

Brown Mackie College - Quad Cities

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Bulletin to 2010-2011 Academic Catalog

This Bulletin is an integral part of the College's Academic Catalog.
The information published herein becomes and remains effective January 10, 2011.

ADMINISTRATION

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Dean of Academic Affairs.....	Gregory Smith
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Re-Admissions Assistant Director.....	Travis Lopez
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Assistant Director of Admissions.....	Chris Lema
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High School Assistant Director of Admissions.....	Ted Childs
High School Presenter	Allison Maxwell
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Financial Aid Officer.....	Danette Wilson
Registrar.....	Andrew Patterson
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Director of Career Services.....	Nancy Kay Cerny
Career Services Advisor.....	Jennifer Porter
Bookstore Manager/Student Accounts.....	Jennifer Hansen
Director of Library.....	Adrienne Herbert
Library Assistant.....	Maria Diaz
Inquiry Processor.....	McKara Bush
Administrative Assistant (daytime).....	Renea Furnald
Administrative Assistant (evening).....	Carl Ruark

HISTORY OF BROWN MACKIE COLLEGE-QUAD CITIES

Founded in 1890 by A.N. Hiron as LaPorte Business College in LaPorte, IN, the institution later became known as Commonwealth Business College. In 1919, ownership was transferred to Grace and J.J. Moore, who successfully operated the College for almost 30 years. Following World War II, Harley and Stephanie Reese operated the College under the name of Reese School of Business for several decades.

In 1975, the College came under the ownership of Steven C. Smith as Commonwealth Business College. A second location, now known as Brown Mackie College-Merrillville was opened in 1984 in Merrillville, IN, and a third location was opened a year later in Davenport, IA. In 1987, the Davenport location relocated to Moline, IL.

In 1995, the College came under the ownership of Commonwealth Business College Education Corporation, and the school name, Brown Mackie College--Moline, became official when the College changed ownership again in September 2003.

In November 2009, the college changed its name to Brown Mackie College--Quad Cities to better reflect the regional community it serves.

On August 30, 2010, Brown Mackie College--Quad Cities relocated to its current location in Bettendorf, Iowa.

Brown Mackie College--Quad Cities is proud of its long history and its many graduates who have become successful, contributing members of our community. We look forward to the continued growth and the development of our students with a sense of confidence and pride.

ABOUT THE BROWN MACKIE COLLEGE SYSTEM OF SCHOOLS

The Brown Mackie College system of schools is dedicated to providing educational programs that prepare students for entry-level positions in a competitive, rapidly changing workplace. With 26 locations nationwide, the Brown Mackie College system of schools provides bachelor's degree, associate's degree, diploma, and certificate programs in business, health sciences, legal, information technology, and electronic fields to approximately 19,000 students.

The Brown Mackie College system of schools includes the following locations:

Brown Mackie College--Akron, OH
Brown Mackie College--Albuquerque, NM
Brown Mackie College--Atlanta, GA
Brown Mackie College--Boise, ID
Brown Mackie College--Cincinnati, OH
Brown Mackie College--Findlay, OH

Brown Mackie College--Fort Wayne, IN
Brown Mackie College--Greenville, SC
Brown Mackie College--Hopkinsville, KY
Brown Mackie College--Indianapolis, IN
Brown Mackie College--Kansas City (Lenexa, KS)
Brown Mackie College--Louisville, KY
Brown Mackie College--Merrillville, IN
Brown Mackie College--Miami, FL
Brown Mackie College--Michigan City, IN
Brown Mackie College--Quad Cities (Bettendorf, IA)
Brown Mackie College--North Canton, OH
Brown Mackie College--Northern Kentucky (Fort Mitchell, KY)
Brown Mackie College--Phoenix, AZ
Brown Mackie College--Salina, KS
Brown Mackie College--San Antonio, TX
Brown Mackie College--South Bend, IN
Brown Mackie College--South Miami, FL
Brown Mackie College--St. Louis (Fenton, MO)
Brown Mackie College--Tucson, AZ
Brown Mackie College--Tulsa, OK

