

Brown Mackie College – Salina
Brown Mackie College – Kansas City
Brown Mackie College – Oklahoma City
Bulletin to 2011 - 2012 Academic Catalog

This Bulletin is an integral part of the Brown Mackie College – Salina, Brown Mackie College – Kansas City,
and Brown Mackie College – Oklahoma City Academic Catalog.
The information published herein becomes and remains effective July 8, 2011

Tuition and Fees

Effective October 3, 2011 for all students at Brown Mackie College – Salina & Kansas City

Effective for enrolling students on or after October 3, 2011 at Brown Mackie College – Oklahoma City

Non-Specialty Program Tuition _____ \$294 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$15 per credit hour. Applies to costs of institutional
activities and services.

Nursing Tuition _____ \$361 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$25 per credit hour. Applies to costs of institutional
activities and services.

Health & Fitness Training Tuition _____ \$304 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$25 per credit hour. Applies to costs of institutional
activities and services.

CN Prefix Course Tuition _____ \$300 ** per credit hour. Applies to costs of instruction.
Technology Fee _____ \$25 per credit hour. Applies to costs of institutional
activities and services.

Occupational Therapy Assistant Program Tuition _____ \$361 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$15 per credit hour. Applies to costs of institutional
activities and services

(only for students who were in active student status as of June 30, 2010)

OT Prefix Course Tuition _____ \$402 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$15 per credit hour. Applies to costs of institutional
activities and services

Total Cost Per Program

Accounting Diploma _____ **\$16,532.00**
Tuition _____ \$14,112.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Business Diploma _____ **\$16,532.00**
Tuition _____ \$14,112.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Criminal Justice Diploma _____ **\$16,532.00**
Tuition _____ \$14,112.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Medical Assistant Diploma _____ **\$16,532.00**
Tuition _____ \$14,112.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Paralegal Assistant Diploma _____ **\$16,532.00**
Tuition _____ \$14,112.00
Fees _____ \$720.00
Materials _____ \$ 1,700.00

Associate of Applied Science: Accounting Technology _____ **\$33,064.00**
Tuition _____ \$28,224.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Business Management _____ **\$33,064.00**
Tuition _____ \$28,224.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Criminal Justice _____ **\$33,064.00**
Tuition _____ \$28,224.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Medical Assisting _____ **\$33,064.00**
Tuition _____ \$28,224.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Office Management _____ **\$33,064.00**
Tuition _____ \$28,224.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Paralegal	_____ \$33,064.00
<i>Tuition</i> _____	\$28,224.00
<i>Fees</i> _____	\$1,440.00
<i>Materials</i> _____	\$3,400.00

Associate of Applied Science: Veterinary Technology	_____ \$33,064.00
<i>Tuition</i> _____	\$28,224.00
<i>Fees</i> _____	\$1,440.00
<i>Materials</i> _____	\$3,400.00

Students required to enroll in transitional studies courses as outlined in the Catalog will be charged the following in addition to the program costs listed above.

SSE0051 Writing Strategies	_____ \$1,378.00
<i>Tuition</i> _____	\$1,176.00
<i>Fees</i> _____	\$60.00
<i>Materials</i> _____	\$142.00

SSE0052 Introduction to Writing	_____ \$1,378.00
<i>Tuition</i> _____	\$1,176.00
<i>Fees</i> _____	\$60.00
<i>Materials</i> _____	\$142.00

SSE0071 Pre-Algebra	_____ \$1,378.00
<i>Tuition</i> _____	\$1,176.00
<i>Fees</i> _____	\$60.00
<i>Materials</i> _____	\$142.00

SSE0072 Introduction to Algebra	_____ \$1,378.00
<i>Tuition</i> _____	\$1,176.00
<i>Fees</i> _____	\$60.00
<i>Materials</i> _____	\$142.00

Tuition and Fees
Effective October 4, 2010

Non-Specialty Program Tuition _____ \$285 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$15 per credit hour. Applies to costs of institutional activities and services.

Nursing Tuition _____ \$350 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$25 per credit hour. Applies to costs of institutional activities and services.

Health & Fitness Training Tuition _____ \$295 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$25 per credit hour. Applies to costs of institutional activities and services.

CN Prefix Course Tuition _____ \$300 ** per credit hour. Applies to costs of instruction.
Technology Fee _____ \$25 per credit hour. Applies to costs of institutional activities and services.

Occupational Therapy Assistant Program Tuition _____ \$350 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$15 per credit hour. Applies to costs of institutional activities and services

(only for students who were in active student status as of June 30, 2010)

OT Prefix Course Tuition _____ \$390 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$15 per credit hour. Applies to costs of institutional activities and services

Tuition and Fees
Effective July 1, 2010

For students who enroll in the Occupational Therapy Assistant program after June 30, 2010

Occupational Therapy Assistant Program Tuition _____ \$325 ** per credit hour. Applies to costs of instruction.
General Fee _____ \$15 per credit hour. Applies to costs of institutional activities and services.

Transcript Fee _____ \$5.00 per copy. Applies to costs of printing and certifying official transcripts.

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.

For programs offered at Brown Mackie College – Oklahoma City, the quarterly cost of textbooks is \$425.

Total Cost Per Program

Accounting Diploma _____ \$16,100.00
Tuition _____ \$13,680.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Business Diploma _____ \$16,100.00
Tuition _____ \$13,680.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Criminal Justice Diploma _____ \$16,100.00
Tuition _____ \$13,680.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Medical Assistant Diploma _____ \$16,100.00
Tuition _____ \$13,680.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Paralegal Assistant Diploma _____ \$16,100.00
Tuition _____ \$13,680.00
Fees _____ \$720.00
Materials _____ \$1,700.00

Associate of Applied Science: Accounting Technology _____ \$32,200.00
Tuition _____ \$27,360.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Business Management _____ \$32,200.00
Tuition _____ \$27,360.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Criminal Justice _____ \$32,200.00
Tuition _____ \$27,360.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Medical Assisting _____ \$32,200.00
Tuition _____ \$27,360.00
Fees _____ \$1,440.00
Materials _____ \$3,400.00

Associate of Applied Science: Office Management	\$32,200.00
<i>Tuition</i>	\$27,360.00
<i>Fees</i>	\$1,440.00
<i>Materials</i>	\$3,400.00

Associate of Applied Science: Paralegal	\$32,200.00
<i>Tuition</i>	\$27,360.00
<i>Fees</i>	\$1,440.00
<i>Materials</i>	\$3,400.00

Associate of Applied Science: Veterinary Technology	\$32,200.00
<i>Tuition</i>	\$27,360.00
<i>Fees</i>	\$1,440.00
<i>Materials</i>	\$3,400.00

Students required to enroll in transitional studies courses as outlined in the Catalog will be charged the following in addition to the program costs listed above.

