

BROWN MACKIE COLLEGE – Michigan City

325 E. US Hwy 20
Michigan City, IN 46360
(219) 877-3100

Accredited by the Accrediting Council for Independent Colleges and Schools to award certificates,
Associate's and Bachelor's degrees.

BULLETIN TO THE 2009-2010 ACADEMIC CATALOG

This Bulletin is an integral part of the College's Academic catalog. All information published herein
effective beginning July 2011.

Administration

Sheryl Elston	Campus President
Dr. Diane Didonna	Dean of Academic Affairs
Michael Gomez	Business Manager
Paula Scott	Director of Career Services
Nancy Spenny	Senior Director of Admissions
Karry Wier	Registrar
Nicole Boling	Assistant Director of Admissions
Nicole Bruce	Financial Aid Officer
Mark Ciganovic	Reference Librarian
Katelyn Davenport	Assistant Director of Admissions
Veronica DeGard	Financial Aid Officer
Ann Frazee	Day Receptionist/Administrative Assistant
Judy Gonsorek	Senior Financial Aid Officer
Lynn Guzek	Associate Director of Admissions
Daryl James	Financial Aid Officer
Brian Lee	Assistant Director of High School Admissions
Carrie Luben	Assistant Director of Admissions
Crystal Mashburn	Student Accounting Advisor
Cindy Nevills	Records Officer
Vera Stojic	Assistant Director of Admissions
Monica Thomas	Financial Aid Officer
Ashlee Turner	Career Services Advisor
Kelly Williams	Evening Receptionist/Administrative Assistant

Department Chairpersons

Mark Ciganovic, (Reference Librarian)

BS, Computer Science
Purdue University
BA, Philosophy
Purdue University Calumet
MLS, Library Science
Indiana University-Purdue University Indianapolis

Janet Czarnecki, (Business Department Chairperson)

BS, Supervision,
Purdue University
MS, Management,
Indiana Wesleyan University

Sarah Hudson (Surgical Technology Department Chairperson)

AAS, Surgical Technology,
Ivy Tech Community College

Barbara Kaufman (Veterinary Technology Department Chairperson)

AAS, Veterinary Technology,
Purdue University

Susan K. Zolvinski (Allied Health Department Chairperson)

AAS, Medical Assisting,
Commonwealth Business College
BS, Health Management
Kennedy-Western University
MBA, Business Administration
Argosy University

Full-time Faculty

Dawn Bolka (Veterinary Technology Instructor)

AS, Veterinary Technology
Purdue University
BS, Business Administration
Indiana Wesleyan

Yolanda Collier, (Surgical Technology Clinical Coordinator)

Diploma, Surgical Technology
Olympia College

Maggie Lilly (Allied Health Instructor)

AS, Medical Assisting
Brown Mackie College-Michigan City

Malinda Wallis (Veterinary Technology Instructor)

BS, Veterinary Technology
Michigan State University

Tuition and Fees

CURRENT:

Tuition of \$285.00 per credit hour is assessed by the academic quarter for all students except students in the Surgical Technology program. Surgical Technology program tuition rate is \$330.00 per credit hour. Since tuition is charged per credit hour, the length of the program determines total cost.

Other Fees:

*General Fee per credit hour	\$15.00
Returned Check Charge	\$15.00
Transcript Fee	\$5.00

*General fees include, but are not limited to orientation, cap and gowns, graduation, special events, student services, equipment, software, and computer use.

Textbook fees vary according to program. Students may purchase their books at our bookstore for convenience.

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, Discover Card 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, transcripts, certificates, or degrees will be issued to a student with a past due account.

EFFECTIVE OCTOBER 3, 2011:

Tuition of \$294.00 per credit hour is assessed by the academic quarter for all students except students in the Surgical Technology program. Surgical Technology program tuition rate is \$340.00 per credit hour. Since tuition is charged per credit hour, the length of the program determines total cost.

Other Fees:

*General Fee per credit hour	\$15.00
Returned Check Charge	\$15.00
Transcript Fee	\$5.00

*General fees include, but are not limited to orientation, cap and gowns, graduation, special events, student services, equipment, software, and computer use.

Textbook fees vary according to program. Students may purchase their books at our bookstore for convenience.

