The policies included in this catalog and most recently dated supplement supersede any handbook or policy statements, whether written or oral. The most recent versions of all policies are available here; however, the catalog is not complete without the most recently dated supplement. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this catalog. Brookline College reserves the right to change the policies herein as needed in the course of business. The College will provide as much notice as possible of any changes in these policies.

For more information about our graduation rates, the median debt of students who completed the program, and other consumer important information, please visit the “Reporting and Disclosure” link on our website at www.brooklinecollege.edu.

Every Brookline College campus meets Americans with Disabilities Act (ADA) standards.
Welcome to Brookline College and congratulations on your decision to continue your education. We understand that the decision to attend college is a big one, and we applaud you for taking this important step.

At Brookline College, we endeavor to provide you with a quality educational experience. Whether you will be attending one of our ground campuses or online, you have chosen a college that is dedicated to your success. Our faculty and staff are committed to doing everything they can to provide you with the opportunity to learn the knowledge and skills required for entry-level employment and we aim to support you to achieve all of your education goals.

You should feel very proud of your decision to tackle the challenge of earning postsecondary educational credentials. If you have any questions or need any assistance, please do not hesitate to let us know.

We truly believe that your success starts here.

Once again, welcome.

Sincerely,

Roy Hawkins
President of Brookline College
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**Mission**

Brookline College is an independent, accredited institution dedicated to meeting the educational needs of a developing multicultural society. The institution is committed to preparing students academically and professionally to meet the constantly changing employment requirements of business, industry, public service organizations, and medical support agencies functioning in a highly advanced and expanding technological community.

**Objectives**

1. To provide comprehensive, concentrated, qualitative educational programs, which will guide the student through the development of the competencies needed to meet the employment requirements in a highly technological environment.

2. To provide services that will support a diverse student body in their pursuit of postsecondary education on a variety of levels and eliminate the barriers to the completion of their educational objectives.

3. To provide innovative approaches and methodologies in a non-traditional educational environment emphasizing a multiplicity of skills.

4. To recognize and integrate lifelong learning and academic experiences as they would apply to each student’s program of study.

5. To provide students with access to faculty members whose academic qualifications and practical experience will provide the valuable leadership necessary to prepare students for successful integration into the work place.

6. To provide learners with the academic, cognitive, and professional skills necessary for career advancement.

7. To provide all students with a hands on working knowledge of information technology procedures and applications.

**History**

Brookline College was originally incorporated and licensed in Arizona on October 18, 1979 as Arizona Institute of Business and Technology (AIBT), a non-profit business and technical school. The institution was accredited in 1982 by the Association of Independent Colleges and Schools (now the Accrediting Council for Independent Colleges and Schools, ACICS). In 1999, ACICS awarded AIBT Junior College status and granted approval for the institution to offer the Associate degrees at all campus locations.

In 2001, AIBT was awarded Senior College status by ACICS and received approval to offer Bachelor of Arts degrees via online delivery. In 2002, Arizona Institute of Business and Technology became International Institute of Americas (IIA) and opened a campus in New Mexico.

In July 2007, the Hamilton White Group IIA, LLC (now Brookline College, LLC) purchased the assets of IIA, and changed the school’s name to IIA College in March 2008. In June 2009, the institution was renamed Brookline College.
In June 2010, Brookline College received approval to offer baccalaureate degrees via residential and online delivery. In June 2011, Brookline College received approval to offer master degrees via residential and online delivery.

**Institutional Control**
Brookline College is owned by Noble Educational Holdings, LLC, a Delaware LLC. The governance and control of the institution are invested in the Noble Educational Holdings, LLC Board of Directors, which consists of leading educators and experienced public servants. The Board of Directors is the ultimate policy making body of the institution.

A President appointed and employed by the Board of Directors has the overall responsibility for the administration of all aspects of the institution. The President reports directly to the Board of Directors. The President and a team of executive administrators are jointly responsible for the overall operations of the institution’s campuses. A Campus Director at each campus provides day-to-day oversight of campus operations.

