

## **Brown Mackie College – Phoenix**

13430 North Black Canyon Highway  
Phoenix, Arizona 85029

### **Bulletin to 2009 - 2010 Academic Catalog**

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

#### **ADMINISTRATION**

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President .....	Connie Scollard
Interim Dean of Academic Affairs .....	Daphne Jones
Senior Director of Admissions .....	Mike Crance
Director of Career Services .....	Carole Redden
Director of Financial Aid .....	Patti Curtis
Registrar .....	Bonnie Bowers
Librarian .....	Nak Rasavongsuek

#### **FULL-TIME FACULTY**

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Daphne Jones, Interim Dean of Academic Affairs  
M.A., Northern Arizona University  
B.A., Wilburforce University

Daphne Jones, General Education Program Chair  
M.A., Northern Arizona University  
B.A., Wilburforce University

Corrine Gordon, General Education Faculty  
M.A., Arizona State University  
B.A.S.E., Indiana University

Kristine Giles, Occupational Therapy Assistant Program Faculty  
B.S., University of Wisconsin  
B.A., University of Alabama

Nancy Kashman, Occupational Therapy Assistant Program Site Coordinator  
B.S., University of Wisconsin

Kelley Schmidt, Surgical Technology Clinical Coordinator  
Diploma, Nashville State Tech

Leslie Levy, Occupational Therapy Assistant Fieldwork Coordinator  
M.A., New York University  
B.S., Herbert Lehman College  
A.A.S., Kingsborough Community College

Tina Martin, Medical Assisting Program Chair  
A.G.S., Phoenix College  
Diploma, Medical Assisting

Lisa McKissack, Medical Assisting Faculty  
B.S., Indiana Wesleyan University  
A.S., Indiana Wesleyan University  
Certification, Midwest Career College

Kitty Rogers, Nursing Program Administrator  
M.S., Arizona State University  
B.S.N., University of Phoenix

### **Tuition and Fees**

General Tuition Rate	\$285 per quarter credit hour General Fee \$15
Surgical Technology Tuition Rate	\$330 per quarter credit hour General Fee \$15
Occupational Therapy Assistant (for students enrolled prior to July, 2010)	\$390 per quarter credit hour (OT Courses Only) General Fee \$15
Occupational Therapy Assistant	\$350 per quarter credit hour General Fee \$15
Nursing	\$390 per quarter credit hour \$25 General Fee
Transcript Fee	\$5.00 per copy. Applies to costs of printing and certifying official transcripts.

### **Tuition and Fees**

#### ***Tuition Rates Effective October 3, 2011:***

General Tuition Rate	\$294 per quarter credit hour General Fee \$15
Surgical Technology Tuition Rate	\$340 per quarter credit hour General Fee \$15
Occupational Therapy Assistant Tuition Rate (for students enrolled July 2010 and beyond)	\$361 per quarter credit hour General Fee \$15
Occupational Therapy Assistant Tuition Rate	\$402 per quarter credit hour (OT Courses Only) General Fee \$15
Nursing Tuition Rate	\$390 per quarter credit hour \$25 General Fee
Transcript Fee	\$5.00 per copy. Applies to costs of printing and certifying official transcripts.

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

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

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

### **OWNERSHIP – PAGE 9 should read:**

Brown Mackie College – Phoenix is a branch 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, 33<sup>rd</sup> Floor, Pittsburgh, PA 15222.

### **ACCREDITATION AND AFFILIATIONS – PAGE 10 should read:**

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. ACOTE's telephone number is (301) 652-AOTA.

