

BROWN MACKIE COLLEGE - LOUISVILLE
3605 Fern Valley Road
Louisville, KY 40219
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Accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor's degrees, associate's degrees, diploma's and certificates.

Bulletin to 2009 - 2010 Academic Catalog

This Bulletin is an integral part of the College's Academic Catalog.
The information published herein becomes or remains effective June 28th, 2011

Administration:

President.....	Michael Fontaine
Dean of Academic Affairs	Natalie Harris
Associate Dean of Academic Affairs.....	Rachel Thrasher
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Director of Admissions	Judy Lusk
Director of Admissions.....	Jim Dean
Director of Career Services.....	Chasity Trzop
Director of Student Services	Richard Price
Director of Financial Aid	Elisha Justice
Student Accounting Supervisor	Ernest Angelini
Registrar.....	Shannon Mitchell
Library Director	Sara Fowdy
Technical Assistant.....	Jason Zahrdt

Full Time Faculty:

Diana Baker, RN – Practical Nursing

- BSN, Bellarmine University

Terra Bowles, DVM - Veterinary Technology

- DVM, Auburn University
- BS, Murray State University

Regina Bratcher, RN – Practical Nursing

- BSN, McKendree University
- ASN, Jefferson Community & Technical College

Elizabeth Brown, OTR – Occupational Therapy Assistant

- BS, Spalding University

Joey Budd – Legal Studies

- MS & BA, Valdosta University

Michael Burgin – General Education

- BS, Indiana University Southeast

Tracy Burke – Allied Health

- MS, Touro University International
- BS, State University of New York College at New Paltz

Stephen Burnett, CST – Surgical Technology

- Diploma, Spencerian College

Robin Butler, LVT

Department Chair of Veterinary Technology

- BS, Murray State University

Carla Carter, RN – Practical Nursing

- BSN, Indiana Wesleyan University
- AAS, Lakeland College

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Clinical Coordinator Veterinary Technology

- BS, Murray State University

Shana Cureton-McMurray, RN – Practical Nursing

- BSN, University of Cincinnati
- ASN, Good Samaritan College

Jeanie Durbin

- MA, Rochelle University
- BS, Eastern Kentucky University

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- MA, University of Louisville
- BA, Hanover College

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Clinical Coordinator of Practical Nursing

- AS, San Antonio College
- Diploma, Norton School of Nursing

Eva Gaines, RN – Practical Nursing

- BSN, Bellarmine University

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- MFA, University of Nebraska
- BA, Marshall University

Angela Hall

Department Chair of General Education

- MBA, Indiana Wesleyan
- BS, University of Louisville

Andrea Huey, MSN

Practical Nursing Program Administrator

- MSN, Indiana Wesleyan University
- BSN, Indiana Wesleyan University

Ahnquajj Kahmanne

Department Chair of Technology

- MA, University of Phoenix
- BA, Ottawa University

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- MBA, University of Louisville
- MS, University of Mississippi
- BA, Harding University

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- MA, University of Louisville
- BS, University of Louisville

Susan Livingston, RN – Practical Nursing

- BSN, University of Louisville
- AAS, University of Louisville

Kathy Munday, RN – Practical Nursing

- MA, Eastern Kentucky University
- BS, Eastern Kentucky University
- BSN, Bellarmine University

Justin Paxson – General Education

- MA, University of Louisville
- BA, Samford University

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- AB, Trident Technical College

James Rentschler, RN – Practical Nursing

- MSN, Bellarmine University
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Pat Richardson, CST

Surgical Technology Program Coordinator

- Certificate in Surgical Technology

Marissa Roberts, RN – Practical Nursing

- BSN, University of Phoenix
- AAS, Spencerian College

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- JD, University of Louisville
- MAT, University of Louisville
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- MS, University of Louisville
- BS, Eastern Kentucky University

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- BSN, Spalding College

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- MSN, University of Phoenix
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- BSN, Spalding University

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- MA, University of Louisville
- BS, Spalding University
- Diploma, Spencerian College

Brenda Voelker, CST

Surgical Technology Clinical Coordinator

- AAS, High-Technical Institute
- Certificate, Madisonville Community College

OWNERSHIP

Brown Mackie College — Louisville is a branch campus of The Art Institute of Phoenix, located in Phoenix, AZ. The Institute of Post Secondary Education, Inc., located in Phoenix, AZ, is registered to do business as The Art Institute of Phoenix and through four intermediary companies is a subsidiary of Education Management Corporation. Education Management Corporation is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.