A list of the members of the Board of Directors and the executive administration can be found in the Board of Directors/Administration section of the catalog. Campus administration, staff and faculty can be found in the Brookline College Catalog Supplement.
**Accreditation and Affiliations**

Brookline College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, diplomas, associate’s degrees, bachelor’s degrees, and master’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS is located at:

750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
Telephone: 202-336-6780

Brookline College is licensed in Arizona by the Arizona State Board for Private Postsecondary Education and in New Mexico by the New Mexico Higher Education Department.

The Associate of Science - Physical Therapist Assistant at Brookline College – Phoenix Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The program’s current status is probationary accreditation; for more information see:  
[http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/](http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/)

1111 North Fairfax Street  
Alexandria, Virginia 22314  
Telephone: 703-706-3245  
Email: accreditation@apta.org  
Website: [www.capteonline.org](http://www.capteonline.org)

The Brookline College – Phoenix Baccalaureate nursing programs have been granted initial accreditation by the Accreditation Commission for Education in Nursing (ACEN), Formerly National League for Nursing Accrediting Commission (NLNAC):

3343 Peachtree Road NR, Suite 850  
Atlanta, GA 30326  
Telephone: 404-975-5000  
Website: [www.nlnac.org](http://www.nlnac.org)

The Brookline College – Tempe Campus has programmatic accreditation for its Surgical Technology program by the Accrediting Bureau of Health Education Schools (ABHES).

7777 Leesburg Pike, Suite 314North  
Falls Church, Virginia 22043  
Telephone 703-917-9503  
Facsimile 709-917-4109  
Website: [www.abhes.org](http://www.abhes.org)

The Brookline College – Phoenix Campus Medical Laboratory Technician program has been granted accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

5600 N. River Road, Suite 720  
Rosemont, IL 60018  
Telephone: 773-714-8880  
Website: [www.naacls.org](http://www.naacls.org)

The Brookline College – Albuquerque Baccalaureate nursing programs have been granted candidacy status by the Accreditation Commission for Education in Nursing (ACEN), Formerly National League for Nursing Accrediting Commission (NLNAC):

3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Telephone: 404-975-5000  
Website: [www.acenursing.org/](http://www.acenursing.org/)
The following Brookline College programs are approved for Department of Veterans Affairs (VA) benefits*:

- Master of Science – Nursing
- Bachelor of Science – Medical Laboratory Science
- Bachelor's of Science - Criminal Justice
- Bachelor of Science – Management
- Bachelor of Science – Nursing
- Bachelor of Science - Nursing for Baccalaureate Degree Graduates
- Associate of Science – Accounting
- Associate of Science – Business
- Associate of Science - Criminal Justice
- Associate of Science - Health Care Administration
- Associate of Science - Medical Laboratory Technician
- Associate of Science - Paralegal Studies
- Associate of Science - Physical Therapist Assistant
- Diploma – Business
- Diploma – Dental Assistant
- Diploma – Massage Therapy
- Diploma – Medical Assistant
- Diploma – Medical Insurance Billing & Coding
- Diploma – Patient Care Technician
- Diploma – Pharmacy Technician
- Diploma - Phlebotomy Technician
- Diploma – Surgical Technician

*Applicants should check with Admissions and/or Financial Aid for program approval at specific campuses.

**Weekly Schedule**
Brookline College generally offers day and evening educational services Monday through Saturday. Under certain circumstances, educational services may be offered on Sunday, as well. Externship/practicum/clinical experiences may be scheduled to meet any day, Monday through Sunday based upon site assignment. Externships and practica are typically only scheduled during the day. Evening and/or weekend externs/practica are not typically available or scheduled. Arrangements for externships/practicum may also be made such that the student will be required to commute in excess of three (3) hours each way. Externship and clinical sites are assigned by the College. These assignments are non-negotiable and students will be expected to participate in the externship assignments as outlined by College policy. Refusal of any clinical or externship site may lead to termination from the program. Online classes are offered Monday through Sunday. Because they are developed and scheduled as part of the academic program, externship/practica is arranged by the College as unpaid experiences.

**Holidays and Scheduled Academic Interruption**
Expected graduation dates may be influenced by a two-week annual winter break or similar scheduled academic interruptions, which may include a leave of absence, a repeated course(s), intentional breaks between consecutive terms/semesters, or a change of program. Brookline College typically observes the following holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. Specific dates associated with each observed holiday can be found in the supplement to the Catalog. During weeks that contain holidays, make-up hours will be scheduled to be completed before the term/semester or module ends.

