

BROWN MACKIE COLLEGE – NORTH CANTON  
4300 Munson Street  
Canton, Ohio 44718

*Accredited member, ACICS*

Bulletin to the 2009 – 2010 Academic Catalog

This Bulletin is an integral part of the Brown Mackie College – North Canton (“the College”) Academic Catalog. The information published herein becomes or remains effective as of March 16, 2011.

OWNERSHIP

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Brown Mackie College – North Canton (“the College”) 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, 33<sup>rd</sup> Floor, Pittsburgh, PA 15222.

ADMINISTRATION

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President	Peter Perkowski
Dean of Academic Affairs	Marcy R. Trew
Associate Dean of Academic Affairs	Terri Lynn Brosseau
Faculty Development Director/IEPCoordinator	Joseph Alfano/Leslie Young
Academic Advisor	Patricia Renner
Academic Advisor	Sue Wooden
Senior Director of Admissions	Sanjay Ketty
Director of Human Resources	Tina Myers
Director of Financial Aid	
Director of Career Services	Brenda Raye
Registrar/Director of Student Services	Christine Montini
Librarian	Gail Ebey
Librarian	Krystal Hart
Student Accounting Supervisor	Amie Lynn

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Full-Time Faculty

Lisa Baker, Pharmacy Technology  
BS, Pharmacy, Ohio Northern University  
R. Ph., Registered Pharmacist, Ohio Board of Pharmacy

Rhonda Baughman, Dept. Chair General Ed.  
ED. S., Educational Leadership, Argosy Univ.  
MA, Creative Writing, Antioch University  
BA, English, Kent State University

Barb Bedford, Practical Nursing  
Diploma, Mercy School of Nursing  
RN, Ohio Board of Nursing

Timothy Beitzel, Clinical Coordinator Practical Nursing  
BSN, Nursing, South University  
Diploma, Aultman Hospital School of Nursing  
RN, Ohio Board of Nursing

Gary Borelli, Accounting  
MBA, Accounting, Youngstown State Univ.  
BSBA, Accounting, Youngstown State Univ.  
CPA

Kimberly Clark, Senior Instructor Practical Nursing  
BSN, Nursing, The University of Akron  
RN, Ohio Board of Nursing

Kevin Cox, Paralegal Studies  
JD, Law, Case Western Reserve University  
BA, Political Science, Mount Union College

Lysa Crawford, Surgical Technology  
BS, Allied Health Sciences, Bowling Green State University  
AS, Applied Sciences, Bowling Green State University  
NBSTSA Surgical Technologist certification

Heather Gasaway, Dept. Chair Surgical Tech.  
BS, Post Secondary Technical Education, The University of Akron  
AS, Surgical Technology, The University of Akron  
CST Certified Surgical Technologist

Mark Haynes, Practical Nursing  
BSN, Walsh University  
ASN, Walsh University  
Diploma, Canton City Schools Practical Nursing Program

Jonathan Herman, Dept. Chair Technology  
BS, Architecture, The University of Cincinnati

Ashley Howard, General Education  
MA, Literature & Writing, Kent State University  
BA, English, Kent State University

Brian Kuzman, General Education  
MA, Communications, Ohio University  
BA, Communications, Ohio University  
MD, Divinity, Grace Seminary

Kimberly Hufgard, Criminal Justice  
MS, Criminal Justice, University of Cincinnati  
BA, Criminal Justice, Ohio Northern University

Dr. Paul Masters, Dept. Chair Veterinary Tech.  
DVM, The Ohio State University

Fayth McAninch, Veterinary Technology  
BS, Biology, Wittenberg University  
AAS, Veterinary Technology, Vet Tech Institute at Bradford School

Janet Miner, PN Coordinator, Practical Nursing  
MSN, Nursing, Kent State University  
BSN, Nursing, Florida International University  
Diploma, Aultman Hospital School of Nursing  
RN, Ohio Board of Nursing

Dan Musser, General Education  
MS, Applied Math, The University of Akron  
BS, Math, The University of Akron

Sarah Olson, Dept. Chair Allied Health  
MA, Health Administration, University of Phoenix  
BA, Biology & Chemistry, University of Colorado

