agreed on the payment of schedule of the student's installment note. Payments may be made by money order, check, VISA, MasterCard, or cash.

If payment is not made on the due date, the student may be suspended from class until the payment is made. No grade reports or transcripts will be issued to a student with a past due account.

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 Observed	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		Week of April	24
	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		Week of July	24
	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

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.

CORRECTIONS, OMISSIONS, ADDITIONS

Page 6, About Brown Mackie College – Akron, paragraph four will read:

In addition to the main campus on White Pond Drive, Brown Mackie College – Akron operates two learning sites, one located in downtown Akron at 388 South Main Street on the third floor of the AES building in suite 330, and the other located at 809 White Pond Drive. The learning sites are permanent locations where educational activities are conducted. There are additional classrooms and labs available, as well as essential student services and admissions activities. The learning sites are conveniently located along the Akron Metro RTA bus line. Students taking classes at either learning site have convenient access to all services at the main campus, including the college store, the library, faculty offices and tutoring services.

Page 9, Ownership, paragraph 1 is replaced with:

Brown Mackie College — Akron 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.

Page 9, Ownership, addition of Veterinary Technology Learning Site:

Brown Mackie College – Akron also operates a learning site at 805 White Pond Drive, Suite D, Akron, OH 44320

Page 10, Accreditation and Affiliations, Programmatic Accreditation:

The Brown Mackie College —Akron's Veterinary Technology program has provisional programmatic accreditation granted by the American Veterinary Medical Association (AVMA) through the Committee on Veterinary Technician Education and Activities (CVTEA). Committee on Veterinary Technician Education and Activities (CVTEA),1931 N. Meacham Rd., Suite 100, Schaumberg, IL 60173, 800-248-2862, www.avma.org.

Page 10, Accreditation and Affiliations, Programmatic Accreditation:

The Brown Mackie College — Akron Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. Telephone: 727.210.2350

Page 10, Accreditation and Affiliations, Programmatic Accreditation, paragraph 3 is replaced with:

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number is (301) 652-AOTA.

Page 12, Residency Requirements, will read:

Though credits may be applied to a student's degree program through transfer from institutions other than another Brown Mackie College school 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 school, whichever is the greater benefit to the student.

The residency requirement for a non-degree (diploma or certificate) program is that the student must complete the final 50 percent of the program's credit in-residence at any Brown Mackie College school, and this may be subject to program accreditor's restrictions. Questions regarding the specifics of accredited program's limitations on residency should be referred to the program administrator or department chairperson.

Brown Mackie College – Akron is proud to be a Military Friendly college and may exempt those attending on Veteran's Administration's benefits from the above requirements, granting appropriate credit on a case by case basis.

Pages 20, Course Descriptions should read:

Associate of Applied Business: CRIMINAL JUSTICE

The associate's degree program in Criminal Justice is designed to prepare students for admission to law enforcement academies or entry-level employment in law enforcement, corrections, investigations, or juvenile administration.**

*** This program is not intended for advancement into law school.*

Graduates of the program will be able to:

- Understand the basics of the principle components of the criminal justice and correctional systems.
- Use the tools and systems commonly encountered in the criminal justice environment.
- Demonstrate criminal justice, security, and corrections practices and procedures.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Pages 22, Course Descriptions should read:

Associate of Applied Business: PARALEGAL

The associate's degree program in Paralegal is designed to prepare the student seeking to work directly under the supervision of an attorney and perform general work for a law firm. The objective of the program is to train students in the many phases of paralegal responsibilities. Legal courses are supplemented with business, computer applications, and general education courses that ensure the student's versatility and productivity in the business environment. **

*** This program is not intended for advancement into law school.*

Graduates of the program will be able to:

- Demonstrate an understanding of the American legal system and the role of the paralegal.
- Create and carry out a legal research plan using both print and electronic sources of law.
- Analyze and categorize key facts in a given situation to yield a logical conclusion.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Pages 23, Course Addition:

Associate of Applied Business: COMPUTER NETWORKING & APPLICATIONS

The associate's degree program in Computer Networking & Applications provides the student with a foundation to seek employment in entry-level networking. Following an introduction to computer concepts and applications, a Microsoft-approved curriculum offers preparation for the testing required for Microsoft Certified Systems Engineer (MSCE) certification, qualifying the graduate to seek positions in networking and systems analysis. Technical courses provide hands-on experience in building, troubleshooting, designing, and implementing networks. Beyond the technical curriculum, the program meets its educational objectives through appropriate business and general education courses.