### **ADMISSIONS – PAGE 11 should read:**

#### **General Admission Requirements**

Each applicant for admissions is assigned an Assistant Director of Admissions who directs the applicant through the steps of the admissions process, providing information on curriculum, policies, procedures, and services, and assisting the applicant in setting necessary appointments and interviews. To qualify for admissions, applicants must be a graduate of a U.S. public or private high school (or its non-US equivalent) or correspondence school or education center that is accredited by an agency that is recognized by the U.S. government or any of its approved agents, or provide official documentation of high school equivalency. As part of the admissions process, applicants must sign a document attesting to graduation or completion and containing the information to obtain verification of such. Verification must be obtained within the first term 90 days or the student will be withdrawn from the institution following established guidelines for withdrawn students noted in the catalog. Title IV aid will not be disbursed until verification of graduation or completion has been received by Brown Mackie College – Phoenix (“the College”). Students seeking entry into the College with a high school diploma completed in a foreign country must provide an original U.S. – equivalency evaluation from an evaluating agency which is a member of the national Association of Credential Evaluation Services (NACES) (<http://www.naces.org/>). The cost of evaluating the foreign transcript is borne by the applicant.

All transcripts or other documentation related to graduation or completion becomes the property of the College. Admissions to the College is based upon the applicant's meeting the above requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. If previous academic records indicate that the College's education and training would not benefit the applicant, the college reserves the right to advise the applicant not to enroll. **It is the responsibility of the applicant to ensure that the College receives all required documentation, and all records provided become the property of the College. No action upon an application for admission will proceed without the required documentation.**

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**Effective August 3, 2009, the admissions requirements for Occupational Therapy Assistant will no longer have any additional admissions requirements.**

**The following will be removed from the catalog:**

#### **Admission Requirements: Occupational Therapy Assistant program**

In addition to the College's general admission requirements, applicants enrolling in the Occupational Therapy Assistant program must document the following:

- High school cumulative grade point average of at least 2.50, or
- A score on the GED examination of at least 57 (if taken before January 15, 2002) or 557 (if taken on or after January 15, 2002), or
- Completion of 12-quarter credit hours or 8-semester credit hours of collegiate coursework with a grade point average of at least 2.50. These credit hours may not include the Brown Mackie College course in Professional Development (CF 1100).

Students entering the programs must also have completed a biology or human anatomy and physiology course with a grade of at least a C (or 2.00 on a 4.00 scale).

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### Nursing Program Screening and Selection Process:

In addition to the College's general admission policies, including the College's standard evaluation of academic readiness to be successful in a College program, students are considered for acceptance into the nursing program based on their ranking which is determined by the following criteria:

- **Screening:**
  - Computer Adaptive Placement Assessment and Support System Test (COMPASS) – Applicants must complete the COMPASS Test with a Reading score of at least 75; Writing score of at least 60; and Math Score of at least 51 in order to be eligible to take the Test of Essential Academic Skills (TEAS).
  - TEAS – Applicants must complete the TEAS nursing-specific entrance examination with a composite score of 70% or higher. The TEAS examination consists of reading, mathematics, science, and English / language usage.
- **Selection:**
  - If there are more applicants meeting the screening criteria than the state nursing board has approved, a Screening Evaluation Form will be completed by the Nursing program administrator or designee.
  - The Screening Evaluation Form will rank applicants based on their TEAS score, previous college attendance, and prior health care experience (e.g. volunteer, nurse assistant, health care technician, corpsman, or other certified health care personnel).
  - Final selection for admission will be made by the nursing administrator and/or committee.
  - Applicants will be notified in writing of their acceptance to the Associate of Applied Science in Nursing Program.

### **Transfer Credit / Advanced Placement**

Transfer credit will be awarded following the policies and procedures located in the College Catalog. In addition, applicants holding an unencumbered Practical Nursing License will submit their academic transcripts for individualized evaluation of credit.

Additionally, the 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.

### **RESIDENCY REQUIREMENT – Page 13 should read as follows:**

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

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

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

**Addition: STUDENTS RIGHT TO KNOW**

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.

**CERTIFICATION AND LICENSURE – PAGE 15 should read:**

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***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 Arizona, 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:

Arizona Board of OT Examiners  
5060 North 19th Ave. Suite #209  
Phoenix, Arizona 85015  
Telephone: (602) 589-8352  
Fax: (602) 589-8354  
<http://www.occupationaltherapyboard.az.gov/forms.htm>

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

**INITIAL ACADEMIC ASSESSMENT Page 55 should read as follows:**

**Initial Academic Assessment**

During the course in Professional Development in the first quarter, and in some cases before instruction begins based on specific program needs, students are given an assessment of academic skills, commonly referred to as the academic readiness evaluation. Though the results of this assessment do not determine eligibility for admission, they provide the College with a means of determining the need for academic support through transitional studies courses and academic advisement, as well as a means by which the College can evaluate the effectiveness of its educational programs. Because of the purposes of this assessment, students are advised to perform to the best of their ability to accurately reflect the need or not for additional academic support.