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Student Right to Know Statements

Information on graduation/completion rates for first time, full time students is available through the Admissions 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 6 (Effective October 6, 2008)

Brown Mackie College-Michigan City has two learning sites:

Michiana Human Society, 722 US Hwy 212, PO Box 8651, Michigan City, IN 46360

Indiana Welfare Office, 1551 S. Woodland Ave., Michigan City, IN 46360

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Brown Mackie College — Michigan City 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.

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The Brown Mackie College — Michigan City'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
Schaumburg, IL 60173
800-248-2862
www.avma.org

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Residency Requirement

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

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, 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 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.

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Effective February 2011 the Healthcare Management program will be inactive at the campus.

Effective February 2011 the Dietetics Technology program will be inactive at the campus.

Effective May 2011 the Computer Software Technology program will be inactive at the campus.
Effective May 2011 the Computer Software Applications program will be inactive at the campus.
Effective May 2011 the Early Childhood Education program will be inactive at the campus.

Page 25

PH 3000 Introduction to Philosophy* should be PH 2000 Introduction to Philosophy*

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MSS1000 should read MSS1100.

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Graduates of the program will be able to:

- Possess the natural science background informing the study of an allied health program.
- Perform appropriate skills in massage techniques, complementary and alternative therapies, and use of tools and their universal precautions as they relate to treatments.
- Demonstrate appropriate skills in assessing health and wellness, and applying knowledge of contraindications, theories, and procedures in constructing a therapeutic plan.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

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EC 1000 Introduction to Early Childhood Education

This course is an introduction to the profession of Early Childhood Education. The student will explore the environments, materials and resources that comprise an appropriate educational setting for young children. The student will develop an appreciation for the history of Early Childhood Education and the theories which govern current practices. The student will apply knowledge of child development to developing an appropriate indoor and outdoor environment, developing schedules and selecting appropriate materials and topics for in depth investigation.

Prerequisites: None

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FSM1100 SANITATION AND SAFETY

This course is an introduction to food environmental sanitation and safety in food production and food service areas. Attention is focused on the causes, investigation and control of illnesses caused by food contamination using HACCP guidelines (Hazard Analysis Critical Control Points); on basic safety procedures followed in the food service industry; and on the maintenance and workflow of equipment used.

Prerequisites: None

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FSM1210 FOOD SERVICE OPERATIONS

This course studies the size and scope of the food service industry, the function within an organization, and the management of institutional food service systems. It will include meal planning and evaluation; determination of client preferences; recipe preparation; forecasting, purchasing, receiving and storage of food and non-food supplies; inventory control; recommending equipment and cooking procedures and quality assurance.

Prerequisites: None

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FSM2210 FOOD SERVICE MANAGEMENT

In this course students will use the principles of Food Service Management to provide assessment of research and appropriate Food Service principles. Emphasis is placed on proposals for food safety, menu planning, purchasing, inventory control, production control, delivery and service systems. Students will also demonstrate dining room management and discuss the financial impact of management decisions.

Prerequisite: FSM1210 Food Service Operation

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MD 1050 Surgical Externship I (4 quarter credit hours)

MD 1060 Surgical Externship II (4 quarter credit hours)

MD 1070 Surgical Externship III (4 quarter credit hours)

The externship will consist of a minimum of 500 credit hours within three externship rotations. The externship will include assisting the surgical team members with the daily preoperative and post operative duties of a student surgical technologist while under the direct supervision of a staff surgical technologist and registered nurse. Students will be oriented to the surgical suite and the daily routines of the affiliating facility.

Minimum Requirement: 80 procedures in the first scrubbed (assisted or solo) which include at least 25 solo procedures of which 10 should be Level I core cases. The assisted procedures should contain a minimum 10 Level I cases, 5 Level I specialty cases, and the remainder of the assisted cases should be distributed across core and specialty. Additionally the student should understand compression of basic surgical cases, apply knowledge gained from courses and practice labs to the externship, and continue to learn information in support of taking the certification exam.

Prerequisites: Completion of all course requirements or departmental approval

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ME 2720 Pharmacology (4 quarter credit hours)

Examination of the various types of drugs and instruction in the routes by which medications are administered, including proper techniques and preparations of parenteral materials to be injected.