ACADEMIC CALENDAR: 2011

Winter Quarterly Recess – December 23, 2010 – December 31, 2010

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 3
	Classes Begin	Tuesday	January 4
	Martin Luther King, Jr. Day Recess	Monday	January 17
	Final Examinations		Week of January 23
	Classes End	Saturday	January 29
February	New Student Orientation		Week of January 23
	Classes Begin	Monday	January 31
	President's Day Observed	Friday	February 18
	Final Examinations		Week of February 20
	Classes End	Saturday	February 26
March	New Student Orientation		Week of February 20
	Classes Begin	Monday	February 28
	Final Examinations		Week of March 20
	Classes End	Saturday	March 26

Spring Quarterly Recess - March 28, 2011 – April 1, 2011

SPRING QUARTER

April	New Student Orientation		Week of March 27
	Classes Begin	Monday	April 4
	Good Friday Recess	Friday	April 22
	Final Examinations		Week of April 24
	Classes End	Saturday	April 30
	May	New Student Orientation	
Classes Begin		Monday	May 2
Final Examinations			Week of May 22
Classes End		Saturday	May 28
June	New Student Orientation		Week of May 22
	Memorial Day Recess	Monday	May 30
	Classes Begin	Tuesday	May 31
	Final Examinations		Week of June 19
	Classes End	Saturday	June 25

Summer Quarterly Recess – June 27, 2011– July 1, 2011

SUMMER QUARTER

July	New Student Orientation		Week of June 26
	Fourth of July Recess	Monday	July 4
	Classes Begin	Tuesday	July 5
	Final Examinations		Week of July 24
	Classes End	Saturday	July 30
	August	New Student Orientation	
Classes Begin		Monday	August 1
Final Examinations			Week of August 21
Classes End		Saturday	August 27
September	New Student Orientation		Week of August 21
	Classes Begin	Monday	August 29
	Labor Day Recess	Monday	September 5

Final Examinations		Week of September 18
Classes End	Saturday	September 24

Fall Quarterly Recess – September 26, 2011 – September 30, 2011

FALL QUARTER

October	New Student Orientation		Week of September 25
	Classes Begin	Monday	October 3
	Final Examinations		Week of October 23
	Classes End	Saturday	October 29

November	New Student Orientation		Week of October 23
	Classes Begin	Monday	October 31
	Final Examinations		Week of November 20
	Classes End	Wednesday	November 23

December	New Student Orientation		Week of November 20
	Classes Begin	Monday	November 28
	Final Examinations		Week of December 18
	Classes End	Thursday	December 22

Winter Quarterly Recess – December 26, 2011 – January 2, 2012

In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.

ACADEMIC CALENDAR: 2012

Winter Quarterly Recess – December 26, 2011 – January 2, 2012

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 2
	Classes Begin	Tuesday	January 3
	Martin Luther King, Jr. Day Recess	Monday	January 16
	Final Examinations		Week of January 22
	Classes End	Saturday	January 28
February	New Student Orientation		Week of January 22
	Classes Begin	Monday	January 30
	President's Day Recess	Friday	February 17
	Final Examinations		Week of February 19
	Classes End	Saturday	February 25
March	New Student Orientation		Week of February 19
	Classes Begin	Monday	February 27
	Final Examinations		Week of March 19
	Classes End	Saturday	March 24

Spring Quarterly Recess - March 26, 2012 – March 30, 2012

SPRING QUARTER

April	New Student Orientation		Week of March 25
	Classes Begin	Monday	April 2
	Good Friday Recess	Friday	April 6
	Final Examinations		Week of April 22
	Classes End	Saturday	April 28
May	New Student Orientation		Week of April 22
	Classes Begin	Monday	April 30
	Final Examinations		Week of May 20
	Classes End	Saturday	May 26
June	New Student Orientation		Week of May 20
	Memorial Day Recess	Monday	May 28
	Classes Begin	Tuesday	May 29
	Final Examinations		Week of June 17
	Classes End	Saturday	June 23

Summer Quarterly Recess – June 25, 2012– June 29, 2012

SUMMER QUARTER

July	New Student Orientation		Week of June 24
	Classes Begin	Monday	July 2
	Fourth of July Recess	Wednesday	July 4
	Final Examinations		Week of July 22
	Classes End	Saturday	July 28
August	New Student Orientation		Week of July 22
	Classes Begin	Monday	July 30
	Final Examinations		Week of August 19
	Classes End	Saturday	August 25
September	New Student Orientation		Week of August 19
	Classes Begin	Monday	August 27
	Labor Day Recess	Monday	September 3

