

Brown Mackie College - Tucson

4585 East Speedway Blvd.
Tucson, AZ 85712

October 2011 Bulletin to 2009 - 2010 Academic Catalog

This Bulletin is an integral part of Brown Mackie College – Tucson’s Academic Catalog.
The information published herein becomes and remains effective July 5, 2011.

ADMINISTRATION

President	Tim Bush, J.D.
Dean of Academic Affairs	Dr. Mike O’Donnell, Ph.D.
Associate Dean	Tony Offret
Sr. Director of Admissions	Stacy Lynn Klein
Director of Career Services	Frank Maish
Director of Student Services	Kris Johnson
Student Accounting Supervisor	Terry Towne
Registrar, Interim	Danielle Fochs
Librarian	Dorothy Hemmo

FULL-TIME FACULTY

J. Diane Anderson, Department Chair Business/Accounting

- MBA, South University/Business Administration
- BSBA, Chaparral College/Business Administration
- ASBA, Chaparral College/Business Administration
- Diploma, Chaparral College, Travel & Airline Careers

Lisa Blue, CST, Surgical Technology

- Certificate, Clover Park Technical College/Surgical Technology
- AAA, Green River Community College/Computer Applications Specialist
- Certificate, Green River Community College/Bookkeeping

Joseph Brown, Criminal Justice

- MA, University at Albany/Criminal Justice
- BA, University at Albany/Criminal Justice
- AAS, Fulton Montgomery Community College/Criminal Justice

Kenneth Bucholtz, General Education

- MA, Concordia University/Curriculum & Instruction
- BS, Concordia University/Education
- University of Arizona/Mathematics

Susan Coon, Department Chair Allied Health

- MA, IIA College / Organizational Leadership
- BA, Southern Illinois University/German
- Diploma, Tucson College/Medical Assistant

Steven Davis, Information Technology

- BS, University of Arizona/Electrical Engineering

David Fruchtman, Criminal Justice

- MFS, National University/Forensic Science
- MSCJ, University of Alabama/Criminal Justice
- BA, University of Arizona/Psychology

Cordelia D. George, General Education

- MPA, Keller Graduate School of Management of DeVry University/Non-profit Management
- BA, University of Alabama/English
- Miles College/English
- Walden University/Public Policy and Admin

Quincey Hobbs, Department Chair Information Technology

- MED, Northern Arizona University/Educational Technology
- BS, Excelsior College/Liberal Arts

Carol Ann Jenkins, General Education

- MA, Northcentral University/General Psychology
- BS, Chaparral College/Accounting, Business Administration
- AS, Chaparral College/Accounting

Annie Kravitz, Department Chair Health and Fitness

- BA, Kendall College/Hospitality Management
- AAS, Kendall College/Culinary Arts

Rhiannon Ledinsky, CST, Surgical Technology

- AOS, The Bryman School of Arizona/Surgical Technology
- AA, Central Arizona College/General Studies

Colleen McIlroy, General Education

- MA, University of Phoenix/Elementary Education
- BA, California State University Northridge/English

Laurie Mering, OTR/L, MPH, OTA Program Director

- MPH, University of Minnesota/Public Health
- BS, University of Wisconsin/OT, Psychology

Ric Nielson, Graphic Design Department Chair

- BFA, University of Arizona/Graphic Design, Photography

Anthony Offret, Associate Dean & Interim Department Chair General Education

- MLS, University of Oklahoma/Liberal Studies
- BA, University of Arizona/Government

McGee Phillips, MS, OTR/L

- MS, University of Indianapolis/Occupational Therapy
- BA, University of Arizona/Psychology

Scott Percy, Biomedical Equipment Technology Department Chair

- MS, University of Rochester/Geology
- BS, Baldwin-Wallace College/Geology

Yvonna Roepcke, General Education

- PhD, University of Arizona/Second Language, Acquisition & Teaching
- MA, University of Arizona/ESL
- MA, Washington State University/Education
- BA, Washington State University/Education

C. Todd Schicker, JD, Paralegal/Legal Studies

- JD, Michigan State University/Law
- BA, University of Nebraska at Omaha/Biology
- AA, Franciscan University of Steubenville/General Studies