FULL-TIME FACULTY

Jeffrey Dickerson, Full-Time Faculty

M.A., Sangamon State University, Springfield, Illinois

A.B., Augustana College, Rock Island, Illinois

Anna Roeder, Full-Time Faculty

M.D., Pontificia Universidad Catolica Madre Y Maestra

Lakeisha Holloway, Full-Time Faculty

M.B.A., St. Ambrose University, Davenport, Iowa

Jennifer Sweborg, Full-Time Faculty

M.A., Western Illinois University, Macomb, IL

Tuition and Fees (Current)

Tuition	\$285.00** per credit hour \$350.00** per credit hour for Occupational Therapy Assistant program.
General Fee	\$15.00** per credit hour. Applies to costs of institutional activities and services.
Transcript Fee	\$2.00 per copy. Applies to cost of printing and certifying official transcripts.
Textbook/ Instructional Materials Fee	Cost will vary by program.

**-- subject to change

A payment plan may be arranged at the time of enrollment. Monthly payments are due as agreed on the payment schedule of the student's installation 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.

Tuition and Fees (Effective October 3, 2011)

Tuition	\$294.00** per credit hour as of October 3, 2011. \$361.00** per credit hour for Occupational Therapy Assistant program.
General Fee	\$15.00** per credit hour. Applies to costs of institutional activities and services.
Transcript Fee	\$2.00 per copy. Applies to cost of printing and certifying official transcripts.
Textbook/ Instructional Materials Fee	Cost will vary by program.

**-- subject to change

A payment plan may be arranged at the time of enrollment. Monthly payments are due as agreed on the payment schedule of the student's installation 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.

New Class Schedule

Effective November 1, 2008, morning class hours will be Mondays, Tuesdays, and Thursdays from 9:00 a.m. – 12:50 p.m. for lecture classes and from 9:00 a.m. – 1:00 p.m. for lab classes. Evening class hours are Mondays, Tuesdays and Thursdays from 6:00 p.m. – 9:50 p.m. These hours change for months during which holidays occur (causing the College to be closed); during these months morning class hours are Mondays, Tuesdays and Thursdays from 9:00 a.m. – 1:05 p.m. for lecture classes, and from 9:00 a.m. – 1:15 p.m. for lab classes; evening class times (during holiday months) are on Mondays, Tuesdays, and Thursdays from 5:45 p.m. – 9:50 p.m..

Blended Learning

In January 2011, the BMC-QC campus began delivering courses in a blended learning environment. The courses meet only two days a week instead of three days a week. The remaining contact time is completed in an online environment known as e-college. The advantages to this learning environment are to free students from the rigid on campus class schedule and support the current students' busy schedules and life situations.

Tutoring

Brown Mackie College-Quad Cities has made available three levels of tutoring. First, student tutoring is available in each course thirty minutes prior to class start time. Second, open tutoring is available to all students. Participation in open tutoring sessions may be required of students as part of their course, course assignments, or at-risk factors. It is the student's responsibility to complete the course independently with tutoring limited to an appropriate level of ancillary support. Finally, referral tutoring is available for students who need specific course tutoring. Students in need of referral tutoring are referred by course instructors.

Library Loan Policy -- Students

ELIGIBILITY

Any current Brown Mackie College-Quad Cities student in good standing may check out materials from the Brown Mackie College – Quad Cities Library (Learning Resource Center). Students must register with the library before or at the time of the first check out.

The student's college ID will serve as the student's library card. The student must present his/her library card each time he/she checks out.

LENDING PERIOD

Books and previous issues of magazines and journals may be checked out for one (1) week. If not requested by another student or staff member, books may be renewed one time. Renewal may be done in person or by phone. Previous issues of magazines and journals may not be renewed.

Each student may have up to five (5) items checked out on his/her account.

Reference books, DVDs and current issues of magazines/journals may not be checked out by students.

OVERDUE ITEMS

Students may be charged a fine for overdue books. The overdue fine is \$.25 (twenty-five cents) per day per book and \$.50 per day for CDs and DVDs that accompany books. Overdue fines will not be charged for Sundays, or any other day that the Library is not open.

At the beginning of each week Library staff will post a notice in each classroom listing students with overdue items.

