

**Brown Mackie College-Cincinnati**  
1011 Glendale-Milford Road  
Cincinnati, Ohio 45215

**Bulletin to 2009 - 2010 Academic**

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

**ADMINISTRATION**

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President .....	Kenneth Richards
Campus Director.....	Michael Heck
Director of Human Resources .....	Traci Wolff
Dean of Academic Affairs .....	Tara Dailey
Sr. Director of Admissions .....	Carmichael James
Director of Student Services.....	Peggy Johnson
Director of Career Services .....	Anita Scott Jones
Associate Dean of Academic Affairs .....	Richard Jines
Director of Admissions.....	Tony La Porte
Director of Admissions.....	Darian Brown
Director of Academic Advising.....	Jerry Fairall
Practical Nursing Administrator .....	Jennifer Denker
Student Accounting Supervisor .....	Tikisha Derkson
Registrar .....	Courtney Tenbosch
Librarian .....	Melanie Moon

**FULL-TIME FACULTY**

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Anthony Avenido. Department Chair, Allied Health  
Doctor of Medicine, Our Lady of Fatima University,  
Valenzuela City, Philippines  
BS, University of Louisville

Candace Bates. Department Chair, Business  
MBA, University of St. Francis  
BS, University of St. Francis  
AAS, MacCormac College

Michael Batterson. Department Chair, Surgical  
Technology  
AAS, Sinclair Community College, Dayton, OH

M. Diane Bellamy. General Education  
MEd, Wright State University  
BS, University of Cincinnati

Jennifer Brenton. Veterinary Technology  
BS, Murray State University

Carla Cocco. Nursing  
BSN, University of Pittsburgh

Michelle Cohen-Fesman. Nursing  
MSN, South University  
BSN, Herbert H. Lehman College of the City University  
of New York

Anisha Daniels. General Education  
MA, Management, Antioch University-McGregor  
BSC, Ohio University

Prince Ellis. Department Chair, Computer Technology  
MS, Northern Kentucky University  
BS, Northern Kentucky University

Anita Gillespie. Nursing  
BSN, North Carolina A. and T. State University

Walter L. Hawkins. Business Technology  
MBA, Xavier University  
BS, North Carolina A. and T. State University

John Holbrook. Department Chair, Early Childhood  
Education  
MEd, Xavier University  
BA, Northern Kentucky University

Tanya Ker. Nursing  
BSN, Capital University

Nancy M. Killeen. Department Chair, Veterinary  
Technology  
BS, College of Mount St. Joseph  
AAS, University of Cincinnati

Jenelle M. Kunz. General Education  
BS, University of Cincinnati

Dr. Jeffrey Leptak-Moreau. General Education  
PhD, Ohio State University  
MA, Northeast Missouri State University  
BSEd, Ohio State University

LaVinda McAuliffe. Nursing  
BSN, Indiana Wesleyan University  
AAS, Good Samaritan College of Nursing and Health  
Sciences

Brandon Montoya. General Education  
MS, Saint Joseph College  
BS, Lincoln University

Erica Okere. Business Technology  
MBA, University of Phoenix  
BS, Wilberforce University

Carol Ortwein. Surgical Technology  
AAS, Surgical Technology

Sanjay Paul. General Education  
MA, Golden Gate University  
BA, Indiana University

Patti Ramsey. Allied Health  
BS, University of Phoenix  
AAS, Northern Kentucky University

Loretto Reddington. Allied Health  
BA, History, Xavier University  
Certificate, Cincinnati State Technical & Community  
College

John Ruebusch. General Education  
M Ed, Xavier University  
BA, Xavier University

Daniel E. Schaefer, Department Chair, General Education  
MEd, University of Cincinnati  
BA, Union Institute and University

Alisha Singleton. Veterinary Technology  
BA, Zoology, Miami University  
AAS, University of Cincinnati

Jonathan Smith. General Education  
MA, Adult Education and Training, University of  
Phoenix  
BGS, Indiana University

Patricia I. Sunderhaus. Nursing  
MSN, Ball State University  
BSN, College of Mount St. Joseph  
AAS, Cincinnati State Technical & Community College