Final Examinations		Week of September 16
Classes End	Saturday	September 22

Fall Quarterly Recess – September 24, 2012 – September 28, 2012

FALL QUARTER

October	New Student Orientation		Week of September 23
	Classes Begin	Monday	October 1
	Final Examinations		Week of October 21
	Classes End	Saturday	October 27
November	New Student Orientation		Week of October 21
	Classes Begin	Monday	October 29
	Final Examinations		Week of November 18
	Classes End	Wednesday	November 21
December	New Student Orientation		Week of November 18
	Classes Begin	Monday	November 26
	Final Examinations		Week of December 16
	Classes End	Saturday	December 22

Winter Quarterly Recess – December 24, 2012 – January 4, 2013

In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.

Tuition & Fee Rate Change Effective October 3, 2011

Tuition	\$294.00 per credit hour. Applies to costs of instruction.
Surgical Technology Tuition	\$340.00 per credit hour. Applies to costs of instruction.
General Fee	\$15.00 per credit hour. Applies to costs of institutional activities and services.
Practical Nursing Tuition	\$361.00 per credit hour. Applies to costs of instruction.
General Fee (Practical Nursing)	\$25.00 per credit hour. Applies to costs of institutional activities and services.
Occupational Therapy Assistant Tuition	\$402.00 per credit hour. Applies to costs of instruction. (Enrolled prior to July 2010 & for OTA courses only)
Occupational Therapy Assitant Tuition	\$361.00 per credit hour. Applies to cost of instruction. (Enrolled July 2010 and beyond)
Transcript Fee	\$5.00 per copy. Applies to costs of printing and certifying official transcripts.

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

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.

Tuition & Fee Rate Change Effective October 4, 2010

Tuition	\$285.00 per credit hour. Applies to costs of instruction.
Surgical Technology Tuition	\$330.00 per credit hour. Applies to costs of instruction.
General Fee	\$15.00 per credit hour. Applies to costs of institutional activities and services.
Practical Nursing Tuition	\$350.00 per credit hour. Applies to costs of instruction.
General Fee (Practical Nursing)	\$25.00 per credit hour. Applies to costs of institutional activities and services.
Occupational Therapy Assistant Tuition	\$350.00 per credit hour. Applies to costs of instruction. (Enrolled prior to July 2010 & for OTA courses only)
Transcript Fee	\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Textbooks and other instructional materials	- Costs will vary by program.

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.

Occupational Therapy Assistant Program

Course Sequence with Prerequisites (Effective July 6, 2010)

Course #	Credit Hours	Course Name	Prerequisites
CF 1100	4	Professional Development	None
MC 1150	4	Introduction to Microcomputer Applications	None
EN 1101	4	Composition I	EN 0955 or placement through initial assessment
EN 1102	4	Composition II	EN 1101
EN 2000	4	Introduction to Literature	None
CM 1200	4	Effective Public Speaking	None
MT 1800	4	College Algebra	MT 0955 or placement through initial assessment
PS 1200	4	Principles of Psychology	None
SO 1200	4	Principles of Sociology	None
BI 1361	4	Anatomy and Physiology	None
ME 1110	4	Medical Terminology	None
OT 1010	4	Introduction to Occupational Therapy	Departmental approval
OT 1115	4	Therapeutic Media	OT 1010
OT 1215	4	Functional Anatomy I	OT 1115
OT 1315	4	Functional Anatomy II	OT 1215
OT 2110	3	Intervention in Mental Health	OT 1315
OT 2115	1	Level I Fieldwork	OT 2110
OT 2200	4	Intervention in Pediatrics and Adolescents	OT 2115
OT 2350	4	Intervention in Physical Rehabilitation	OT 2200
OT 2360	4	Intervention in Neurological Rehabilitation	OT 2200
OT 2470	4	Intervention in Geriatrics	OT 2350 and OT 2360
OT 2990A	5	Level II Fieldwork	Completion of all program coursework except OT 2990B, OT 2991A and OT 2991B
OT 2990B	5	Level II Fieldwork	OT 2990A
OT 2991A	5	Level II Fieldwork	OT 2990A & OT 2990B
OT 2991B	5	Level II Fieldwork	OT 2991A

OT 2990A, OT 2990B, OT 2991A & OT 2991B must be completed within 18 months of all other program coursework.