Graduates of the program will be able to:

- Exhibit the knowledge of computer network installation, configuration, and administration.
- Demonstrate the ability to design and manage security for a computer network.
- Detect, troubleshoot, and repair problems in computer software, hardware, and network systems.

- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration			**48 Quarter Credit Hours**
CN	1213	Windows Professional	4
CN	1223	Windows Server	4
CN	1233	Directory Services Infrastructure	4
CN	1243	Network Infrastructure Implementation and Administration	4
CN	1253	Network Infrastructure Design and Security Design	4
CN	1263	Exchange Server	4
CN	2900	Computer Networking and Applications Externship	4
ET	2201	Computer Repair: Systems and Software	4
ET	2202	Computer Repair: Hardware Applications	4
IT	1150	Principles of Logic and Problem Solving	4
IT	1200	Fundamentals of Web-Based Systems	4
MC	1150	Introduction to Microcomputer Applications	4

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
EN	2000	Introduction to Literature*	4
GV	1150	American Constitutional Law	4
MT	1800	College Algebra *	4
PS	1200	Principles of Psychology*	4
SO	1200	Principles of Sociology*	4
Total quarter credit hours required			**96**

**Indicates a general education course*

Pages 28, Course Descriptions should read:

Occupational Therapy Assistant

Program Outcomes

Graduates of the program will:

1. Possess working knowledge in the natural sciences and technical methods informing the study of an allied health program.
2. Demonstrate an ability to apply appropriate therapeutic accommodations within the scope of an assistant in occupational therapy.
3. Employ relevant regulatory, organizational and professional rules and standards associated with the occupational therapy environment.
4. Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Pages 31, Course Descriptions should read:

Veterinary Technology

Program Outcomes

Graduates of the program will:

1. Possess the natural science knowledge informing the study of an animal health program.
2. Exhibit the level of knowledge and skills needed for entry-level employment as a veterinary technician.
3. Apply knowledge in the care of animals using the utmost humane and ethical practices.
4. To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Concentration	**48 credit hours**
VT1100 Small Animal Medicine I	4
VT1200 Veterinary Lab Procedures I	4
VT1220 Veterinary Lab Procedures II	4
VT1400 Pharmacology	4
VT2000 Small Animal Medicine II	4
VT2100 Laboratory & Exotic Animals	4
VT2200 Veterinary Imaging	4
VT2300 Large Animal Medicine	4
VT2400 Anesthesia & Surgical Assistance	4
VT2900A Veterinary Externship	4
VT2900B Veterinary Externship	4
VT2900C Veterinary Externship	4

Core	**48 credit hours**
BI2215 Introduction to Biological Chemistry *	4
CF1100 Professional Development	4
MC1150 Introduction to Microcomputer Applications	4
MT1800 College Algebra *	4
EN1101 Composition I *	4
EN1102 Composition II *	4
EN2000 Introduction to Literature *	4
CM1200 Effective Public Speaking *	4
PS1200 Principles of Psychology *	4
SO1200 Principles of Sociology *	4
VT1000 Introduction to Veterinary	4
VT1361 Anatomy & Physiology	4
Total quarter credit hours required	96

**Indicates a general education course*

Pages 32, Course Descriptions should read:

Diploma in Accounting

Program Outcomes

Graduates of the program will:

1. Apply the fundamental principles of accounting to workplace problems.
2. Employ the vocabulary, rules, and procedures associated with the profession.
3. Operate computerized accounting systems to address accounting and business problems.
4. Prepare, maintain, interpret, and analyze basic financial statements.

Pages 33, Course Descriptions should read:

Diploma: Business

Program Outcomes

Graduates of the program will:

1. Develop a sufficient understanding of business to effectively apply principles and theories to workplace problems.

2. Employ the vocabulary, rules, and procedures associated to the profession.
3. Operate computerized business systems to address business problems.

