

Brown Mackie College - Indianapolis

1200 North Meridian Street, Suite 100
Indianapolis, Indiana 46204

Brown Mackie College – Indianapolis is accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor’s degrees, associate’s degrees, diplomas and certificates.

Bulletin to 2009-2010 Academic Catalog

This Bulletin is an integral part of the College's Academic Catalog.
The information published herein becomes effective June 5, 2010.

ADMINISTRATION

President.....	Lisa Ramirez
Dean of Academic Affairs.....	Terri Fleming
Senior Director of Admissions.....	Jim Mills
Director of Student Financial Services	Vacant
Student Accounting Supervisor.....	Marisa Malone
Registrar.....	Vacant
Director of Career Services.....	Tara Carter
Director of Library Services.....	Dawn Lipp
Human Resource Manager.....	Stephanie David

FULL TIME FACULTY

Berglund, Robert M., Medical Assisting
BA, North Park University

Berry, Ebony, Medical Assisting
MBA/HCM, University of Phoenix
BS, Central Michigan University

Borschel, David, General Education
MA, Earlham College
BA, Indiana University

Brown, Kelly, General Education
MS, BS, Indiana State University

Campbell, Kelly, Practical Nursing
BSN, Indiana Wesleyan University

Carey, William, Criminal Justice/paralegal/Legal Studies
MA, University of Oklahoma
BS, University of Dayton

Carson, Julie, Occupational Therapy Assistant Program Director
BSOT, University of Illinois-Chicago
MA, University of Illinois-Springfield

Crane, Levi, Business
MIS, University of Phoenix
MCAS - Microsoft Certified Application Specialist

Dolph, Debra, Practical Nursing
BSN, Indiana University

Griffith, Amanda, Criminal Justice/Paralegal/Legal Studies
JD, Stetson University College of Law
MBA, Stetson University
BS, Ball State University

Harrison, Sheila, Practical Nursing
BSN, Indiana University

Jordan, Kimberly, Business
MS, Colorado Technical University
BS, University of New Mexico

Kane, Tania, Occupational Therapy Assistant Program
AS, Milwaukee Area Technical College

Kinney, Angela, General Education
MSW, Indiana University,
BS, Ball State

Kinsey, Brenda, Practical Nursing Program Administrator
MSN, MBA, Anderson University
BSN, Indiana University

Knox, Tamara, Health Care Administration Program Director
MS, Central Michigan University
BS, Eastern Michigan University

Mathis, Donna, Practical Nursing
RN, BSN, Indiana University

Miller, Velvet G., Medical Assisting,
PhD - Boston University
M.Ed. - Temple University
MPS - Harvard University
BSN - Wagner College

Mills, Richard, General Education Program Director
MSW, BA, Indiana University

Moreland, Pembroke, Medical Assisting Program
MS, Indiana University School of Medicine
BA, Indiana University

Nurse, Sally, Occupational Therapy Assistant Program
BSOT, Eastern Kentucky University

Phillips-Coleman, Alison, General Education
MSW, BA, Indiana University

Piazza, Chris, Criminal Justice/Legal Studies, Program Director
JD, Western State University
BS, University of Pittsburgh

Prince, Christine, Practical Nursing
BSN, University of Virginia

Snodgrass, Linda, Practical Nursing
BSN, Indiana University

Solomon, Barbara, Practical Nursing
BSN, University of Rhode Island

Sommer, Rhoda, Practical Nursing
BSN, Indiana Wesleyan University

Stewart, Karen, Practical Nursing
BSN, Depauw University
MSHSA, St. Francis University

Taylor, Zetta, Business Program Director
MSM, BA, Indiana Wesleyan University

Tenge, Luana, Interim Practical Nursing Program Administrator
MSN, University of Akron
BSN, Ohio University

Vanage, Sue, Occupational Therapy Assistant Program Clinical Coordinator
MS, Wright State University
MS, University of Minnesota
BS, Purdue University

Williams, Angela, General Education
MSW, Indiana University,
BS, Ball State

Tuition and Fees (Current)

Tuition.....\$312.00**/** per credit hour. Applies to costs of instruction

General Fee\$15.00 per credit hour. Applies to costs of institutional activities

General Fee.....\$25.00 per credit hour. Applies to costs of institutional activities for Practical Nursing

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

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

****Tuition for all courses in the Occupation Therapy Assistant (for students starting after 1 July 2010) and Practical Nursing program is \$350.00 per credit hour as assessed by the academic quarter for all the students.**

*****Tuition for Occupational Therapy Assistant (For students who began in the OTA program prior to 1 July 2010) Tuition Rate is \$303.00 per quarter credit hour (General Education Classes) and \$390.00 per credit hour as assessed by the academic quarter for all students: OT 1010, OT 1115, OT 1215, OT 1315, OT 1510, OT 1560, OT 1600, OT 2150, OT 2465, OT 2470, OT 2990A, OT 2990B, OT 2991A and OT 2991B.**

Tuition and Fees (Effective October 3, 2011)

Tuition.....\$303.00**/** per credit hour. Applies to costs of instruction

General Fee..... \$15.00 per credit hour. Applies to costs of institutional activities