Manuel Susarret. Early Childhood Education  
M.Ed., Xavier University  
BA, College of New Rochelle

Sarah Taulbee, Associate Nursing Administrator  
MS, Ball State University  
BSN, Kettering College of Medical Arts  
AS, Kettering College of Medical Arts

Dr. Erin Tepe. Veterinary Technology  
DVM, Auburn University  
Pre-DVM, Morehead University

David Wells, Criminal Justice  
MS, Xavier University  
BA, Northern Kentucky University  
AAS, Northern Kentucky University

Arthur Wilson. Nursing  
BSN, University of Cincinnati

Doug Yeager. Department Chair, Audio Video  
Production  
BA, Northern Kentucky University  
AAB, Southern Ohio College

Shannon Zoz. Department Chair, Legal Studies  
BA, University of Nevada Las Vegas  
JD, Ohio Northern University

## **Tuition and Fees**

Tuition.....\$285.00 per credit hour. Applies to cost of instruction  
General Fee.....\$ 15.00 per credit hour. Applies to costs of institutional activities and services

### Practical Nursing Program

Nursing Tuition.....\$350.00 per credit hour. Applies to cost of instruction  
General Fee.....\$ 25.00 per credit hour. Applies to costs of institutional activities and services

### Surgical Technology Program:

Tuition..... \$330.00 per credit hour. Applies to cost of instruction  
General Fee.....\$ 15.00 per credit hour. Applies to costs of institutional activities and services

### Computer Networking:

The College has separate tuition and technology fees for the following courses:

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

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

Technology Fee..... \$25.00 per credit hour. Applies to all services listed under general fee plus equipment and software.

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

## **Tuition increase effective October 3<sup>rd</sup> 2011**

Tuition.....\$294.00 per credit hour. Applies to cost of instruction  
General Fee.....\$ 15.00 per credit hour. Applies to costs of institutional activities and services

### Practical Nursing Program

Nursing Tuition.....\$361.00 per credit hour. Applies to cost of instruction  
General Fee.....\$ 25.00 per credit hour. Applies to costs of institutional activities and services

### Surgical Technology Program:

Tuition..... \$340.00 per credit hour. Applies to cost of instruction  
General Fee.....\$ 15.00 per credit hour. Applies to costs of institutional activities and services

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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.**

## **Practical Nursing Clinical Makeup Fee**

6 hours missed = \$120.00

12 hours missed = \$240.00

# ACADEMIC CALENDAR: 2011

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## 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**

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**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
February	Classes End	Saturday	January 28
	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
March	Classes End	Saturday	February 25
	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
September	Classes End	Saturday	August 25
	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.*

# ***CORRECTIONS, OMISSIONS, AND ADDITIONS***

## **Page 10, Ownership**

Brown Mackie College — Cincinnati 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.

## **Page 11, Programmatic Accreditation**

The Brown Mackie College —Cincinnati's Veterinary Technology program has provisional programmatic accreditation granted by the American Veterinary Medical Association (AVMA) through the Committee on Veterinary Technician Education and Activities (CVTEA)

Committee on Veterinary Technician Education and Activities (CVTEA)  
1931 N. Meacham Rd., Suite 100  
Schaumburg, IL 60173  
800-248-2862  
www.avma.org

## **Page 14, Residency Requirements**

### **Residency Requirement**

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

The residency requirement for a non-degree (diploma or certificate) program is that the student must complete the final 50 percent of the program's credit in-residence at any Brown Mackie College school, and this may be subject to programmatic 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 -- Cincinnati 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.

## **Page 19, Programs Offered**

**Computer Networking & Applications** is an Associate of Applied Science and not an Associate of Applied Business.

## **Page 25, Associate of Applied Science: Computer Networking & Application**

The program is an Associate of Applied Science and not Associate of Applied Business.

## **Page 26, Associate of Applied Business: Criminal Justice**

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

## **Page 32, Associate of Applied Business: Paralegal**

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

## Page 36-44, Diploma Program's Descriptions and Outcomes

### ***Diploma in Accounting***

The Accounting diploma program is designed to prepare students for entry-level employment in accounting positions in various types of business organizations. The program meets its objective through instruction in appropriate accounting, business, and technical courses.