Prerequisite: ME1110

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MG 4000 Global Business Management

Prerequisite should read: *Prerequisite: MG2000*

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MG4100 Operations Management

Prerequisite should read: *Prerequisite: MG2000*

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PH1301

Prerequisite should read: *Prerequisite: MT1650*

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NUT1700 NUTRITION IN THE LIFECYCLE

The course concentrates on nutritional needs from conception through maturity. Topics covered will include: the effect of age, growth and development on nutritional requirements across the lifespan and during pregnancy; eating behaviors and diet planning principles of various age groups; and the promotion of healthy eating to reduce age-related nutrition problems.

Prerequisites: NUT1600 Nutrition Science

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NUT1800 COMMUNITY NUTRITION

This course teaches students to identify the nutritional and educational needs of community groups. This course will cover the identification of current public health nutrition problems; the influence of socioeconomic, cultural and psychological factors on food and nutrition behavior; and the implications of public policy legislation. Students will study the utilization of local, state and federal nutritional education and food supplement programs and examine the development and marketing of community education programs.

Prerequisites: None

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NUT2000 MENU PLANNING

This course is an applied process of translating nutritional needs into menus for healthy individuals and for those with special dietary or other health considerations throughout the human lifespan. Concepts of management and quality improvement principles will also be discussed.

Prerequisites: NUT1700 Nutrition in the Lifecyle

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NUT2101 MEDICAL NUTRITION THERAPY I

This course defines the basic concepts of medical nutrition therapy and cover topics such as nutrition risk screening, diet evaluation, the utilization of intake information and interpretation of nutrition data, nutrition care planning, and patient/client education. Students will also develop knowledge and skills relating to the methods of diet as a therapeutic tool in various disease conditions, including obesity and overweight, diabetes mellitus and cardiovascular diseases.

Prerequisites: ME1110 Medical Terminology and NUT1700 Nutrition in the Lifecyle

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NUT2102 MEDICAL NUTRITION THERAPY II

This course is a continuation of Medical Nutrition Therapy I. Topics covered in this course will include the nutritional management of diseases of the digestive tract and organs; cancer, renal disease and other disease conditions; the use of alternative therapies and their benefits; and the role of the dietetic technician in nutritional support of disease control.

Prerequisites: NUT2101 Medical Nutrition Therapy I

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NUT2200 EATING BEHAVIORS COUNSELING

This course introduces the student to interviewing methods and counseling skills. Students will learn how to facilitate changes in the clients' eating behaviors through the study of effective intervention and outcome measurement methods. With a combination of educational and behavioral approaches (what to do and how to do it), the student will learn tools to effectively promote health-related behavioral changes.

Prerequisites: PS1200 Introduction to Psychology and NUT2000 Menu Planning

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NUT2800 ADVANCED NUTRITION

This class will provide students with an in-depth study of the metabolism of the macronutrients, vitamins, and minerals. It will also stress an understanding of the interaction of various nutrients with other micro- and macronutrients and their metabolic consequences. Emphasis also placed on providing an understanding of research methodology in nutrition.

Prerequisites: NUT1600 Nutrition Science

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NUT2900 EXTERNSHIP in DIETETICS TECHNOLOGY

A supervised work experience designed to expand career knowledge while increasing experience in the area of clinical, Food Service and community nutrition. Students on externship will receive feedback from their supervisor and keep a journal recording and reflecting on their work experience.

Prerequisites: All coursework or permission of dept. chair

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SC2200 GENERAL BIOLOGY

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

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VT 1000

Prerequisite should read: *Prerequisite: None*

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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 Akron 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>

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Notice of Brown Mackie College – Michigan City’s Policies to Comply with the Higher Education Opportunity Act of 2008

- The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.
- Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law.
- A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can file criminal charges that can result in fines and imprisonment.
- Brown Mackie College – Michigan’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 – Michigan City’s policies prohibit use of the Brown Mackie College – Michigan 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.

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)**

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A student enrolled in an allied health program (Medical Assisting or Occupational Therapy Assistant or Surgical Technology) may be withdrawn from that program if he or she requires more than two attempts to successfully complete a course in Biology (BI), Medical Education (ME), Surgical Technology (MD) or Occupational Therapy (OT). An unsuccessful attempt of a course is indicated by a grade of *F*, *W*, or *WF*.

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- In Allied Health programs, courses that have the following designations, HC, MD, ME, MM, MT, PH, and VT the grade of *C* is the lowest passing grade and the grades of *D+* and *D* are not awarded.

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

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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.