General Fee.....\$25.00 per credit hour. Applies to costs of institutional activities for Practical Nursing and Health and Fitness Training

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

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

****Tuition for all courses in the Occupation Therapy Assistant (Students enrolled July 2010 and beyond) and Practical Nursing program are \$361.00 per credit hour as assessed by the academic quarter for all the students.**

*****Tuition for Occupational Therapy Assistant (Students enrolled OTA prior to 1 July 2010) Tuition Rate is \$312.00 per quarter credit hour (Standard rate for non OTA designated courses) and \$402.00 per credit hour as assessed by the academic quarter for all students: OT 1010, OT 1115, OT 1215, OT 1315, OT 1510, OT 1560, OT 1600, OT 2150, OT 2465, OT 2470, OT 2990A, OT 2990B, OT 2991A and OT 2991B.**

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.

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 location, whichever is the greater benefit to the student.

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

Certificate: BUSINESS

The diploma program in Business prepares 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 business positions.

Course Requirements	Quarter Credit Hours
AC 1011 Principles of Accounting I.....	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
BA 2600 Principles of Finance.....	4
BA 2220 Marketing and Advertising.....	4
CF 1100 Professional Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1700 Professional Presentation Techniques.....	4
Total Quarter Credit Hours Required	48

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.

OWNERSHIP

Brown Mackie College — Indianapolis 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

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.

Transferability of College Credits (*additional language added to existing policy*)

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.

Program descriptions (*additional language added*)

***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.

Diploma: CRIMINAL JUSTICE

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

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

Diploma: CRIMINAL JUSTICE SPECIALIST

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

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

Graduates of the program will be able to:

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

Diploma: PARALEGAL ASSISTANT

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

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

Graduates of the program will be able to:

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

Diploma: PRACTICAL NURSING

PN 1000 Introduction to Nursing (5 quarter credit hours)

This course is designed to introduce the skills necessary for success in the practical nursing program. The course will provide instruction in professional development, learning styles, test taking strategies, review basic math skills, and introduce critical thinking and problem solving skills. The foundation for health care terminology and communication in a professional setting will be introduced. This course will provide the practical nursing student with the resources needed for ongoing development.

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

OTA BULLETIN/CATALOG ITEMS:

Bulletin only items:

Tuition and Fees

**** Tuition for the following Occupational Therapy Assistant program course numbers is \$350.00 per credit hour as assessed by the academic quarter for all students: OT1010, OT1115, OT1215, OT1315, OT2110, OT2115, OT2200, OT2350, OT2360, OT2470, OT2990A, OT2990B, OT2991A and OT2991B.**

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Course Sequence with Prerequisites (July 2010)

Course #	Credit Hours	Course Name	Prerequisites
CF 1100	4	Professional Development	None
MC 1150	4	Introduction to Microcomputer Applications	None
EN 1101	4	Composition I	EN 0950 or placement through initial assessment
EN 1102	4	Composition II	EN 1101
EN 2000	4	Introduction to Literature	None
CM 1200	4	Effective Public Speaking	None
MT 1800	4	College Algebra	MT 0950 or placement through initial assessment
PS 1200	4	Principles of Psychology	None
SO 1200	4	Principles of Sociology	None
BI 1361	4	Anatomy and Physiology	None
ME 1110	4	Medical Terminology	None
OT 1010	4	Introduction to Occupational Therapy	Departmental approval
OT 1115	4	Therapeutic Media	OT 1010
OT 1215	4	Functional Anatomy I	OT 1115
OT 1315	4	Functional Anatomy II	OT 1215

OT 2110	3	Intervention in Mental Health	OT 1315
OT 2115	1	Level I Fieldwork	OT 2110
OT 2200	4	Intervention in Pediatrics and Adolescents	OT 2115
OT 2350	4	Intervention in Physical Rehabilitation	OT 2200
OT 2360	4	Intervention in Neurological Rehabilitation	OT 2200
OT 2470	4	Intervention in Geriatrics	OT 2350 and OT 2360
OT 2990A	5	Level II Fieldwork	Completion of all program coursework except OT 2990B, OT 2991A and OT 2991B OT 2990A
OT 2990B	5	Level II Fieldwork	
OT 2991A	5	Level II Fieldwork	OT 2990A & B
OT 2991B	5	Level II Fieldwork	OT 2991A

OT 2990 and OT 2991 must both be completed within 18 months of all other program coursework.

Bulletin items and added to catalog when reprinted:

CORRECTIONS, OMISSIONS, ADDITIONS

ACCREDITATION AND AFFILIATIONS – PAGE XX

Programmatic Accreditation

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, 301-652-2682. *This location is pending accreditation.*

ADMISSIONS – PAGE XX

The following language will be added under ACADEMIC RESOURCES, POLICIES AND PROCEDURES:

Initial Academic Assessment – Occupational Therapy Assistant program

Applicants enrolling in the Occupational Therapy Assistant associate's degree program must complete an academic readiness assessment and obtain minimum scores in reading, writing, and mathematics that demonstrate the ability to be successful in the program.