SSE0051 Writing Strategies	\$1,342.00
<i>Tuition</i>	\$1,140.00
<i>Fees</i>	\$60.00
<i>Material</i>	\$142.00

SSE0052 Introduction to Writing	\$1,342.00
<i>Tuition</i>	\$1,140.00
<i>Fees</i>	\$60.00
<i>Material</i>	\$142.00

SSE0071 Pre-Algebra	\$1,342.00
<i>Tuition</i>	\$1,140.00
<i>Fees</i>	\$60.00
<i>Materials</i>	\$142.00

SSE0072 Introduction to Algebra	\$1,342.00
<i>Tuition</i>	\$1,140.00
<i>Fees</i>	\$60.00
<i>Materials</i>	\$142.00

CORRECTIONS, OMISSIONS, ADDITIONS

Page 11, the following statements should be added to the catalog:

ACCREDITATION AND AFFILIATIONS

Programmatic Accreditation

The Veterinary Technology programs at Brown Mackie College – Salina and Brown Mackie College – Kansas City have provisional programmatic accreditation granted by the American Veterinary Medical Association (AVMA) through the Committee on Veterinary Technician Education and Activities (CVTEA), 1931 N. Meacham Rd., Suite 100, Schaumburg, IL 60173. AVMA's telephone number is 800-248-2862. The web address is www.avma.org.

ACADEMIC INFORMATION

Page 20, the following should be added to Diploma Programs, effective June 13, 2011 for current students:

Bookkeeping Specialist
Computer Aided Designer/Drafter
Criminal Justice Specialist
Fitness Trainer (new version)
General Business
Medical Assistant (new version)
Paralegal Assistant (new version)

Page 20, the following should be added to Certificate Programs:

Nurse Aide
Networking Engineer Specialist

The following courses have been added or existing course codes have been modified, effective June 13, 2011:

ACC1011 Principles of Accounting I (*4 quarter credit hours*)

Basic accounting concepts, procedures, and principles are presented. Topics include journalizing and posting entries; preparing adjustments, a worksheet, and financial statement; completing the closing process using subsidiary ledgers and special journals, journals; and a study of accounting systems.

Prerequisites: None

ACC1012 Principles of Accounting II (*4 quarter credit hours*)

A continuation of ACC1011. Topics include accounting procedures for business, accounting for cash, receivables, temporary investments, inventories, plant assets, intangible assets, and accounting procedures for partnerships and corporations.

Prerequisites: ACC1011

ACC1013 Principles of Accounting III (*4 quarter credit hours*)

A continuation of ACC1012. Topics include accounting procedures for partnership formation, income division, and liquidation. Additionally, the organization and equity rights of corporations are discussed.

Prerequisites: ACC1012

ACC2010 Payroll Management (4 quarter credit hours)

Course covers basic concepts and procedures of payroll management. Topics include the procedures for maintaining payroll records and the preparation of the required federal, state, and local payroll tax reports.

Prerequisites: ACC1011

ACC2020 Computerized Accounting Systems (4 quarter credit hours)

Use of the computer in solving accounting problems. The course provides the student with self-confidence in the use and understanding of an automated accounting system.

Prerequisites: ACC1011, FND0050 or placement through assessment

ACC2040 Tax Accounting (4 quarter credit hours)

An introduction to federal income taxes for individuals, with a brief overview of partnerships and corporations. Topics include gross income, exclusions, deductions, business expenses, credits and special taxes, and capital gains and losses.

Prerequisites: ACC1011

ACC2900 Accounting Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

ALH100C Nurse Aide Certificate Program (0 quarter credit hours)

The Certified Nurse Aide (CNA) program is a short-term course consisting of both classroom and clinical instruction. This course meets all requirements for the Kansas Department of Health and Environments Certified Nurse Aide (CNA) program. CNAs provide direct care to residents of hospitals, physician offices, assisted living centers and long term care facilities, under the supervision of a physician or nurse. Students are given an introduction to the anatomy and physiology of each body system, along with age related changes and common abnormalities. Students will learn procedures for taking vital signs, assisting with feeding, assisting with basic activities of daily living, changing bed linens, lifting and positioning, admitting, transferring and dismissing residents and care of the critically ill.

This course is not for college credit

Prerequisites: Compass test reading score of 61 or above, ACT reading score of 13 or above, or a grade of C or better in COM1101

ALH1250 Introduction to Health and Fitness (4 quarter credit hours)

This course will introduce students to the main concepts underlying health and fitness. Students will develop an understanding of the fitness industry, the skills to explain exercise, and its importance to human health. It will cover fitness testing, exercise programming and prescription, as well as nutrition, weight management, stress management, and guidelines for prescribing an overall healthy lifestyle.

Prerequisites: None

ALH1483 Kinesiology (4 quarter credit hours)

This course examines the study of kinetics and kinematics with an emphasis on the assessment procedures that are necessary to monitor a patient's progress. Each area of the body is examined to determine relevant functional activities. The lab portion of this course will provide direct clinical application of functional activity into exercise progression.

Prerequisites: SCII352

ALH1601 Pharmacy I (4 quarter credit hours)

This course will provide the fundamentals of pharmacology including drug classification, brand, and generic drug nomenclature, common drug therapy associated with various disease states, drug indications, side effects, and parameters for safe drug usage. Also topics will include but are not limited to medication dosage forms, routes of administration, abbreviations, interpreting medication orders and drug information resources.

Prerequisites: None

ALH1610 Dosage Calculation (4 quarter credit hours)

This course will use basic algebra to calculate dosage and dosage rates used to compound prescriptions, prepare intravenous solutions, pediatric doses or special prescriptions. Basic pharmacokinetic principles will also be introduced so that the student has a better understanding of the absorption, distribution, metabolism and excretion of medications.

Prerequisites: SSE0072, or placement through initial academic assessment

ALH1650 Introduction to Nutrition (4 quarter credit hours)

This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions and source of nutrients including proteins, carbohydrates, fats, vitamins, minerals, and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.

Prerequisites: None

ALH1820 Introduction to Laboratory Science (4 quarter credit hours)

This course provides a basic introduction to scientific investigation, experimental design, hypothesis testing, and statistics. Students will learn data handling, the evaluation of publications, legal issues surrounding research, and basic report writing.

Prerequisites: MTH1800

ALH2100 Bioethics (4 quarter credit hours)

This course will introduce students to the complex and tough issues that confront medicine and biotechnology today. Focusing on traditional and current topics of debate in biomedical ethics and how physicians, philosophers, policymakers and other stakeholders discuss and attempt to resolve these issues. Students will explore topics in the bioethical debate, such as genetic manipulation, engineered foods, cloning, and stem cell research. Upon completion of this course, students will gain a thorough understanding of the history of modern bioethics and of its major schools of thought.

Prerequisites: None

ALH2251 Exercise Psychology (4 quarter credit hours)

This course is designed to introduce students to the basic principles, theories and applications related to the psychological aspects of physical activity and wellness. It introduces the field of sport and exercise psychology by providing a broad overview of the major topics in the area including moral development, team dynamics, anxiety and arousal, goal-setting, imagery, and motivation. Discussions will focus on understanding how best to motivate and communicate with athletes; group processes associated with the team environment; and enhancing exercise performance, as well as health and well-being. The topics will increase understanding of the psychological makeup of athletes, how psychological factors influence involvement and performance in sport, and how to apply them to the exercise-working environment.

Prerequisites: ALH1250

ALH2253 Exercise Physiology (4 quarter credit hours)

This course will provide a broad introduction to the field of exercise physiology. A strong emphasis will be placed on the changes that occur to the body's physiological processes as a result of exercise. Areas such as body movement, energy and energy systems for movement and cardiovascular and respiratory functions will be discussed in depth. Other topics covered will muscle physiology, training, nutrition, body composition, and exercise testing. Human performance in special population groups will also be studied including: high altitude populations, populations working in hot, humid, or cold environments, populations working under nutritional stress, aging populations, and exercise for children and adolescents.