Pages 34, Course Descriptions should read:

The diploma program in Criminal Justice prepares students for admission to law enforcement academies or entry-level employment in law enforcement, corrections, or investigations through legal, technical, and business coursework.**

*** This program is not intended for advancement into law school.*

Diploma: Criminal Justice

The diploma program in Criminal Justice Specialist is designed to prepare students for a variety of entry-level support positions related to law enforcement, corrections, investigations, or juvenile justice detention administration. **

*** This program is not intended for advancement into law school.*

Graduates of the program will be able to:

- Define and describe the principle components of the American judicial and correctional systems.
- Identify and use the tools, processes, and procedures common to the various systems within the criminal justice discipline.
- Compare and contrast the various sectors of criminal justice employment, identifying the particular characteristics and demands of each sector.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Pages 35, Course Descriptions should read:

Diploma: Medical Assistant

Program Outcomes

Graduates of the program will:

1. Describe, demonstrate and apply the Entry-Level Competencies for the Medical Assistant for CAAHEP or AAMA accredited medical assisting programs.
2. Demonstrate ability to perform selected skills in clinical and laboratory theory and procedures.
3. Utilize critical thinking skills in patient-medical assistant relationships with regards to communication, legal concepts, patient instruction, and general office operational functions.

Pages 36, Course Descriptions should read:

Diploma: Medical Coding and Billing

Program Outcomes

Graduates of the program will:

1. Apply the entry-level competencies for the Coding and Billing professionals as outlined by nationally recognized and accredited coding and billing bodies.
2. Demonstrate ability to perform appropriate skills in coding and billing and medical business office theory and procedures.
3. Exhibit professionalism in the context of a medical environment.

Pages 37, Course Descriptions should read:

Diploma: Paralegal Assistant

The diploma program in Paralegal Assistant is designed to prepare the student seeking to work directly under the supervision of an attorney and perform general work for a law firm. Students train in the many phases of paralegal responsibilities. **

*** This program is not intended for advancement into law school.*

Graduates of the program will be able to:

- Define and discuss the structure and principles of the American legal system and the role of the paralegal within that system.
- Develop and implement a legal research plan using both print and electronic law resources.
- Analyze and categorize key facts pertinent to various scenarios, in order to draw logical conclusions.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Pages 38, Course Descriptions should read:

Diploma: Practical Nursing

Program Outcomes

Graduates of the program will:

1. Apply Maslow's hierarchy of needs to clients across the lifespan in a variety of health care settings.
2. Apply knowledge and skills from natural, behavioral, social, and nursing sciences in the delivery of nursing care to clients.
3. Utilize the nursing process in providing nursing care which will assist clients to attain, maintain, or regain optimal health along the health-illness continuum.
4. Demonstrate critical thinking-problem solving when applying the nursing process.
5. Provide safe, competent, and knowledgeable care within the scope of practice for the practical nurse.
6. Utilize communication skills in teaching the client and family members about health care needs.
7. Apply principles of communication in developing therapeutic relationships with clients and in relationships with other health team members.
8. Display professional behavior based on ethical principles and the legal scope of the practical nurse.
9. Be able to sit for a nursing license.

Pages 42, Course Descriptions should read:

CP2800 Internet Programming (*4 quarter credit hours)*

Students acquire basic knowledge of Internet programming language and capability.

Prerequisites: CP1101

Pages 43-45, Deletion of Prerequisites for Database Technology

DB 1200-Prerequisite MC1400 deleted

Pages 43-45, Prerequisites for Course Descriptions for Early Childhood Education

EDU 1121 Child Growth and Development *(4 quarter credit hours)*

In this course, the student will become familiar with the physical, social, emotional, and cognitive development of children from conception to age 8. The student will become familiar with ages and stages of development, theories and theorists, and individual milestones.

Prerequisites: EDU 1100, PS 1200

EDU 1122 Infant and Toddler Development *(4 quarter credit hours)*

This course addresses those characteristics of infant and toddler programs which are specialized to this population of children. It includes the quality and type of care giving, appropriate environments, meaningful curriculum, effective program management, and nurturing family relationships. Students will explore and examine these concepts so that they may develop their own reflective philosophy of quality care for infants and toddlers.