- After the third time a student's name appears on the notice, the student's borrowing privileges will be suspended until the overdue item is returned or paid for.
- A fourth notice serves as a warning that the student's account will soon be billed for the replacement of the overdue item.
- After the 5th notice the full replacement cost of the overdue item plus a \$5 processing fee will be added to the student's school account.
- If a student's education is interrupted, and there are library materials checked out to them, the replacement cost plus a \$5.00 processing fee is charged to them at the point of withdrawal from class.

LOST/DAMAGED ITEMS

Students are responsible for all items that they check out of the Library.

If an item is returned damaged, the student may be charged for repair or replacement of the item.

If an item is lost, the student will be charged the full replacement cost of the item plus a \$5 processing fee. Students will not be allowed to purchase books for their next class, or attend graduation until unpaid balances are paid in full.

Associate of Applied Science: ACCOUNTING TECHNOLOGY

The associate's degree program in Accounting Technology is offered for those persons who desire a program that prepares them to seek entry-level employment and advancement in accounting positions in various types of business organizations. The program is designed to meet its objective through instruction in appropriate accounting, business, and general education courses.

Graduates of the program will be able to:

- Apply the fundamental principles of accounting to workplace problems, using generally accepted principles and procedures.
- Operate computerized accounting systems to address accounting and business applications.
- Prepare, maintain, interpret, and analyze basic financial statements, and apply the relationship of these statements to the accounting equation.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	48 Quarter Credit Hours
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II	4
AC 1013 Principles of Accounting III	4
AC 1710 Payroll Management.....	4
AC 2015 Computerized Accounting Systems	4
AC 2210 Tax Accounting	4
AC 2900 Accounting Externship	4
BA 1000 Introduction to Business	4
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
EN 1200 Business Communications.....	4
MC 1211 Spreadsheets I.....	4
Core Curriculum	48 Quarter Credit Hours
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*	4
CM 1800 Ethics	4
EN 1101 Composition I*	4
EN 1102 Composition II*	4
EN 2000 Introduction to Literature*	4
GV 1150 American Constitutional Law.....	4
MC 1150 Introduction to Microcomputer Applications	4
MC 1311 Word Processing I	4
MT 1770 College Mathematics	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*.....	4
Total quarter credit hours required	96

* Indicates a general education course

Associate of Applied Science: BUSINESS MANAGEMENT

The associate's degree program in Business Management equips graduates with the knowledge and skills necessary to enter the contemporary world of business management. The curriculum reaches this objective through coursework in management principles, technical business procedures, computer operations, and general education. The program prepares the graduate to seek a variety of entry-level management positions.

Graduates of the program will be able to:

- Employ the vocabulary, rules, and procedures associated with the business culture.
- Utilize appropriate technologies to address business needs.
- Apply business principles and theories to workplace problems.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world

Concentration	48 Quarter Credit Hours
AC 1011 Principles of Accounting I.....	4
AC 1710 Payroll Management	4
BA 1000 Introduction to Business	4
BA 1300 Small Business Management.....	4
BA 1140 Business Law.....	4
BA 1250 Human Resources	4
BA 2220 Marketing and Advertising	4
BA 2600 Principles of Finance	4
BA 2900 Business Externship	4
EN 1200 Business Communications.....	4
MC 1211 Spreadsheets I.....	4
MC 1700 Professional Presentation Techniques	4
Core Curriculum	48 Quarter Credit Hours
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking*	4
CM 1800 Ethics.....	4
EN 1101 Composition I*	4
EN 1102 Composition II*.....	4
EN 2000 Introduction to Literature*	4
GV 1150 American Constitutional Law	4
MC 1150 Introduction to Microcomputer Applications	4
MC 1311 Word Processing I	4
MT 1770 College Mathematics	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	96

* Indicates a general education course

Associate of Applied Science: MEDICAL ASSISTING

The associate's degree program in Medical Assisting prepares students seeking to work with, and under the direction of, physicians in the office or in other medical settings. To achieve this goal, the Medical Assisting curriculum provides study in clinical and laboratory procedures, anatomy and physiology, medical terminology, and medical office administration. Coursework in general education and business also helps the graduates in growing professionally and in developing the ability to assume leadership roles.

