Brown Mackie College – Findlay
1700 Fostoria Avenue, Ste. 100
Findlay, OH 45840
(419) 423-2211

Bulletin 2016-2017 Academic Catalog
April 3, 2017

This Bulletin is an integral part of Brown Mackie College – Findlay’s Academic Catalog.

See bmcpprograms.info for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.

Effective June 10, 2016, Brown Mackie College-Findlay has ceased enrolling new students.

Main – Branch Affiliation

Effective February 28, 2017, Brown Mackie College – Findlay is no longer a branch campus of The Art Institute of Phoenix. As of 2/28/2017, Brown Mackie College – Findlay is a branch campus of The Art Institutes International Minnesota, located at 15 South 9th Street, Minneapolis, MN 55402.

Administration

Effective September 28, 2016

Dean of Academic Affairs …………………………………………………………………………………………………………Mitchell Howard
Director of Career Services ……………………………………………………………………………………………………………Judith Ford
Registrar ………………………………………………………………………………………………………………………………….Scott Tucker
Librarian ……………………………………………………………………………………………………………………………..Steven Mayo

Full-Time Faculty

Effective February 1, 2017

Michael Friemoth, DVM  Program Director, Veterinary Technology  DVM, The Ohio State University  BS, The Ohio State University  AAS, Columbus State Community College

Connie Huston, RN  Administrator, Practical Nursing  MA, Bowling Green State University  BSN, The Ohio State University

Karin Long RN  Nursing  BSN, Nursing, Ohio University  AAS, Nursing, Owens Community College

Terrie Newman, RN  Clinical Coordinator, Nursing  MSN, Nursing, Lourdes University  AAS, Nursing, Owens Community College  PN, Practical Nursing, Brown Mackie College-Findlay

Sharon Roush, RN  Nursing  BS, South University  AAS, Owens Community College

Marty Schreiber, RN  Nursing  MSN, South University  BSN, Ashland University

Rebecca Terry, RN  Nursing  MSN, South University  BSN, University of Toledo

Elizabeth Wargo, OTD, OTR/L  Program Director, Occupational Therapy Assistant  OTD, University of Toledo
Tuition Rates & Fees  
*Effective August 31, 2015*

Effective July 1, 2016, the charges for textbooks are identified as a separate charge. The total cost of the program is unchanged.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits/Quarters</th>
<th>Tuition Credit hour</th>
<th>Gen Fee Credit hour</th>
<th>Total Tuition</th>
<th>Total Gen Fee*</th>
<th>Total Cost of Textbooks</th>
<th>Tuition Cost of Program**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant – Diploma</td>
<td>60/5</td>
<td>$322</td>
<td>$25</td>
<td>$19,320</td>
<td>$1,500</td>
<td>$300</td>
<td>$21,120</td>
</tr>
<tr>
<td>Pharmacy Technician – Diploma</td>
<td>50/5</td>
<td>$273</td>
<td>$20</td>
<td>$13,650</td>
<td>$1,000</td>
<td>$250</td>
<td>$14,900</td>
</tr>
<tr>
<td>Practical Nursing – Diploma</td>
<td>58/4</td>
<td>$376</td>
<td>$30</td>
<td>$21,808</td>
<td>$1,740</td>
<td>$290</td>
<td>$23,838</td>
</tr>
<tr>
<td>Nursing – Associate of Applied Science</td>
<td>108/8</td>
<td>$376</td>
<td>$30</td>
<td>$40,608</td>
<td>$3,240</td>
<td>$540</td>
<td>$44,388</td>
</tr>
<tr>
<td>Occupational Therapy Assistant – Associate of Applied Science</td>
<td>96/8</td>
<td>$376</td>
<td>$25</td>
<td>$36,096</td>
<td>$2,400</td>
<td>$480</td>
<td>$38,976</td>
</tr>
<tr>
<td>Pharmacy Technology - Associate of Applied Science</td>
<td>96/8</td>
<td>$322</td>
<td>$25</td>
<td>$30,912</td>
<td>$2,400</td>
<td>$480</td>
<td>$33,792</td>
</tr>
<tr>
<td>Veterinary Technology - Associate of Applied Science</td>
<td>96/8</td>
<td>$322</td>
<td>$25</td>
<td>$30,912</td>
<td>$2,400</td>
<td>$480</td>
<td>$33,792</td>
</tr>
<tr>
<td>Business Administration - Bachelor of Science</td>
<td>180/15</td>
<td>$322</td>
<td>$25</td>
<td>$57,960</td>
<td>$4,500</td>
<td>$900</td>
<td>$63,360</td>
</tr>
</tbody>
</table>

*General Fee applies to cost of institutional activities and services.

**The displayed tuition cost of program is reduced by the credit hours successfully transferred into your program of study, either from an outside institution or from a previous enrollment, and assumes you pass all program courses as you attempt them. Tuition cost of program includes tuition and general fees. Tuition and fees are subject to increases.*

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Students needing transitional courses will be charged the following in addition to the program costs listed above.

<table>
<thead>
<tr>
<th>SSE0050 Fundamentals of English</th>
<th>$1,408.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSE0070 Fundamentals of Math</td>
<td>$1,408.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$1,288.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$100.00</td>
</tr>
<tr>
<td>Textbook</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

**Textbooks:** Textbooks (Digital or Traditional) will be noted in the registration material and will be charged in addition to tuition unless the student chooses to opt out. Students who do not opt out will not need to purchase textbooks. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbooks and will be issued a $20.00 credit per course on their student account for the student cost of the Digital or Traditional Textbook included in the course, excluding duplicate Digital or Traditional Textbooks used by other courses in the program.