In the event that applicants do not demonstrate proficiency in any of these areas, they will be enrolled in transitional studies courses. Following the successful completion of these courses, academic readiness will be re-evaluated to determine if the program is an appropriate choice for the student. The student may attempt this second academic readiness assessment only once, and only after successfully completing all transitional studies course(s) indicated as

required by the initial academic readiness assessment. If the applicant does not successfully obtain the minimum scores in reading, writing and mathematics, the student will not be allowed to continue with the Occupational Therapy Assistant program, but can be considered for another program of study at Brown Mackie College.

CERTIFICATION AND LICENSURE – PAGE XX

Criminal Background

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

Occupational Therapy Assistant

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

National Board for Certification in Occupational Therapy, Inc.

800 South Frederick Avenue, Suite 200

Gaithersburg, MD 20877-4150

Telephone: 301-990-7979

Fax: 301-869-8492

www.nbcot.org

To practice as an occupational therapy assistant in [insert state] a graduate must be certified by the State. Graduates may apply for a temporary permit to work between graduation and successful completion of certification examination. For information on application procedures for either a temporary permit or permanent state endorsement, graduates should contact:

[Insert state board name]

[Insert state board street address]

[Insert state board – City, State, Zip]

Telephone: xxx-xxx-xxxx

Fax: xxx-xxx-xxxx

[Insert website address]

Repeated Courses - Page XX should read as follows:

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

A student enrolled in the Occupational Therapy Assistant program may be withdrawn from that program if he or she requires more than two attempts to successfully complete a course in Biology (BI), Medical Education (ME), or Occupational Therapy (OT). An unsuccessful attempt of a course is indicated by a grade of *F*, *W*, or *WF*.

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

Credit Hour Determination and Outside Work Expectations*

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

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

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

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

GRADING SYSTEM - Page XX should read as follows:

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

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

Grading System for Occupational Therapy Program

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

i) *Maximum Allowable Timeframe*

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

Examples:

- Students in a 24 credit diploma program can attempt 36 credits.
- Students in a 48 credit program can attempt 72 credits.
- Students in a 56 credit program can attempt 84 credits.
- Students in a 96 credit program can attempt 144 credits.
- Students in a 100 credit program can attempt 150 credits.
- Students in a 180 credit program can attempt 270 credits.

+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	Fieldwork II	5
OT 2990B	Fieldwork II	5
OT 2991A	Fieldwork II	5
OT 2991B	Fieldwork II	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

COURSE DESCRIPTIONS – Page XX should read as: (Note: edit level and prefix based on campus offerings)

1000-level courses are normally recommended for students in the first year of their programs. Such courses are normally designed to prepare students for more advanced work in the same (or a related) subject area. 2000-level courses are normally recommended for students in the second year of their programs. 3000 and 4000-level courses are recommended for students in the third and fourth years of their programs. Such courses often have a stated prerequisite to indicate the preparation required for successful completion of these courses.

Each course number is preceded by a two-letter prefix indicating the academic area or discipline to which the course belongs: Accounting (AC), Business Administration (BA), Biology (BI), Career Foundations (CF), Criminal Justice (CJ), Communications (CM), Database Technology (DB), Economics (EC), English (EN), Electronic Technology

(ET), Finance (FN), Government (GV), Healthcare (HC and HCA), History (HM), Information Technology (IT), Legal (LG), Microcomputer Applications (MC), Surgical Technology (MD), Medical Education (ME), Management (MG), Marketing (MK), Mathematics (MT), Occupational Therapy (OT), Pharmacy (PH), Philosophy (PH), Paralegal (PL), Psychology (PS), and Sociology (SO).

An asterisk indicates a general education course.

ADDITIONAL COURSE DESCRIPTIONS:

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.

Prerequisite: Department Approval

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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: OT 2991A

CORRECTIONS, OMISSIONS, ADDITIONS

COURSE DESCRIPTIONS – PAGE 44 should read as follows:

MG 4000 Global Business Management (*4 quarter credit hours*)

Students study characteristics of international management and the basis for business among countries. Different perspectives on organizational behavior, human resource management, management styles, and the practical aspects of international management are discussed. Business in the international environment is interpreted from a strategic management and marketing perspective that yields practical guidance concerning the management of firms and social responsibility.

Prerequisites: BA 2600, EC 2050, MG 2000

BMC Transitional Studies Course Renumbering	
Old Course	New Course
ENG 0050 Fundamentals of English	SSE 0050 Fundamentals of English
MTH 0050 Fundamentals of Mathematics	SSE 0070 Fundamentals of Mathematics
EN 0970 Writing Strategies (KC, Salina, OKC Only)	SSE 0051 Writing Strategies (KC, Salina, OKC Only)
EN 0975 Introduction to Writing (KC, Salina, OKC Only)	SSE 0052 Introduction to Writing (KC, Salina, OKC Only)
MT 0970 Pre-Algebra	SSE 0071 Pre-Algebra (KC, Salina, OKC Only)
MT 0975 Introduction to Algebra	SSE 0072 Introduction to Algebra (KC, Salina, OKC Only)