**Instructional Delivery Modes**

**Residential**
Residential courses meet on campus in a traditional classroom and/or laboratory setting.

**Online**
Online courses are offered through an online learning management system. Students have access to their online courses 24 hours a day; 7 days a week (see Online Education for program offerings).
Policy Disclaimer Statement
Listed within the Brookline College catalog are general institutional policies and procedures that apply to all programs. Certain programs may require policies that go beyond those of the college and are more stringent than the policies contained in the College Catalog. Those policies will be described in detail in program-specific documents and made available to prospective and current students.
**FEDERAL POLICIES**

**Nondiscrimination**
Brookline College adheres to the following federal regulations to ensure nondiscrimination: American Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Titles VI and VII of the Civil Rights Act of 1964. Brookline College affirms that it will not discriminate on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation, veteran status, or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services. Brookline College confirms that the above provisions by its reference to applicable federal, state and local laws prohibits and condemns any retaliation of any kind against any employee or student engaging in the exercise of free speech or in activities protected by federal, state and local laws. If any student or faculty member has a concern about compliance with these federal regulations, please contact your Campus Director (for residential students), the Director of Online Learning (for online students) or the Human Resources Manager (for faculty).

**Section 504 ADA (Americans with Disabilities Act) Policy**
Brookline College does not discriminate against individuals with a disability. Qualified individuals shall not, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity provided by the College. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Students with disabilities may be entitled to program modifications, including academic adjustments and the use of auxiliary aids and services. Qualified individuals with a disability who need a reasonable accommodation should use Brookline’s Disability Accommodation Request Form to submit the request. The form must be submitted to the Campus Disability Compliance Coordinator. Brookline faculty or staff who becomes aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the Campus Disability Compliance Coordinator.

Campus Disability Compliance Coordinators will be the single point of contact at the campus for students requesting reasonable accommodations. The Campus Disability Compliance Coordinators are listed below with their contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

<table>
<thead>
<tr>
<th>Phoenix Campus</th>
<th>Tempe Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Plitzuweit</td>
<td>Mark Plitzuweit</td>
</tr>
<tr>
<td>2445 W. Dunlap Ave., Ste 100</td>
<td>1140-1150 S. Priest Dr.</td>
</tr>
<tr>
<td>Phoenix, AZ 85021</td>
<td>Tempe, AZ 85281</td>
</tr>
<tr>
<td>602.589.1310</td>
<td>480.507.4101</td>
</tr>
<tr>
<td><a href="mailto:Mark.plitzuweit@brooklinecollege.edu">Mark.plitzuweit@brooklinecollege.edu</a></td>
<td><a href="mailto:Mark.plitzuweit@brooklinecollege.edu">Mark.plitzuweit@brooklinecollege.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tucson Campus</th>
<th>Albuquerque Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Gibbs</td>
<td>Tom Bogush</td>
</tr>
<tr>
<td>5441 E 22nd St., Ste. 125</td>
<td>4201 Central Ave. N.W., Ste. J</td>
</tr>
<tr>
<td>Tucson, AZ 85711</td>
<td>Albuquerque, NM 87105</td>
</tr>
<tr>
<td>520.584.5201</td>
<td>505.836.9932</td>
</tr>
<tr>
<td><a href="mailto:mgibbs@brooklinecollege.edu">mgibbs@brooklinecollege.edu</a></td>
<td><a href="mailto:tbgogush@brooklinecollege.edu">tbgogush@brooklinecollege.edu</a></td>
</tr>
</tbody>
</table>

When a student is referred to the Campus Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Campus Disability Compliance Coordinator receives the completed form, it will be reviewed and a decision will be determined. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Campus Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.
If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may grieve the decision. Students may find the Formal Grievance Procedure under the Resolution of Student Concerns in the College Catalog. Within five (5) business days after notification was received of proposed or denied accommodation, the student may submit in writing, all facts of grievance to the Professional Ethics Department. The following is the contact information:

Professional Ethics Department  
2141 East Highland Avenue, Suite 200  
Phoenix, AZ 85016-4738  
Professionalethics@brooklinecollege.edu

A response to the grievance will be made within ten (10) business days of the receipt of the written complaint. A grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation. Students may also file an online discrimination complaint with the U.S. Department of Education, Office for Civil Rights. Students may go to http://www2.ed.gov/about/offices/list/ocr/docs/howto.html for additional information.