Prerequisites: ALH1483

ALH2255 Fitness Assessment and Exercise Prescription - Health (4 quarter credit hours)

This course develops the knowledge and skills needed to assess the levels of fitness and prescribe proper exercise for health living. This course examines in detail the correct methods of designing, administering and interpreting fitness assessments as well as studies cardiovascular fitness, muscular strength, endurance, flexibility, nutrition, and body composition in both individual and group assessments.

Prerequisites: ALH2253

ALH2257 Fitness Assessment and Exercise Prescription - Sports (4 quarter credit hours)

This course develops the knowledge and techniques of strength training to prescribe exercise programs for sport-specific optimization. This course examines in detail the correct methods of using weightlifting with ply metrics, speed and agility training and sport psychology to improve athletic performance in sports.

Prerequisites: ALH2255

ALH2810 Technical Report Writing (4 quarter credit hours)

This course provides a basic introduction to reading, writing, and presentation skills used in the modern biotechnology workplace. Students will use scientific method, find references, and scientific literature will be reviewed. Upon completing the course students will write scientific and laboratory reports, as well as prepare posters and presentations to communicate findings while integrating the use of word processor, spreadsheet, and presentation software in support of these efforts.

Prerequisites: COM1101

ALH2830 Standard Operating Procedures for Laboratories (4 quarter credit hours)

In this course students will get a basic introduction to Good Clinical Practice (GCP). Students will study a model Standard Operating Procedure (SOP), (each including background reasoning and explanation). Upon completion of this course students will be able to discuss and become familiar with federal regulations relating to clinical trials.

Prerequisites: None

ALH2925 Health and Fitness Externship (4 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 160 hours.

Prerequisites: Completion of all course requirements or departmental approval

ALH2935 Medical Assisting Externship (4 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 160 hours.

Prerequisites: Completion of all course requirements or departmental approval

ALH2980 Bioscience Laboratory Science Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

BUS1100 Introduction to Business (4 quarter credit hours)

This course gives the student an overview of all phases of business: ownership, marketing, personnel, finance, managerial controls, and the relationship of business with the social and economic environment in which the business operates.

Prerequisites: None

BUS1120 Business Law I (4 quarter credit hours)

An introduction to contracts, termination and breach of contracts, and the application of legal principles to such areas as corporations, agencies, partnerships, and bailments.

Prerequisites: None

BUS1130 Advanced Spreadsheets (4 quarter credit hours)

Students will explore a variety of topics such as using formulas, macros, filters, queries and other data analysis techniques. Students will use spreadsheets to automate some business processes.

Prerequisites: None

BUS1140 Advanced Word Processing (4 quarter credit hours)

Students will learn how to work with multiple page documents, create and modify tables, import and edit graphic designs, desktop publishing and mail merge. Students will also become familiar with automating a variety of documents and templates used in business.

Prerequisites: None

BUS1300 Small Business Management (4 quarter credit hours)

An introduction to the intricacies of decision-making in organizing and developing a small business. Discussion focuses on the various responsibilities a small business must meet and the challenges generated by the marketplace.

Prerequisites: None

BUS1400 Human Resources (4 quarter credit hours)

A study of the planning, recruiting, selecting, hiring, training, appraising and compensating of human resources. Case studies are employed in order for students to gain practical experience.

Prerequisites: None

BUS2130 Office Management Procedures (4 quarter credit hours)

In this course the student will utilize office technology and practice records management; prepare for and document business meetings; plan, host and document a conference; make travel arrangements; build rapport with customers, and use effective sales techniques. Students will complete office simulation assignments featuring realistic situations and documents to reinforce course content.

Prerequisites: All courses in the program except BUS2950

BUS2250 Principles of Finance (4 quarter credit hours)

An examination of the analytical tools necessary for investigating corporate financial structure as well as evaluating and ranking various types of investments. Capital budgeting, return on investment, required rate of return, present value, and other investment techniques are studied.

Prerequisites: ACC1011

BUS2600 Marketing and Advertising (4 quarter credit hours)

An introduction to the principles of marketing, advertising, and sales promotion, with an emphasis on target marketing and ethics.

Prerequisites: None

BUS2900 Business Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

BUS2950 Office Management Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

BUS3000 Management Information Systems (4 quarter credit hours)

This course provides an introduction to business applications of information systems and emphasizes how business objectives shape the application of new information systems and technologies and demonstrates the relevance of information systems.

Prerequisites: BUS1100

BUS3381 Introduction to Leadership (4 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

Prerequisites: BUS1100

CDE1100 Fundamentals of Drafting (4 quarter credit hours)

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.

Prerequisites: None

CDE1110 Dimensioning and Tolerancing (4 quarter credit hours)

An introduction to dimensioning. Basic dimensioning using manual and CAD techniques is presented. Geometric tolerancing, feature control frames, editing dimensions, and creating dimension styles with AutoCAD software are introduced.

Prerequisites: CDE1100

CDE1200 Multiview Drawing (4 quarter credit hours)

An introductory course in multiview 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.

Prerequisites: CDE1100

CDE1210 Technical Drawing (4 quarter credit hours)

An introduction to pictorial and sectional drawing. Isometric and sectional drawings are presented using both manual and computer-aided techniques.

Prerequisites: CDE1100

CDE1500 3-Dimensional Graphics (4 quarter credit hours)

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.

Prerequisites: CDE1200

CDE1510 Descriptive Geometry (4 quarter credit hours)

The study of spatial relationships of points, lines, and planes. Parallelism, perpendicularity, intersections, and developments are covered in detail.

Prerequisites: CDE1100

CDE1850 Computerized Design for Structural Engineering (4 quarter credit hours)

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.

Prerequisites: CDE1500

CDE1860 Computerized Design for Mechanical Engineering (4 quarter credit hours)

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.

Prerequisites: CDE1500

CDE1870 Computerized Design for Civil Engineering (4 quarter credit hours)

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.

Prerequisites: CDE1500

CDE2011 Building Information Modeling I (4 quarter credit hours)

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.

Prerequisites: CDE1850

CDE2012 Building Information Modeling II (4 quarter credit hours)

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.

Prerequisites: CDE2011

CDE2210 Detail Drawing (4 quarter credit hours)

Students learn to create detail and assembly drawings using CAD and manual drawing procedures. A discussion of industrial manufacturing processes is presented.

Prerequisites: CDE1100

CDE2230 3-Dimensional Visualization I (4 quarter credit hours)

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.

Prerequisites: CDE2012

CDE2235 AutoCAD Customization (4 quarter credit hours)

An introduction to the internal structure of AutoCAD menus. Students will learn to create and modify a variety of button, screen, pull-down, and icon menus. Creating custom linetypes and hatch patterns is introduced.

Prerequisites: CDE1100

CDE2240 3-Dimensional Visualization II (4 quarter credit hours)

This course is a continuation of CDE2230. 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.

Prerequisites: CDE2230

CDE2550 Solid Modeling (4 quarter credit hours)

An introduction to computer-generated solid modeling. Students learn to construct solid models using primitives, extruded objects, and Boolean operations. The generation of mass property reports and sectional profiles is presented. The application of various lighting, color, and surface texture options to 3-D drawings to create realistic views for demonstration and client presentation is introduced.

Prerequisites: CDE1500

CDE2610 Fastening Devices (4 quarter credit hours)

An introduction to threads, fastening devices, and welding symbols using computer-aided and manual methods. Creating blocks and attributes with AutoCAD software.

Prerequisites: CDE1100

CDE2900 Design and Drafting Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

CIT1120 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.