Prerequisites: EDU 1135

EDU 2110 Organization and Administration of Early Childhood Settings *(4 quarter credit hours)*
In this course, the student will learn how to manage human and financial resources, how to plan for a financially stable enterprise and how to complete their business tasks more quickly and accurately. Program planning, operational aspects, program services, ethics, and professionalism are covered in this course.
Prerequisites: EDU 2140 (Practicum required)

EDU 2115 Home, School and Community Partnerships *(4 quarter credit hours)*
This course explores diverse types of families and cultures, and examines the aspects of culture that influences values, methods of child-rearing and family relationships. Using a variety of methods, students will learn to communicate effectively in order to work with families.
Prerequisites: CM 1200, EDU 2140 (Practicum required)

EDU 2140 Assessment in Early Childhood Education *(4 quarter credit hours)*
This course provides the student with the ability to use a variety of observation and assessment methods in order to understand children's developmental levels, strengths and capabilities, and areas of need. Students will become familiar with the variety of assessment techniques appropriate to young children and apply them in order to identify developmental levels, interests, and abilities, interpret data collected, and utilize this information to plan curriculum that further enhances and extends the child's learning and development level.
Prerequisites: EDU 2150 (Practicum required)

EDU 2145 Understanding Special Needs Children *(4 quarter credit hours)*
This course provides the student with an introduction to children and families with special needs or who are at risk for developmental problems. It will examine disabling conditions, the laws that mandate services to children and families with disabilities, the philosophy of inclusion, and the considerations necessary to provide for a child with a disability in typical settings.
Prerequisites: EDU 2140

EDU 2150 Creative Activities for Early Childhood (4 quarter credit hours)
This course provides a sound theoretical basis for the hundreds of practical activities in the arts and across the curriculum. The course addresses differentiated instruction and learning styles as they relate to early childhood education, uses of technology, and two- and three- dimensional art activities. It emphasizes adapting materials and activities for children with special needs and meeting specific learning styles.
Prerequisites: EDU 1125, EDU 1122 (Practicum required)

EDU 2160 Early Childhood Math and Science Methods *(4 quarter credit hours)*
The student will focus attention on the development of logico-mathematical knowledge in children from birth to age 8 in order to understand the inter-relatedness of math and science. Using a hands-on approach, students will explore and become familiar with the various materials used in learning centers to stimulate and develop logico-mathematical thinking in children. Students will learn to recognize the various developmental levels of children's thinking and plan for these levels in the creation of materials, organization of settings, and concepts to be taught.
Prerequisites: MT 1800, EDU1125 (Practicum required)

Page 45, Change of Course Number for Fundamentals of English

The course number for EN0955 shall be replaced with course number ENG0500. Class will consist of Lecture/Lab for a total of 50 hours – 34 Lecture - 16 Lab Hours. The course description shall be replaced with the following:

This course focuses on improving basic grammatical, mechanical, and usage skills in writing. Also emphasized are strategies to improve reading comprehension. Students will develop skill and practice one-paragraph and multi-paragraph essays.
Prequisites: Placement through initial academic assessment

Page 45, Prerequisite Change for EN1101

Prerequisite course Fundamentals of English changed from **EN0955** to **ENG0050**

Page 51, Change of Course Number for Fundamentals of Math

Fundamentals of Math Course Number has changed from MT**0955** to **MTH0050.** Class will consist of Lecture/Lab for a total of 50 hours – 34 Lecture - 16 Lab Hours

Page 51, Prerequisite Change for MT1800

Prerequisite for the Fundamentals of Math has changed from MT**0955** to **MTH0050**

Page 51, Discontinuance of Course MT1650 Medical Math and Calculations

Pages 54-55, Discontinuance of Courses for Occupational Therapy Assistant Program

OT 1510 Intervention in Pediatrics and Adolescents
OT 1560 Intervention Physical Rehabilitation
OT 1600 Fieldwork I
OT 2150 Intervention in Neurological Rehabilitation
OT 2465 Intervention in Mental Health
OT 2990 Fieldwork II – A
OT 2991 Fieldwork II - B