Corrections, omissions, additions and/or deletions to the 2009 -2010 Academic Catalog

The following should replace page 7:

COLLEGE MISSION AND PURPOSES

Mission Statement

Brown Mackie College — Louisville provides higher education to traditional and nontraditional students through bachelor degree, associate degree, diploma, and certificate programs that assist them in enhancing their career opportunities, broadening their perspectives through appropriate general education courses, thinking independently and critically, and improving problem-solving abilities. The College strives to develop within its students the desire for lifelong and continued education.

Brown Mackie College — Louisville, through its educational programs, provides graduates with career-focused skills and abilities necessary to succeed at entry-level employment positions that contribute to the economic growth of both employers and the community served.

The following purposes are integral to the mission of Brown Mackie College — Louisville:

- Create a positive, friendly learning environment where each student's personal and practical skill development is encouraged.
- Maintain qualified, experienced and dedicated staff and faculty members who are committed to the College's philosophy of promoting student development.
- Minimize the barrier to post-secondary career training for the socially or economically disadvantaged by accepting students without regard to age, sex, national origin, religion, or race and provide financial aid services to those who qualify.
- Provide professional development and employment assistance which will enable students to confidently pursue employment in their chosen fields.
- Respond to the constantly changing needs of the business community through revision of training methods and materials, and attention to the evaluations and recommendations of employers.
- Provide student support services, including tutoring, advising, advisory boards and employment assistance, which complement the educational programs.
- Achieve continuous quality improvement with ongoing assessments to achieve the college's mission.

General Education Philosophy

The general education component of the College's degree programs is designed to assist in the development of the knowledge and skills necessary for graduates to function more effectively in contemporary society. In developing this component of its educational programs, the College has established as its objectives that students will:

- Improve their skills in written and oral communication.
- Enhance their appreciation of the cultural diversity of contemporary American society.
- Increase their understanding of themselves and others.
- Develop their skills in reasoning and analysis.
- Improve their ability to "learn how to learn."

The general education courses provide students opportunities to improve their communication skills, and to develop an enlightened and respectful accommodation of the diversity of behavior, knowledge, opinion, and culture that they will encounter both within and beyond their formal education.

The following should replace page 35:

Associate of Applied Business: GRAPHIC DESIGN

The associate’s degree program in Graphic Design provides students with conceptual thinking skills, fundamental knowledge about art and design, and proficiency in using industry-related technology and equipment. The program is intended to support students in their development of intellectual skills necessary to generate and produce ideas, create design, solve design problems, and manage and lead creative teams. Graduates will be prepared to seek entry-level design positions where they will produce printed materials, signage, exhibits, video graphics, digital design, and illustration in advertising agencies, design firms, corporate creative departments, television stations, and publishing houses.

Upon successful completion of the program, graduates will be able to:

- Use the technology, equipment and materials commonly encountered in the graphic design studio
- Operate as a part of a team of creative artists to produce finished designs and publications
- Apply designs to technology-based delivery systems
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world

Concentration		48 Quarter Credit Hours
GD 1100	Typography	4
GD 1200	Digital Image Manipulation.....	4
GD 1300	Electronic Design.....	4
GD 1400	Digital Illustration	4
GD 1500	Web Design.....	4
GD 2100	Production Procedures	4
GD 2200	Advanced Digital Image Manipulation	4
GD 2300	Advanced Electronic Design	4
GD 2400	Advanced Digital Illustration.....	4
GD 2500	Advanced Web Design	4
GD 2600	Concept Development.....	4
GD 2900	Externship for Graphic Design	4
Core Curriculum		48 Quarter Credit Hours
CF 1100	Professional Development	4
CM 1200	Effective Public Speaking*	4
DF 1000	Drawing.....	4
DF 1300	Fundamentals of Design	4
EN 1101	Composition I*	4
EN 1102	Composition II*	4
EN 1200	Business Communications.....	4
EN 2000	Introduction to Literature*	4
MC 1150	Introduction to Microcomputer Applications.....	4
MT 1800	College Algebra	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4
Total Quarter Credit Hours Required		96

* Indicates a general education course.

