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Bulletin to 2009-2010 Academic Catalog
Volume 1

This Bulletin is an integral part of Brown Mackie College-Greenville's Academic Catalog.
The information published herein becomes effective July 6, 2011.

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Dean of Academic Affairs Brian Wysko
Director of Financial Aid Tanya Stewart
Human Resources Coordinator.....Kathy Dickson
Registrar Felicia Mason
Student Accounting Advisor..... Leigh Smith
Senior Director Of Admissions.....Laura Walker

FACULTY

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MS, Cardinal Stritch University
BS, Mount Mary College
AS, Fox Valley Technical College

Lori Callahan, Nursing Department Chair
MS, Georgia State University
RN, Medical College of Georgia

Kathy LaRue, Surgical Technology Department Chair
CST, Georgia Medical Institute

Andrew McCabe, Business Department Chair
MBA, University of North Carolina- Charlotte
BS, Clemson University

Susan Whitfield, Medical Assisting Department Chair
AAS/MA Forrest Junior College

Steve Robertson, General Education
MA, Eastern Michigan University
BA, Eastern Michigan University

Sabrina Fowler, Career Foundation
MBA, Strayer University
BA, Benedict College

Audrey Pasin, Criminal Justice, Lead Instructor
Juris Doctor in Law, Nora Southeastern Law School
MS, Columbia University
BA, Brooklyn College

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MA, Bob Jones University
BA, Bob Jones University

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MA, Virginia Union College
BS, Empire State College

Karen Sutton, Medical Assisting
CMA, Springfield Technical Community College

David Wilson, General Education
MA, Furman University
BA, Furman University
AAS, North Greenville College

Jennifer Davis, Surgical Tech
CST, Tri County Technical College

Granada Haymond, Medical Assisting Clinical Coordinator
RMA, Forrest Junior College

Tracy Cantrell, Surgical Technology Assisting Coordinator
CST, Tri County Technical College

Tuition and Fees (Current)

Tuition.....\$285.00** per credit hour. Applies to costs of instruction.
General Fee\$15.00 per credit hour. Applies to costs of institutional activities and services
Transcript Fee\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Textbooks and other instructional materialsCosts will vary by program.

**** Tuition for all courses in the Surgical Technology program is \$330.00 per credit hour as assessed by the academic quarter for all students.**

****Tuition for all courses in the Occupational Therapy Assistant Program (OTA) is \$350.00 per credit hour as assessed by the academic quarter for all students.**

Tuition and Fees (Effective October 3, 2011)

Tuition.....\$294.00** per credit hour. Applies to costs of instruction.
General Fee\$15.00 per credit hour. Applies to costs of institutional activities and services
Transcript Fee\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Textbooks and other instructional materialsCosts will vary by program.

**** Tuition for all courses in the Surgical Technology program is \$340.00 per credit hour as assessed by the academic quarter for all students.**

****Tuition for all courses in the Occupational Therapy Assistant Program (OTA) is \$361.00 per credit hour as assessed by the academic quarter for all students.**

A payment plan may be arranged at the time of enrollment. 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.**

**The maximum class size is 32 students and the average is 19 students.
A student must drop/add class by the second day of start week each month.**

OWNERSHIP

Brown Mackie College — *Greenville* 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.

Replaces page 36:

Associate of Applied Science: SURGICAL TECHNOLOGY

The associate degree in Surgical Technology program is designed to provide students with the required knowledge base and technical skills required to obtain entry level employment in the field of surgical technology. To achieve this goal, the surgical technology curriculum provides study in general and specialty surgical procedures, principles of anesthesia, anatomy and physiology, medical terminology and surgical technology techniques. Additional course work in general education assists the graduate in growing professionally and in developing the ability to assume leadership roles.