Leann Williams, CST/CSFA, Department Chair Surgical Technology

- Diploma, The Bryman School of Arizona/Surgical Technologist
- Certification, National Institute of First Assisting/First Assisting/Wound Closure
- Certification, Certified Surgical First Assistant, NBSTSA

Russell Zarkou, Paralegal and Legal Studies/Criminal Justice Department Chair

- JD, University of Arizona/Law
- MS, Arizona State University/Criminal Justice
- BA, Arizona State University/French

Tuition and Fees (Current)

General Tuition Rate	\$315 per quarter credit hour General Fee \$15
Health and Fitness Training Tuition Rate	\$315 per quarter credit hour General Fee \$25
Occupational Therapy Assistant Tuition Rate	\$350 per quarter credit hour General Fee \$15
Practical Nursing Tuition Rate	\$361 per quarter credit hour General Fee \$25
Surgical Technology Tuition Rate	\$330 per quarter credit hour General Fee \$15

Tuition and Fees (Effective October 3, 2011)

General Tuition Rate	\$324 per quarter credit hour General Fee \$15
Health and Fitness Training Tuition Rate	\$324 per quarter credit hour General Fee \$25
Occupational Therapy Assistant Tuition Rate	\$361 per quarter credit hour General Fee \$15
Practical Nursing Tuition Rate	\$361 per quarter credit hour General Fee \$25
Surgical Technology Tuition Rate	\$340 per quarter credit hour General Fee \$15

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

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

CORRECTIONS, OMISSIONS, ADDITIONS

NOTE: Students enrolled in previous program versions offered by Chaparral College can find the curriculum and course descriptions located in copies of the 2006-2007 Chaparral College Academic Catalog which is archived in the college library.

At Page 9, under “Ownership” please replace the first paragraph with the following: Brown Mackie College — Tucson is a branch campus of The Art Institute of Phoenix, located in Phoenix, AZ. The Institute of Post Secondary Education, Inc., located in Phoenix, AZ, is registered to do business as The Art Institute of Phoenix and through four intermediary companies is a subsidiary of Education Management Corporation. Education Management Corporation is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.

At Page 9, under “Ownership” please make the following correction to the school address: “Boulevard” should be changed to “Boulevard.” After the address please add: Brown Mackie College – Tucson operates a learning site located at 5099 East Grant Road, Tucson, Arizona, 85712.

At Page 9, under “Ownership” please delete the following branches: Brown Mackie College – Greenville, Brown Mackie College- N. Canton, Brown Mackie College Phoenix, Brown Mackie College – Albuquerque, Brown Mackie College – New Mexico and Brown Mackie College – St. Louis.

At Page 10, under “State Licensure” add the web address: www.azppse.state.az.us

At Page 10, under “Programmatic Accreditation” replace the first paragraph about The Occupational Therapy Assistant Program with the following:

The Occupational Therapy Assistant program is accredited 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 301-652-2682.

At Page 10, under “Residency Requirement” replace the paragraph with the following:

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 location, whichever is the greater benefit to the student.

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

Brown Mackie College – Tucson 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.

At Page 12, under “Block Transfer Policy”, add the following as the second paragraph:
 Any earned associate’s degree (as described above) in the accounting field may qualify for block transfer into the Bachelor of Science in Accounting degree program.

At page 12, under “Block Transfer Policy”, add the following before the final paragraph:
 Any earned associate’s degree (as described above) in the information technology field may qualify for block transfer into the Bachelor of Science in Information Technology degree program.