Upon enrollment in the admissions process, students are advised of the date and time of the assessment of academic readiness; it is required for all students to be available for the assessment, since the evaluation will be scheduled in reserved computer classrooms with trained proctors, so that the evaluation can be conducted in compliance with the instrument's design. This assessment will be conducted outside of the described course meeting time and is in addition to the course contact hours.

As soon as practicable after the completion of the assessment, students will meet with academic advisement staff and review their performance and the plan for additional academic support toward success.

**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 the College.

**REPEATED COURSES - Page 57 should read as follows:**

**Repeated Courses**

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

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

**GRADING SYSTEM - Page 58 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 (OT prefix) program the grading system is as follows:

**Grading System for Occupational Therapy Program**

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

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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**II. Minimum Standards for Academic Progress - Page 63 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.

**COURSE DESCRIPTIONS – Page 34 should read as follows:**

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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:**

### **COM1101 Composition I** *(4 quarter credit hours)*

This is the first course in a two course sequence designed to improve student writing skills. The course emphasizes the construction of clear, coherent, expository essays employing various strategies of pre-writing, thesis development, support, organization, and revision.

Prerequisite: ENG0050 or placement through initial academic assessment.

### **COM1102 Composition II** *(4 quarter credit hours)*

Composition II has been designed to develop the students' proficiencies in both academic and professional writing. It promotes an awareness of the need to provide responsible support of ideas and conclusions. Students will employ logical reasoning (both inductive and deductive), analyze using critical reasoning, and accept the burden of proof in composing arguments.

Prerequisite: ENG1101

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

This is a transitional English course that focuses on the strengthening of grammatical, mechanical, and usage skills in writing. This course provides basic instruction and practice in writing one-paragraph and multi-paragraph essays.

Prerequisite: Placement through initial assessment

### **HUM2000 Introduction to Literature** *(4 quarter credit hours)*

An examination of various works of fiction, poetry, and drama, with emphasis on the analysis of character, plot, and language as means of discovering the writer's purpose. The course requires written analyses of works and assumes competence in expository writing.

Prerequisite: ENG1101

### **SSE0070 Fundamentals of Mathematics** *(4 quarter credit hours)*

A review of mathematical concepts designed to develop skills in basic applications. The course focuses upon computation and conversion involving whole numbers, fractions, decimals, ratios, percents, square roots, and the metric system.

Prerequisite: Placement through initial assessment

### **MTH1800 College Algebra** *(4 quarter credit hours)*

A study of algebraic functions and their properties. Topics include identities, graphs, equations, complex numbers and applications.

Prerequisites: MTH0050 or placement through initial academic assessment

### **PSS1210 Essentials for Student Success** *(4 quarter credit hours)*

This course is designed to introduce the skills necessary for success in the nursing program. Students are assisted in understanding the academic rigors of the nursing program of study and are encouraged to develop self-discipline. Students will participate in activities to gain a practical understanding of their role in the nursing profession and will be provided with tools to develop basic computer and study skills in order to become a successful student.

Prerequisite: ENG0050 or MTH0051 or placement through initial assessment.

### **SSC1100 Principles of Psychology** *(4 quarter credit hours)*

A study of the scientific basis of human behaviors, and the factors which influence human development. The course provides an overview of the history and major issues of psychology, including learning and

perception, personality theories, abnormal behavior, motivation and emotion, human development and social psychology.

Prerequisite: None

**SCI1351 Anatomy and Physiology I** (*4 quarter credit hours*)

This course focuses on the normal structure and function of the human body as a living organism and the relationship of its parts. Disease processes will also be discussed. The course begins with basic cellular structure and function, then progresses through these selected body systems: integumentary, skeletal, nervous, muscular and senses. A structured lab experience is included. Correct medical terminology is emphasized.