Graduates of the program will be able to:

- Understand the natural science informing the study of an allied health program.
- Perform appropriate skills in clinical and laboratory theory and procedures.
- Demonstrate entry-level competencies for the Medical Assistant as outlined by nationally recognized and accredited medical assisting bodies.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	48 Quarter Credit Hours
EN 1200 Business Communications.....	4
MC 1311 Word Processing I	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 1850 Clinical Procedures I	4
ME 1860 Clinical Procedures II	4
ME 2420 Phlebotomy and Hematology Procedures	4
ME 2430 Urinalysis and Microbiology Procedures	4
ME 2990 Medical Externship.....	4
PH 1301 Pharmacy I.....	4
Core Curriculum	48 Quarter Credit Hours
BA 1250 Human Resources	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
GV 1150 American Constitutional Law	4
MC 1150 Introduction to Microcomputer Applications	4
MT 1770 College Mathematics	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	96

* Indicates a general education course

Diploma: ACCOUNTING

The Accounting program prepares students for entry-level employment in such positions as bookkeeper, payroll assistant, billing assistant, or accounting clerk. The program provides coursework in accounting principles, computerized accounting, and supporting microcomputer applications, as well as business communication.

Core Objectives:

- Apply the fundamental principles of accounting to workplace problems.
- Employ the vocabulary, generally accepted accounting and business applications.
- Operate computerized accounting systems to address accounting and business requirements.
- Prepare, maintain, interpret, and analyze basic financial statements, and apply the relationship of these statements to the accounting equation.
- Demonstrate proficiencies in word processing and electronic spreadsheets.
- Develop skills appropriate to accounting in various business settings.

Course Requirements	Quarter Credit Hours
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II	4
AC 1013 Principles of Accounting III	4
AC 2015 Computerized Accounting Systems	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law.....	4
CF 2900 Career Development.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications	4
MC 1211 Spreadsheets I.....	4
MC 1212 Spreadsheets II	4
MC 1311 Word Processing I	4
Total Quarter Credit Hours Required	48

Diploma: BUSINESS

The Business program provides knowledge and skills needed for entry-level employment in management. The program provides coursework in accounting principles, business principles, business communication, and supporting microcomputer applications.

Core Objectives:

- Apply principles and theories in accounting, business management, business law, and marketing to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession.
- Demonstrate proficiencies in word processing and electronic spreadsheets.
- Apply fundamental computer skills for various business environments.
- Develop skills for appropriate business administration and management in various business settings.

Course Requirements	Quarter Credit Hours
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law.....	4
BA 1300 Small Business Management.....	4
BA 2220 Marketing and Advertising.....	4
CF 2900 Career Development.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I	4
MC 1312 Word Processing II.....	4
Total Quarter Credit Hours Required	48

Diploma: MEDICAL ASSISTANT

The Medical Assistant diploma program provides basic skills necessary to obtain entry-level employment in a clinical and/or administrative medical setting. Clinical training includes phlebotomy, specimen collecting and testing, medications, first aid, CPR, and the use and maintenance of laboratory equipment. Administrative training includes customer service, data entry, records maintenance, and medical insurance. The program prepares graduates for positions under the direct supervision of a physician or medical office manager. In the final quarter, the student is enrolled in an externship which provides an opportunity for the application of skills acquired through the program. Externship sites include clinics, physicians' offices, and other appropriate professional environments.

Core Objectives:

- Apply the entry-level competencies for the medical assistant for RMA and/or CMA certification.
- Demonstrate ability to perform appropriate skills in clinical and laboratory theory and procedures.
- Utilize critical thinking skills in patient-medical assistant relationships with regards to communication, legal concepts, patient instruction, and general office operational functions.
- Comprehend fundamental processing in problem-solving in the medical field.
- Develop skills for required clinical applications and front office duties.