Graduates of the program will be able to:

- Possess the natural science background informing the study of an allied health program.
- Demonstrate the application of the didactic knowledge in the operating room environment.
- Exhibit the incorporation of relationship building skills with acquired technical skills needed in the surgical environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration 48 credit hours

MD 1010	Surgical Technology Techniques	4
MD 1020	Specialty Surgical Procedures	4
MD 1030	Surgical Procedures I.....	4
MD 1040	Surgical Procedures II	4
MD 1055	Surgical Externship I	4
MD 1065	Surgical Externship II	4
MD 1075	Surgical Externship III	4
MD 1085	Surgical Externship IV	4
MD 1301	Pharmacology for the Surgical Technologist	4
MD 1855	Clinical Procedures for the Surgical Technologist	4
MD 2020	Specialty Surgical Techniques II.....	4
ME 1352	Anatomy and Physiology II.....	4

Core Curriculum 48 credit hours

CF 1100	Professional Development.....	4
CM 1200	Effective Public Speaking*	4
CM 2500	Medical Ethics	4
EN 1101	Composition I*	4
EN 1102	Composition II*	4
EN 2000	Introduction to Literature*	4
MC 1150	Introduction to Microcomputer Applications	4
ME 1110	Medical Terminology	4
ME 1351	Anatomy and Physiology I *	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

Replaces page 33:***Associate of Applied Science: Occupational Therapy Assistant***

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

Concentration 76 credit hours

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

Core Curriculum 24 credit hours

CM 1200	* Effective Public Speaking	4
EN 1101	* Composition I	4
EN 1102	* Composition II	4
EN 2000	* Introduction to Literature	4
PS 1200	* Principles of Psychology	4
SO 1200	* Principles of Sociology	4

Total quarter credit hours required 100

**Indicates a general education course*

Additional course descriptions:

MT0995 has been changed to MTH0050 and EN0995 has been changed to ENG0050

Page 56 for classes ME 1850, ME 2420, ME 2430 prerequisite is ME 1110

MD 1301 Pharmacy for the Surgical Technologist (4 quarter credit hours)

This course is designed to introduce the Surgical Technology student to pharmacological abbreviations and terminology, types of anesthesia, weights and measures, drug origins and methods of administration and drug handling techniques. This course will also give a review of basic math skills and the framework for the pharmacologic principles and apply the information to surgical situations. During this course, an overview of fundamentals of pharmacy practice with respect to safe and accurate preparation and distribution of sterile and non-sterile medications. Students learn the Surgical Technologists role in drug preparation, drug packaging, drug administration, drug labeling and classifications in scheduled and emergency situations.

Prerequisites: MT 1800

MD 1855 Clinical Procedures for the Surgical Technologist (4 quarter credit hours)

This course provides a detailed study of the principles of asepsis and sterile technique and will be coordinated with laboratory practice and check-offs. It will introduce the student to the history of sterilization, basic terminology, pathogens and infections, surgical conscience, sterilization of instrumentation, and wrapping for sterilization. Emphasis will be placed on the surgical hand scrub, surgical preparation of the skin and circulating technologists. Basic instrumentation, suture identification and classification, sponges, dressings, drains, catheters and counts are also included in this course. This course will also introduce the student to surgical hand washing, scrubbing, gowning and gloving and prepare the student for draping patients and handling of instrumentation.

Prerequisites: ME 1110, ME 1352

MD 2020 Specialty Surgical Techniques II (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. This course is an extension of MD 1020.

Prerequisites: MD 1020, MD 1040

OT 1010 Introduction to Occupational Therapy (4 credits)

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

Prerequisites: ME 1110, BI 1361, and attainment of OTA initial academic assessment

OT 1115 Therapeutic Media (4 credits)

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

Prerequisites: OT 1010

OT 1215 Functional Anatomy I (4 credits)

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

Prerequisites: OT 1115

OT 1315 Functional Anatomy II (4 credits)

The second of the Functional Anatomy classes is designed to provide the student with the foundation necessary for developing specific skills such as manual muscle strength, range of motion, and other to use with individual clients in order to determine current functional levels and develop functional goals. Implications of impaired muscle tone and sensory deficits will be explored. This course examines the study of kinetics and kinematics with an emphasis on the assessment procedures that an occupational therapy assistant must carry out to monitor a patient's progress. Each area of the body is examined to determine relevant functional activities. The lab portion of this course will provide direct clinical application of functional activity into exercise progression.

Prerequisites: OT 1215

OT 2110 Intervention in Mental Health (3 credits)

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

Prerequisites: OT 1315

OT 2115 Level I Fieldwork (1 credits)

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

Prerequisites: OT 2110

OT 2200 Intervention in Pediatrics and Adolescents (4 credits)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of pediatric and adolescent disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. Disabilities commonly associated with childhood and techniques used for remediation are the focus. The course will focus on the disabilities that impair function in this population and introduce the student to occupational therapy as practiced with children and adolescents.