#### Program Outcomes

1. Apply the fundamental principles of accounting to workplace problems using generally accepted principles and procedures.
2. Operate computerized accounting systems to address accounting and business applications.
3. Prepare, maintain, interpret, and analyze basic financial statements, and apply the relationship of these statements to the accounting equation

### ***Diploma in Audio/Video Technician***

The Audio/Video Technician diploma program is designed to prepare graduates with the skills necessary to seek entry-level positions in audio and video production in business and industrial communications, audio and video production within independent production facilities, and radio and television commercial and promotional production.

#### Program Outcomes

1. Conceptualize, plan, execute, and deliver an audio and video production.
2. Apply peer and professional critiques in the articulation and justification of aesthetic decisions.
3. Apply business principles and practices in the media industry.

### ***Diploma in Business***

The diploma program in Business is designed to prepare graduates with the skills necessary for entry into the contemporary world of business through instruction in business practices and principles, technical business procedures and appropriate microcomputer applications. Graduates are prepared to seek entry-level roles in a variety of management positions.

#### Program Outcomes

1. Employ the vocabulary, rules, and procedures associated with the business culture.
2. Utilize appropriate technologies to address business needs.
3. Apply business principles and theories to workplace problems.

### ***Diploma in Criminal Justice***

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

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

#### Program Outcomes

1. Understand the basics of the principle components of the criminal justice and correctional systems.
2. Use the tools and systems commonly encountered in the criminal justice environment.
3. Demonstrate criminal justice, security, and corrections practices and procedures.

### ***Diploma in Medical Assistant***

The Medical Assistant diploma program is designed to provide graduates with the skills necessary to obtain entry-level employment in clinical healthcare settings. The program is designed to prepare graduates for positions under the direct supervision of a physician, nursing staff, or medical office manager through coursework in medical terminology and clinical procedures, as well as in business principles and computer operations.

#### Program Outcomes

1. Understand the natural science informing the study of an allied health program.
2. Perform appropriate skills in clinical and laboratory theory and procedures.
3. Demonstrate entry-level competencies for the Medical Assistant as outlined by nationally recognized and accredited medical bodies.

### ***Diploma in Office Applications Specialist***

The Office Applications Specialist diploma emphasizes the operations and applications of software systems in business and industry. The program assists the graduate in becoming proficient in current PC software. Because of the variety of software applications presented, the graduate is not restricted to employment in office administration. Graduates are prepared to seek entry-level positions such as computerized applications specialist, computer support service specialist, computer presentations specialist, desktop publishing, word processing, administrative assistant, and computer trainer.

#### Program Outcomes

1. Demonstrate an understanding of basic administrative and customer service principles within the office environment.
2. Demonstrate proficiency with cross-application integration of standard office computer applications.
3. Analyze, prioritize, and sequence multiple tasks while utilizing time management skills within an office environment.

### ***Diploma in Paralegal Assistant***

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

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

#### Program Outcomes

1. Demonstrate an understanding of the American legal system and the role of the paralegal.
2. Create and carry out a legal research plan using both print and electronic sources of law.
3. Analyze and categorize key facts in a given situation to yield a logical conclusion.

### ***Diploma in Practical Nursing***

The Practical Nursing diploma program is designed to enable the student to acquire principles and knowledge from the biological and behavioral sciences as well as the science of nursing. This knowledge forms the basis for utilizing the nursing process in the field of practical nursing. Concurrent integration of theory into clinical practice is an important aspect of practical nursing education. The Practical Nursing program is designed to prepare the graduate to sit for the National Council Licensure Examination (NCLEX) for practical nursing.\* Practical nursing graduates gain entry-level positions as members of a health care team in hospitals, long-term care facilities, home health, and a variety of other health care areas.

#### Program Outcomes

1. Apply Maslow's hierarchy of needs to client(s) across the lifespan in a variety of health care settings.
2. Apply knowledge and skills from natural, behavioral, social, and nursing sciences in the delivery of nursing care to clients.
3. Utilize the nursing process in providing nursing care, which will assist clients to attain, maintain, or regain optimal health along the health/illness continuum.
4. Demonstrate clinical judgment/problem-solving when applying the nursing process.
5. Provide safe, competent and knowledgeable care within the scope of practice for the Practical Nurse.
6. Utilize communication skills to reinforce teaching the client and family members about health care needs.
7. Apply principles of communication in developing therapeutic relationships with clients and in relationship with other health care team members.
8. Display professional behavior based on ethical principles and the legal scope of the Practical Nurse.