**Technology Fee** (optional): $650.00 (Taxes included). An institutional charge. Textbooks will be delivered in digital form and require a technology kit which can be included in enrollment at the choice of student. In cases where a textbook is not available in digital form, a physical textbook will be available from the College.

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

Instructional material costs will vary by program.

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.
Effective July 1, 2016

Provision for Books and Supplies

As described below, by the seventh (7th) day of each course start date within the payment period, the College will provide students the following method to obtain the books and supplies required for their courses in the payment period.

- For courses that do not use Digital Textbooks - Pick up books and supplies directly from the College, and charged to the student account.
- For courses using a Digital Textbook - An Electronic Textbook provided by the College to be redeemed with the College’s contracted third-party vendor, and charged to the student account.
- For newly enrolled students - A technology kit consisting of an Apple iPad purchased from the College to receive access to books on-line through Digital Textbooks, and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charges in excess of Title IV and other financial aid funding available on the student account are the responsibility of the student.

If the student opts out of the College’s method for the Traditional Textbook or Electronic Textbook provided by the College as outlined above, the charge will be reversed on the student account by the end of week two (2) for the course and the student is responsible for purchasing the required textbooks for her or his courses.

A detailed listing of charges is disclosed on the College’s Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of the College’s method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification for a subsequent payment period regarding her or his choice to use the College’s method to obtain books and supplies at any time, but not retroactively, by contacting the Student Financial Services or Student Accounting Department.

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### 2017 Academic Calendar
Revised September 15, 2016

**Winter Quarterly Recess – December 26, 2016 – January 2, 2017**

<table>
<thead>
<tr>
<th>WINTER QUARTER</th>
<th>Classes Begin</th>
<th>Tuesday January 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Martin Luther King, Jr. Day Recess</td>
<td>Monday January 16</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of January 22</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday January 28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>Classes Begin</th>
<th>Monday January 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>President’s Day Recess</td>
<td>Friday February 17</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of February 19</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday February 25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>Classes Begin</th>
<th>Monday February 27</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of March 19</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday March 25</td>
</tr>
</tbody>
</table>

**Spring Quarterly Recess – March 27, 2017 – March 31, 2017**

<table>
<thead>
<tr>
<th>SPRING QUARTER</th>
<th>Classes Begin</th>
<th>Monday April 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Good Friday Recess</td>
<td>Friday April 14</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of April 23</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday April 29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>Classes Begin</th>
<th>Monday May 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of May 21</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday May 27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th>Memorial Day Recess</th>
<th>Monday May 29</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Tuesday May 30</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of June 18</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday June 24</td>
</tr>
</tbody>
</table>

**Summer Quarterly Recess – June 26, 2017– June 30, 2017**

<table>
<thead>
<tr>
<th>SUMMER QUARTER</th>
<th>Classes Begin</th>
<th>Monday July 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Independence Day Recess</td>
<td>Tuesday July 4</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of July 23</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday July 29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>August</th>
<th>Classes Begin</th>
<th>Monday July 31</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of August 20</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday August 26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>Classes Begin</th>
<th>Monday August 28</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Labor Day Recess</td>
<td>Monday September 4</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of September 17</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday September 23</td>
</tr>
</tbody>
</table>
**Fall Quarterly Recess – September 25, 2017 – September 29, 2017**

**FALL QUARTER**

<table>
<thead>
<tr>
<th>October</th>
<th>Classes Begin</th>
<th>Monday October 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of October 22</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday October 28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>Classes Begin</th>
<th>Monday October 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Veteran’s Day Recess</td>
<td>Friday November 10</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of November 19</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Wednesday November 22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>Classes Begin</th>
<th>Monday November 27</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of December 17</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday December 23</td>
</tr>
</tbody>
</table>

**Winter Quarterly Recess – December 25, 2017 – January 1, 2018**

*In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.*
Effective March 1, 2016: The following replaces the General Admissions policy found on page 6 of the College’s Academic Catalog.

General Admissions Requirements
Each applicant for admission is assigned a Student Success Coordinator 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 be considered for admissions to the College, a candidate must be a high school graduate or hold a General Education Development (GED) Certificate.

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. Official high school transcripts or official documentation of high school graduation equivalency must be obtained within the first financial aid payment period 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 dispersed until verification of graduation or completion has been received by 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/) or the Association of International Credential Evaluators, Inc. (AICES) (http://www.aice-eval.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. Admission 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.

In addition, applicants seeking enrollment must obtain the following minimum score on the College’s academic readiness assessment in order to be accepted*:

- Reading – 31

Results of the academic readiness assessment will also be used to determine placement in transitional courses in English and/or math. See Initial Academic Assessment section of this catalog.

Prior college transfer credit for composition and/or math courses will be disallowed if the academic readiness assessment threshold determines that a student needs to take transitional courses at the College.

*Applicants holding an earned associate or higher degree from a college or university accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) are exempt from the academic assessment minimum score requirement. In addition, applicants seeking enrollment into the Associate of Applied Science in Nursing program are exempt from the academic assessment minimum score requirement, please see Program Specific Admissions Requirements.

Effective March 1, 2016: The following replaces the Initial Academic Assessment policy found on page 10 of the College’s Academic Catalog.

Initial Academic Assessment
Students are given an assessment of academic skills, commonly referred to as the academic readiness assessment. The results of the assessment provide the College with a means of determining the need for academic support through transitional studies courses and academic advisement. Because of the purposes of this assessment, students are advised to perform to the best of their abilities to accurately reflect the need or not for additional academic support.
The following minimum assessment scores must be achieved; otherwise, the student will be scheduled for transitional course(s):

- Writing – 83
- Reading – 75
- Mathematics - 100

As soon as practical after the completion of the assessment, students are advised to meet with their Campus Academic Affairs office and review their performance and the plan for additional academic support toward success.