Prerequisite: None

**SCI1352 Anatomy and Physiology II** (*4 quarter credit hours*)

This course is a continuation of BI 1351 and focuses on the normal structure and function of the human body as a living organism and the relationship of its parts. Disease processes are discussed. The course progresses through these selected body systems: endocrine, blood, circulatory, lymph, immune, respiratory, digestive, urinary and reproductive. Correct medical terminology is emphasized. A structured laboratory experience is included.

Pre requisite: SCI1351 Anatomy and Physiology I

**SCI2100 Elements of Microbiology** (*4 quarter credit hours*)

Survey of microorganisms in terms of physiology, biochemistry, genetics, and diversity with emphasis placed on prokaryotes and eukaryotes causing human diseases. Methods of their control including physical, mechanical, chemical, chemotherapeutic, and role of the immune system discussed.

Prerequisite: MTH1800 College Algebra

**NUR1000 Health Assessment** (*4 quarter credit hours*)

This course builds on the core curriculum courses to develop the essential assessment skills necessary for nursing students. The course focuses on a holistic approach to health assessment as the basis for nursing intervention and practice. The student will learn to develop multiple skills for client interviewing with the use of therapeutic communication, assessing health history, and performing physical examinations for clients across the lifespan, to include special populations while considering cultural needs. Teaching and learning will take place in the classroom and in the laboratory setting.

Prerequisite: SCI1352 Anatomy & Physiology II

**NUR1010 Pharmacology** (*5 quarter credit hours*)

This course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Students will utilize critical thinking in the nursing process as it relates to providing safe, effective nursing care in drug administration.

Prerequisite: MT1800 College Algebra

**NUR1201 Foundations of Nursing I** (*4 quarter credit hours*)

This course provides an introduction to the role of the nurse as an integral part of the healthcare team describing the concepts of critical thinking, nursing process and evidence-based practice. There is a review of health assessment as it relates to being a core concept of the nursing process. The students will learn infection control practices and client safety as it relates to National Patient Safety Goals utilizing theory and laboratory instructional methodology.

Prerequisite: NUR1100 Pharmacology

**NUR1202 Foundations of Nursing II** (5 quarter credit hours)

This course builds on nursing skills and knowledge developed in Foundations of Nursing I by emphasizing concepts of therapeutic communication, biological needs, developmental theories and cultural influences. Principles of teaching and learning are also discussed relevant to client care needs. Laboratory and clinical skills are focused on assisting clients with biological needs, medication administration and pain management.

Prerequisite: NUR1201 Foundations of Nursing I

**NUR1203 Foundations of Nursing III** (5 quarter credit hours)

This course builds on the nursing skills and knowledge developed in Foundations of Nursing I and II by developing new knowledge of client oxygenation, fluid/electrolyte, self-concept, sexuality, and spiritual needs. Emphasis is also placed on the legal/ethical issues involved in the profession of nursing, community nursing and management of care. Content relating to nursing care for clients receiving complimentary/alternative therapies, care of clients with cancer, clients undergoing surgical interventions, and experiencing death/loss/grief is also discussed.

Prerequisite: NUR1202 Foundations of Nursing II

**NUR1701 Care of Older Adults I** (5 quarter credit hours)

This course provides the foundations of healthy aging and the basic biologic, safety and security needs of the older adult client. There is an overview of nursing concepts with regard to physiological, cognitive, biological needs as they relate to providing therapeutic nursing interventions within this population of clients. In addition, there is a focus on building strong assessment and communication skills to evaluate the health status of the older adult and utilizing the nursing process, plan and implement care in a clinical setting.

Prerequisite: NUR1203 Foundations of Nursing III

**NUR1702 Care of Older Adults II** (5 quarter credit hours)

This course expands upon the concepts from NUR1601 – Care of Older Adults I. There is an overview of chronic diseases that affect the older adult, as well as key concepts related to self-esteem and self-identity development. Additionally, there is discussion related to the concepts and theories of loss, death and dying, and the nurse's role in the process. The course has a clinical component allowing the student to utilize the nursing process to plan and implement care to meet the needs of the older adult.