Pages 54-55, Additions to Courses for Occupational Therapy Assistant Program

OT 2110 Intervention in Mental Health *(3 quarter credit hours)*
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of psychosocial disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. The course covers the affective and personality disorders, as seen by the occupational therapy practitioner. Students are expected to identify and describe the course and progression of psychiatric conditions throughout the lifespan. Laboratory assignments require the student to demonstrate concepts and techniques used in interventions. Students will demonstrate role appropriate collaboration with the occupational therapist in providing services from assessment to discharge.
Prerequisites: OT 1315

OT 2115 Level I Fieldwork *(1 quarter credit hours)*
This course is the student's first formal exposure to the clinic. Students are assigned to a local occupational therapy service or clinic to observe for 30 hours. The student is expected to observe and record information on treatment sessions with patients. The student is encouraged to ask questions and should converse frequently with the clinical instructor regarding treatment. This fieldwork must be completed during the day from approximately 8:00 a.m. to 5:00 p.m. during one week, or as required by the cooperating facility.
Prerequisites: OT 2110

OT 2220 Intervention in Pediatric and Adolescents *(4 quarter credit hours)*
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of pediatric and adolescent disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. Disabilities commonly associated with childhood and techniques used for remediation are the focus. The course will focus on the disabilities that impair function in this population and introduce the student to occupational therapy as practiced with children and adolescents.
Prerequisites: OT 2115

OT 2350 Intervention in Physical Rehabilitation *(4 quarter credit hours)*
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of conditions commonly treated in physical rehabilitation and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. The course is designed to provide the clinical knowledge and skills required to provide intervention to a variety of physical dysfunctions for diseases and disorders of the physical body systems. The principles of promoting health and independence throughout the lifespan by way of adaptation and emphasize the basic skills in the management of physical needs of the individual are also included. Students will determine adaptations in the areas of basic activities of daily living, instrumental activities of daily living, adaptive equipment, and splinting for hand injuries, in collaboration with an occupational therapist. Fine and gross motor assessment procedures will be discussed. Students are also required to provide documentation for the provision of services under simulated conditions. The lab sessions provide the student with an opportunity to practice increasingly complex treatment strategies in simulated conditions.
Prerequisites: OT 2200

OT 2360 Intervention in Neurological Rehabilitation *(4 quarter credit hours)*
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of neurological disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions in simulated experiences.
Prerequisites: OT 2200

OT 2470 Intervention in Geriatrics *(4 quarter credit hours)*
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of common geriatric disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. This course provides the student with a greater depth of understanding of the disabilities that affect the older adult and geriatric population, with emphasis upon assessment, treatment and remediation of those disabilities and the effects of aging. The role of the occupational therapy assistant in treatment with focus on the techniques used to modify daily functional activities through environmental assessments and modification, transfer training and the use of assistive technology are included.
Prerequisites: OT 2350, OT 2360

OT 2990A Level II Fieldwork *(5 quarter credit hours)*
This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. OT 2990A and OT 2990B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end OT 2990A with a midterm grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to OT 2990B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations.
Prerequisites: Completion of all program coursework except OT 2990B, OT 2991A, OT 2991B

OT 2990B Level II Fieldwork *(5 quarter credit hours)*
OT 2990B is a continuation of OT 2990A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end OT 2990B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2990B, as defined by the FPE, the student will be required to repeat both OT 2990A and OT 2990B.
Prerequisites: Completion of OT 2990A.

OT 2991A Level II Fieldwork *(5 quarter credit hours)*
This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. OT 2991A and OT 2991B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end OT 2991A with a midterm grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to OT 2991B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations.
Prerequisites: OT 2990A and OT 2990B

OT 2991B Level II Fieldwork *(5 quarter credit hours)*
OT 2991B is a continuation of OT 2991A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end OT 2991B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2991B, as defined by the FPE, the student will be required to repeat both OT 2991A and OT 2991B.
Prerequisites: OT 2991A

Pages 57, Prerequisites for Course Descriptions for Paralegal

PL 1830 Criminal Law *(4 quarter credit hours)*
A study of the fundamental principles of criminal law, which pertains to any act or omission in violation of a public law forbidding or commanding it. The course is designed to provide students with an understanding of substantive criminal law and defenses to prosecution.
Prerequisites: NONE

Pages 59 & 60, Deletion of Prerequisites for Course Descriptions for the Veterinary Technology Program