Associate of Applied Science: DIETETICS TECHNOLOGY

Dietetics and Nutrition are rapidly growing fields with many diverse career opportunities. A Dietetic Technician can work in a variety of areas, including healthcare, education and research, sales, marketing and public relations.

After successfully completing the course of study, the graduate is qualified to work as a Dietetic Technician who will promote nutrition as a critical part of disease treatment and disease prevention. Major responsibilities of a Dietetic Technician include integrating nutrition services into clinical, home, community-based health and social networks. Our program meets the eligibility criteria of the Dietary Managers' Association to sit for certifying examinations in Certified Dietary Manager (CDM) and/or Certified Food Protection Professional (CFPP). *(It is the student's responsibility to meet each license, certification, and registration requirement).*

Concentration	72 Quarter Credit Hours
BA 1250 Human Resources	4
CF 1100 Professional Development	4
FSM 1100 Sanitation and Safety	4
FSM 1210 Food Service Operations.....	4
FSM 2210 Food Service Management	4
MC 1150 Introduction to Microcomputer Applications	4
ME 1110 Medical Terminology.....	4
MT 1800 College Algebra	4
NUT 1600 Nutrition Science	4
NUT 1700 Nutrition in the Lifecycle.....	4
NUT 1800 Community Nutrition.....	4
NUT 2000 Menu Planning.....	4
NUT 2101 Medical Nutrition Therapy I.....	4
NUT 2102 Medical Nutrition Therapy II.....	4
NUT 2200 Eating Behaviors Counseling.....	4
NUT 2800 Advanced Nutrition.....	4
NUT 2900 Externship in Dietetics Technology.....	4
SC 2200 General Biology	4
Core Curriculum	24 Quarter Credit Hours
CM 1200 Effective Public Speaking*.....	4
EN 1101 Composition I*	4
EN 1102 Composition II*	4
EN 2000 Introduction to Literature*.....	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*	4
Total Quarter Credit Hours Required	96

New Program Version:

Associate of Science: MEDICAL OFFICE MANAGEMENT

The associate’s degree program in Medical Office Management is designed to prepare students seeking entry-level employment in the insurance coding and billing department of a physician’s office, clinic, or hospital. Graduates of this program possess a well-rounded foundation of coursework in general education and the health sciences. This foundation enables graduates to assume greater managerial responsibility as they gain experience, allowing for an expansion of career opportunities within the department or organization.

Concentration	48 Quarter Credit Hours
AC 1710 Payroll Management	4
BA 1250 Human Resources	4
EN 1200 Business Communications	4
ME 1110 Medical Terminology.....	4
ME 1351 Anatomy and Physiology I	4
ME 1352 Anatomy and Physiology II	4
ME 1500 Medical Administrative Practices	4
ME 1560 Computerized Diagnostic Coding.....	4
ME 1570 Computerized Procedural Coding.....	4
ME 1850 Clinical Procedures I.....	4
ME 2720 Pharmacology	4
MM2990 Medical Office Management Externship	4

Core Curriculum	48 Quarter Credit Hours
AC 1011 Principles of Accounting I	4
BA 1000 Introduction to Business	4
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking*	4
CM 2500 Medical Ethics	4
EN 1101 Composition I*.....	4
EN 1102 Composition II*	4
EN 2000 Introduction to Literature*	4
MC 1150 Introduction to Microcomputer Applications	4
MT 1800 College Algebra	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*	4

Total Quarter Credit Hours Required	96
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* Indicates a general education course.

New Program Version:

Certificate: Medical Coding and Billing

The diploma program in Medical Coding and Billing provides students with the skills necessary to seek entry-level employment in the medical business office setting. The program prepares students to analyze information from patient records and combine it with knowledge of insurance reimbursement and coding guidelines to optimize physician payments.

Course Requirements	Credit Hours
BA 1000 Introduction to Business	4
CF 1100 Professional Development	4
CM 2500 Medical Ethics	4
EN 1200 Business Communications	4
MC1150 Introduction to Microcomputer Applications	4
ME 1110 Medical Terminology.....	4
ME 1351 Anatomy and Physiology I.....	4
ME 1352 Anatomy and Physiology II	4
ME 1500 Medical Administrative Practices	4
ME 1560 Computerized Diagnostic Coding.....	4
ME 1570 Computerized Procedural Coding	4
ME 2720 Pharmacology	4
Total Quarter Credit Hours Required	48