Prerequisites: None

CIT2120 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.

Prerequisites: None

CIT2990 Networking Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

CIT3213 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.

Prerequisites: None

CIT3223 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.

Prerequisites: CIT3213

CIT3233 Directory Services Infrastructure (4 quarter credit hours)

Preparation in planning, implementing and managing Microsoft Windows Service Active Directory Infrastructure, with emphasis planning, implementing, and maintaining a Microsoft Windows Service Active Directory Infrastructure.

Prerequisites: CIT3223

CIT3243 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.

Prerequisites: CIT3223

CIT3253 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.

Prerequisites: CIT3233, CIT3243

CIT3263 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.

Prerequisites: CIT3233, CIT3243

COM1101 Composition I* (4 quarter credit hours)

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.

Prerequisites: SSE0052 or placement through initial academic assessment

COM1102 Composition II* (4 quarter credit hours)

Composition II has been designed to develop the students' proficiencies in both academic and professional writing. It promotes an awareness of the need to provide responsible support of ideas and conclusions. Students will employ logical reasoning (both inductive and deductive), analyze using critical reasoning, and accept the burden of proof in composing arguments.

Prerequisites: COM1101

COM1200 Effective Public Speaking* (4 quarter credit hours)

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

Prerequisites: None

ELE2201 Computer Repair: Systems and Software (4 quarter credit hours)

This course develops an understanding of operating systems, system requirements, installation, configuration, basic networking, communications, and troubleshooting.

Prerequisites: None

ELE2202 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: None

HCA1100 Professionalism and Communication in Healthcare Setting (4 quarter credit hours)

This course is designed to assist the student in understanding the importance of professionalism and proper communication in a health care setting. The student will learn how to appropriately interact with co-workers, visitors and guests, as well as learn the soft skills needed to project a professional image. The student will also learn how to therapeutically interact with clients, learning how to adjust their approach depending upon the age and/or presenting illness of the client.

Prerequisites: None

HCA1110 Introduction to Health Care Services (4 quarter credit hours)

This course explains how the nation's health care system is structured and how it functions. The student will gain a broad perspective of the increasing role and impact of health care in our nation's society and economy. Emphasis is placed on describing and explaining the components of the health care system.

Prerequisites: None

HCA1700 Managing Health Care Information (4 quarter credit hours)

A study of the recordkeeping practices in a health care setting. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.

Prerequisites: None

HCA1750 Medical Administrative Practices (4 quarter credit hours)

This course introduces automated scheduling and billing procedures as well as fundamental accounting, office management and correspondence. In addition, students will be introduced to medico legal issues as they relate to health professions and the medical office. The course provides a fundamental overview of national health coding systems and insurance forms and requires the proper use of medical terminology, and abbreviations, and practice in medical transcription.

Prerequisites: HSC1100

HCA1800 Diagnostic Coding (4 quarter credit hours)

The focus of this class is learning the coding rules for the ICD-9-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient diagnoses. In addition, a variety of payment systems are presented—DRG, APC, RUGSIII. The topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed as related to diagnostic coding.

Prerequisites: HCA1750

HCA1850 Procedural Coding (4 quarter credit hours)

The focus of this class is learning the coding rules for the CPT and Level II (HCPCS) coding systems and then applying the rules to code patient procedures.

Prerequisites: HCA1750

HCA1870 Medical Insurance Processes (4 quarter credit hours)

Students will be introduced to basic concepts related to health insurance and reimbursement. The student will become familiar with the medical health insurance industry, billing practices, processing procedures, and regulatory issues. The differences in reimbursement methodologies will be examined. The student will gain knowledge of insurance processing in the private and governmental sectors. The student will learn principles of medical billing as related to claim form preparation, submission and payment reimbursement.

Prerequisites: HCA1800, HCA1850

HCA2500 Medical Ethics (4 quarter credit hours)

This course will explore the ethical issues in health care. A structured approach for identifying, analyzing, and resolving ethical issues in clinical medicine will be discussed. Case studies will be utilized to demonstrate the process of identifying, analyzing and resolving ethical issues.

Prerequisites: None

HCA2900 Healthcare Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

HSC1100 Medical Terminology (4 quarter credit hours)

A study of the basic structure of medical terms through examination of prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and an introduction to medical abbreviations.

Prerequisites: None

HSC1800 Introduction to Biotechnology (4 quarter credit hours)

This course provides a basic introduction to terms, principles and concepts used in the field of biotechnology. Students will learn the fundamentals of cell biology, the central dogma of molecular biology, recombinant DNA technology, principles of immunology and genomics. An overview of biotechnology applications will be covered as well as the laws and regulations which govern their development and use.

Prerequisites: SCII800

HSC1851 Clinical Procedures I (4 quarter credit hours)

The course provides study and practice in routine procedures for a physical examination, which include taking vital signs (temperature, pulse, respiration and blood pressure), draping patients, using instruments, mastering aseptic techniques, taking measurements, and recording medical histories.

Prerequisites: SCII352

HSC1852 Clinical Procedures II (4 quarter credit hours)

An overview of diagnostic procedures and equipment used in the physician's office, preparing the student to assist in a medical specialty office. The student learns about and practices acquiring and mounting diagnostically correct electrocardiograms. The principles of first aid and cardiopulmonary resuscitation (CPR) are presented.

Prerequisites: HSC1851

HSC2801 Laboratory Science I (4 quarter credit hours)

This course provides a basic introduction to skills used in the modern biotechnology laboratory and the biotechnology industry. Students completing this course will be able to apply product quality evaluation systems and their associated regulations as well as basic laboratory safety. In addition students will be able to perform basic mathematical techniques and concepts which are foundational to success in a laboratory setting.

Prerequisites: HSC1800

HSC2802 Laboratory Science II (4 quarter credit hours)

This course builds on Laboratory Skills I and offers a basic introduction to skills used in the modern biotechnology laboratory. Upon completion of this course students will be able to perform with a wide variety of measurements, quality tests, make laboratory solutions and perform basic separation methods. In addition students will be introduced to computer usage and data handling in a laboratory setting.

Prerequisites: HSC2801

HSC2803 Advanced Laboratory Science (4 quarter credit hours)

This course provides a basic introduction to skills used in the modern biotechnology laboratory and complements material learned in Laboratory Science I and II. Fundamental math concepts and scientific notation will be reviewed. Students will gain experience working with advanced concepts and equipment commonly found in a bioscience laboratory.

Prerequisites: HSC2802

HSC2830 Phlebotomy and Hematology Procedures (4 quarter credit hours)

An introduction to phlebotomy and other collection techniques to obtain samples on which various hematological tests and blood chemistries are performed.

Prerequisites: SCII352

HSC2840 Urinalysis and Microbiology Procedures (4 quarter credit hours)

Microbiological specimens are collected, processed and stained for examination. The physical, chemical and microscopic components of a complete urinalysis are studied and practiced. The course includes instruction in the care and use of the microscope.

Prerequisites: SCII352

HUM2000 Introduction to Literature* (4 quarter credit hours)

An examination of various works of fiction, poetry, and drama, with emphasis on the analysis of character, plot, and language as means of discovering the writer's purpose. The course requires written analyses of works and assumes competence in expository writing.

Prerequisites: COM1101

HUM3010 History of Art Through the Middle Ages* (4 quarter credit hours)

This course is a history of art from the prehistoric/tribal period through the Middle Ages. Students will analyze the design and artistic concepts common to all artwork, and will also cover the external themes and influences that shaped art at various points in history and across cultures.