Course Requirements	Quarter Credit Hours
CF 2900 Career Development.....	4
CM 2500 Medical Ethics.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I.....	4
ME 1110 Medical Terminology.....	4
ME 1351 Anatomy & Physiology.....	4
ME 1500 Medical Administrative Practices.....	4
ME 1850 Clinical Procedures I*.....	4
ME 2420 Phlebotomy and Hematology Procedures*.....	4
ME 2430 Urinalysis and Microbiology Procedures*.....	4
ME 2990 Medical Externship.....	4
PH 1301 Pharmacy I.....	4
Total Quarter Credit Hours Required	56

Diploma: MEDICAL OFFICE MANAGEMENT

The diploma program in Medical Office Management is designed to prepare the graduates to be an entry level employee in the insurance coding and billing department of a physician's office, clinic or hospital. The program's graduates will have the coursework in general education and supervisory functions to take on more responsibility in the department with experience, allowing for an expansion of career opportunities within the department or organization.

Core Objectives:

- Apply the entry-level competencies for the medical billing and coding.
- Demonstrate ability to perform appropriate skills in a physician's office, clinic or hospital.
- Utilize critical thinking skills in patient-medical billing relationships with regards to communication, legal concepts, patient instruction, and general office operation functions.
- Comprehend fundamental processing in problem-solving in the medical field.
- Develop skills for required clinical applications and front office duties.

Course Requirements	Quarter Credit Hours
CF 2900 Career Development.....	4
CM 2500 Medical Ethics.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
ME 1110 Medical Terminology.....	4
ME 1210 Advanced Medical Terminology.....	4
ME 1351 Anatomy & Physiology.....	4
ME 1500 Medical Administrative Practices.....	4
ME 1560 Computerized Diagnostic Coding.....	4
ME 1570 Computerized Procedural Coding.....	4
ME 2995 Medical Office Management Externship.....	4
PH 1301 Pharmacy I.....	4
Total Quarter Credit Hours Required	48

Diploma: MEDICAL CODING & 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.

Graduates of the program will be able to:

- Use standard resources for accurately coding human diagnoses and medical procedures for insurance and reimbursement purposes.
- Apply learning to the functional role of an insurance coder and biller in a healthcare setting.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Course Requirements	48 Quarter Credit Hours
CF 1100 Professional Development.....	4
CM 2500 Medical Ethics.....	4
EN 1200 Business Communications	4
MC 1150 Introduction to Microcomputer Applications.....	4
ME 1110 Medical Terminology.....	4
ME 1500 Medical Administrative Practices	4
ME 1540 Medical Insurance Processes.....	4
ME 1560 Computerized Diagnostic Coding	4
ME 1570 Computerized Procedural Coding	4
HC 1000 Introduction to Health Care Services	4
HC 1361 Human Diseases	4
HC 1400 Managing Health Care Information	4
Total quarter credit hours required	48

Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT

The Occupational Therapy Assistant associate's degree program provides the student with the knowledge, skills, practice, and professionalism necessary to obtain an entry-level position as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate for the National Board for Certification in Occupational Therapy (NBCOT) Certification Examination for Occupational Therapy Assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory and clinical experiences, is supplemented with general education to enhance the student's versatility and effectiveness in the occupational therapy profession.**

Concentration	76 Quarter Credit Hours
BI 1361 Anatomy and Physiology	4
CF 1100 Professional Development.....	4
MC 1150 Introduction to Microcomputer Applications	4
ME 1110 Medical Terminology	4
MT 1800 College Algebra.....	4
OT 1010 Introduction to Occupational Therapy.....	4
OT 1115 Therapeutic Media.....	4
OT 1215 Functional Anatomy I.....	4
OT 1315 Functional Anatomy II	4
OT 2110 Intervention in Mental Health	3
OT 2115 Level I Fieldwork	1
OT 2200 Intervention in Pediatrics and Adolescents	4
OT 2350 Intervention in Physical Rehabilitation	4
OT 2360 Intervention in Neurological Rehabilitation	4
OT 2470 Intervention in Geriatrics.....	4
OT 2990A Level II Fieldwork.....	5
OT 2990B Level II Fieldwork.....	5
OT 2991A Level II Fieldwork.....	5
OT 2991B Level II Fieldwork.....	5
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	100

* Indicates a general education course

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

ADDITIONAL COURSE DESCRIPTIONS (page 38):

OT 1010 Introduction to Occupational Therapy (4 quarter credit hours)

This course provides the student with an introduction to the profession of occupational therapy and the role of the occupational therapy assistant. Topics include the history, development, philosophy, scope of practice, and standards of practice of the profession. Occupational therapy within the health care system is explored with emphasis to trends and current practice settings. Principles of ethics, role delineation, and professionalism are discussed. The Practice Framework: Domain & Process, research, clinical reasoning skills, and documentation are introduced.