**Nursing Merit Scholarship**

Effective March 1, 2016: The *Nursing Merit Scholarship* located on page 62 is no longer available.

Effective March 16, 2016: The following replaces the *Programmatic Accreditation-Associate of Applied Science in Nursing* statement found on page 4 of the College’s Academic Catalog.

**Programmatic Accreditation**

The Associate of Applied Science in Nursing program complies with the Ohio Board of Nursing guidelines as set forth in the Ohio administrative Code, Chapter 4723-5 and the Brown Mackie College – Findlay Associate of Applied Science in Nursing program has received “Full Approval” from the Ohio Board of Nursing. Ohio Board of Nursing, 17 South High Street, Ste. 400, Columbus, Ohio 43215-7410, 614-466-3947.

Effective March 28, 2016: The following replaces the *Program Specific Admissions Requirements-Diploma in Practical Nursing* policy found on page 7 of the College’s Academic Catalog.

**Program Specific Admissions Requirements**

**Diploma in Practical Nursing**

In addition to the General Admissions Requirements, applicants seeking enrollment in the Practical Nursing program must obtain the following in order to be accepted:

- Criminal Background Check. Admission to the program will be denied if the background check includes results that may impair the student’s ability to be placed in a clinical site and/or be eligible to sit for the licensure exam.*
- Negative Drug Screen

A Screening Evaluation Form will be completed by the Nursing Administrator if there are more qualified applicants than there are available seats in the entering class. The Screening Evaluation Form will rank applicants based on previous college attendance, and prior health care experience (e.g. volunteer, nurse assistant, health care technician, corpsman, or other certified health care personnel).

*Prospective students should contact the Nursing Administrator if they have additional questions related to criminal background check results.

Effective June 21, 2016: The following replaces the *Veterans Administration* language found on page 5 of the College’s Academic Catalog.

**Veterans Administration**

Brown Mackie College — Findlay is approved for the training of veterans and eligible veterans’ dependents by the State Approving Agency (SAA) in Ohio for Veterans Training.
Effective June 21, 2016: The following is an addition to the *Financial Assistance Programs* section found on page 59 of the College’s Academic Catalog.

**Brown Mackie College PACE Grant**

Congress amended the rules governing the Federal Pell Grant so that as of July 1, 2012 students could only receive the equivalent of six years of funding from the Federal Pell Grant Program. This ruling places a hardship on many students that have relied on this foundational grant to pay for their education. Brown Mackie College recognizes that many students have not factored the potential loss of their Pell Grant into their educational plans. The Brown Mackie College PACE Grant is intended to assist in filling this gap in funding for these students attending a Brown Mackie College school.

The Brown Mackie College PACE Grant will be awarded once it has been determined that the student has no remaining Pell eligibility due to reaching their lifetime limit. The Brown Mackie College PACE Grant is meant to cover direct costs only and will not be awarded to students that borrow funds in excess of institutional charges on their account with a Brown Mackie College school. Upon verification that the student is passing their final course, the grant will be applied to tuition and fees during the fourth week of their final course.

See your Student Financial Services office for details.

Effective June 21, 2016: The following is in addition to the *U.S. Departments of Veterans Affairs and Defense Education Benefits* section found on page 61 of the College’s Academic Catalog.

**U.S. Departments of Veterans Affairs and Defense Education Benefits**

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following website: [http://www.benefits.va.gov/GIBILL/Feedback.asp](http://www.benefits.va.gov/GIBILL/Feedback.asp). The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.


**Brown Mackie College Community College Scholarship**

Effective June 21, 2016: The *Brown Mackie College Community College Scholarship* located on page 61 is no longer available.

**Brown Mackie College Future Nurses Scholarship**

Effective June 21, 2016: The *Brown Mackie College Future Nurses Scholarship* located on page 62 is no longer available.

**Brown Mackie College LEU Grant**

Effective June 21, 2016: The *Brown Mackie College LEU Grant* located on page 62 is no longer available.

Effective June 21, 2016: The following is an addition to the *Certification and Licensure Program Specific Information* section found on page 64 of the College’s Academic Catalog.

**Certification and Licensure**

**Program Specific Information**

**Business Management(Associate of Applied Business) (Optional Certification)**

Students in the Business Management (AAB) program who have successfully completed the project management courses within the program curriculum are eligible to take the Certified Associate in Project Management (CAPM) certification exam offered through the Project Management Institute (PMI), 14 Campus Boulevard, Newtown Square, PA 19073-3299, 1-855-746-4849 or [customercare@pmi.org](mailto:customercare@pmi.org). Information on application procedures can be found at [http://www.pmi.org/Certification/Certified-Associate-in-Project-Management-CAPM.aspx](http://www.pmi.org/Certification/Certified-Associate-in-Project-Management-CAPM.aspx).
Effective June 29, 2016: The following replaces the Refund Policy found on page 58 of the College’s Academic Catalog.

Examples of the calculations for these policies are available in the Student Financial Service department.

Refund Policy
As allowed under Federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes.

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 who is a Title IV recipient 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 sixty (60) percent point of the term. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (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 there is a scheduled break of five or more days, it will reduce the term length and if the scheduled break is before the student’s last day of attendance, it will reduce the calendar days completed.

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 Direct Loans, Federal Subsidized Direct Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar 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 loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student’s account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student’s authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered the student.