REPLACE PAGE 15 WITH THE FOLLOWING REVISED 2011 AND 2012 ACADEMIC CALENDARS

ACADEMIC CALENDAR: 2011

Winter Quarterly Recess – December 24, 2010 – December 31, 2010

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year’s Holiday	Monday	January 3
	Classes Begin	Tuesday	January 4
	Martin Luther King, Jr. Day Recess	Monday	January 17
	Final Examinations		Week of January 23
	Classes End	Saturday	January 29
February	New Student Orientation		Week of January 23
	Classes Begin	Monday	January 31
	President’s Day Observed	Friday	February 18
	Final Examinations		Week of January 23
	Classes End	Saturday	February 26
March	New Student Orientation		Week of February 20
	Classes Begin	Monday	February 28
	Final Examinations		Week of February 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 25
	Classes End	Saturday	September 24

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

FALL QUARTER

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

Winter Quarterly Recess – December 26, 2011 – December 30, 2011

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

ACADEMIC CALENDAR: 2012

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

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 2
	Classes Begin	Tuesday	January 3
	Martin Luther King, Jr. Day Recess	Monday	January 16
	Final Examinations		Week of January 22
	Classes End	Saturday	January 28
February	New Student Orientation		Week of January 22
	Classes Begin	Monday	January 30
	President's Day Recess	Friday	February 17
	Final Examinations		Week of February 19
	Classes End	Saturday	February 25
March	New Student Orientation		Week of February 19
	Classes Begin	Monday	February 27
	Final Examinations		Week of March 19
	Classes End	Saturday	March 24

Spring Quarterly Recess - March 26, 2012 – March 30, 2012

SPRING QUARTER

April	New Student Orientation		Week of March 25
	Classes Begin	Monday	April 2
	Good Friday Recess	Friday	April 6
	Final Examinations		Week of April 22
	Classes End	Saturday	April 28
May	New Student Orientation		Week of April 22
	Classes Begin	Monday	April 30
	Final Examinations		Week of May 20
	Classes End	Saturday	May 26
June	New Student Orientation		Week of May 20
	Memorial Day Recess	Monday	May 28
	Classes Begin	Tuesday	May 29
	Final Examinations		Week of June 17
	Classes End	Saturday	June 23

Summer Quarterly Recess – June 25, 2012– June 29, 2012

SUMMER QUARTER

July	New Student Orientation		Week of June 24
	Classes Begin	Monday	July 2
	Fourth of July Recess	Wednesday	July 4
	Final Examinations		Week of July 22
	Classes End	Saturday	July 28
August	New Student Orientation		Week of July 22
	Classes Begin	Monday	July 30
	Final Examinations		Week of August 19
	Classes End	Saturday	August 25
September	New Student Orientation		Week of August 19
	Classes Begin	Monday	August 27
	Labor Day Recess	Monday	September 3
	Final Examinations		Week of September 16
	Classes End	Saturday	September 22

Fall Quarterly Recess – September 24, 2012 – September 28, 2012

FALL QUARTER

October	New Student Orientation		Week of September 23
	Classes Begin	Monday	October 1
	Final Examinations		Week of October 21
	Classes End	Saturday	October 27
November	New Student Orientation		Week of October 21
	Classes Begin	Monday	October 29
	Final Examinations		Week of November 18
	Classes End	Wednesday	November 21
December	New Student Orientation		Week of November 18
	Classes Begin	Monday	November 26
	Final Examinations		Week of December 16
	Classes End	Saturday	December 22

Winter Quarterly Recess – December 24, 2012 – January 4, 2013

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

At Page 19, under “The Bachelor of Science Degree is awarded in:” after Healthcare Management add: Information Technology.

At Page 19, under The Associate of “Applied Science is awarded in” add: Health & Fitness Training after Early Childhood Education.

At Page 19, after Occupational Therapy Assistant, add the following: A Diploma is awarded in Fitness Trainer.

On Page 35, in the catalog display for the Associate of Science: Information Technology, make the following changes:

Change IT 1400 Human-Computer Interaction to IT 1400 Ergonomics and End-User Support

On Page 41, in the catalog display for the Associate of Applied Science: Occupational Therapy Assistant, make the following changes:

Change OT 2110 Intervention in Mental Health to OT 2465 Intervention in Mental Health

On Page 41, in the catalog display for the Associate of Applied Science: Occupational Therapy Assistant, make the following changes:

Change OT 1600 Fieldwork I to OT 2115 Fieldwork I

On Page 41, in the catalog display for the Associate of Applied Science: Occupational Therapy Assistant, make the following changes:

Change OT 1510 Intervention in Pediatrics and Adolescents to OT 2200 Intervention in Pediatrics and Adolescents