\* Brown Mackie College – Cincinnati 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 -- Cincinnati.

### ***Certificate of Computer Networking***

The certificate program in Computer Networking is a Microsoft-approved curriculum designed to provide the student with the coursework, foundation, and training necessary to become a Microsoft Certified Systems Engineer (MCSE). The program is designed to prepare the student for the testing required by Microsoft for the MCSE licensure\*, which will allow the graduate to seek position in computer networking. In addition to the general admission requirements, the applicant for enrollment to this program must meet any one of the following requirements: 1) employment as an information technology professional, 2) an associate's degree in computer science and employment in the information technology field, or 3) a bachelor's degree and current computer skills.

#### Program Outcomes

1. Exhibit the knowledge of computer network installation, configuration, and administration.
2. Demonstrate the ability to design and manage security for a computer network

\* Brown Mackie College – Cincinnati 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 -- Cincinnati.

## **Page 46, Course Description**

### **AV 1280 Digital Audio Workstations (4 quarter credit hours)**

A course that provides practice in applying the concepts and theories learned in AV1250 utilizing computer based non-linear digital audio workstations. The course expands into non-destructive recording, graphic waveform editing, digital signal

processing, MIDI, and automated mixing techniques. Management of CPU power, media file storage, and file organization are covered.

*Prerequisites: AV1250*

## **Page 52, Course Description**

### **CN 1233 Directory and 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: CN 1223 / CIT 3223 Windows Server*

## **Pages 53-55, Course Descriptions**

### **EDU1121 Child Growth and Development (4 quarter credit hours)**

In this course, the student will become familiar with the physical, social, emotional, and cognitive development of children from conception to age 8. The student will become familiar with ages and stages of development, theories and theorists, and individual milestones.

*Prerequisites: EDU 1100, PS 1200*

### **EDU1122 Infant and Toddler Development (4 quarter credit hours)**

This course addresses those characteristics of infant and toddler programs which are specialized to this population of children. It includes the quality and type of care giving, appropriate environments, meaningful curriculum, effective program management, and nurturing family relationships. Students will explore and examine these concepts so that they may develop their own reflective philosophy of quality care for infants and toddlers.

*Prerequisites: EDU 1135*

### **EDU2110 Organization and Administration of Early Childhood Settings (4 quarter credit hours)**

In this course, the student will learn how to manage human and financial resources, how to plan for a financially stable enterprise, and how to complete their business tasks more quickly and accurately. Program planning, operational aspects, program services, ethics, and professionalism are covered in this course.

*Prerequisites: EDU 2140 (Practicum required)*

### **EDU2115 Home, School and Community Partnerships (4 quarter credit hours)**

This course explores diverse types of families and cultures, and examines the aspects of culture that influences values, methods of child-rearing and family relationships. Using a variety of methods, students will learn to communicate effectively in order to work with families.

*Prerequisites: CM 1200, EDU 2140 (Practicum required)*

### **EDU2140 Assessment in Early Childhood Education (4 quarter credit hours)**

This course provides the student with the ability to use a variety of observation and assessment methods in order to understand children's developmental levels, strengths and capabilities, and areas of need. Students will become familiar with the variety of assessment techniques appropriate to young children and apply them in order to identify developmental levels, interests, and abilities, interpret data collected, and utilize this information to plan curriculum that further enhances and extends the child's learning and development level.

*Prerequisites: EDU 2150 (Practicum required)*

### **EDU2145 Understanding Special Needs Children (4 quarter credit hours)**

This course provides the student with an introduction to children and families with special needs or who are at risk for developmental problems. It will examine disabling conditions, the laws that mandate services to children and families with disabilities, the philosophy of inclusion, and the considerations necessary to provide for a child with a disability in typical settings.