Prerequisite **VT1230** has been removed from **VT2100** and **VT2300**

Page 60, Deletion of Veterinary Externships

VT 2900
VT 2910
VT 2920

Page 60, Replacement to Veterinary Externships:

VT2900A Veterinary Externship *(4 quarter credit hours)*
Students are assigned to work in a veterinary office or other veterinary facility appropriate for the application of the full range of skills learned in the curriculum, thus gaining practical experience in the professional environment. The student should be able to demonstrate entry-level proficiency in all skills, tasks, competencies, and program outcomes for the externship readiness. The student may be required to remediate with the faculty any deficiency before or during placement in a care facility. This course represents the first 120 hours of 360 hours of externship experience.
Prerequisite: Completion of all other course requirements or departmental approval

VT2900B Veterinary Externship *(4 quarter credit hours)*
This course is a continuation of VT2900A. Students are assigned to work in a veterinary office or other veterinary facility appropriate for the application of the full range of skills learned in the curriculum, thus gaining practical experience in the professional environment. The student may be required to remediate with the faculty any deficiency before or during placement in a care facility. The externship may be in the same or a different location than that of the prior course. The externship requires the second 120 hours for a total of 240 hours of the 360 hours of externship experience.
Prerequisite: VT2900A

VT2900C Veterinary Externship *(4 quarter credit hours)*
This course is a continuation of VT2900B. Students are assigned to work in a veterinary office or other veterinary facility appropriate for the application of the full range of skills learned in the curriculum, thus gaining practical experience in the professional environment. The student may be required to remediate with the faculty any deficiency before or during placement in a care facility. The externship may be in the same or a different location than that of the prior course. The externship requires the third 120 hours, thus completing the 360 hours of externship experience.
Prerequisite: VT2900B

Pages 61 of the Academic Catalog, "Academic Resources, Policies, and Procedures" includes the following additional language:

ADDITION TO STUDENT DISCLOSURE FORM

Blended Learning
I understand that some of my courses will be offered using a blended learning model. I understand that a course presented using a blended learning model will require me to participate in class on campus and online. I will be required to be on campus at least half of the contact hours and participating in discussions and complete assignments online the remaining course contact hours. I will use my own computer equipment and I have not been promised technical support for software, hardware, or Internet access by any employee of the College.

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

Pages 67 of the Academic Catalog, "Transferability of College Credits" includes the following additional language:

Additionally, the certificate/diploma programs in Criminal Justice or Paralegal Assistant, and associate's degrees in Criminal Justice or Paralegal are not intended for advancement into a law school.

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

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.

***(Between Definition of Quarter Credit Hour/Academic Year and Grading System language in this section)**

Page 80, Student Right-to-Know Statement

Student Right to Know Statements

Information on graduation/completion rates for first time, full time students is available through the Admissons Office. These rates are calculated according to guidelines in the Student Right-to-Know Act of 1990. According to regulations published by the Department of Education the retention rates of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. You may obtain this information in the Admissions Office. According to regulations published by the Department of Education student body diversity, including the percentage of enrolled, full-time students is available through the Admissions Office.

Page 95, Replacement of TUITION, FEES, AND REFUND POLICY: Effective April 1, 2011

TUITION, FEES, AND REFUND POLICY

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 include 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.

Page 98, President's Scholarship

President's Scholarship
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 a brief essay. 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.

Occupational Therapy Assistant Program
Course Sequence with Prerequisites (Effective July 6, 2010)

Course #	Credit Hours	Course Name	Prerequisites
CF 1100	4	Professional Development	None
MC 1150	4	Introduction to Microcomputer Applications	None
EN 1101	4	Composition I	ENG0050 or placement through initial assessment
EN 1102	4	Composition II	EN 1101
EN 2000	4	Introduction to Literature	None