Tami Patterson, General Education  
Ph.D, Experimental Psychology, Kent State University  
MA, Experimental Psychology, Kent State University  
BA, Psychology, The University of Akron

Charles Piscitello, General Education  
MA, Sociology, Cleveland State University  
BA, Sociology & Psychology, Cleveland State University

Dan Schmidt, Technology  
MS, Computer Science, Southern Tech University  
BS, Computer Science, Kennesaw State University

Barbara Shell, Veterinary Technology  
Registered Vet Tech, State of Ohio  
AS, Animal Health Technology, Los Angeles Pierce College

Timothy Thomas, Dept. Chair Business / Accounting  
MBA, Business, Youngstown University  
BS, Business Administration, Youngstown University  
AS, Business, Pennsylvania State University

Dr. Shannon Trenta Kolm, Allied Health  
DC, The National University of Health Sciences  
BS, Human Biology, The National University of Health Sciences  
BA, Anthropology and Chemistry, Case Western University

Aaron Violand, Department Chair Criminal Justice / Paralegal  
JD, Law, The Ohio Northern University  
BA, Business, Walsh University

Lisa Wapenaar, Clinical Coordinator Surgical Tech.  
MA Ed, Learning and Teaching Technology, Ashford University  
BS, Technical Education, The University of Akron  
AAS, Surgical Technology, The University of Akron  
CST Certified Surgical Technician

## Updates

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*Effective October 3, 2011*

**Tuition Rate.....\$294 per credit hour**  
**General Fee..... \$15 per cr. Hr.**

**Practical Nursing Tuition Rate.....\$361 per credit hour**  
**General Fee..... \$25 per cr. Hr.**

**Surgical Technology Tuition Rate.....\$340 per credit hour**  
**General Fee..... \$15 per cr. Hr.**

**Examination Fee.....\$150.00, applies to costs of materials,  
administration, and evaluation.**

**Transcript Fee.....\$5.00 per copy, applies to costs of printing and  
certifying official transcripts.**

### **Tuition and Fees for Computer Networking Only:**

The college has separate tuition and technology fees for the following classes:

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

Tuition.....\$300.00 per credit hour, applies to costs of instruction.

Technology Fee.....\$25.00 per credit hour, applies to all services listed under  
General Fee plus equipment and software.

**Clinical Makeup Fee (Nursing):**

6 hours missed = \$120.00

12 hours missed = \$240.00

Textbooks and other instructional materials\_\_\_\_\_Costs will vary by program.

**TUITION, FEES, AND REFUND POLICY**

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

**Tuition and Fees**

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

**Refund Policy**

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

*Return of Federal Title IV Aid*

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

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

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

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

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

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

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

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

### *Adjustment of Charges*

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

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

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

- During the first 5% of the quarter, a refund of 95% of the quarter's tuition, and fees;
- More than 5% of the quarter up to 10% of the quarter, a refund of 90% of the quarter's tuition, and fees;
- More than 10% of the quarter up to 20% of the quarter, a refund of 80% of the quarter's tuition, and fees;
- More than 20% of the quarter up to 25% of the quarter, a refund of 75% of the quarter's tuition, and fees;
- More than 25% of the quarter up to 30% of the quarter, a refund of 70% of the quarter's tuition, and fees;
- More than 30% of the quarter up to 40% of the quarter, a refund of 60% of the quarter's tuition, and fees;
- More than 40% of the quarter up to 50% of the quarter, a refund of 50% of the quarter's tuition, and fees;
- More than 50% of the quarter up to 60% of the quarter, a refund of 40% of the quarter's tuition, and fees;
- More than 60% of the quarter or thereafter, 100% tuition obligation, no refund available with all fees retained.

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

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

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

### *Cancellation of Enrollment*

A full refund will be made to any student who cancels the enrollment contract by submitting notice in writing within 6 days (until midnight of the sixth day excluding Saturdays, Sundays and

legal holidays) after the enrollment contract is signed. When enrollment is cancelled, all monies paid to the College will be refunded to the applicant.