The following should replace page 38:

Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT

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

Concentration		76 Quarter Credit Hours
BI 1361	Anatomy and Physiology.....	4
CF 1100	Professional Development.....	4
MC 1150	Introduction to Microcomputer Applications.....	4
ME 1110	Medical Terminology.....	4
MT 1800	College Algebra.....	4
OT 1010	Introduction to Occupational Therapy.....	4
OT 1115	Therapeutic Media.....	4
OT 1215	Functional Anatomy I.....	4
OT 1315	Functional Anatomy II.....	4
OT 2110	Intervention in Mental Health.....	3
OT 2115	Level I Fieldwork.....	1
OT 2200	Intervention in Pediatrics and Adolescents.....	4
OT 2350	Intervention in Physical Rehabilitation.....	4
OT 2360	Intervention in Neurological Rehabilitation.....	4
OT 2470	Intervention in Geriatrics.....	4
OT 2990A	Level II Fieldwork.....	5
OT 2990B	Level II Fieldwork.....	5
OT 2991A	Level II Fieldwork.....	5
OT 2991B	Level II Fieldwork.....	5
Core Curriculum		24 Quarter Credit Hours
CM 1200	Effective Public Speaking*.....	4
EN 1101	Composition I*.....	4
EN 1102	Composition II*.....	4
EN 2000	Introduction to Literature*.....	4
PS 1200	Principles of Psychology*.....	4
SO 1200	Principles of Sociology*.....	4
Total quarter credit hours required		100

* Indicates a general education course

** The 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 the College.

The following should replace the Graphic design course descriptions:

DF 1000 Drawing (4 quarter credit hours)

This is a fundamental drawing course in which students will explore various art and media, use a variety of drawing tools, draw 3-dimensional objects in one- and two-point perspective and generate drawings that demonstrate current proportions.

Prerequisites: None

DF2000 Fundamentals of Design (4 quarter credit hours)

This course will explore the basic principles of design and introduce the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication. The principles of color and an exploration of color theory as it relates to design will be examined in making appropriate design decisions.

Prerequisites: MC1150; one or more of the following: GD 1200, GD1400

GD1200 Digital Image Manipulation (4 quarter credit hours)

This course is designed to explore photo retouching, image manipulation, and the creation of original artwork using computers and appropriate software. Compositing, color adjustment, and effects through the use of filters will be stressed.

Prerequisites: MC1150

GD1300 Electronic Design I (4 quarter credit hours)

This course will explore various means of indicating, placing and manipulating visual elements in page design, while systematically developing strong and creative layout solutions by means of cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, display, and type will be developed using page composition software.

Prerequisites: MC 1150

GD1400 Digital Illustration I (4 quarter credit hours)

Students will produce computer-generated compositions as related to the advertising, design, and illustration artist.

Prerequisites: MC 1150

GD1500 Web Design I (4 quarter credit hours)

This course will explore the basic principles of design as they are applied to the creation content for the World Wide Web. Individual elements such as; the creation of graphics for the web, the creating of hyperlinks, the structure and layout of web sites and the creation of individual web pages will be explored both individually and as a larger part of the creation of an entire web site.

Prerequisites: MC1150

GD2100 Typography (4 quarter credit hours)

This course is an introduction to the history of the evolution and application of typography for perception of meaning, intention and personality of the written word.

Prerequisites: GD1300 or GD1400

GD2200 Digital image Manipulation II (4 quarter credit hours)

This course is designed to enhance further the skills acquired in previous image manipulation and technology based classes. Emphasis will be placed on advanced applications and the identification of the best solution for an assigned task. Integration of programs to achieve a required product will also be emphasized.

Prerequisites: MC1150, GD1200

GD2300 Electronic Design II (4 quarter credit hours)

This course will explore advanced techniques in placing and manipulating visual elements in page design. The ability to effectively manipulate existing photographs, illustrations, display, and type will be developed. New skills involving use of color,

typography, and new graphic elements created in the page layout program itself will be instilled. The collection of files, graphics and other necessary files will be compared to the creation of fully embedded PDF files.

Prerequisites: MC 1150; GD1200

GD2400 Digital Illustration II (4 quarter credit hours)

Students will advance their skills in producing vector-based illustrations. New techniques and effects will be explored. The use of illustration software in creating resolution-independent scalable images will be implemented. The difference between placing and linking support imagery will be emphasized.

Prerequisites: MC 1150, GD1400

GD2500 Web Design II (4 quarter credit hours)

This course will explore advanced principles of design as they are applied to the creation content for the World Wide Web. Individual elements such as; the creation of graphics for the web, the creation of animated graphic, the creation of multimedia elements for inclusion in websites will be explored as well as how to how such elements will be combined to create a finished multimedia web site.