Prerequisites: COM1102

HUM3100 Introduction to Philosophy* (4 quarter credit hours)

This course introduces students to philosophical thinking. Students will confront fundamental questions of self and identity, of freedom and determinism, of belief and truth, and of ethics and morality. Critical thinking activities will challenge students to incorporate philosophy into their daily lives by applying the questions of philosophy to themselves and their world.

Prerequisites: PSS1800

JUS1100 Introduction to Criminal Justice (4 quarter credit hours)

This course provides students with a thorough understanding of the relationships and functions of the various police agencies and their respective jurisdictions, defense and prosecution, judges and juries, and personnel affiliated with correctional institutions.

Prerequisites: None

JUS1111 Report Writing (4 quarter credit hours)

Students will be introduced to the methods and styles of report writing and professional communication in the criminal justice system. The course also examines interviewing and note taking techniques that are related to the filing of reports in criminal justice.

Prerequisites: COM1101 or placement through assessment

JUS1300 Correctional Systems and Practices (4 quarter credit hours)

An examination of the correctional system and practices in criminal justice. Topics include the theoretical basis for the correctional system, organizational structures, management and operation of correctional facilities, rehabilitation, treatments, and alternatives.

Prerequisites: JUS1100

JUS1550 Criminal Investigation and Police Procedure (4 quarter credit hours)

A comprehensive examination of the investigative procedures and techniques in the field of criminal investigation. This will include the recording of witness statements, interviewing, and the writing of reports. The course will also include an overview of standard police procedures and technological innovations.

Prerequisites: JUS1100

JUS1700 Introduction to Criminology (4 quarter credit hours)

This course provides an introduction to the field of criminology by reviewing the historical aspects of the study of crime and criminals. The theoretical causes of crime and criminality and society's response to crime are examined. Learners are introduced to the sociological, biological, and psychological schools of criminological thought. Topics include crime statistics and the social and legal mechanisms utilized to address criminal activity and the individual criminal.

Prerequisites: None

JUS2111 Research Methods (4 quarter credit hours)

This course introduces the student to research methodology utilized in the criminal justice system. Critical analysis of those methods most often used in the study of police, court, and corrections polices and programs will be emphasized. Students will acquire knowledge and skills necessary to critically analyze research studies. Topics include the roles of theory and ethics, hypothesis testing, and basic research design.

Prerequisite: JUS1100

JUS2500 Criminal Procedure (4 quarter credit hours)

Emphasis is placed upon practical guidelines for law enforcement officers with respect to the legal aspects of their daily duties and the rights of defendants. The goal of the course is to make students knowledgeable in the procedures applied, from criminal investigations to post-conviction remedies.

Prerequisites: None

JUS2530 Homeland Security (4 quarter credit hours)

The course provides students with knowledge related to the mission and organization of homeland security in the United States. Issues such as intelligence analysis, emergency preparedness, emergency response, infrastructure protection, counter-terrorism, border security, and transportation security are examined. The balance between domestic and/or international threats and constitutional safeguards are studied.

Prerequisites: SSC1460

JUS2700 Juvenile Justice (4 quarter credit hours)

This course provides a study of juvenile delinquency by describing and analyzing its nature and extent, its suspected causes, and the environmental influences upon youthful misbehavior.

Prerequisites: None

JUS2900 Criminal Justice Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

LEG1121 Legal Research (4 quarter credit hours)

This course provides the student with an introduction to the basic concepts of legal research by using both hands-on manual research techniques and newer, computerized technology. Topics include understanding, locating, and analyzing primary and secondary legal authorities as well as verifying the accuracy of sources for legal writing projects. Students will also learn the various sources of law and how they are used to provide a basis for legal writing and the appropriate method of crediting legal sources by using proper citation formats.

Prerequisites: None

LEG1122 Legal Writing (4 quarter credit hours)

This course will provide students with experience in legal writing. Topics include formulating research strategies, analyzing primary and secondary legal authorities, and preparing and drafting legal memorandums as well as other law office correspondence. The course will culminate in a legal research and writing project which will require the student to integrate knowledge gained from legal writing and this course.

Prerequisites: LEG1121

LEG1350 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

LEG2400 Family Law (4 quarter credit hours)

A study of the domestic issues of law, including divorce, custody, alimony, child support, adoption, third-party parental rights, marital torts, mediation, paternity, juvenile law, and genetic engineering.

Prerequisites: None

LEG2500 Property Law (4 quarter credit hours)

A study of the principles of law concerning the nature of property, including estates, licensing, marital and concurrent interests, and landlord/tenant relationships.

Prerequisites: LEG1122

LEG2700 Contract Law (4 quarter credit hours)

A study of the basic principles of contract law, including the process of contract formation, contract enforcement, and remedies for breach of contract.

Prerequisites: LEG1122

LEG2750 Litigation (4 quarter credit hours)

This course will introduce the student to the process of litigating a civil case from its initiation through the use of discovery techniques and the actual order and presentation of the trial. Students will learn how to analyze jurisdictional issues as well as the preparation of pleadings and other critical litigation documents required in the processing of a case through the legal system.

Prerequisites: LEG1122

LEG2900 Paralegal Externship (2 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

MTH1800 College Algebra* (4 quarter credit hours)

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

Prerequisites: SSE0072 or placement through initial academic assessment

PSS1100 Professional Development (4 quarter credit hours)

Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, academic policies and issues, time management, problem solving, and effective and ethical use of resources.

Prerequisites: None

PSS1200 Business Communications (4 quarter credit hours)

This course provides for practice in various methods of business communication as these are appropriate for job search and career enhancement. The course requires the composition of résumés, cover letters, thank you letters, and acceptance letters, as well as the application of oral communication skills required for effective employment interviews and other aspects of job search and career enhancement. The student will assemble a portfolio for job search purposes, will research target companies for employment, will engage in program assessment activities, as well as will prepare for licensure and certification examinations in field.

Prerequisites: None

SS1800 Applied 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

SCI1100 Physics (4 quarter credit hours)

This course explores the basic principles of mechanical function, thermal physics and the concepts of physical sound.

Prerequisites: MTH1800

SCI1351 Anatomy and Physiology I (4 quarter credit hours)

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.

Prerequisites: None

SCI1352 Anatomy and Physiology II (4 quarter credit hours)

This course is a continuation of Anatomy and Physiology I 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.

Prerequisites: SCI1351

SCI1360 Anatomy and Physiology* (4 quarter credit hours)

A study of the human body as a whole, including structure of the body, cells, tissues, organ systems, the mechanism of disease, and the senses.

Prerequisites: None

SCI1800 Introduction to Biology* (4 quarter credit hours)

This course introduces biology, scientific methods, biological chemistry, and energy for life. This course also exposes students to the organization of humans and plants, basic genetics, and evolutionary concepts. In addition, the student will complete writing assignments that serve to introduce scientific literature.

Prerequisites: None

SCI1850 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.

Prerequisites: None

SCI2100 Elements of Microbiology* (4 quarter credit hours)

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 are discussed.