If Federal student financial assistance funds need to be returned, the College 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;
- 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 includes 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.

Institutional Refund Policy
The Institutional Refund Policy applies to all students as outlined below. For veteran and military students who are receiving military education benefits, refer to the Military Brochure for additional information at https://content.edmc.edu/assets/pdf/BMC/Military/bmc-military-brochure.pdf.
Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled On-Ground

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in undergraduate programs who have previously attended, please see the Adjustment of Charges, Monies Paid in Advance and Cancellation of Enrollment sections of the Refund Policy in the enrollment agreement and catalog.

The College provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student’s first scheduled class, whichever is later (referred to as the “Initial Period”).

The chart below illustrates the days in the Initial Period for a non-regular student:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Initial Period Days</th>
<th>Number of Calendar Days in Initial Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28th</td>
<td>1st Scheduled Class</td>
<td>1</td>
</tr>
<tr>
<td>April 29th</td>
<td>1st Day of Initial Period</td>
<td>2</td>
</tr>
<tr>
<td>April 30th</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>May 1st</td>
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<tr>
<td>May 2nd</td>
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<td>May 3rd</td>
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<td>6</td>
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<tr>
<td>May 4th</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>May 5th</td>
<td>7th = Last Day of Initial Period</td>
<td>8</td>
</tr>
<tr>
<td>May 6th</td>
<td>Initial period over – student is eligible to be reviewed for full admission</td>
<td>9</td>
</tr>
</tbody>
</table>

A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student’s first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student’s behalf and will remove any charges from the student’s account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student’s Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student’s first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student’s program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student’s first term or first scheduled.
class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:
1. Student’s first scheduled class is April 28th.
2. Student ceases to attend and his or her last date of attendance is May 2nd (the 4th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:
1. Student’s first scheduled class is April 28th.
2. Student remains enrolled and attends class through May 7th (the 9th day), then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
4. Student would be eligible for Title IV, veteran’s benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after May 4th (the 7th day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Adjustment of Charges, Monies Paid in Advance
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 monies paid in advance shall be refunded. If the student is accepted and subsequently starts, he/she is subject to the Cancellation of Enrollment policy below.

The student’s last date of attendance 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 Student Financial Service department for advising and information concerning loan repayment.

In accordance with school policy, any student who begins classes and then withdraws, or is terminated by the College, prior to the end of any quarter will be refunded tuition and fees as follows, based on the student’s last date of attendance:

- 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.

Refunds after Class Start
If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the
session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student’s last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student’s last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.

If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student’s last date of attendance in the academic term using the academic term charges and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

The College will first calculate how much needs to be returned under the Return of Federal Title IV Aid policy. The College will then calculate how much of the charges can be retained based on the College refund policy. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student’s written authorization, to Federal Loans from which funds were received, in this order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal PLUS Loans. If there is an additional credit balance remaining after the Federal refund is made, under College policy, refunds will be made in this order, to programs from which funds were received: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal PLUS Loans, other loans, other aid (if required), student.

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

All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies the College of the withdrawal or of the College terminating enrollment of the student, whichever is earlier. The return of Federal Title IV funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

**Cancellation of Enrollment**

A full refund will be made to any student who cancels the enrollment contract by submitting notice in writing within six (6) business 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 within thirty (30) calendar days.

**Effective August 1, 2016:** The following replaces the Programmatic Accreditation statement for the Occupational Therapy Assistant program (AAS) found on page 4 of the College’s Academic Catalog.

**Programmatic Accreditation**

The Associate of Applied Science degree in Occupational Therapy Assistant program in Brown Mackie College-Findlay is in an inactive status and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA, www.acoteonline.org.

**Effective November 16, 2016:** The following is an addition to the Financial Assistance Programs section found on page 59 of the College’s Academic Catalog.

**Brown Mackie College Success Grant**

Brown Mackie College created the SUCCESS Grant to assist its students in accelerating time to graduation while following responsible borrowing practices. The grant covers the full cost of tuition and fees for additional courses taken over and above three courses in a student’s personal quarter and is offered to those who meet specific eligibility requirements. Recipients must be in good academic standing as defined by the Satisfactory Academic Progress policy, be
actively enrolled, and be attending full-time. Furthermore, recipients must successfully pass all courses in the awarded
term to be eligible for disbursement. The SUCCESS Grant will be disbursed to a student's account at the end of the
quarter after grades have been posted. See your Student Financial Services office for details.

**Effective December 21, 2016:** The following statement replaces the institutional accreditation statement for the
Accrediting Council for Independent Colleges and Schools located on page 4 of the College’s Academic Catalog.

**Institutional Accreditation**
Brown Mackie College — Findlay is accredited by the Accrediting Council for Independent Colleges and Schools to
award bachelor’s degrees, associate’s degrees and diplomas. The Accrediting Council for Independent Colleges and
Schools is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE,

Notice to students and prospective students: Education Management Corporation campuses have been placed on probation
by their accreditor, the Accrediting Council for Independent Colleges and Schools (“ACICS”), based on financial stability
standards.
PROGRAM UPDATES

Effective March 1, 2015
The Bachelor of Science in Business Administration program is no longer enrolling new students.

Bachelor of Science: BUSINESS ADMINISTRATION

The bachelor’s degree program in Business Administration is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts, and key business competencies. The program is designed to prepare graduates for careers in a variety of fields within the business arena or add to an existing set of skills.