## **Brown Mackie College**

### 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.*

On page 12 of the Academic Catalog, the Residency Requirements policy was changed, and should now reflect the following statement:

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

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

The College 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.

On page 15 of the Academic Catalog, Wednesday, December 23, 2010 will be replaced with the correct date, Wednesday, December 22, 2010 for final examinations (classes end).

The following program information should be inserted immediately following the Associate of Applied Science: Surgical Technology currently listed on page 27 of the Academic Catalog:

*Associate of Science: VETERINARY TECHNOLOGY*

The program in Veterinary Technology is a two-year program designed to provide students the knowledge and skills needed to obtain entry-level employment in a variety of modern veterinary clinical settings and veterinary-related fields. Graduates of the program will be able to provide a wide range of clinical skills including animal patient care, laboratory procedures, medical imaging, anesthesia administration and monitoring, and surgical assisting for a variety of domestic animals. These skills combined with the knowledge gained through general education courses will enable graduates to be successful as veterinary technicians in all fields of veterinary medicine. This program will help prepare the graduate for the Veterinary Technician National Examination (VTNE) for Veterinary Technicians.

Program Outcomes

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

The Brown Mackie College – North Canton’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](http://www.avma.org)

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

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

*\*Indicates a general education course*

On page 40 of the College catalog, EN 0955 will be replaced with SSE 0050. On page 46 of the College catalog, MT 0955 will be replaced with SSE 0070.

On page 43 of the College catalog, MD1055, MD1065, MD1075, MD1085 will be replaced by the following:

MD 1055	Surgical Externship I ( <i>4 quarter credit hours</i> )
MD 1065	Surgical Externship II ( <i>4 quarter credit hours</i> )
MD 1075	Surgical Externship III ( <i>4 quarter credit hours</i> )
MD 1085	Surgical Externship IV ( <i>4 quarter credit hours</i> )

The externship will consist of a minimum of 500 clock hours within four 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. Initially, the student will observe surgical procedures and move into the second scrub role with minor procedures. As students progress through the externship rotations, they will move into the first scrub role for minor procedures and the second scrub role in major cases. At the completion of all the externship rotations, the student will be scrubbing in the first scrub role for most procedures when appropriate.

Prerequisites: *Completion of all other course requirements or departmental approval*

The following course outcomes should be listed in numerical order beginning on page 50 of the Academic Catalog:

VT1000	Introduction to Veterinary Technology ( <i>4 quarter credit hours</i> )
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This course provides an introduction to the roles and responsibilities of the veterinary technician and clinical competencies needed to perform front office procedures and basic nursing skills. Instruction includes veterinary ethics and law, animal safety, front office procedures, client relations, animal behavior, human-animal bond, physical exam, recordkeeping, grooming care, and drug administration.

*Prerequisites: BI 2215*

**VT1200**      **Veterinary Lab Procedures I (4 quarter credit hours)**

This course provides an introduction to laboratory concepts and procedures commonly experienced in the veterinary clinical setting. Instruction includes laboratory safety, quality control, specimen collection and handling, basic clinical chemistry, serology, cytology and urinalysis.

*Prerequisites: VT1000, MT1650 or MT1800*

**VT1220**      **Veterinary Lab Procedures II (4 quarter credit hours)**

This course is designed to provide the knowledge and skills necessary to perform parasitic and microbiological laboratory procedures on small and large animals. Instruction includes an overview of the identification, life cycle, symptoms, diagnostic methods, treatment and control of internal and external parasites. An introduction to the characteristics, classification, pathology and culturing of bacteria and fungus is also provided.

*Prerequisites: VT1200*

**VT1361**      **Anatomy and Physiology (4 quarter credit hours)**

This course provides a fundamental comparative overview of the anatomy and physiology of the various body systems of canines, felines, ruminants, and birds. Instruction will include directional terminology, a study of each system, and the dissection of a cat cadaver.

*Prerequisites: None*

**VT1100**      **Small Animal Medicine I (4 quarter credit hours)**

This course is designed to provide students the knowledge of common small animal diseases including an overview of the etiology, symptoms, transmission, basic treatment and control through preventative health care. Instruction will also include an introduction to kennel sanitation, nutrition, immunology, vaccinations, and advanced nursing skills.