Prerequisites: MTH1800

SCI2210 Principles of Chemistry (4 quarter credit hours)

This course will cover basic principles and terminology of inorganic chemistry, organic chemistry and biochemistry. After completing this course, students will apply fundamentals, problem solving skills and critical thinking to real-world applications

Prerequisites: MTH1800

SCI2500 Essentials of Cell Biology and Culturing (4 quarter credit hours)

This course provides a basic introduction to cell biology as it relates to the culturing of animal cells in the modern biotechnology laboratory. Emphasis is placed on the practical aspects of cell culturing including sterilizing equipment and waste, preparing cell culture media, and developing proper sterile cell culture technique through the maintenance of cell lines. Students will be able to prevent, detect, and treat contamination in cultures, and apply the basics of light microscopy, cloning, and Good Laboratory Practice.

Prerequisites: MTH1800

SSC1100 Principles of Psychology* (4 quarter credit hours)

A study of the scientific basis of human behaviors, and the factors which 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.

Prerequisites: None

SSC1120 Human Growth and Development (4 quarter credit hours)

This course is a study of human growth and development across the life span with emphasis on normal growth and milestones achieved in the physical, cognitive, social and emotional systems.

Prerequisites: SSC1100

SSC1450 Constitution and Society* (4 quarter credit hours)

This course introduces students to the United States Constitution in theory and practice; the constitutional division of government, the role of the United States Supreme Court, the Bill of Rights, and subsequent amendments.

Prerequisites: None

SSC1460 The American Judicial System (4 quarter credit hours)

This course is an introduction to the nature of the judiciary and the court system and the major functions of substantive and procedural law in modern society. Students will learn the general structure of the U.S. court system at the federal, state, and local levels. Also studied are the roles of the various officials involved in the court system and the functions and procedures related to trial courts and appellate courts.

Prerequisites: None

SSC2220 Principles of Microeconomics* (4 quarter credit hours)

Microeconomics is the study of the internal forces in the market place. Students will develop an understanding of the forces that control the economy, and the effect of changes in those forces. Specific topics include the free enterprise system, capitalism, wage and price theory, law of supply and demand, and government regulation of business.

Prerequisites: MTH1800

SSC2230 Principles of Macroeconomics* (4 quarter credit hours)

The study of macroeconomics includes the basic aspects of economic analysis of the business world. Students will develop an understanding of the monetary system, recession, inflation, and the main cycles of business activity.

Prerequisites: MTH1800

SSC3100 Principles of Sociology* (4 quarter credit hours)

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

Prerequisites: None

SSE0051 Writing Strategies

This course is designed to develop the confidence and competence of reluctant writers. Emphasis is placed upon development of sentence-level skills which will be applied to paragraph development.

Prerequisite: Placement through initial assessment.

SSE0052 Introduction to Writing

This course provides an introduction to composition. Students begin with a review of sentence skills and move to paragraph writing, with an emphasis upon topic selection, organization, development, and editing. The course concludes with an essay which demonstrates the writer's grasp of the skills learned.

Prerequisites: SSE0051 or placement through initial assessment.

SSE0071 Pre-Algebra

This course is designed to help students obtain the necessary skills to be successful in algebra. It provides a foundation of instruction in key areas of algebra while reinforcing previously learned mathematical skills. This course will help bridge the gap between arithmetic and algebra.

Prerequisites: Placement through initial assessment.

SSE0072 Introduction to Algebra

This course covers fundamental algebraic operations, rational expressions, first- and second-degree equations, graphs, exponents, and radicals.

Prerequisites: SSE0071 or placement through initial assessment.

The following programs have been added or existing programs have been modified, effective June 13, 2011 for current students:

Diploma: ARCHITECTURAL DRAFTING SPECIALIST

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

The diploma program in Architectural Drafting Specialist is designed to prepare the graduate with the necessary technical knowledge and skills to seek entry-level position in computer aided design and drafting operations as they support the engineering aspects of residential and commercial building design. The program is intended to provide the student with a combination of computer aided drafting and design skills using current software applications needed to meet the technical and professional demands for these applications in the architectural, construction, and engineering industries.

Program Outcomes:

- Possess working knowledge in basic drafting technology.
- Demonstrate basic computer-aided design project skills.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Course Requirements	50 Quarter Credit Hours
CDE1100 Fundamentals of Drafting.....	4
CDE1200 Multiview Drawing.....	4
CDE1500 3-Dimensional Graphics.....	4
CDE1850 Computerized Design for Structural Engineering.....	4
CDE2011 Building Information Modeling I.....	4
CDE2012 Building Information Modeling II.....	4
CDE2230 3-Dimensional Visualization I.....	4
CDE2240 3-Dimensional Visualization II.....	4
CDE2900 Design and Drafting Externship.....	2
MTH1800 College Algebra.....	4
PSS1100 Professional Development.....	4
PSS1800 Applied Ethics.....	4
SCII100 Physics.....	4
Total quarter credit hours required	50

***Diploma:* BIOSCIENCE LABORATORY TECHNICIAN**

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

The diploma in Bioscience Laboratory Technician is designed to prepare students for a career as a lab technician in a variety of laboratory settings. These settings can include large and small companies, research institutes, with local and state agencies, and in private laboratories. The program is intended to prepare students to work with scientists who use processes or principles of living organisms to solve problems. Students may have the opportunity to choose a career path in medical, pharmaceutical, agricultural, environmental, or forensic science industries. Graduates of the program will be able to perform tasks as an entry-level technician in a bioscience laboratory with an emphasis on working in a regulated environment while using technical communication skills

Program Outcomes:

- Understand the natural sciences underlying bioscience laboratory procedures and practices.
- Exhibit the technical skills necessary in performing the setup, operation, and maintenance of laboratory technology and specimens.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Course Requirements	50 Quarter Credit Hours
ALH1820	Introduction to Laboratory Science.....4
ALH2100	Bioethics.....4
ALH2980	Bioscience Laboratory Science Externship.....2
HSC1800	Introduction to Biotechnology.....4
HSC2801	Laboratory Science I.....4
HSC2802	Laboratory Science II.....4
HSC2803	Advanced Laboratory Science.....4
MTH1800	College Algebra.....4
PSS1100	Professional Development.....4
SCI1800	Introduction To Biology.....4
SCI2100	Elements of Microbiology.....4
SCI2210	Principles of Chemistry.....4
SCI2500	Essentials of Cell Biology and Culturing.....4
Total quarter credit hours required	50

Diploma: BOOKKEEPING SPECIALIST

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

The diploma program in Bookkeeping Specialist prepares students for entry-level employment in accounting positions in a variety of business organizations. This program combines accounting, business, and technical knowledge with sound business procedures to prepare graduates to contribute effectively to a variety of business organizations.

Graduates of the program will be able to:

- Apply generally accepted accounting principles and procedures to common workplace situations and challenges, while using generally accepted business principles and procedures.
- Employ the appropriate computerized accounting applications necessary to address accounting and business situations.
- Demonstrate the knowledge and skills necessary to identify and track the income, expenditures, and resources of a business unit or organization.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Concentration	Quarter Credit Hours	50
ACC1011 Principles of Accounting I.....		4
ACC1012 Principles of Accounting II.....		4
ACC1013 Principles of Accounting III.....		4
ACC2010 Payroll Management.....		4
ACC2020 Computerized Accounting Systems.....		4
ACC2040 Tax Accounting.....		4
ACC2900 Accounting Externship.....		2
BUS1100 Introduction to Business.....		4
BUS1120 Business Law I.....		4
BUS1130 Advanced Spreadsheets.....		4
BUS2250 Principles of Finance.....		4
PSS1100 Professional Development.....		4
PSS1800 Applied Ethics.....		4
Total quarter credit hours required		50

Diploma: COMPUTER AIDED DESIGNER/DRAFTER

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

The diploma program in Computer Aided Designer/Drafter is designed to prepare students 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 mechanical design. The students combine computer-aided drafting and design skills using current software applications as needed to meet the technical and professional demands of the mechanical and engineering industries.