*Prerequisites: EDU 2140*

### **EDU2150 Creative Activities for Early Childhood (4 quarter credit hours)**

This course provides a sound theoretical basis for the hundreds of practical activities in the arts and across the curriculum. The course addresses differentiated instruction and learning styles as they relate to early childhood education, uses of technology, and two- and three- dimensional art activities. It emphasizes adapting materials and activities for children with special needs and meeting specific learning styles.

*Prerequisites: EDU 1125, EDU 1122 (Practicum required)*

**EDU2160 Early Childhood Math and Science Methods (4 quarter credit hours)**

The student will focus attention on the development of logico-mathematical knowledge in children from birth to age 8 in order to understand the inter-relatedness of math and science. Using a hands-on approach, students will explore and become familiar with the various materials used in learning centers to stimulate and develop logico-mathematical thinking in children. Students will learn to recognize the various developmental levels of children's thinking and plan for these levels in the creation of materials, organization of settings, and concepts to be taught.

*Prerequisites: MT 1800, EDU1125 (Practicum required)*

**Page 55, Course Description**

**EN0955 Fundamentals of English (4 quarter credit hours)**

Changed to:

**SSE0050 Fundamentals of English (4 quarter credit hours)**

**Page 57, Course Description**

**ET2950 Biomedical Equipment Technology Externship (4 quarter credit hours)**

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

*Prerequisite: Completion of all course requirements or departmental approval*

**Page 59 & 60, Course Descriptions**

**MD1010 Surgical Technology Techniques (4 quarter credit hours)**

This course will provide the student with the fundamental concepts of surgical technology. It will explore the concepts of surgical asepsis, case preparation, and instrumentation.

*Prerequisites: MD 1850 ME 1352*

**MD1055 Surgical Externship I (4 quarter credit hours)**

The externship will consist of a minimum of 500 clock hours within four externship rotations. The externship will include assisting the surgical team members with the daily preoperative and post operative duties of a student surgical technologist while under the direct supervision of a staff surgical technologist and registered nurse. Students will be oriented to the surgical suite and the daily routines of the affiliating facility. Initially, the student will observe surgical procedures and move in to the second scrub role with minor procedures. As students progress through the externship rotations they will move into the first scrub role for minor procedures and the second scrub role in major cases. At the completion of all the externship rotations the student will be scrubbing in the first scrub role for most procedures when appropriate.

*Prerequisite: Completion of all other course requirements or departmental approval.*

**MD1065 Surgical Externship II (4 quarter credit hours)**

The externship will consist of a minimum of 500 clock hours within four externship rotations. The externship will include assisting the surgical team members with the daily preoperative and post operative duties of a student surgical technologist while under the direct supervision of a staff surgical technologist and registered nurse. Students will be oriented to the surgical suite and the daily routines of the affiliating facility. Initially, the student will observe surgical procedures and move in to the second scrub role with minor procedures. As students progress through the externship rotations they will move into the first scrub role for minor procedures and the second scrub role in major cases. At the completion of all the externship rotations the student will be scrubbing in the first scrub role for most procedures when appropriate.

*Prerequisite: Completion of all other course requirements or departmental approval.*

**MD1075 Surgical Externship III (4 quarter credit hour)**

The externship will consist of a minimum of 500 clock hours within four externship rotations. The externship will include assisting the surgical team members with the daily preoperative and post operative duties of a student surgical technologist while under the direct supervision of a staff surgical technologist and registered nurse. Students will be oriented to the surgical suite and the daily routines of the affiliating facility. Initially, the student will observe surgical procedures and move in to the second scrub role with minor procedures. As students progress through the externship rotations they will move into the first scrub role for minor procedures and the second scrub role in major cases. At the completion of all the externship rotations the student will be scrubbing in the first scrub role for most procedures when appropriate.

*Prerequisite: Completion of all other course requirements or departmental approval.*

**MD1085 Surgical Externship IV (4 quarter credit hours)**

The externship will consist of a minimum of 500 clock hours within four externship rotations. The externship will include assisting the surgical team members with the daily preoperative and post operative duties of a student surgical technologist while under the direct supervision of a staff surgical technologist and registered nurse. Students will be oriented to the surgical suite and the daily routines of the affiliating facility. Initially, the student will observe surgical procedures and move in to the second scrub role with minor procedures. As students progress through the externship rotations they will move into the first scrub role for minor procedures and the second scrub role in major cases. At the completion of all the externship rotations the student will be scrubbing in the first scrub role for most procedures when appropriate.