*Prerequisites: VT1361 Anatomy & Physiology; VT1000 Intro to Veterinary Technology*

**VT1400**      **Pharmacology (4 quarter credit hours)**

This course is designed to provide the knowledge and skills necessary to follow prescribed order for preparing, dispensing and administering drugs; providing appropriate client education, and monitoring therapeutic responses in a veterinary setting. Instruction will also include a discussion on toxicology and alternative therapeutic methods.

*Prerequisites: VT1361 Anatomy and Physiology; VT1100 Small Animal Medicine I*

**VT2000**      **Small Animal Medicine II (4 quarter credit hours)**

This course is designed to provide students the knowledge and advanced nursing skills needed to understand and assist in canine and feline reproduction, small animal dentistry, emergency care and fluid therapy. An overview of critical patient care, first aid, administration and maintenance of fluid therapy, dental prophylaxis, and procedures related to small animal reproduction will be studied.

*Prerequisites: VT1100 Small Animal Medicine I*

VT2100 Laboratory and Exotic Animals (*4 quarter credit hours*)

This course provides knowledge and skills necessary to provide basic care to laboratory animals, birds and reptiles. Topics include breed recognition, restraint, basic husbandry, reproduction, diseases, and veterinary procedures associated with these animals. Students will learn aspects of animal research as well as general veterinary medicine.

*Prerequisites: VT1100 Small Animal Medicine I; VT1220 Veterinary Lab Procedures II*

VT2200 Veterinary Imaging (*4 quarter credit hours*)

This course provides instruction needed to produce quality radiographs for diagnostic purposes in a veterinary setting including the use of proper safety measures. Topics will include radiographic theory, x-ray equipment, positioning patients, exposing and processing film, radiographic evaluation and troubleshooting, safety regulations and an introduction to ultrasonography.

*Prerequisites: VT1361 Anatomy and Physiology*

VT 2300 Large Animal Medicine (*4 quarter credit hours*)

This course provides an overview of management, diseases, veterinary care and nursing skills associated with production animals and horses. Instruction includes breed identification, nutrition, diseases, herd health management, reproduction, production practices, restraint, nursing skills and lab work associated with each breed.

*Prerequisites: VT1361 Anatomy & Physiology; VT1100 Small Animal Medicine I; VT1220 Veterinary Lab Procedures II; VT2200 Veterinary Imaging*

VT2400 Anesthesia & Surgical Assistance (*4 quarter credit hours*)

This course provides the knowledge and skills necessary to administer and monitor the effects of various pre-anesthetic and anesthetic agents commonly used in a small and large animal clinical setting and assist in routine surgical procedures. Instruction includes basic properties and actions of various types of anesthetic agents and protocols, drug administration techniques, recognition of anesthetic emergencies, surgical prep and assistance for routine surgeries using aseptic technique, pre and postoperative care, and maintenance of the operating room and surgical supplies.

*Prerequisites: VT2000 Small Animal Medicine II; VT1400 Pharmacology*

VT2900A Veterinary Externship (*4 quarter credit hours*)

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

*Prerequisites: Completion of all other course requirements or departmental approval*

VT2900B Veterinary Externship (*4 quarter credit hours*)

This course is a continuation of VT2900A. Students are assigned to work in a veterinary office or other veterinary facility appropriate for the application of the full range of skills learned in the curriculum, thus gaining practical experience in the professional environment. The student may be required to remediate with the faculty any deficiency before or during placement in a care

facility. The externship may be in the same or a different location than that of the prior course. The externship requires the second 120 hours for a total of 240 hours of the 360 hours of externship experience.