Graduates of the program will be able to:

- Identify key principles of design and demonstrate the ability to use current drafting technology.
- Apply the appropriate computer-aided design skills to a variety of projects.
- Apply engineering and design theory, integrated with industry-accepted standards and practices, to create effective design solutions for various design projects and challenges.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Concentration		Quarter Credit Hours	50
CDE1100	Fundamentals of Drafting		4
CDE1110	Dimensioning and Tolerancing		4
CDE1200	Multiview Drawing.....		4
CDE1210	Technical Drawing		4
CDE1500	3-Dimensional Graphics		4
CDE1510	Descriptive Geometry.....		4
CDE2210	Detail Drawing		4
CDE2235	AutoCAD Customization		4
CDE2550	Solid Modeling		4
CDE2610	Fastening Devices.....		4
CDE2900	Design and Drafting Externship		2
PSS1100	Professional Development.....		4
PSS1800	Applied Ethics		4
Total quarter credit hours required			50

Diploma: CRIMINAL JUSTICE SPECIALIST

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

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.**

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.

Concentration	Quarter Credit Hours	50
COM1101 Composition I	4	
JUS1100 Introduction to Criminal Justice	4	
JUS1111 Report Writing	4	
JUS1300 Correctional Systems and Practices	4	
JUS1550 Criminal Investigation and Police Procedure	4	
JUS1700 Introduction to Criminology	4	
JUS2111 Research Methods	4	
JUS2500 Criminal Procedure	4	
JUS2700 Juvenile Justice	4	
JUS2900 Criminal Justice Externship	2	
LEG1350 Criminal Law	4	
PSS1100 Professional Development	4	
SSC1450 Constitution and Society	4	
Total quarter credit hours required		50

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

Diploma: FITNESS TRAINER

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

The diploma program in Fitness Trainer is designed to provide students with skills necessary for entry-level positions in the fitness and recreation industries. Graduates will be trained to assess fitness levels in order to effectively design, implement, and promote safe and effective exercise programs for various populations. Graduates will also be able to screen clients for contraindications to exercise, and to sit for national certification exams.**

**Brown Mackie Colleges do 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 Colleges.

Graduates of the program will be able to:

- Define, discuss, and apply principles from the natural sciences as they inform studies in allied health.
- Demonstrate an ability to teach specific exercises with the appropriate modifications pertinent to different populations.
- Identify and integrate the relevant regulatory, organizational, and professional guidelines and standards associated with a health and fitness business environment.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Concentration	Quarter Credit Hours	48
ALH1250 Introduction to Health and Fitness.....	4	
ALH1483 Kinesiology.....	4	
ALH1650 Introduction to Nutrition.....	4	
ALH2251 Exercise Psychology.....	4	
ALH2253 Exercise Physiology	4	
ALH2255 Fitness Assessment and Exercise Prescription – Health	4	
ALH2257 Fitness Assessment and Exercise Prescription – Sports.....	4	
ALH2925 Health and Fitness Externship	4	
BUS1300 Small Business Management.....	4	
PSS1100 Professional Development.....	4	
SCI1351 Anatomy and Physiology I.....	4	
SCI1352 Anatomy and Physiology II.....	4	
Total quarter credit hours required		48

Diploma: GENERAL BUSINESS

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

The diploma program in General Business is designed to prepare graduates with the skills necessary for entry into the contemporary world of business. Students encounter the business practices and principles, technical business procedures, and appropriate microcomputer applications necessary for effective business operations. Graduates have the opportunity to seek entry level roles in a variety of business positions.

Graduates of the program will be able to:

- Identify and apply the appropriate vocabulary, principles, and procedures associated with contemporary business environments.
- Demonstrate the ability to apply the appropriate business technologies necessary effectively operate in a variety of business environments.
- Integrate technologies and business information to ensure effective business operations and construct effective business solutions to improve daily operations.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Concentration	Quarter Credit Hours	50
ACC1011 Principles of Accounting I	4	
ACC1012 Principles of Accounting II.....	4	
ACC2010 Payroll Management	4	
BUS1100 Introduction to Business	4	
BUS1120 Business Law I.....	4	
BUS1130 Advanced Spreadsheets	4	
BUS1300 Small Business Management	4	
BUS1400 Human Resources	4	
BUS2600 Marketing and Advertising	4	
BUS2900 Business Externship.....	2	
PSS1100 Professional Development	4	
PSS1200 Business Communications	4	
PSS1800 Applied Ethics.....	4	
Total quarter credit hours required		50

Diploma: MEDICAL ASSISTANT

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

The diploma program in Medical Assistant is designed to prepare students to seek entry work with, and under the direction of, physicians in a medical office or in other settings. To achieve this goal, the medical assistant curriculum provides study in clinic laboratory procedures, anatomy and physiology, medical terminology, and medical administration.

Graduates of the program will be able to:

- Define, discuss, and apply principles from the natural sciences as they inform studies in health.
- Employ appropriate laboratory theory and clinical skills and procedures according to situations and scenarios common to the medical office environment.
- Demonstrate entry-level competencies for the Medical Assistant as outlined by nationally recognized medical assistant organizations.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Concentration	Quarter Credit Hours	60
ALH1601 Pharmacy I.....	4	4
ALH1610 Dosage Calculation.....	4	4
ALH2935 Medical Assisting Externship.....	4	4
HCA1100 Professionalism and Communication in Healthcare Setting	4	4
HCA1750 Medical Administrative Practices.....	4	4
HCA2500 Medical Ethics	4	4
HSC1100 Medical Terminology	4	4
HSC1851 Clinical Procedures I	4	4
HSC1852 Clinical Procedures II.....	4	4
HSC2830 Phlebotomy and Hematology Procedures	4	4
HSC2840 Urinalysis and Microbiology Procedures	4	4
PSS1100 Professional Development.....	4	4
SCI1351 Anatomy and Physiology I.....	4	4
SCI1352 Anatomy and Physiology II.....	4	4
SSC1100 Principles of Psychology	4	4
Total quarter credit hours required	60	60

Diploma: MEDICAL INSURANCE SPECIALIST

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

The diploma program in Medical Insurance Specialist is designed to prepare the student for entry-level administrative positions in a variety of healthcare related environments that may include hospitals, clinics, healthcare insurance offices, home healthcare agencies, or public health settings.

Graduates of the program will be able to:

- Demonstrate an operational understanding of the health/disease continuum.
- Analyze a variety of healthcare management challenges and identify and deploy appropriate, effective software solutions.
- Demonstrate the ability to effectively organize, track and manage health records and financial information in the healthcare environment.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Concentration	Quarter Credit Hours	50
ACC1011 Principles of Accounting I.....		4
BUS1130 Advanced Spreadsheets		4
HCA1100 Professionalism and Communication in Healthcare Setting		4
HCA1110 Introduction to Healthcare Services		4
HCA1700 Managing Healthcare Information.....		4
HCA1750 Medical Administrative Practices.....		4
HCA1800 Diagnostic Coding		4
HCA1850 Procedural Coding		4
HCA1870 Medical Insurance Processes		4
HCA2500 Medical Ethics		4
HCA2900 Healthcare Administration Externship		2
HSC1100 Medical Terminology		4
PSS1100 Professional Development.....		4
Total quarter credit hours required		50

Diploma: NETWORKING SPECIALIST

Offered at Brown Mackie College - Salina

The diploma program in Networking Specialist diploma is designed to provide the student with a foundation to seek employment in entry-level networking positions. Technical courses provide hands-on experience in building, troubleshooting, designing, and implementing networks.