Upon successful program completion, graduates should be able to:

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

Please visit ge.brownmackie.edu/programoffering/3738 for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science in Business Administration

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>AC 1011</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>AC 1012</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>AC 1710</td>
<td>Payroll Management</td>
</tr>
<tr>
<td>BA 1000</td>
<td>Introduction to Business</td>
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<tr>
<td>BA 1140</td>
<td>Business Law</td>
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<td>BA 1250</td>
<td>Human Resources</td>
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<tr>
<td>BA 1300</td>
<td>Small Business Management</td>
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<tr>
<td>BA 2000</td>
<td>Business Law II</td>
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<tr>
<td>BA 2220</td>
<td>Marketing and Advertising</td>
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<tr>
<td>BA 2600</td>
<td>Principles of Finance</td>
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<tr>
<td>BA 3000</td>
<td>Organizational Behavior</td>
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<tr>
<td>BA 4000</td>
<td>Business Administration Externship</td>
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<tr>
<td>EC 3000</td>
<td>Money and Banking</td>
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<td>FN 3000</td>
<td>Corporate Finance</td>
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<tr>
<td>MC 1211</td>
<td>Spreadsheets I</td>
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<tr>
<td>MC 1311</td>
<td>Word Processing I</td>
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<tr>
<td>MC 1700</td>
<td>Professional Presentation Techniques</td>
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<tr>
<td>MC 3000</td>
<td>Application of Management Information Systems</td>
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<tr>
<td>MG 3000</td>
<td>Management</td>
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<tr>
<td>MG 4000</td>
<td>Global Business Management</td>
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<tr>
<td>MG 4100</td>
<td>Operations Management</td>
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<tr>
<td>MK 4000</td>
<td>Retail Marketing</td>
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<tr>
<td>MK 4100</td>
<td>Consumer Behavior and Market Research</td>
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<tr>
<td>MK 4200</td>
<td>Marketing, Sales and Channel Management</td>
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<tr>
<td>General Education</td>
<td>Quarter Credit Hours</td>
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<tr>
<td>BI 1361 Anatomy &amp; Physiology</td>
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<td>BI 1850 Environmental Science</td>
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<td>CM 1200 Effective Public Speaking</td>
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<tr>
<td>EN 1101 Composition I</td>
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<td>EN 1102 Composition II</td>
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<tr>
<td>EN 2000 Introduction to Literature</td>
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<tr>
<td>EN 3000 World Literature</td>
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<tr>
<td>HM 3000 History of Art Through the Middle Ages</td>
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<tr>
<td>HM 3100 History of Art Through the Modern Times</td>
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<tr>
<td>MT 1800 College Algebra</td>
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<td>MT 3000 Statistics</td>
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<tr>
<td>PH 2000 Introduction to Philosophy</td>
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<td>PS 1200 Principles of Psychology</td>
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<td>SO 1200 Principles of Sociology</td>
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<td>CF 1100 Professional Development</td>
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<td>CM 1800 Ethics</td>
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<tr>
<td>EC 2050 Principles of Microeconomics</td>
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<tr>
<td>EC 2150 Principles of Macroeconomics</td>
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<td>EN 1200 Business Communications</td>
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<tr>
<td>GV 1150 American Constitutional Law</td>
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<tr>
<td>MC 1150 Introduction to Microcomputers</td>
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<table>
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<tr>
<th>Additional Courses</th>
<th>Quarter Credit Hours</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total quarter credit hours required</td>
<td></td>
<td>180</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

The following are course descriptions for the programs that are no longer enrolling new students included in this bulletin.

Effective January 27, 2016:

AC 1011 Principles of Accounting I (4 quarter credit hours)
Basic accounting concepts, procedures, and principles are presented. Topics include journalizing and posting entries; preparing adjustments, a worksheet, and financial statement; completing the closing process using subsidiary ledgers and special journals, journals; and a study of accounting systems.
Prerequisites: None

AC 1012 Principles of Accounting II (4 quarter credit hours)
A continuation of Principles of Accounting I. Topics include accounting procedures for business, accounting for cash, receivables, temporary investments, inventories, plant assets, intangible assets, and accounting procedures for partnerships and corporations.
Prerequisites: AC 1011

AC 1710 Payroll Management (4 quarter credit hours)
Course covers basic concepts and procedures of payroll management. Topics include the procedures for maintaining payroll records and the preparation of the required federal, state, and local payroll tax reports.
Prerequisites: AC 1011

ACC1011 Principles of Accounting I (4 quarter credit hours)
Basic accounting concepts, procedures, and principles are presented. Topics include journalizing and posting entries; preparing adjustments, a worksheet, and financial statement; completing the closing process using subsidiary ledgers and special journals, journals; and a study of accounting systems.
Prerequisites: None

BA 1000 Introduction to Business (4 quarter credit hours)
This course gives the student an overview of all phases of business: ownership, marketing, personnel, finance, managerial controls, and the relationship of business with the social and economic environment in which the business operates.
Prerequisites: None

BA 1140 Business Law I (4 quarter credit hours)
An introduction to contracts, termination and breach of contracts, and the application of legal principles to such areas as corporations, agencies, partnerships, and bailments.
Prerequisites: None

BA 1250 Human Resources (4 quarter credit hours)
A study of the planning, recruiting, selecting, hiring, training, appraising and compensating of human resources. Case studies are employed in order for students to gain practical experience.
Prerequisites: None

BA 1300 Small Business Management (4 quarter credit hours)
An introduction to the intricacies of decision-making in organizing and developing a small business. Discussion focuses on the various responsibilities a small business must meet and the challenges generated by the marketplace.
Prerequisites: None

BA 2000 Business Law II (4 quarter credit hours)
This course covers the law of basic business associations, including agencies, partnerships, and corporations. This course will include a discussion of franchise and relevant real property concepts, and a study of negotiable instruments using the Uniform Commercial Code.
Prerequisites: BA 1140