*Prerequisite: Completion of all other course requirements or departmental approval.*

**Page 63, Course Descriptions**

**MT0955 Fundamentals of Math (4 quarter credit hours)**

Changed to:

**SSE0070 Fundamentals of Math (4 quarter credit hours)**

**Page 68, Course Descriptions**

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

This course provides an introduction to laboratory concepts and procedures commonly experienced in the veterinary clinical setting, as well as to provide the knowledge and skills necessary to perform hematological laboratory procedures on a variety of species including dogs, cats, laboratory animals, large animals, birds and reptiles. Instruction includes laboratory safety, quality control, specimen collection and handling, basic clinical chemistry, serology, cytology, a study of the components of whole blood, their characteristics and function, normal values, normal and abnormal variations, and laboratory testing of these components as they relate to a variety of species.

*Prerequisites: VT1000*

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

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

*Prerequisites: VT1200*

**Veterinary Technology Teach-out Class**

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

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

*Prerequisites: MT 1650, VT 1000*

**Page 69, Prerequisites and Course Descriptions**

Prerequisite **VT1230** has been removed from **VT2100** and **VT2300**

**VT2900A Veterinary Externship (4 quarter credit hours)**

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

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

**VT2900B Veterinary Externship (4 quarter credit hours)**

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

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

*Prerequisite: VT2900A*

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

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

*Prerequisite: VT2900B*

## **Page 70, Academic Resources, Policies and Procedures**

### **Course Delivery**

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

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

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

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

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

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

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

### **Technology Requirements**

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

## Page 70, Academic Integrity

Notice of Brown Mackie College – Cincinnati 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 – Cincinnati'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 – Cincinnati's policies prohibit use of the Brown Mackie College – Cincinnati 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.

### **Credit Hour Determination and Outside Work Expectations\***

Students can expect at least 10 hours of instructional engagement for every 1 quarter credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, group-work, directed laboratory work under the supervision of faculty, and other activities that would normally occur during class time with the faculty. Instructional engagement activities may occur in a face-to-face meeting on campus, or in the eClassroom.

In addition to instructional engagement, students can expect to complete 20 hours of outside work for every 1 quarter credit hour of a course. Outside work includes, but is not limited to, preparing for and completing readings and assignments; all research associated with completing assignments; working with others to complete a group project; participating in tutorials, simulations and other electronic activities that are not a part of the classroom; attending internships; attending externships; attending practica; attending fieldwork; attending clinical experiences; attending other experiential opportunities, such as employer visits and field trips; and any other activities related to *preparation for* instructional engagement.

At least an equivalent amount of work as required in the paragraphs above shall be applied for other instructional engagement activities as may be established by the institution in the future.

**\*(Between Definition of Quarter Credit Hour/Academic Year and Grading System language in this section)**

## **Page 76, Graduation**

A formal graduation ceremony is conducted one a year. Participants include all graduates in the prior twelve months preceding the ceremony.

## **Page 77, Transferability of College Credits**

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

## **Page 80, Student Right-to-Know Statement**

### **Student Right to Know Statements**

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

## **Page 98, President's Scholarship**

### **President's Scholarship**

Each year, the College makes available scholarships of \$1000 each to qualifying seniors from area high schools. Up to three (3) scholarships may be awarded per high school. In order to qualify, a senior must be graduating from a participating high school, must be maintaining a cumulative grade point average of at least 2.0, and must submit a brief essay. The student's extracurricular activities and community service are also considered. The President's Scholarship is available only to students enrolling in one of the College's degree programs. Students awarded the scholarship must enroll at The College between June and September immediately following their high school graduation. Applications for these scholarships can be obtained from the guidance departments of participating high schools. These applications must be completed and returned to the College by March 31. Those awarded scholarships will be notified by April 30. A list of participating high schools may be obtained from the campus Admissions Office.

## **Page 107 & 108, 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.