On Page 41, in the catalog display for the Associate of Applied Science: Occupational Therapy Assistant, make the following changes:

Change OT 1560 Intervention in Physical Rehabilitation to OT 2350 Intervention in Physical Rehabilitation

On Page 41, in the catalog display for the Associate of Applied Science: Occupational Therapy Assistant, make the following changes:

Change OT 2150 Intervention in Neurological Rehabilitation to OT 2360 Intervention in Neurological Rehabilitation

On Page 41, in the catalog display for the Associate of Applied Science: Occupational Therapy Assistant, make the following changes:

Change MT 1770 College Mathematics to MT 1800 College Algebra

On Page 41, in the catalog display for the Associate of Applied Science: Occupational Therapy Assistant, make the following changes:

Change OT 2990 Fieldwork II-A 10 quarter credit hours to OT2990 Fieldwork II-A 5 quarter credit hours and OT2990 Fieldwork II-B 5 quarter credit hours.

On Page 41, in the catalog display for the Associate of Applied Science: Occupational Therapy Assistant, make the following changes:

Change OT 2991 Fieldwork II-B 10 quarter credit hours to OT2991 Fieldwork II-A 5 quarter credit hours and OT2991 Fieldwork II-B 5 quarter credit hours.

At Page 73, after the section entitled “Definition of a Quarter Credit Hour” add the following:

COURSE DELIVERY

Brown Mackie College – Tucson 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-ground 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>

At Page 74, under the “Grading System for Occupational Therapy Assistant Program” add the following sentence:

In the Occupational Therapy Assistant fieldwork courses of OT2990 – Fieldwork II A&B and OT2991 – Fieldwork II A&B, the grade of P, “Progress” or NP “No Progress” is awarded. These course credits do not count in the cumulative grade point average (CGPA); however, they do count in determining the program’s maximum timeframe and the incremental completion rate.

At Page 85, under “Student Right-to-Know Statement” please replace the existing paragraph with the following: Information on graduation/completion rates for first time, full time students is available through the Admissions Office. These rates are calculated according to guidelines in the Student Right-to-Know Act of 1990. According to regulations published by the Department of Education the retention rates of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. You may obtain this information in the Admissions Office. According to regulations published by the Department of Education, student body diversity, including the percentage of enrolled, full-time students I available through the Admissions Office.

Continued on following page:

Insert the following catalog display after Page 23:

Bachelor of Science: *Information Technology*

The Bachelor of Science in Information Technology degree program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key networking and system problem resolution competencies. The program is designed to prepare graduates to enter a variety of fields within the information technology arena or add to an existing set of skills.

Graduates of the program will be able to:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles and procedures, and technology associated with the information technology profession.
- Analyze technology, networks and systems to address business needs in an effective and timely manner.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	92 Quarter Credit Hours
CIT 1250 Visual Basic	4
CIT 1800 Network Security and Firewalls.....	4
CIT 2800 Wireless Networking.....	4
CIT 3000 Application of Management Information Systems	4
CIT 3213 Windows Professional	4
CIT 3223 Windows Server.....	4
CIT 3233 Directory Services Infrastructure	4
CIT 3243 Network Infrastructure Implementation and Administration.....	4
CIT 3253 Network Infrastructure Design and Security Design	4
CIT 3263 Exchange Server	4
CIT 4000 System Threat Analysis	4
CIT 4100 Wireless Network Security	4
CIT 4200 Current Legal Issues in Information Technology	4
CIT 4900 Information Technology Externship	4
ET 2201 Computer Repair: Systems and Software	4
ET 2202 Computer Repair: Hardware Applications.....	4
IT 1100 Fundamentals of Information Technology.....	4
IT 1150 Fundamentals of Logic and Problem Solving.....	4
IT 1200 Fundamentals of Web-based Systems.....	4
IT 1300 Networking Fundamentals	4
IT 1400 Ergonomics and End-User Support.....	4
IT 2000 Fundamentals of Task Analysis and Project Management.....	4
MG 2000 Principles of Management	4