CM 1200	4	Effective Public Speaking	None
MT 1800	4	College Algebra	MTH0050 or placement through initial assessment
PS 1200	4	Principles of Psychology	None
SO 1200	4	Principles of Sociology	None
BI 1361	4	Anatomy and Physiology	None
ME 1110	4	Medical Terminology	None
OT 1010	4	Introduction to Occupational Therapy	ME 1110, BI 1361, and attainment of OTA initial academic assessment
OT 1115	4	Therapeutic Media	OT 1010
OT 1215	4	Functional Anatomy I	OT 1115
OT 1315	4	Functional Anatomy II	OT 1215
OT 2110	3	Intervention in Mental Health	OT 1315
OT 2115	1	Level I Fieldwork	OT 2110
OT 2200	4	Intervention in Pediatrics and Adolescents	OT 2115
OT 2350	4	Intervention in Physical Rehabilitation	OT 2200
OT 2360	4	Intervention in Neurological Rehabilitation	OT 2200
OT 2470	4	Intervention in Geriatrics	OT 2350 and OT 2360
OT 2990A	5	Level II Fieldwork	Completion of all program coursework except OT 2990B, OT 2991A and OT 2991B
OT 2990B	5	Level II Fieldwork	OT 2990A
OT 2991A	5	Level II Fieldwork	OT 2990A & OT 2990B
OT 2991B	5	Level II Fieldwork	OT 2991A

OT 2990A, OT 2990B, OT 2991A & OT 2991B must be completed within 18 months of all other program coursework.

Course Descriptions

Computer Networking and Applications

BI 1850 Environmental Science *(4 quarter credit hours)*
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.
Prerequisite: None

CM 1800 Ethics *(4 quarter credit hours)*
This course introduces the student to moral principles and helps them to identify and become sensitized to controversial issues and ethical problems likely to develop in the workplace. The course examines a professional's ethical and legal responsibilities.
Prerequisites: None

CN 1213 Windows Professional *(4 quarter credit hours)*
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.

CN 1223 Windows Server *(4 quarter credit hours)*
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: CN 1213.

CN 1233 Directory Services Infrastructure *(4 quarter credit hours)*
Preparation in planning, implementing, and maintaining a Microsoft Windows Server Active Directory infrastructure, with emphasis upon Planning, Implementing, and Maintaining a Microsoft Windows Server Active Directory Infrastructure

Prerequisite: CN 1223.

CN 1243 Network Infrastructure Implementation and Administration *(4 quarter credit hours)*
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: CN 1233.

CN 1253 Network Infrastructure Design and Security Design *(4 quarter credit hours)*
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.
Prerequisite: CN 1233 & CN 1243.

CN 1263 Exchange Server *(4 quarter credit hours)*
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.
Prerequisite: CN 1233 & CN 1243

CN 2900 Computer Networking and Applications Externship *(4 quarter credit hours)*
Students are assigned to work in a professional environment appropriate for the applications of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

ET 2201 Computer Repair: Systems and Software *(4 quarter credit hours)*
This course develops an understanding of the operating systems, system requirements, installation, configuration, basic networking, communications, and troubleshooting.
Prequisites: MC 1150

ET 2202 Computer Repair: Hardware Applications *(4 quarter credit hours)*
This course examines basic computer hardware, including power supplies, form factors, CPU's and computer memory. Students will become competent in the use of the command line interface, storage devices, printers, system resources, monitors, video cards, and safety procedures.
Prerequisites: MC 1150

IT 1150 Principles of Logic and Problem Solving *(4 quarter credit hours)*
This course is an introduction to the basics of logical problem solving using a computer programming language. This course introduces data structures, programming structures, object-orientation, algorithms and event-driven programming as solutions to common business problems. Identify and demonstrate flowcharting and algorithmic processing. Apply analytical and logical thinking to gather and analyze information, design and test solutions, and formulate plans. Demonstrate knowledge of basic programming principles and programming structures. Using design techniques, students will code, build, test and troubleshoot simple programs
Prerequisites: None

IT 1200 Fundamentals of Web-based Systems *(4 quarter credit hours)*
This course is an introduction to Internet technologies and systems, searching the Internet, communications, Internet security, creating a Web site (including an introduction to HTML), e-business, and site administration. Employ Internet search engines utilizing Boolean operators. Utilize Internet communication tools. Implement security techniques. Create basic Web pages and discuss site administration procedures. Examine and discuss electronic commerce.
Prerequisites: None

MC 1150 Introduction to Microcomputer Applications *(4 quarter credit hours)*

A practical introduction to the personal computer, its history and its current relevance in the business world. The student becomes familiar with an operating system, word processing, presentation software, and receives an introduction to the Internet. Hands-on experience is emphasized.
Prerequisites: None