Prerequisite: NUR1701 Care of Older Adults I

**NUR2201 Care of Adults I** (4 quarter credit hours)

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients in the perioperative period and experiencing problems of protection.

Prerequisite: NUR1702 Care of Older Adults II

**NUR2202 Care of Adults II** (4 quarter credit hours)

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of mobility, sensation and cognition.

Prerequisite: NUR2201 Care of Adults I

**NUR2203 Care of Adults III** (4 quarter credit hours)

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of digestion, nutrition, elimination and protection.

Prerequisite: NUR2102 Care of Adults II

**NUR2400 Care of Clients with Mental Health Needs** (4 quarter credit hours)

This course provides an introduction to mental health and psychiatric nursing using the nursing process to promote psychosocial integrity within the context of a health-illness continuum across the lifespan. Emphasis is placed on therapeutic communication, bio-psychosocial rehabilitation, and the therapeutic use of self. Clinical experiences provide students with opportunities to participate in therapeutic activities in a variety of health settings.

Prerequisites: SSC1200 – Principles of Psychology and NUR2203 Care of Adults III

**NUR2500 Care of Women and Childbearing Families** (4 quarter credit hours)

Theory and clinical course focusing on the nursing care of normal childbearing families and at-risk families during the preconception, prenatal, intrapartum, neonatal and postpartum periods emphasizing critical thinking and professional values within a legal/ethical framework. Related women's health issues will also be explored.

Prerequisite: NUR2203 Care of Adults III

**NUR2800 Care of Children and Adolescents** (4 quarter credit hours)

This course provides a general overview of the healthcare needs of children and adolescents with a focus on growth and developmental patterns, health promotion, risk reduction, and disease prevention. The theory content is enhanced through observational opportunities and supervised clinical experiences that allow the student to utilize the nursing process, and therapeutic communication.

Prerequisites: NUR2203 Care of Adults III

**NUR2851 Care of Clients with Complex Health Care Needs I** (5 quarter credit hours)

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of clients with complex health care needs. Dimensions of this course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of fluid/electrolyte, acid/base imbalances, oxygenation, cardiac output and tissue perfusion.

Prerequisite: NUR2203 Care of Adults III

**NUR2852 Care of Clients with Complex Health Care Needs II** (5 quarter credit hours)

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of clients with complex health care needs. Dimensions of this course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of Tissue Perfusion, Regulation and Metabolism, Excretion, Reproduction, and Concepts of Emergency Care and Disaster Preparedness.

Prerequisite: NUR2851 Care of Clients with Complex Health Care Needs I

**NUR2890 Leadership and Transition to Nursing Practice (5 quarter credit hours)**

This course is designed to expand the scope of nursing practice for final quarter nursing students to develop in the role of leader and manager of nursing resources. The course provides a comprehensive introduction to the study of nursing leadership and management concepts, and provides the opportunity to utilize these concepts in a clinical setting. The principles and theories of leadership and management will be integrated into the role of the nurse as a collaborator of care for clients across the life span.

Prerequisites: NUR2852 Care of Clients with Complex Healthcare Needs II

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

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

Prerequisite: Departmental approval

**OT 1115 Therapeutic Media (4 quarter credit hours)**

This course examines the therapeutic use of purposeful and meaningful occupations in the occupational therapy process. Students will have the opportunity to explore their own occupational history. Human occupation and its application to intervention choice will be addressed based on occupational therapy systems models and frames of reference. Practical applications in determining treatment activities based on these theories for clients through therapeutic groups and individual interventions will be applied. Activity analysis will be studied assisting with

the development of therapeutic media. Teamwork and group leadership, media selection throughout the lifespan, and establishment of therapeutic relationships are introduced. Students will learn how to design, select, and complete goal-directed activities for diverse client populations within a group or individual session.