Core Curriculum**88 Quarter Credit Hours**

BA 1000	Introduction to Business	4
BI 1850	Environmental Science*	4
CF 1100	Professional Development	4
CM 1800	Ethics*	4
EN 1101	Composition I*	4
EN 1102	Composition II*	4
EN 1200	Business Communications	4
EN 3000	World Literature*	4
EN 2000	Introduction to Literature*	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages*	4
HM 3100	History of Art Through the Modern Times*	4
MC 1150	Introduction to Microcomputer Applications	4
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
MC 1700	Professional Presentation Techniques	4
MT 1800	College Algebra*	4
MT 3000	Statistics*	4
PH 2000	Introduction to Philosophy*	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4

Total quarter credit hours required**180**

* Indicates a general education course

Insert the following catalog display after Page 40:

Associate of Science: GRAPHIC DESIGN

The associate’s degree program in Graphic Design provides students with conceptual thinking skills, fundamental knowledge about art and design, and proficiency in using industry-related technology and equipment. The program is designed to support students in their development of intellectual skills necessary to generate and produce ideas, create design, solve design problems, and manage and lead creative teams. Graduates will be prepared to seek entry-level design positions where they will produce printed materials, signage, exhibits, video graphics, digital design, and illustration in advertising agencies, design firms, corporate creative departments, television stations, and publishing houses.

Upon successful completion of the program, graduates will be able to:

- Use the technology, equipment and materials commonly encountered in the graphic design studio.
- As a part of a team of creative artists, produce finished designs and publications.
- Apply designs to technology-based delivery systems.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Concentration	48 Quarter Credit Hours
GD 1100 Typography	4
GD 1200 Digital Image Manipulation	4
GD 1300 Electronic Design.....	4
GD 1400 Digital Illustration.....	4
GD 1500 Web Design.....	4
GD 2100 Production Procedures	4
GD 2200 Advanced Digital Image Manipulation.....	4
GD 2300 Advanced Electronic Design.....	4
GD 2400 Advanced Digital Illustration.....	4
GD 2500 Advanced Web Design.....	4
GD 2600 Concept Development.....	4
GD 2900 Externship for Graphic Design	4
Core Curriculum	48 Quarter Credit Hours
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking*	4
DF 1000 Drawing.....	4
DF 1300 Fundamentals of Design.....	4
EN 1101 Composition I*.....	4
EN 1102 Composition II*	4
EN 1200 Business Communications	4
EN 2000 Introduction to Literature*	4
MC 1150 Introduction to Microcomputer Applications.....	4
MT 1800 College Algebra	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	96

* Indicates a general education course.

Associate of Applied Science: HEALTH AND FITNESS TRAINING

This associate degree program is designed to provide students with skills and knowledge to gain an entry-level position in the health, fitness, and wellness or the recreation industry. Graduates will be able to assess health and fitness levels, design, implement, and promote safe effective exercise programs for various populations, screen clients for contraindications to exercise and sit for national certification exams.**

Concentration			48 Quarter Credit Hours
BA 1300	Small Business Management		4
FEX 1100	Introduction to Health and Fitness		4
FEX 2250	Exercise Psychology		4
FEX 2350	Exercise Physiology		4
FEX 2500	Fitness Assessment and Exercise Prescription for Health		4
FEX2600	Fitness Assessment and Exercise Prescription for Sports		4
FEX2900	Health and Fitness Training Externship		4
HC 1361	Human Diseases		4
HSC1310	Kinesiology		4
ME 1351	Anatomy and Physiology I		4
ME 1352	Anatomy and Physiology II		4
NUT1600	Nutrition		4
Core Curriculum			48 Quarter Credit Hours
BI 1850	Environmental Science		4
CF 1100	Professional Development		4
CM 1200	Effective Public Speaking*		4
EN 1101	Composition I*		4
EN 1102	Composition II*		4
EN 1200	Business Communications		4
EN 2000	Introduction to Literature*		4
MC 1150	Introduction to Microcomputer Applications.....		4
ME 1110	Medical Terminology		4
MT 1800	College Algebra*		4
PS 1200	Principles of Psychology*		4
SO 1200	Principles of Sociology*		4
Total Quarter Credit Hours Required			96

* Indicates a general education course.