ADA Accessibility  
All Brookline College campuses are ADA accessible. Campuses with second floor facilities have elevators in close proximity. Brookline College does not provide any special facilities, but may provide reasonable accommodations on a case-by-case basis.

Family Educational Rights and Privacy Act of 1974 (FERPA)  
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA provides guidelines around a parent’s and/or eligible student’s right to access information contained within the student academic record as well as the College’s responsibility to protect the confidentiality of student information. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

Parent’s or eligible student’s written consent is needed for the release of records covered by the law to outside parties except for those agencies entitled to access under the provisions of the law. Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Parents or eligible students will be provided access to their student records within 45 days of the day the school receives a written request for access. They must submit a written request to the Campus Director that identifies the specific record(s) they wish to review. A designated school official will work with the student to make arrangements to access the requested records. A parent or eligible student may request that the College amend an educational record that the student believes is inaccurate. The student must submit a written request to the Campus Director outlining the specific information that requires consideration for correction. If the College determines not to change the information in the student file, the Campus Director or designee will notify the student of that decision. The student may then appeal this decision by way of the student grievance policy. In the event that the appeal is denied, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
**Directory Information**

Directory Information is information on a student that the College may release to third parties without the consent of the student. Brookline has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaking, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the students consent, the student must present such a request in writing to the Campus Director within 10 days after the date of the student’s initial enrollment or by a later date as specified by the institution.

**Leave of Absence (LOA)**

Leaves of Absence (LOAs) are granted for jury duty, military reasons, medical reasons or other mitigating circumstances as defined and approved by Brookline College. The guidelines for LOAs are as follows:

1. A student must be enrolled at least 30 calendar days to be eligible to request an LOA.
2. The request must be made in writing with appropriate supporting documentation provided to the College and must be submitted before the student exceeds any attendance policy or guideline. The written request must include the reason for the request, as well as the dates being requested.
3. The total of all LOA days granted may not exceed 90 calendar days.
4. All LOA requests must be reviewed and approved by the Campus Director or designee.
5. A student on LOA will be scheduled to return at the beginning of the next available term and must return and post attendance by the end of the add/drop period for that term. If, for unforeseen circumstances, a student cannot start by the end of the add/drop period, they will be withdrawn from the College and they will be required to submit a formal appeal requesting additional LOA time.
6. If a student takes an LOA during a course, the student must repeat the entire course, unless a final grade can be given.
7. If a student fails to return from an approved LOA and post attendance prior to the end of the add/drop period, the student is considered to have withdrawn from the College and their last date of attendance (LDA) will be their actual last date of recorded attendance.
8. Failure to return from an LOA may affect Title IV recipients’ loan repayment times and exhaustion of some or all of a student’s financial aid grace period.
9. Under no circumstances will an LOA be permitted to exceed 180 days during any 12-month period. The 12-month period begins on the first day of the student’s LOA and is counted using calendar days.

**Student Records Retention**

As required by Federal Regulation (34 CFR 668.24) Brookline College maintains all student records for a minimum of five years from the last award year that aid was disbursed after the student is no longer enrolled. Transcripts and applicable financial aid documents are maintained indefinitely as noted in the Federal Regulation (34CFR 668.24).

**Health Insurance Portability and Accountability Act (HIPAA)**

**Health Care Students**


All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.
**Campus Security**
The administrative staff of Brookline College makes every effort to maintain secure campuses. Each fall, as required by the Higher Education Amendment of 1992, Brookline College publishes the *Campus Crime & Security Report*. This report is available on Brookline College’s website.

Weapons are not permitted on campus. Students with weapons will not be allowed to attend class or participate in scheduled school activities. All students and employees are encouraged to report any violation of the above regulation to the Campus Director. All other criminal activity will also be reported to the Campus Director. The institution and its campuses strive to provide a safe, secure learning environment. However, Brookline College cannot be held responsible for the loss of books or personal property brought onto the campus or in the parking lots. Please secure your possessions at all times.