Graduates of the program will be able to:

- Demonstrate a working knowledge of computer network installation, configuration, and administration.
- Design and manage security for a computer network.
- Identify troubleshoot, and repair problems in computer software, hardware, and network systems.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Concentration	Quarter Credit Hours	50
CIT1120 Principles of Logic and Problem Solving.....	4	
CIT2990 Networking Externship.....	2	
CIT3213 Windows Professional	4	
CIT3223 Windows Server	4	
CIT3233 Directory Services Infrastructure.....	4	
CIT3243 Network Infrastructure Implementation and Administration	4	
CIT3253 Network Infrastructure Design and Security Design.....	4	
CIT3263 Exchange Server	4	
ELE2201 Computer Repair: Systems and Software.....	4	
ELE2202 Computer Repair: Hardware Applications	4	
MTH1800 College Algebra.....	4	
PSS1100 Professional Development.....	4	
PSS1800 Applied Ethics	4	
Total quarter credit hours required		50

Diploma: PARALEGAL ASSISTANT

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City

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.**

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.

Concentration	Quarter Credit Hours	50
COM1101 Composition I		4
COM1102 Composition II		4
LEG1121 Legal Research		4
LEG1122 Legal Writing.....		4
LEG1350 Criminal Law		4
LEG2400 Family Law		4
LEG2500 Property Law		4
LEG2700 Contract Law		4
LEG2750 Litigation		4
LEG2900 Paralegal Externship		2
PSS1100 Professional Development		4
PSS1800 Applied Ethics		4
SSC1450 Constitution and Society.....		4
Total quarter credit hours required		50

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

***Certificate:* NETWORKING ENGINEER SPECIALIST**

Offered at Brown Mackie College - Salina

The certificate program in Network Engineer Specialist is designed to provide the student with a foundation to seek employment in entry-level networking. Technical courses are intended to provide hands-on experience in building, troubleshooting, designing, and implementing networks.

Course Requirements	24 Quarter Credit Hours
CIT3213 Windows Professional.....	4
CIT3223 Windows Server.....	4
CIT3233 Directory Services Infrastructure.....	4
CIT3243 Network Infrastructure Implementation and Administration.....	4
CIT3253 Network Infrastructure Design and Security Design.....	4
CIT3263 Exchange Server.....	4
Total quarter credit hours required	24

Page 54, the following course codes have been revised, effective May 31, 2011.

EN 0970 Writing Strategies has been changed to SSE0051

EN 0975 Introduction to Writing has been changed to SSE0052

Page 60, the following course codes have been revised, effective May 31, 2011.

MT 0970 Pre-Algebra has been changed to SSE0071

MT 0975 Introduction to Algebra has been changed to SSE0072

Page 47, the following should be added to the *Course Descriptions* section of the College Catalog:

Each course number is preceded by a two-letter or three-letter prefix indicating the academic area or discipline to which the course belongs: Accounting (AC or ACC), Allied Health (AH or ALH), Business Administration (BA or BUS), Biology (BI or BIO), Chemistry (CHM), Computer Aided Design (CD), Computer Design Education (CDE), Career Foundations (CF), Criminal Justice (CJ), Communications (CM or COM), Computer Information Technology (CIT), Computer Networking (CN), English (EN), Electronic Technology (ET or ELE), Fitness and Exercise (FEX), Government (GV), Health Care (HC or HCA), Health Science (HSC), Humanities (HUM), Justice Studies (JUS), Laboratory Science (LSC), Legal Studies (LEG), Microcomputer Applications (MC), Medical Education (ME), Mathematics (MT or MTH), Nursing (NU), Nutrition (NUT), Office Management (OM), Occupational Therapy (OT), Philosophy (PHL), Physics (PHY), Paralegal (PL), Psychology (PS or PSS), Science (SCI), Student Success Essentials (SSE), Social Science (SSC), Sociology (SO), and Veterinary Technology (VT).

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 112, The following should be added to the Refund Policy and is applicable to Brown Mackie College - Oklahoma City.

Special Cases - If a student is subject to a prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both the student and the school.

Discontinued programs - If a program is discontinued by the school while students are still enrolled in the program, and the school is still offering training in other areas, all monies (student loan, grant, and etc.) paid to the school for students enrolled in the program at the time it is discontinued will be refunded to the entity legally entitled to the refund. The school will pay the refund, or restart the program, within 30 days.

Application of policy

- Students register for courses on a quarterly basis. Students are charged tuition for the quarter based on the courses in which they are registered. Students are obligated to pay tuition for the quarter they have register. The refund is to be calculated for the period of enrollment.
- For programs longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated course price attributable to each period of enrollment.
- Percentage of course completion shall be computed on the basis of the amount of time in the course. As noted above, the courses are offered in quarter credit hours. The courses have a designated amount of contact hours per credit. Please see page 67 of this Catalog for information on the calculation of contact hours. Upon written request to the Registrar, the college will provide a contact hour course outline to and enrolled student or other person(s) with legitimate need or interest.. The time in course, for purposes of the application of this policy are calculated by dividing the contact hours completed by the total number of contact hours in the course.
- Any refund due shall be paid within 45 days after cancellation or termination, unless the refund is payable directly to the applicant or student, in which case it shall be paid within 30 days after cancellation or termination.
- Students shall not be liable for periods of enrollment which they did not attend.

Financial Obligations: I understand that I am personally responsible for all tuition, fees and other charges arising from and during my enrollment at the College. I understand that it is my personal obligation to pay all tuition, fees, and other charges when due. If I do not pay the full amount of any scheduled payment when that payment is due, I may not be permitted to continue my studies. If I am not able to continue my studies, I understand that I am responsible for any outstanding tuition, fees or other charges due in accordance with the College's refund policy. I understand that my academic transcript will not be released to me or to any other individual requesting my transcript if there is a balance due to the College. In addition, if I choose to re-enroll at the College, I must satisfy any outstanding tuition, fees, or other charges prior to my re-enrollment. I understand that any student financial assistance made available to me may not completely cover my tuition, fees, and other charges and I understand that any tuition, fees, and other charges not paid by financial assistance is my personal financial obligation. I accept that, to the extent permitted by law, I am responsible for all reasonable collection agency and attorney fees incurred in attempting to collect my unpaid debt to the College.

Payment Plan and Schedule

Each quarter's tuition and fees will be due based on a negotiated payment plan in dollar amounts as needed for balances not covered with federal, state, or other aid. Payments will be due on either the 1st or 15th of each month, per the student preference. Students must remain current on their negotiated payment plan to remain in good standing with the College.

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.

Official Withdrawal: To officially withdraw, the student will need to notify the Registrar's Office. The registrar will assist the student to complete the withdraw process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records.

Notice of Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College - Oklahoma City Policy 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 – Salina's, Brown Mackie College – Kansas City's, and Brown Mackie College - Oklahoma City'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 – Salina's, Brown Mackie College – Kansas City's, and Brown Mackie College - Oklahoma City's policies prohibit use of the Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College - Oklahoma City 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.