** Brown Mackie College – Tucson 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 – Tucson.

Diploma: FITNESS TRAINER

This diploma program is designed to provide students with skills to gain an entry-level position in the fitness and recreation industries. Graduates will be able to assess fitness levels, design, implement, and promote safe and effective exercise programs for various populations, screen clients for contraindications to exercise, and sit for national certification exams.*

Course Requirements	Quarter Credit Hours
BA 1300 Small Business Management	4
CF 1100 Professional Development	4
FEX 1100 Introduction to Health and Fitness	4
FEX 2250 Exercise Psychology	4
FEX 2350 Exercise Physiology	4
FEX 2500 Fitness Assessment and Exercise Prescription for Health	4
FEX2600 Fitness Assessment and Exercise Prescription for Sports	4
FEX2900 Health and Fitness Training Externship	4
HSC1310 Kinesiology	4
ME 1351 Anatomy and Physiology I	4
ME 1352 Anatomy and Physiology II	4
NUT1600 Nutrition.....	4
Total Quarter Credit Hours Required	48

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At Page 45, after BI 1361, add the following course description:

BI 1850 Environmental Science (4 quarter credit hours)

This course is an introduction to the study of the physical environment and some of the major related issues and problems. Areas of concern include nature of the environment, climatic factors, natural resources, solid and hazardous waste, pollution, global environmental hazards, and energy production. These topics are studied in relation to population, land use, environmental ethics, decision-making, and environmental management.

Prerequisite: None

At Page 45, after CF2990, add the following course descriptions:

CIT 1250 Visual Basic (4 quarter credit hours)

An introductory Visual Basic programming language course using fundamental concepts and practices of event-driven programming. Topics include: terminology, programming language concepts, form design, functions, and looping structures, sub-procedures, building an application, debugging, variables and statements.

Prerequisite: IT1150

CIT 1800 Network Security and Firewalls (4 quarter credit hours)

This course focuses on identifying security risks and security planning with emphasis on designing Windows security solutions. The course also covers securing network resources, services, communications, remote access users, and designing a secure access to the Internet.

Prerequisite: None

CIT 2800 Wireless Networking (4 quarter credit hours)

This course covers the design, deployment, management and troubleshooting of wireless local-area networks (WLANs). Starting with an overview of the technology and architecture of WLANs, it provides practical design guidance and deployment recommendations.

Prerequisite: IT 1300

CIT 3000 Application of Management Information Systems (4 quarter credit hours)

A practical introduction to critical issues within organizational and management theory from an information systems perspective. This course provides an introduction to the business applications of information systems. It emphasizes how business objectives shape the application of new information systems and technologies and demonstrates the relevance of information systems. Social/ethical issues within information systems are examined, and an overall organizational outlook upon how information systems are defined in the business world are investigated.

Prerequisites: BA1000, MC1150

CIT 3213 Windows Professional (4 quarter credit hours)

This course is designed to give the student the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Professional, with emphasis upon installing, configuring, and administering Microsoft Windows.

Prerequisite: None

CIT 3223 Windows Server (4 quarter credit hours)

Instruction and practice of how to manage and maintain a Microsoft Windows Server environment, with emphasis upon managing and maintaining a Microsoft Windows Server.

Prerequisite: CIT3213

CIT 3233 Directory Services Infrastructure (4 quarter credit hours)

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

Prerequisite: CIT3223

CIT 3243 Network Infrastructure Implementation and Administration (4 quarter credit hours)

Instruction and practice in implementing and administering a Microsoft Windows Server Network Infrastructure, with emphasis upon implementing, managing, and maintaining a Microsoft Windows Server Network Infrastructure.

Prerequisite: CIT3223

CIT 3253 Network Infrastructure Design and Security Design (4 quarter credit hours)

Instruction and practice on how to plan, maintain, gather, secure, and analyze business requirements for a secure Microsoft Windows Server Network Infrastructure, with emphasis upon planning and maintaining a Microsoft Windows Server Network Infrastructure.

Prerequisites: CIT3233, CIT3243

CIT 3263 Exchange Server (4 quarter credit hours)

Instruction and practice on how to implement, manage, and troubleshoot a Microsoft Exchange Server organization, with emphasis upon implementing and managing a Microsoft Exchange Server.