BA 2220 Marketing and Advertising (4 quarter credit hours)
An introduction to the principles of marketing, advertising, and sales promotion, with an emphasis on target marketing and ethics.
Prerequisites: None

BA 2600 Principles of Finance (4 quarter credit hours)
An examination of the analytical tools necessary for investigating corporate financial structure as well as evaluating and ranking various types of investments. Capital budgeting, return on investment, required rate of return, present value, and other investment techniques are studied.
Prerequisites: AC 1011

BA 3000 Organizational Behavior (4 quarter credit hours)
This course advances the concepts learned in the foundational business courses. In addition, behavioral concepts are applied to motivation, leadership, work groups, and communication.
Prerequisites: BA 1000, PS 1200
BA 4000  
**Business Administration Externship (4 quarter credit hours)**  
The Business Administration externship provides students with a real-world environment within which to apply their learning. While participating in a supervised and assessed practicum, students will be required to complete a reflective essay examining their learning of competencies needed for graduation. The externship’s goal is to assist the Business Administration students in their transition from the classroom to the business environment and culture.  
*Prerequisites: Completion of all other course requirements or departmental approval*

Bl 1361  
**Anatomy and Physiology (4 quarter credit hours)**  
A study of the human body as a whole, including structure of the body, cells, tissues, organ systems, the mechanism of disease, and the senses.  
*Prerequisites: None*

Bl 1850  
**Environmental Science (4 quarter credit hours)**  
This course is an introduction to the study of the physical environment and some of the major related issues and problems. Areas of concern include nature of the environment, climatic factors, natural resources, solid and hazardous waste, pollution, global environmental hazards, and energy production. These topics are studied in relation to population, land use, environmental ethics, decision-making, and environmental management.  
*Prerequisites: None*

CF 1100  
**Professional Development (4 quarter credit hours)**  
Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note-taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, academic policies and issues, time management, problem-solving, and effective and ethical use of resources.  
*Prerequisites: None*

CM 1200  
**Effective Public Speaking (4 quarter credit hours)**  
An introduction to the principles and practices of topic selection, research, audience analysis, organization, style, and delivery of oral presentations. A variety of informative, persuasive, and group presentations are required.  
*Prerequisites: None*

CM 1800  
**Ethics (4 quarter credit hours)**  
This course introduces the student to moral principles and helps them to identify and become sensitized to controversial issues and ethical problems likely to develop in the workplace. The course examines a professional’s ethical and legal responsibilities.  
*Prerequisites: None*

CM 2500  
**Medical Ethics (4 quarter credit hours)**  
This course will explore the ethical issues in health care. A structured approach for identifying, analyzing, and resolving ethical issues in clinical medicine will be discussed. Case studies will be utilized to demonstrate the process of identifying, analyzing and resolving ethical issues.  
*Prerequisites: None*

EC 2050  
**Principles of Macroeconomics (4 quarter credit hours)**  
The study of macroeconomics includes the basic aspects of economic analysis of the business world. Students will develop an understanding of the monetary system, recession, inflation, and the main cycles of business activity.  
*Prerequisites: MT 1800*

EC 2150  
**Principles of Microeconomics (4 quarter credit hours)**  
Microeconomics is the study of the internal forces in the market place. Students will develop an understanding of the forces that control the economy, and the effect of changes in those forces. Specific topics include the free enterprise system, capitalism, wage and price theory, law of supply and demand, and government regulation of business.  
*Prerequisites: MT 1800*

EC 3000  
**Money and Banking (4 quarter credit hours)**  
This course is the study of the banking system in the American economy: monetary and fiscal policies and the impact of money and fund flows upon business decisions and economic activity.  
*Prerequisites: BA 2600*

EN 1101  
**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.  
*Prerequisites: SSE0060 or SSE0065 or placement through initial academic assessment*

EN 1102  
**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.  
*Prerequisites: EN 1101*
EN 1200  **Business Communications** *(4 quarter credit hours)*
This course provides for practice in various methods of business communication as these are appropriate for job search and career enhancement. The course requires the composition of résumés, cover letters, thank you letters, and acceptance letters, as well as the application of oral communication skills required for effective employment interviews and other aspects of job search and career enhancement. The student will assemble a portfolio for job search purposes, will research target companies for employment, will engage in program assessment activities, as well as will prepare for licensure and certification examinations in field.

Prerequisites: None

EN 2000  **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.

Prerequisites: EN 1101

EN 3000  **World Literature** *(4 quarter credit hours)*
Organized thematically, this course explores multi-cultural viewpoints expressed in at least one novel supported by plays, short fiction, and poetry from around the world.

Prerequisites: EN 2000

FN 3000  **Corporate Finance** *(4 quarter credit hours)*
An introductory course in the financial management of non-financial corporations, this course focuses on the role of interest rates and capital markets in the economy. A variety of topics are addressed, including the structure and analysis of financial statements, time value of money calculations, and the valuation of income-producing physical assets.

Prerequisites: AC 1012 or BA 2600

GV 1150  **American Constitutional Law** *(4 quarter credit hours)*
This course introduces students to the United States Constitution in theory and practice; the constitutional division of government, the role of the United States Supreme Court, the Bill of Rights, and subsequent amendments.

Prerequisites: None

HM 3000  **History of Art Through the Middle Ages** *(4 quarter credit hours)*
This course is a history of art from the prehistoric/tribal period through the Middle Ages. Students will analyze the design and artistic concepts common to all artwork, and will also cover the external themes and influences that shaped art at various points in history and across cultures.