Prerequisites: MC1150, DF2000, GD1500 and GD1200

GD2600 Concept Development (4 quarter credit hours)

This course will emphasize the conceptualization processes of art and design in solving given problems. The student will use creative problem-solving and research technique, specifically problem identification, analysis, brainstorming, and idea refinement. Portfolio-quality projects will be produced throughout the course of the term.

Prerequisites: MC1150; DF2000; one or more of the following: GD1200, GD1300, GD1400

GD2700 Production Procedures (4 quarter credit hours)

A study of the history of printing, printing processes, pre-press, post-press and paper is addressed. The student will be expected to achieve an understanding of the various processes by preparing designs for reproduction relative to each week's subject. The designs will stress attention to detail and neatness of execution while adhering to principles associated with the printing industry.

Prerequisites: MC1150, DF2000; one or more of the following: GD2300, GD2400

GD2800 Corporate Identity (4 quarter credit hours)

The role of design in a corporate identity program will be the focus of this course. An analysis of corporate objectives and practical applications will be the basis for developing a structured corporate image system including logo design and other business communication applications. This course will also provide an exploration of competitive business practices with emphasis on the protection of intellectual property, including copyright, trademark, trade dress, and service marks.

Prerequisites: MC1150, DF2000; one or more of the following: GD2200, GD2300, GD2400

GD2900 Externship for Graphic Design (4 quarter credit hours)

Students are assigned to work in suitable businesses that will enhance skills learned during their course of study. The students do not replace employees, but through mentorship, gain valuable hands-on experience applying the knowledge and skills they have learned. The students receive no compensation while working at the extern site. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Students will select representative pieces, showcasing work that reflects a unique style.

Prerequisites: Completion of all other coursework or departmental approval

The following should replace the Occupational Therapy course descriptions:

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 1115

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 2110 Intervention in Mental Health (3 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.

Prerequisites: OT 1315

OT 2115 Level I Fieldwork (1 quarter credit hours)

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

Prerequisites: OT 2110

OT 2200 Intervention in Pediatric 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.

Prerequisites: OT 2115

OT 2350 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.

Prerequisites: OT 2200

OT 2360 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.

Prerequisites: OT 2200

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.

Prerequisites: OT 2350, OT 2360

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.

Prerequisites: Completion of all program coursework except OT 2990B, OT 2991A, OT 2991B

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

OT 2990B is a continuation of OT 2990A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end OT 2990B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2990B, as defined by the FPE, the student will be required to repeat both OT 2990A and OT 2990B.

Prerequisites: 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.

Prerequisites: 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 OT 2991B.

Prerequisites: OT 2991A

MTH 0050 Fundamentals of Math (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, and square roots, and the metric system

Prerequisites: Placement through initial academic assessment

The course title for Fundamentals of Math on page 64 should read MTH 0050

The course title for Fundamentals of English on page 53 should read ENG 0050

ENG 0050 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. Also emphasized are strategies to improve reading comprehension. Students will be able to develop skills and practice in writing one-paragraph and multi-paragraph essays.

Prerequisites: Placement through initial academic assessment

The prerequisite for PH 1302 on page 67 should read PH 1301, MT 1650, MT1770, OR MT 1800.

The course labeled PH 3000 Introduction to Philosophy on page 26 should read PH 2000 Introduction to Philosophy.

Page 49 should read as follows:

CN 1243 Network Infrastructure Implementation and Administration (4 quarter credit hours)

Instruction and practice in implementing and administering a Microsoft Windows Server network infrastructure, with emphasis upon implementing, managing, and maintaining a Microsoft Windows Server Network Infrastructure.

Prerequisites: CN 1223

Page 56 should read as follows:

GD 2350 Corporate Identity (4 quarter credit hours)

The role of design in a corporate identity program will be the focus of this course. An analysis of corporate objectives and practical applications will be the basis for developing a structured corporate image system including logo design and other business communication applications.

Prerequisites: DF 1300, GD 2300, MC 1150

Page 53 should read as follows:

EN 1101 Composition I* (4 quarter credit hours)

This is the first course in a two-course sequence designed to improve the student's 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: ENG 0050 or placement through initial academic assessment

Page 64 should read as follows:

MT 1650 Medical Math and Calculations (4 quarter credit hours)

This course will use basic algebra to calculate dosage and dosage rates used by allied health professionals to compound prescriptions, prepare intravenous solutions, pediatric doses or special prescriptions. Basic pharmacokinetic principles will also be introduced so that the student has a better understanding of the absorption, distribution, metabolism and excretion of medication.