Prerequisites: CIT3233, CIT3243

CIT 4000 Systems Threat Analysis (4 quarter credit hours)

This course applies critical thinking skills to both ensure a technology infrastructure is protected from outside threats and unauthorized usage, and to respond to a penetration in those protective systems when so attacked. Students will apply firewall design and security applications in the installation and monitoring of a network. Students will identify various security threats that exist, and respond to security breaches, vulnerabilities, and countermeasures with appropriate tools.

Prerequisite: CIT 3253

CIT 4100 Wireless Network Security (4 quarter credit hours)

This course covers the basics of Wireless Security including Wireless LAN Vulnerabilities, Passive Wireless Discovery, Active Wireless Attacks and WLAN Security Models Security in Wireless Devices. The students will learn how to monitor the Wireless Network, how to create a Wireless Security Policy and test the Wireless Network.

Prerequisite: CIT 2800

CIT 4200 Current Legal Issues in Information Technology (4 quarter credit hours)

Students will study and explore the impact of legal issues as they pertain to Information Technology. They will also examine social and ethical issues in the Information Technology workplace. Concepts and topics include: current legislation, intellectual property, global IT commerce, privacy laws, security policies, and ethical conduct as it is applied in the Information Technology industry.

Prerequisites: BA1000 and CM1800

CIT 4900 Information Technology Externship (4 quarter credit hours)

The Bachelor of Science in Information Technology program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key networking and system problem resolution competencies are prepared to attain skill in business IT infrastructure, design and development. In this course, the graduates are prepared to enter a variety of fields within the information technology arena or add to an existing set of skills. Prerequisite: Completion of all other course requirements or permission of the program director

At Page 50, in the course description for CS2440 remove the year 2003.

At Page 51, after DB 1100, add the following course descriptions:

DF 1000 Drawing (4 quarter credit hours)

This is a fundamental drawing course in which students will explore various art and media, use a variety of drawing tools, draw 3-D objects in one- and two-point perspective, and generate drawings that demonstrate current proportions.

Prerequisites: None

DF 1300 Fundamentals of Design (4 quarter credit hours)

This course will explore the basic principles of design and introduce the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication.

Prerequisites: None

At Page 55, after ET 2950, add the following course descriptions:

FEX 1100 Introduction to Health and Fitness (4 quarter credit hours)

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

Prerequisites: None

FEX 2250 Exercise Psychology (4 quarter credit hours)

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

Prerequisites: None

FEX 2350 Exercise Physiology (4 quarter credit hours)

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

Prerequisites: NUT1600 and HSC 1310

FEX 2500 Fitness Assessment and Exercise Prescription for Health (4 quarter credit hours)

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

Prerequisites: FEX2350

FEX 2600 Fitness Assessment and Exercise Prescription for Sports (4 quarter credit hours)

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

Prerequisites: FEX2500

FEX 2900 Health and Fitness Training Externship (4 quarter credit hours)

The Fitness Technologist externship provides an opportunity for the student to apply the knowledge gained in the classroom and labs to situations as they occur in a professional setting. The student will

observe fitness and health programs in fitness clubs, wellness centers, public and private recreation facilities, hospitals and corporate fitness health programs and social networks settings.

Prerequisites: Completion of all other course requirements or permission

At Page 55, after FN 3000, add the following course descriptions:

GD 1100 Typography (4 quarter credit hours)

This course is an introduction to the history of the evolution and application of typography for the perception of meaning, intention, and personality of the written word.

Prerequisites: None

GD 1200 Digital Image Manipulation (4 quarter credit hours)

This course is designed to explore photo retouching, image manipulation, and the creation of original artwork using computers and appropriate software. Compositing, color adjustment, and effects through the use of filters will be stressed.

Prerequisite: MC 1150

GD 1300 Electronic Design (4 quarter credit hours)

This course will introduce various means of indicating, placing, and manipulating visual elements in page design, while systematically developing strong and creative layout solutions by means of cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, display, and type will be developed using page composition software.