Prerequisite: Departmental approval

OT 1115 Therapeutic Media (4 quarter credit hours)

This course examines the therapeutic use of purposeful and meaningful occupations in the occupational therapy process. Students will have the opportunity to explore their own occupational history. Human occupation and its application to intervention choice will be addressed based on occupational therapy systems models and frames of reference. Practical applications in determining treatment activities based on these theories for clients through therapeutic groups and individual interventions will be applied. Activity analysis will be studied assisting with the development of therapeutic media. Teamwork and group leadership, media selection throughout the lifespan, and establishment of therapeutic relationships are introduced. Students will learn how to design, select, and complete goal-directed activities for diverse client populations within a group or individual session.

Prerequisite: OT 1010

OT 1215 Functional Anatomy I (4 quarter credit hours)

Functional Anatomy I is designed to study the biomechanics of human motion. The students develop knowledge and understanding of the musculoskeletal system including the skeletal, articular, muscular and nervous systems. Muscle physiology and neurophysiology are presented early in the course in preparation for the laboratory experience. Structure is stressed in the laboratory portion of this course as students apply lecture information by identifying bony structures and muscle location ultimately applying to functional activities.

Prerequisite: OT 1115

OT 1315 Functional Anatomy II (4 quarter credit hours)

The second of the Functional Anatomy classes is designed to provide the student with the foundation necessary for developing specific skills such as manual muscle strength, range of motion, and other to use with individual clients in order to determine current functional levels and develop functional goals. Implications of impaired muscle tone and sensory deficits will be explored. This course examines the study of kinetics and kinematics with an emphasis on the assessment procedures that an occupational therapy assistant must carry out 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.

Prerequisite: OT 1215

OT 2110 Intervention in Mental Health (3 quarter credit hours)

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

Prerequisites: OT 1315

OT 2115 Level I Fieldwork (1 quarter credit hours)

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

Prerequisites: OT 2110

OT 2350 Intervention in Physical Rehabilitation (4 quarter credit hours)

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

Prerequisites: OT 2200

OT 2360 Intervention in Neurological Rehabilitation (4 quarter credit hours)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of neurological disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions in simulated experiences.

Prerequisites: OT 2200

OT 2470 Intervention in Geriatrics (4 quarter credit hours)

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

Prerequisites: OT 2350, OT 2360

OT 2990A Level II Fieldwork (5 quarter credit hours)

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

Prerequisites: Completion of all program coursework except OT 2990B, OT 2991A, OT 2991B

OT 2990B Level II Fieldwork (5 quarter credit hours)

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

Prerequisites: Completion of OT 2990A.

OT 2991A Level II Fieldwork (5 quarter credit hours)

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

Prerequisites: OT 2990A and OT 2990B

OT 2991B Level II Fieldwork (5 quarter credit hours)

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

Prerequisites: OT 2991A

ACCREDITATION AND AFFILIATIONS – PAGE 10

Programmatic Accreditation

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

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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, 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.

CERTIFICATION AND LICENSURE – PAGE 17

Criminal Background

Individuals who have been found guilty of a felony or pleaded guilty to a felony may not be eligible to take professional licensure or certification examinations. Professional licensure and certification examinations may require students to receive a waiver to allow them to sit for an examination. State and professional association rules vary by location and profession. It is the student's responsibility to carefully research the license or certification requirements in the state(s) where the student intends to seek licensure or certification. These eligibility requirements, responsibilities, and possible restrictions apply to all of the program certification and licensure information that follows.