Prerequisites: EN 1102

HM 3100  **History of Art Through the Modern Times** *(4 quarter credit hours)*
This course is a history of art from the Renaissance to the Modern period. The concepts, historical themes and social/cultural influences on the art and architecture of the periods will be studied. Students will analyze the design and artistic concepts common to all artwork, and will also cover the external themes and influences that shaped art at various points in history and across cultures and provide us with a window onto those cultures.

Prerequisites: EN 1102

MC 1150  **Introduction to Microcomputer Applications** *(4 quarter credit hours)*
A practical introduction to the personal computer, its history and its current relevance in the business world. The student becomes familiar with an operating system, word processing, presentation software, and receives an introduction to the Internet. Hands-on experience is emphasized. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisites: None

MC 1211  **Spreadsheets I** *(4 quarter credit hours)*
This course provides an introduction to an electronic spreadsheet application. Sheet layout, arithmetic functions, report generation, formulas, formatting commands, and graphic representation of data are covered. Hands-on experience on the personal computer is an essential part of the training.

Prerequisites: MC 1150

MC 1311  **Word Processing I** *(4 quarter credit hours)*
An introduction to current word processing application software. Students learn basic skills needed to produce business documents. Prior keyboarding experience is valuable but not essential.

Prerequisites: None

MC 1312  **Word Processing II** *(4 quarter credit hours)*
A continuation of MC1311, Word Processing I. students learn advanced business-oriented functionalities of the word processing application introduced in MC1311.

Prerequisites: MC 1311

MC 1400  **Database Applications** *(4 quarter credit hours)*
Use database management software to create and enter data and produce reports. The student learns the basic functions of a relational database management system, creating and modifying a database, printing reports, and selecting retrieval specifications based on modifying a database, and selecting records based on specific criteria.

Prerequisites: None
MC 1700  Professional Presentation Techniques (4 quarter credit hours)
This course introduces the student to presentation software that can be used to create slide presentations and handouts. The student will learn how to create professional presentations using rich media and effectively deliver presentations in a group setting.
Prerequisites: MC1150

MC 3000  Application of Management Information Systems (4 quarter credit hours)
This course provides an introduction to business applications of information systems and emphasizes how business objectives shape the application of new information systems and technologies and demonstrates the relevance of information systems.
Prerequisites: BA 1000

ME 1110  Medical Terminology (4 quarter credit hours)
A study of the basic structure of medical terms through examination of prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and an introduction to medical abbreviations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.
Prerequisites: None

ME 1215  Professionalism and Communication in Health Care Setting (4 quarter credit hours)
This course is designed to assist the student in understanding the importance of professionalism and proper communication in a health care setting. The student will learn how to appropriately interact with co-workers, visitors and guests, as well as learn the soft skills needed to project a professional image. The student will also learn how to therapeutically interact with clients, learning how to adjust their approach depending upon the age and/or presenting illness of the client.
Prerequisites: None

MG 3000  Management (4 quarter credit hours)
The latest major approaches and techniques of management are studied, including planning, systems management, new organizational concepts, computer influence, controlling, and quantitative measurement.
Prerequisites: BA 1000 or BA 1300, BA 1140, BA 2600

MG 4000  Global Business Management (4 quarter credit hours)
Students study characteristics of international management and the bases 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: MG 3000

MG 4100  Operations Management (4 quarter credit hours)
This course focuses on the production and operations component of business. Topics include forecasting of demand, capacity and location planning, inventory management, scheduling of jobs and projects, and quality assurance and control.
Prerequisites: MG 3000

MK 4000  Retail Marketing (4 quarter credit hours)
This course is designed to present and integrate basic principles in decision areas such as location, layout, organization, personnel, merchandise control, pricing, sales promotion, traditional and e-commerce marketing strategies and channel development considerations. Focus on strategic management and marketing perspective of retail merchandising.
Prerequisites: BA 2220

MK 4100  Consumer Behavior and Market Research (4 quarter credit hours)
Examines the psychological and sociological factors that influence consumption and decision-making. Studies the practical implications of consumer attitudes and behavior for such marketing activities as merchandising, market research, distribution, product development, pricing, branding, and e-commerce. Students are also exposed to applications of traditional and electronic media procedures and theories involved in solving marketing problems related to customer and competitive intelligence and marketing information systems.
Prerequisites: BA 2220, MT 1800, PS 1200

MK 4200  Marketing, Sales and Channel Management (4 quarter credit hours)
Develops an understanding of the marketing, sales, and channel management functions in organizations. An awareness of the interrelated nature of these functions is developed. Students are given an opportunity to examine the nature of this interdependency through online discussion, simulations, case studies, and experiments. Through these activities, student will explore the strategic and operational aspects of the marketing, sales, and channel functions. Students will also explore methods of maintaining relationships between firms and their channel partners including, strategic channel design, channel evaluation, and the management of marketing, sales, and channels for competitive advantage.
Prerequisites: BA 2220

MT 1800  College Algebra (4 quarter credit hours)
A study of algebraic functions and their properties. Topics include identities, graphs, equations, complex numbers, and applications.
Prerequisites: SSE0080 or SSE0085 or placement through initial academic assessment

MT 3000  Statistics (4 quarter credit hours)
This course introduces the student to fundamental laws of probability, levels of measurement, measures of central tendency and variance, random variables, hypothesis testing, correlation, regression, small sample techniques and non-parametric methods.
Prerequisites: MT 1800
PS 1200  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.
Prerequisites: None

SO 1200  Principles of Sociology (4 quarter credit hours)
An introduction to the basic concepts of sociology, including organizational behavior systems development, cultural diversity and human social institutions.
Prerequisites: None

The following corrects an error made to the prerequisite for NUR2203 that was published in College’s Academic Catalog.