Prerequisites: MC 1150, DF 1300

GD 1400 Digital Illustration (4 quarter credit hours)

Students will produce basic computer-generated compositions as related to the advertising, design, and illustration artist.

Prerequisite: MC 1150, DF 1000

GD 1500 Web Design (4 quarter credit hours)

This course will explore the basic principles of design as they are applied to the creation content for the World Wide Web. Individual elements such as; the creation of graphics for the web, the creating of hyperlinks, the structure and layout of web sites and the creation of individual web pages will be explored both individually and as a larger part of the creation of an entire web site.

Prerequisites: GD 1300

GD 2100 Production Procedures (4 quarter credit hours)

A study of the history of printing processes, pre-press, post-press, and paper. The student will be expected to achieve an understanding of the various processes by preparing designs for reproduction relative to each week's subject. The designs will stress attention to detail and neatness of execution while adhering to principles associated with the printing industry.

Prerequisite: GD 1400

GD 2200 Advanced Digital Image Manipulation (4 quarter credit hours)

This course is designed to further enhance the skills acquired in previous image manipulation and technology-based classes. Emphasis will be placed on advance applications and the identification of the best solution for an assigned task. Integration of programs to achieve a required product will also be emphasized.

Prerequisites: GD 1200

GD 2300 Advanced Electronic Design (4 quarter credit hours)

This course will explore advanced means of indicating, placing, and manipulating visual elements in page design, while systematically developing strong and creative layout solutions by means of cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, display, and type into page composition and evaluate their aesthetics and visual impact is emphasized.

Prerequisites: GD 1300

GD 2400 Advanced Digital Illustration (4 quarter credit hours)

Students will produce advanced computer-generated compositions as related to the advertising, design, and illustration artist.
Prerequisite: GD 1400

GD 2500 Advanced Web Design (4 quarter credit hours)

This course will explore advanced principles of design as they are applied to the creation content for the World Wide Web. Individual elements such as; the creation of graphics for the web, the creation of animated graphic, the creation of multimedia elements for inclusion in websites will be explored as well as how to how such elements will be combined to create a finished multimedia web site.

Prerequisites: GD 1500

GD 2600 Concept Development (4 quarter credit hours)

This course will emphasize the conceptualization processes of art and design in solving given problems. The student will use creative problem-solving and research techniques, specifically problem identification, analysis, brainstorming, and idea refinement. Portfolio-quality projects will be produced throughout the course of the term.

Prerequisites: GD 2300

GD 2900 Externship for Graphic Design (4 quarter credit hours)

Students are assigned to work in suitable businesses that will enhance skills learned during their course of study. The students do not replace employees, but through mentorship, gain valuable hands-on experience applying the knowledge and skills they have learned. The students receive no compensation while working at the extern site.

Prerequisites: Completion of all other coursework or departmental approval.

At Page 57, after HM 3100, add the following course description:

HSC 1310 Kinesiology (4 quarter credit hours)

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

Prerequisite: ME1352

At Page 62, make the following change: Add ME1110 as a prerequisite to ME1351.

At Page 61, make the following changes: Remove ME1850 from the prerequisites for MD 1010.

At Page 63, make the following changes: Remove ME1110 from the prerequisites for ME1850 and also from ME2430.

At Page 65, after MT 3000, add the following course description:

NUT 1600 Nutrition (4 quarter credit hours)

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

Prerequisites: None

At Page 80, replace Item #5 in Sections “d)”, “e)”, and “f)” in Academic Dismissal from degreed programs with the following sentence: “ICR below 66.67% of the cumulative attempted course credits at the end of 18 months and every six months thereafter.”

At Page 99 under the information for Arizona State Board for Private Postsecondary Education, add the web address: www.azppse.state.az.us

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)

Notice of Brown Mackie College – Tucson 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 – Tucson’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. Brown Mackie College – Tucson’s policies prohibit use of the Brown Mackie College – Tucson 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.

REPLACE PAGE 102 AND 103 WITH THE FOLLOWING REVISED TUITION, FEES, AND REFUND POLICY

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.

**At Page 106, under "President's Scholarship" replace the second sentence with:
No more than three scholarships are awarded per high school.**

End of Bulletin to 2009-2010 College Catalog