Prerequisites: MTH 0050 or placement through initial academic assessment

MT 1770 College Mathematics (4 quarter credit hours)

This course presents instruction in fundamental processes in arithmetic and algebraic operations. Topics include percentages, metric conversions, graphing, and an introduction to linear algebra and geometry.

Prerequisites: MTH 0050 or placement through initial academic assessment

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: MTH 0050 or placement through initial academic assessment

Page 69 should read as follows:

PN 1000 Introduction to Nursing (5 quarter credit hours)

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

Prerequisites: ENG 0050 and MTH 0050 or placement through initial academic assessment

The following should replace the Residency Requirement language on page 13:

Residency Requirement

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

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

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.

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

Credit Hour Determination and Outside Work Expectations*

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

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

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

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

Page 78 should include:

Grading System

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

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

Grading System for Occupational Therapy Program

Grade	Description	Percentage Breakdown	Quality Points per Credit Hour
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

The following should replace the PN Standard of Satisfactory Progress on page 91

PN Standard of Satisfactory Progress

c) Repeated Courses and Grades

As courses are retaken, only the most recent attempt will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the Incremental Completion Rate. Any student who fails the same course three times is subject to dismissal from the program. Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate. The grade I indicates Incomplete and is calculated as if it is an F for CGPA and ICR purposes until it is changed to another grade. Students may also retake a class in which they received a passing grade in order to improve their CGPA. However, students may not receive financial aid for classes they retake that they did not fail

The following should be inserted on page 114

Kentucky State Grant Refund Policy

If a student's enrollment status changes due to being officially or unofficially withdrawn from the campus the Kentucky CAP grant and Kentucky Educational Excellence Scholarship (KEES) will be adjusted accordingly.

CAP Grant Adjustment of Award

A Student that has attempted:

- 12 credit hours or more = no adjustment will be made
- 8 to 11 credit hours = award will be paid based on \$53 per credit hour attempted
- 1 to 7 credit hours = award will be reduce to \$0

Kentucky Educational Excellence Scholarship (KEES)

A student's award will be reduced based on the Quarter Credit Hours attempted for the KEES Term. From there the conversion below must be done to see what percentage of award the student is entitled to.

<u>BMC Quarter Credit Hours</u>	<u>% of KEES Term Award</u>
18 and above	100%
16	92%
14	83%
12	67%
10	58%
8	50%
7 and under	0%

After the Institutional Refund Calculation has been completed and it has been determined there is any additional refund due after Federal Title IV Aid funds have been returned, the campus will return funds from which they were received in this order:

1. CAP Grant
2. Kentucky Educational Excellence Scholarship (KEES)
3. other resources

All refunds will be made back to KHEAA by no later than 30 days from date of determination.

The following should replace Student Right-to-Know on page 94.

Student Right to Know Statement

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

Page 12 should read as follows:

Block Transfer Policy

A feature of Brown Mackie College schools' bachelor degree programs is the availability of block transfer for the program's lower level degree requirements. Block transfer is where an associate's degree which was earned at an institution accredited by an agency recognized by the U.S. Secretary of Education may be accepted to meet the lower-level requirements of the bachelor's degree programs offered at the institution. This block transfer option allows the college to accept the student's associate's degree as a complete and certified knowledge base from which to build upon as the student pursues the upper-level (years 3 & 4) degree program requirements. Since general education competencies are built within the upper-level course work, students are prepared within a coherent source of study that combines general education and the program major.

Any earned associate's degree (as described above) in the business field may qualify for block transfer into the Bachelor of

Science in Business Administration degree program.

Any earned associate's degree (as described above) in the legal field may qualify for block transfer into the Bachelor of Science in Criminal Justice or Legal Studies program.

Any earned associate's degree (as described above) in the allied health field may qualify for block transfer into the Bachelor of Science in Healthcare Management program.

General education courses will be evaluated on a course-by-course basis to determine course equivalencies. Deficiencies in general education requirements may require that additional credits be taken before graduation.

Where the prior degree earned is determined to be in a related field but lacking in needed courses or proficiencies, the college reserves the right to advise the student of the minimum additional courses needed to meet the learning requirements in support of program outcomes.