**Drug-Free Environment**
Brookline College is committed to having drug-free campuses. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires Brookline College to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Brookline College’s standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students on Brookline College’s property or during any Brookline College activity on or off campus. If any student is suspected of drug or alcohol abuse, Brookline College reserves the right to request drug/alcohol testing and/or counseling. In addition, actions up to and including termination may ensue.
INSTITUTIONAL POLICIES

Satisfactory Academic Progress (SAP)
Satisfactory academic progress is necessary in order to maintain eligibility for financial aid programs and to become a Brookline College graduate. Satisfactory Academic Progress is measured at the end of each payment period for all programs except for Title IV designated clock hour programs. Programs that are Title IV designated clock hour programs are measured when a student’s scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them. A student’s failure to meet these standards may result in the student being placed on financial aid warning, academic and financial aid probation, and or academic dismissal from the College or dismissal of participation in the financial aid programs.

The following applies to all students enrolled at Brookline College:

1. The qualitative and quantitative standards of satisfactory academic progress will be evaluated at the end of each academic term (also referred to as a “payment period”). The length of an academic term can vary depending on the academic credential to be earned and/or session attending:

<table>
<thead>
<tr>
<th>Academic Credential/Session</th>
<th>Length of Academic Term</th>
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</thead>
<tbody>
<tr>
<td>Degree (MS)</td>
<td>16 weeks</td>
</tr>
<tr>
<td>Degree (AS, BS)</td>
<td>15 weeks</td>
</tr>
<tr>
<td>Diploma - day session</td>
<td>20/19 weeks</td>
</tr>
<tr>
<td>Diploma - evening session</td>
<td>20/19 weeks</td>
</tr>
<tr>
<td>Diploma - Massage Therapy</td>
<td>360 clock hours/25 weeks/14 weeks</td>
</tr>
</tbody>
</table>

2. Students must be progressing at a pace of completion in their educational program within the maximum timeframe permitted for his or her program of study. The maximum time frame is a period of time that is no longer than 1.5 times the published length of the program and is measured in credit hours or clock hours, expressed in calendar time, for TIV designated clock hour programs. For example, a program requiring 120 credit hours for graduation would allow the student a maximum of 180 credit hour attempts (120 x 1.5 = 180) to complete the program of study.

3. Students must successfully complete a cumulative minimum of 67% of attempted credits or clock hours and earn at least a cumulative GPA of 2.0 at each evaluation point to be considered in good academic standing. Students enrolled at the Graduate-level must maintain a cumulative GPA of 3.0 or higher. The successful completion of credits or clock hours attempted are earned credits or clock hours for which a grade of “A”, “B”, “C”, “D” or “P” is received. A grade of “F”, “R”, “W”, or “I” represents unsatisfactory completion of a course. A grade of “D” in a medical concentration course in a Health Care program, in a legal specialty course and in the Nursing program is not considered as successful completion of credits attempted.

4. Students (including transfer students) enrolled in a Bachelor Degree program are required to have a CGPA of 2.0 by the end of the second academic year of study.

5. Transfer credits hours that are accepted toward a student’s program of study and Test Out credits are counted as both credit or clock hours attempted and earned in the pace of completion.

6. Incomplete grades (I), Withdrawals (W), course repetitions (R), are counted as credits or clock hours attempted but not credits or clock hours earned in pace of completion. Incomplete grades (I), Withdrawals (W), course repetitions (R), are not counted towards GPA.

7. Brookline College does offer non-credit remedial courses.

8. All periods of enrollment, regardless if a student is receiving Title IV funds, are counted towards Satisfactory Academic Progress (SAP).

9. If it is determined that the student can no longer graduate within a defined maximum timeframe, the student’s Title IV eligibility may be discontinued.
Cumulative Grade Point Average (CGPA) - Qualitative Standard

One aspect of academic progress is the student’s cumulative grade point average (CGPA). Students must be advancing toward or maintaining a 2.0 or above CGPA for all Brookline College coursework to maintain good academic standing and to meet the requirements for graduation. Students enrolled at the Graduate-level must maintain a cumulative grade point average of 3.0 or higher.

Effect of Grades on SAP - All Programs

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
<th>CGPA</th>
<th>Credit Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D*</td>
<td>1.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>P</td>
<td>0.0</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Grade of D is not applicable in Graduate Programs.