Prerequisites: OT 2115

OT 2350 Intervention in Physical Rehabilitation (4 credits)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of conditions commonly treated in physical rehabilitation and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the

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

Prerequisites: OT 2200

OT 2360 Intervention in Neurological Rehabilitation (4 credits)

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

Prerequisites: OT 2200

OT 2470 Interventions in Geriatrics (4 Credits):

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

Prerequisites: OT 2350 and 2360

OT 2990A Level II Fieldwork (5 Credits)

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

Prerequisites: Completion of all program coursework except Level II Fieldwork

OT 2990B Level II Fieldwork (5 Credits)

OT 2990B is a continuation of OT 2990A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This

fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end OT 2990B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2990B, as defined by the FPE, the student will be required to repeat both OT 2990A and OT2990B.

Prerequisites: Completion of OT 2990A.

OT 2991A Level II Fieldwork (5 Credits)

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

Prerequisites: OT 2990A and OT 2990B

OT 2991B Level II Fieldwork (5 Credits)

OT 2991B is a continuation of OT 2991A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end OT 2991B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2991B, as defined by the FPE, the student will be required to repeat both OT 2991A and OT2991B.

Prerequisites: OT 2991A

Program Outcomes

Bachelor of Science: BUSINESS ADMINISTRATION page 20

Graduates of the program will:

- Apply principles and theories to workplace applications, employing the vocabulary, generally accepted business principles, current technology, and procedures associated with the profession.
- Evaluate business systems and practices to address the needs of an ever-changing business environment.
- Analyze businesses and business models in a multivariate economy.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Bachelor of Science: CRIMINAL JUSTICE page 22

Graduates of the program will:

- Apply a broad understanding of law enforcement, the judicial system and the judicial process, demonstrating the standards, principles, and ethical discretion in the criminal justice field.
- Analyze the impact of the criminal justice system on the community.
- Evaluate the justice system and its elements toward social and societal needs.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Bachelor of Science: HEALTHCARE MANAGEMENT page 24

Graduates of the program will:

- Apply learning to the functional role of the manager in the healthcare setting.
- Analyze trends in healthcare and internal systems to assure they are adequately matched and working together.
- Evaluate the effectiveness of healthcare administrative systems and procedures for strategic revision and modification.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Bachelor of Science: LEGAL STUDIES page26

Graduates of the program will:

- Analyze legal issues and prepare appropriately communicated documentation.
- Apply appropriate professional standards and principles and substantive and procedural law to relevant factual settings
- Synthesize prior learning and new issues toward legal problem defense and resolution.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Associate of Applied Science: ACCOUNTING TECHNOLOGY page 27

Graduates of the program will:

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

Associate of Applied Science: BUSINESS MANAGEMENT page 28

Graduates of the program will:

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

Associate of Applied Science: CRIMINAL JUSTICE page 29

Graduates of the program will:

- Understand the basics of the principle components of the criminal justice and correctional systems.
- Use the tools and systems commonly encountered in the criminal justice environment.
- Demonstrate criminal justice, security, and corrections practices and procedures.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Associate of Applied Science: HEALTH CARE ADMINISTRATION page 30

Graduates of the program will:

- Possess an operational understanding of the health/disease continuum.
- Apply software solutions to healthcare management problems.
- Demonstrate the ability to manage health care finances and information.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Associate of Applied Science: INFORMATION TECHNOLOGY page 31

Graduates of the program will:

- Understand the relationship between business and information technology.
- Identify, address and communicate planned technological solutions to business problems.
- Provide support and training for technology implementation and maintenance.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Associate of Applied Science: MEDICAL ASSISTING page 32

Graduates of the program will:

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

Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT page 33

Graduates of the program will:

- Possess working knowledge in the natural sciences and technical methods informing the study of an allied health program.
- Demonstrate an ability to apply appropriate therapeutic accommodations within the scope of an assistant in occupational therapy.
- Employ relevant regulatory, organizational and professional rules and standards associated with the occupational therapy environment
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Associate of Applied Science: OFFICE MANAGEMENT page 34

Graduates of the program will:

- Demonstrate an understanding of basic administrative and customer service principles within the office environment
- Demonstrate proficiency with cross-application integration of standard office computer applications.
- Analyze, prioritize, and sequence multiple tasks while utilizing time-management skills within an office environment.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Associate of Applied Science: PARALEGAL page 35

Graduates of the program will:

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

Associate of Applied Science: SURGICAL TECHNOLOGY page 36

Graduates of the program will:

- Possess the natural science background informing the study of an allied health program.
- Demonstrate the application of the didactic knowledge in the operating room environment.
- Exhibit the incorporation of relationship building skills with acquired technical skills needed in the surgical environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Certificate: ACCOUNTING page 37

Graduates of the program will:

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

Certificate: BUSINESS page 38

Graduates of the program will:

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

Certificate: CRIMINAL JUSTICE page 39

Graduates of the program will:

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

Certificate: MEDICAL ASSISTANT page 40

Graduates of the program will:

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

Certificate: PARALEGAL ASSISTANT page 41

Graduates of the program will:

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

Notice of Brown Mackie College-Greenville 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 show, 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-Greenville'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-Greenville's policies prohibit use of the Brown Mackie College-Greenville 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.

***Bachelor of Science:* CRIMINAL JUSTICE**

The bachelor's degree program in Criminal Justice is designed to prepare graduates to enter the criminal justice field in a number of disciplines. Students are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well-rounded entry-level career in criminal justice. **

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

Graduates of the program will be able to:

- Apply a broad understanding of law enforcement, the judicial system and the judicial process, demonstrating the standards, principles, and ethical discretion in the criminal justice field.
- Analyze the impact of the criminal justice system on the community.
- Evaluate the justice system and its elements toward social and societal needs.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

***Bachelor of Science:* LEGAL STUDIES**

The bachelor's degree program in Legal Studies is designed to prepare graduates to pursue entry-level positions in the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies is intended to enhance the core set of legal skills.**

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

Graduates of the program will be able to:

- Apply appropriate professional standards and principles, and substantive and procedural law to relevant factual settings.
- Analyze legal issues and prepare appropriately communicated documentation.
 Synthesize prior learning and new issues toward legal problem defense and resolution.
- Synthesize prior learning and new issues toward legal problem defense and resolution.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

***Associate of Science:* CRIMINAL JUSTICE**

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

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

Graduates of the program will be able to:

- Understand the basics of the principle components of the criminal justice and correctional systems.
- Use the tools and systems commonly encountered in the criminal justice environment.
- Demonstrate criminal justice, security, and corrections practices and procedures.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

***Associate of Science:* PARALEGAL**

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

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

Graduates of the program will be able to:

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

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	Thursday or Friday	January 27, 28
	Classes End	Friday	January 28
February	New Student Orientation		Week of January 23
	Classes Begin	Monday	January 31
	President's Day Observed	Friday	February 18
	Final Examinations	Thursday or Friday	February 24, 25
	Classes End	Friday	February 25
March	New Student Orientation		Week of February 20
	Classes Begin	Monday	February 28
	Final Examinations	Thursday or Friday	March 24, 25
	Classes End	Friday	March 25

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	Thursday or Friday	April 28, 29
	Classes End	Friday	April 29
May	New Student Orientation		Week of April 24
	Classes Begin	Monday	May 2
	Final Examinations	Thursday or Friday	May 26, 27
	Classes End	Friday	May 27
June	New Student Orientation		Week of May 22
	Memorial Day Recess	Monday	May 30
	Classes Begin	Tuesday	May 31
	Final Examinations	Thursday or Friday	June 23, 24
	Classes End	Friday	June 24

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	Thursday or Friday	July 28, 29
	Classes End	Friday	July 29
August	New Student Orientation		Week of July 24
	Classes Begin	Monday	August 1
	Final Examinations	Thursday or Friday	August 25, 26
	Classes End	Friday	August 26

September	New Student Orientation		Week of August 21
	Classes Begin	Monday	August 29
	Labor Day Recess	Monday	September 5
	Final Examinations	Thursday or Friday	September 22, 23
	Classes End	Friday	September 23

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	Thursday or Friday	October 27, 28
	Classes End	Friday	October 28

November	New Student Orientation		Week of October 23
	Classes Begin	Monday	October 31
	Final Examinations	Wednesday	November 23
	Classes End	Wednesday	November 23

December	New Student Orientation		Week of November 20
	Classes Begin	Monday	November 28
	Final Examinations	Thursday or Friday	December 22, 23
	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.

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)**

Residency Requirement

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

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

Brown Mackie is proud to be a Military Friendly college and may exempt those attending on Veteran's Administration's benefits from the above requirements, granting appropriate credit on a case by case basis.

Student Right-to-Know Statement

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.

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.