*Prerequisites: VT2900A*

#### VT2900C Veterinary Externship (*4 quarter credit hours*)

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

*Prerequisites: VT2900B*

On page 51 of the Academic Catalog, “Academic Resources, Policies, and Procedures” includes the following additional language:

#### COURSE DELIVERY

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

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

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

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

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

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

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

## TECHNOLOGY REQUIREMENTS

- Computer: PC: As a general guideline students should have at least the following computer specifications: Pentium III CPU, Windows 2000 or XP, and 512 MB RAM. MAC: As a general guideline students should have at least the following computer specifications: MAC G4 processor, MAC OS X, and 512 MB RAM.
- Software: Microsoft Office (including Word, Excel, Powerpoint, Access and Outlook), Antivirus Software, Adobe Acrobat Professional
- Browser: Internet Explorer (preferred) courses offered online are best viewed using Microsoft Internet Explorer v5.5/6.0, 7.0 (PC), Safari 1.0 (MAC), or Firefox.
- Attention Mac Users: While you can use Safari 2.0 to view classes, some animation pieces may not be available with Safari 2.0 and we highly recommend using Firefox or Internet Explorer to view your class material using a Mac computer.
- URL: <http://www.onlinebrownmackie.com>

On page 57 of the Academic Catalog, the paragraph entitled “Transferability of College Credits” should include the following:

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.

On page 58 of the Academic Catalog, Roman numeral three, section B, paragraph E #5 states “ICR below 66.67% of the cumulative attempted course credits at the end of 24 months every six months thereafter”. This will be replaced by the following: ICR below 66.67% of the cumulative attempted course credits at the end of 18 months and every six months thereafter”.

On page 61 of the Academic Catalog, Roman numeral two, paragraph G “Incremental Completion Rate”, states: “successfully complete at least 66.67% of the cumulative attempted course credits at the end of the 18 months” and “Successfully complete at least 66.67% of the cumulative attempted course credits at the end of 24 months and every six months thereafter”. These sentences will be replaced by the following: Successfully complete at least 66.67% of the cumulative attempted course credits at the end of 18 months and every six months thereafter”.

On page 86 of the Academic Catalog, the paragraph entitled “Ohio College Opportunity Grant” should be removed.

On page 87 of the Academic Catalog, the paragraph entitled “President’s Scholarship” should read as follows:

Each year, the College makes available scholarships of \$1,000 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.

On page 87 of the Academic Catalog, the paragraph entitled "Nurse Education Assistance Loan Program" should be removed.

The following program information should be utilized in place of the current catalog language.

*Associate of Science:*

CRIMINAL JUSTICE

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

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

Graduates of the program will be able to:

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Understand the basics of the principle components of the criminal justice and correctional systems.

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Use the tools and systems commonly encountered in the criminal justice environment.

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Demonstrate criminal justice, security, and corrections practices and procedures.

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

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*Associate of Science:* PARALEGAL

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

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

Graduates of the program will be able to:

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

*Diploma:* CRIMINAL JUSTICE

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

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

*Diploma:* CRIMINAL JUSTICE SPECIALIST

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

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

Graduates of the program will be able to:

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

*Diploma:* PARALEGAL ASSISTANT

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

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

Graduates of the program will be able to:

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

ACADEMIC CALENDAR: 2011

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Winter Quarterly Recess – December 23, 2010 – December 31, 2010

*WINTER QUARTER*

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

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

*SPRING QUARTER*

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

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

*SUMMER QUARTER*

July	New Student Orientation		Week of June 26
	Fourth of July Recess	Monday	July 4

	Classes Begin	Tuesday	July	5
	Final Examinations		Week of July	24
	Classes End	Saturday	July	30
August	New Student Orientation		Week of July	24
	Classes Begin	Monday	August	1
	Final Examinations		Week of August	21
	Classes End	Saturday	August	27
September	New Student Orientation		Week of August	21
	Classes Begin	Monday	August	29
	Labor Day Recess	Monday	September	5
	Final Examinations		Week of September	18
	Classes End	Saturday	September	24

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

*FALL QUARTER*

October	New Student Orientation		Week of September	25
	Classes Begin	Monday	October	3
	Final Examinations		Week of October	23
	Classes End	Saturday	October	29
November	New Student Orientation		Week of October	23
	Classes Begin	Monday	October	31
	Final Examinations		Week of November	20
	Classes End	Wednesday	November	23
December	New Student Orientation		Week of November	20
	Classes Begin	Monday	November	28
	Final Examinations		Week of December	18
	Classes End	Saturday	December	22

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

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