Effective February 29, 2016:
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.
Prerequisites: NUR2202

The following course description has been revised and replace those found in the College’s Academic Catalog.

Effective July 5, 2016:
SCI1360  Anatomy and Physiology (4 quarter credit hours)
A study of the human body as a whole, including structure of the body, cells, tissues, organ systems, and the senses.
Prerequisites: None

Effective January 9, 2017:
ALH2490  Management, Scholarship, and Professional Responsibilities (4 quarter credit hours)
This is an intermediate course to continue development of the student's knowledge in management, scholarship and professional responsibilities. This course will expose the student to application of principles of management and systems in the provision of occupational therapy services to individuals and organizations. The scholarship component will increase student's understanding in interpretation and applying knowledge of scholarly activities. The professional responsibilities component will increase understanding, appreciation, and application of ethics and values to the profession of occupational therapy.
Prerequisites: None

ANH1100  Introduction to Veterinary Technology (4 quarter credit hours)
This course provides an introduction to the roles and responsibilities of the veterinary technician, including the administrative and clinical competencies necessary to perform front office procedures, basic animal nursing skills, veterinary ethics and law, animal safety, client relations, animal behavior, human-animal bond, physical examinations, grooming care, and medication administration.
Prerequisites: ANH1102, MTH1800 OR concurrent with ANH1201 based on Department Chair approval

ANH1120  Small Animal Medicine I (4 quarter credit hours)
This course is designed to provide students the knowledge of common small animal diseases, including an overview of the etiology, symptoms, transmission, basic treatment and control through preventative care. Instruction will include an introduction to kennel sanitation, nutrition, immunology, vaccinations, and advanced nursing skills.
Prerequisites: ANH1100 OR concurrent with ANH1202 based on Department Chair approval

ANH1201  Veterinary Lab Procedures I (4 quarter credit hours)
This course provides an introduction to laboratory concepts and procedures commonly experienced in the veterinary clinical setting, as well as to provide the knowledge and skills necessary to perform urinalysis and hematological laboratory procedures on a variety of species, including dogs, cats, laboratory animals, large animals, birds and reptiles. Instruction includes laboratory safety, quality control, specimen collection and handling, basic clinical chemistry, serology, cytology, a study of the components of blood components, their characteristics and function, normal values, normal and abnormal variations and laboratory testing of these components in relation to a variety of species.
Prerequisites: ANH1120 OR concurrent with ANH1202 based on Department Chair approval

ANH1400  Pharmacology (4 quarter credit hours)
This course is designed to provide the knowledge and skills to follow prescribed orders for preparing, dispensing and administering drugs, providing appropriate client education, and monitoring therapeutic responses in a veterinary setting. Instruction will also include a discussion of drug classification, toxicology and alternative therapeutic methods.
Prerequisites: ANH1120 OR concurrent with ANH2120 based on Department Chair approval
Effective February 1, 2017:

ANH2120  Small Animal Medicine II (4 quarter credit hours)
This course is designed to provide students the knowledge and advanced nursing skills needed to understand and assist in canine and feline reproduction, small animal dentistry, emergency care and fluid therapy. An overview of animal handing and restraint, critical patient care, first aid, administration and maintenance of fluid therapy, dental prophylaxis and procedures related to small animal reproduction will be studied.
Prerequisites: ANH1120 OR concurrent with ANH1400 OR concurrent with ANH2140 based on Department Chair approval

ANH2140  Large Animal Medicine (4 quarter credit hours)
This course provides an overview of management, diseases, veterinary care and nursing skills associated with production animals and horses. Instruction includes breed identification, nutrition, diseases, herd health management, reproduction, production practices, restraint, nursing skills, and lab work associated with each breed.
Prerequisites: ANH2120 OR concurrent with ANH2240 OR concurrent with ANH2400 based on Department Chair approval

ANH2200  Laboratory and Exotic Animals (4 quarter credit hours)
This course provides the knowledge and skills necessary to provide basic care to laboratory animals, birds, and reptiles. Topics include breed recognition, restraint, basic husbandry, reproduction, diseases, and veterinary procedures associated with these animals. Students will also learn aspects of animal research, as well as general veterinary medicine.
Prerequisites: ANH2120 OR concurrent with ANH2240 based on Department Chair approval

ANH2240  Veterinary Imaging (4 quarter credit hours)
This course provides instruction needed to produce quality radiographs for diagnostic purposes in a veterinary setting, including the use of proper safety measures. Topics will include radiographic theory, x-ray equipment, positioning patients, exposing and processing film, radiographic evaluation and troubleshooting, safety regulations and an introduction to ultrasonography.
Prerequisites: ANH1120 OR concurrent with ANH2200 OR concurrent with ANH2140 OR concurrent with ANH2400 based on Department Chair approval

ANH2400  Anesthesia and Surgical Assistance (4 quarter credit hours)
This course provides the knowledge and skills necessary to administer and monitor the effects of various pre-anesthetic and anesthetic agents commonly used in a small and large animal clinical setting to assist in routine surgical procedures. Instruction includes basic properties and actions of various types of anesthetic agents and protocols, drug administration techniques, recognition of anesthetic emergencies, surgical prep and assistance for routine surgeries using aseptic technique, pre and postoperative care, and maintenance of the operating room and surgical supplies.
Prerequisites: ANH2120 OR concurrent with ANH2240 OR concurrent with ANH2140 based on Department Chair approval