Prerequisite: OT 1010

**OT 1215 Functional Anatomy I (4 quarter credit hours)**

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

Prerequisite: OT 1215

**OT 1315 Functional Anatomy II (4 quarter credit hours)**

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

Prerequisite: OT 1215

**OT 1510 Intervention in Pediatrics and Adolescents (4 quarter credit hours)**

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 1315*

**OT 1560 Intervention in Physical Rehabilitation** (4 quarter credit hours)

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

*Prerequisite: OT 1510*

**OT 1600 Fieldwork I** (1 quarter credit hour)

This course is the student's first official 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 1510*

**OT 2150 Intervention in Neurological Rehabilitation** (4 quarter credit hours)

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

*Prerequisite: OT 1560, OT 1600*

**OT 2465 Intervention in Mental Health** (4 quarter credit hours)

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

*Prerequisite: OT 2150*

**OT 2470 Intervention in Geriatrics** (4 quarter credit hours)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of common geriatric disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. This course provides the student with a greater depth of understanding of the disabilities that affect the older adult and geriatric population, with emphasis upon assessment, treatment and remediation of those disabilities and the effects of aging. The role of the occupational

therapy assistant in treatment with focus on the techniques used to modify daily functional activities through environmental assessments and modification, transfer training and the use of assistive technology are included.

*Prerequisite:* OT 2465

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

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

*Prerequisite:* Completion of all program coursework except Level II Fieldwork

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

This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to 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 quarter credit hours)

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

*Prerequisite:* OT 2990A and OT 2990B

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

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

NP at the end of OT 2991B, as defined by the FPE, the student will be required to repeat both OT 2991A and OT2991B.

*Prerequisite: OT 2991A*

**MD1301 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.

*Prerequisite: MT 1650*

**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.

*Pre-requisites: ME 1110, ME 1352*

**MD 2020 Specialty Surgical Procedures 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. Topics include: Cardiothoracic surgery, Peripheral Vascular surgery, and Neurosurgery.

*Prerequisite: MD 1020, MD 1040*

**Page 46 of the catalog should read:**

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

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

*Prerequisites: MD1352, MD1855*

Page 32 should read as follows:

**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.

<b>Concentration</b>		<b>52 credit hours</b>
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	Pharmacy for the Surgical Technologist	4
MD 1855	Clinical Procedures for the Surgical Technologist	4
MD 2020	Specialty Surgical Procedures II	4
ME 1351	Anatomy & Physiology I	4
ME 1352	Anatomy & Physiology II	4
<b>Core Curriculum</b>		<b>44 credit hours</b>
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
MT1650	Medical Math and Calculations	4
PS 1200	* Principles of Psychology	4
SO 1200	* Principles of Sociology	4
<b>Total quarter credit hours required</b>		<b>96</b>

\* indicates a general education course

Page 33 should read as follows:

**Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT**

The Occupational Therapy Assistant program is designed to 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.

\*Students enrolled for the July, 2010, term and there after will follow this curriculum.

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

<b>Concentration</b>		<b>76 credit hours</b>
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
<b>Core Curriculum</b>		<b>24 credit hours</b>
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

# ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

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## Credit Hour Determination and Outside Work Expectations\*

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

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

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

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

## Page 84 should read as follows:

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is:

1400 W. Washington, Room 260  
Phoenix, AZ 85007.  
Phone: 602/542-5709

Website: [www.ppse.az.gov](http://www.ppse.az.gov)