Occupational Therapy Assistant

In order to practice as occupational therapy assistants, graduates must pass the certification examination for the certified occupational therapy assistant. Application for such examination is arranged through the National Board for Certification in Occupational Therapy, Inc. (NBCOT). Graduates may request application materials and the Candidate Handbook from NBCOT or apply online. For further information, graduates should contact NBCOT at:

National Board for Certification in Occupational Therapy, Inc.
800 South Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150
Telephone: 301-990-7979
Fax: 301-869-8492
www.nbcot.org

To practice as an occupational therapy assistant in Iowa a graduate must be certified by the State. Graduates may apply for a temporary permit to work between graduation and successful completion of certification examination. For information

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on application procedures for either a temporary permit or permanent state endorsement, graduates should contact:

Board of Physical & Occupational Therapy Examiners
Bureau of Professional Licensure
Iowa Department of Public Health
Lucas State Office Building
321 E. 12th St.
Des Moines, IA 50319
Phone: (515) 281-4401
www.idph.state.ia.us/licensure/

Illinois Department of Financial and Professional Regulation
Attn: Division of Professional Regulation
P.O. Box 7007
Springfield, Illinois 62791
(217)785-0800
Fax: (217) 782-3414
<http://www.idfpr.com/DPR/APPLY/ot.asp>

Please note that Brown Mackie College – Quad cities does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to Brown Mackie College – Quad Cities.

Repeated Courses - Page 42 should read as follows:

A student must repeat and pass all courses failed or dropped. A course must be successfully completed as the program defines Course Passed within three attempts, or the student is subject to dismissal from the College. For grade point average calculation purposes, when a student repeats a course, the repeat grade will count in the grade point average calculation for the quarter and will replace the original grade in the cumulative grade point average calculation. It is important to note that while students are allowed to repeat a course under certain circumstances, if the repeat grade is lower than the original grade, the repeat grade is still the grade counted in the quarter grade point average calculation and in the cumulative grade point calculation. Repeated courses will be calculated when determining the program's maximum timeframe and the incremental completion rate. If students desire the repeat of the course to be calculated as the replacement of the original grade, then the student must repeat the failed course at the Brown Mackie College location where the course was originally taken.

A student enrolled in the Occupational Therapy Assistant program 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), or Occupational Therapy (OT). An unsuccessful attempt of a course is indicated by a grade of *F*, *W*, or *WF*.

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)

GRADING SYSTEM - Page 43 should read as follows:

In allied health courses that have the following designations BI, HC, ME, MT, OT, and PH the grade of C is the lowest passing grade and the grades of *D+* and *D* are not awarded.

In those courses restricted to the Occupational Therapy Assistant (OT prefix) program the grading system is as follows:

Grading System for Occupational Therapy Program

Grade	Description	Percentage Breakdown	Quality Points per Credit Hour
A	Superior achievement	93 – 100	4.0
B	Commendable achievement	85 – 92	3.0
C	Satisfactory achievement	77 – 84	2.0
F	Unacceptable achievement	Below 77	0.0
I	Incomplete course work		Computed as <i>F</i> in GPA

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

II. Minimum Standards for Academic Progress - Page 48 should read as follows:

i) *Maximum Allowable Timeframe*

To be awarded the designated certificate, diploma or degree, the student must successfully complete all the program requirements within the maximum allowable timeframe, which is 150% of the program length based in credits. The maximum allowable timeframe is calculated, as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

Examples:

- Students in a 24 credit diploma program can attempt 36 credits.
- Students in a 48 credit program can attempt 72 credits.
- Students in a 56 credit program can attempt 84 credits.
- Students in a 96 credit program can attempt 144 credits.
- Students in a 100 credit program can attempt 150 credits.

Notice of Brown Mackie College – Quad Cities 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 – Quad Cities 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 – Quad Cities policies prohibit use of the Brown Mackie College – Brown Mackie College-Quad Cities 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.

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TUITION, FEES, AND REFUND POLICY

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

Tuition and Fees

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

Refund Policy

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

Return of Federal Title IV Aid

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

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

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

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

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

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

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

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

Adjustment of Charges

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

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

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

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

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

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

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

Cancellation of Enrollment

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

President's Scholarship

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.