## TUITION, FEES, AND REFUND POLICY – PAGE 88-89 should read as follows:

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

### Tuition and Fees

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

### Refund Policy

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

#### *Return of Federal Title IV Aid*

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

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

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

the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

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

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

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

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

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

#### *Adjustment of Charges*

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

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

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

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

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

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

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

#### **Cancellation of Enrollment**

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

**President’s Scholarship – Page 91 should read as follows:**

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

**Page 17 and page 18 in the catalog should read:**

***Bachelor of Science: BUSINESS ADMINISTRATION***

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

<b>Concentration</b>	<b>92 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I .....	4
AC 1012 Principles of Accounting II .....	4
AC 1710 Payroll Management .....	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law .....	4
BA 1250 Human Resources .....	4
BA 1300 Small Business Management .....	4
BA 2000 Business Law II.....	4
BA 2220 Marketing and Advertising .....	4
BA 2600 Principles of Finance.....	4
BA 3000 Organizational Behavior .....	4
BA 4000 Business Administration Externship.....	4
EC 2150 Principles of Microeconomics .....	4
EC 3000 Money and Banking.....	4
EN 1200 Business Communications .....	4
FN 3000 Corporate Finance.....	4
MC 3000 Application of Management Information Systems .....	4
MG 3000 Management.....	4
MG 4000 Global Business Management.....	4
MG 4100 Operations Management .....	4
MK 4000 Retail Marketing .....	4
MK 4100 Consumer Behavior and Marketing Research.....	4
MK 4200 Marketing, Sales and Channel Management.....	4



**Bachelor of Science: BUSINESS ADMINISTRATION** (Continued)

Core Curriculum	88 Quarter Credit Hours
BI 1361 Anatomy and Physiology*	4
BI 2100 Elements of Microbiology*	4
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking*	4
CM 1800 Ethics.....	4
EN 1101 Composition I*	4
EN 1102 Composition II*	4
EN 2000 Introduction to Literature*	4
EN 3000 World Literature*	4
GV 1150 American Constitutional Law	4
HM 3000 History of Art Through the Middle Ages*	4
HM 3100 History of Art Through the Modern Times*	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I	4
MC 1311 Word Processing I.....	4
MC 1700 Professional Presentation Techniques.....	4
MT 1770 College Mathematics	4
MT 1800 College Algebra*	4
MT 3000 Statistics*	4
PH 2000 Introduction to Philosophy*	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
<b>Total quarter credit hours required</b>	<b>180</b>

\* Indicates a general education course

## ***Associate of Applied Science: Nursing***

The Associate of Applied Science in Nursing Program is designed to prepare the student to become an effective nurse clinician capable of sound clinical judgment in a variety of healthcare settings and in the community. The curriculum enables students to acquire principles and knowledge from natural and behavioral sciences and blends this coursework with the science of nursing. The integration of theory and clinical practice is designed to assist the student in the development of critical thinking and problem solving skills. The program is designed to prepare the graduate to sit for the National Council Licensure Examination (NCLEX) for registered nurses.\*\*

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

### **Concentration**

### **72 Quarter Credit Hours**

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NUR1000	Health Assessment.....	4
NUR1010	Pharmacology .....	5
NUR1201	Foundations of Nursing I .....	4
NUR1202	Foundations of Nursing II.....	5
NUR1203	Foundations of Nursing III.....	5
NUR1701	Care of Older Adults I.....	5
NUR1702	Care of Older Adults II .....	5
NUR2201	Care of Adults I.....	4
NUR2202	Care of Adults II .....	4
NUR2203	Care of Adults III.....	4
NUR2400	Care of Clients with Mental Health Needs .....	4
NUR2500	Care of Women and Childbearing Families.....	4
NUR2800	Care of Children and Adolescents .....	4
NUR2851	Care of Clients with Complex Healthcare Needs I .....	5
NUR2852	Care of Clients with Complex Healthcare Needs II.....	5
NUR2890	Leadership and Transition to Nursing Practice .....	5

### **Core Curriculum**

### **36 Quarter Credit Hours**

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COM1101	Composition I*.....	4
COM1102	Composition II* .....	4
HUM2000	Introduction to Literature* .....	4
MTH1800	College Algebra * .....	4
PSS 1210	Essentials for Student Success .....	4
SCI 2100	Elements of Microbiology* .....	4
SCI1351	Anatomy and Physiology I.....	4
SCI1352	Anatomy and Physiology II .....	4
SSC1100	Principles of Psychology*.....	4

### **Total Quarter Credit Hours Required**

**108**

\* Indicates a general education course

**Page 20 in the catalog should read as follows:**

***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.

**Page 22 in the catalog should read as follows:**

***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.

**Page 28 in the catalog should read as follows:**

***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.

**Page 32 in the catalog should read as follows:**

***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.