Changing/Additional Programs

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted. If a graduate of Brookline College enrolls in a new program at the College, only those courses that apply toward the new program will be counted in calculating the number of credits attempted. In either scenario, these courses will be treated as transfer credits and added with a grade of TC. A grade of TC does not count towards a student’s GPA.

Pace of Completion - Quantitative Standard

To ensure all students are progressing towards graduation an additional measurement is utilized to calculate satisfactory progress. The additional measurement, called pace of completion, calculates a student’s academic progress by the percentage of credit or clock hours earned compared to the total credit or clock hours attempted in their program of study. All students at Brookline College must complete their program without exceeding 150% of the published length of their program measured in credit or clock hours. Students must maintain a minimum cumulative 67% pace of completion at any evaluation point to be considered in good standing.

Financial Aid/Academic Warning

Students who fall below either the required minimum at any evaluation point will be placed on warning during which time their CGPA must be brought to the required minimum of 2.0 (3.0 or higher for Graduate-level students) and cumulative pace of completion to a minimum of 67%. Students may continue to receive financial aid during this warning period assuming all other requirements are met. If a student does not meet the minimum standards at their evaluation point at the end of the warning period, the student may be academically terminated and the student’s financial aid discontinued. A student may appeal to the college for academic reinstatement and to regain eligibility to receive financial aid by following the written appeal process, including all deadlines, for reinstatement within the add/drop period of the new semester. A student placed on warning or fails to meet the minimum standards at the end of their warning period will be notified in writing by the Director of Education. The Financial Aid/Academic Warning is not appealable.

Financial Aid/Academic SAP Appeal Process

The student will be notified that he or she failed to meet the minimum standards at the end of their warning period. The student must complete an appeal form which can be obtained from the Registrar and submit it along with a letter to the Director of Education within the add/drop period of the next semester. The letter must describe, in detail, the circumstances which the student believes deserve consideration. An appeal decision will be made by an appropriately determined committee. The Director of Education will chair the School’s Appeal Committee. At a minimum, the
committee will have representation from the following areas of the School: Financial Aid, Student Services, and the Department/Program in which the student is enrolled. The committee will review the student’s letter and any other documentation provided and take into consideration the student’s mitigating or special circumstances. The student may appear at the appeal meeting.

A written response will be given to the student within two (2) calendar days from date of receipt of their appeal letter. While a student’s appeal is being considered, there will be no change in the status under the appeal. Students whose appeals are granted must abide by any terms and conditions outlined in the Committee’s letter granting the appeal. Where applicable, the student appeal process must be completed before initiating the student grievance procedure. If the appeal is denied student will be terminated and financial aid discontinued.

Mitigating Circumstances
There may be times that students are unable to meet the requirements of the program due to issues beyond their control such as jury duty, military reasons, medical reasons or other mitigating circumstances. If a student appeals due to mitigating circumstances and the appeal is granted, the school is suspending the academic progress standards for that student for a one probationary period of enrollment. The school is not eliminating or disregarding grades or hours attempted in the SAP calculation nor is the student’s permanent academic record being modified. When the appeal is granted, the school acknowledges that because of the documented mitigating circumstances, the student continues to be eligible for financial aid even though the student has fallen below the school’s academic progress standard. When the period is over the student must again be meeting the satisfactory academic progress standards.

Financial Aid/Academic Probation
Financial aid/academic probation is a status assigned to a student who fails to make satisfactory academic progress and who has successfully appealed.

Written notification will be sent to all students being placed on probation. Students must raise their CGPA to at least 2.0 (3.0 or higher for Graduate-level students) and raise their pace of completion to a minimum of 67% by the end of the probation period or meet the academic recovery plan. This probationary period will not interrupt the student’s enrollment or the receipt of any financial aid. The student is considered to be maintaining satisfactory progress while on probation and remains eligible for financial aid for one payment period. If the student has not successfully satisfied the requirements by the next evaluation point, the student may be academically terminated and his or her participation in the financial aid programs discontinued. The student will be notified in writing by the Director of Education.

Ineligible for Financial Aid
Any undergraduate student that does not have a cumulative 2.0 grade point average by the end of his/her second academic year is ineligible for financial aid until such time a 2.0 is achieved. A student on warning who does not meet good academic standing by the end of the next payment period will be ineligible for financial aid. A student who has successfully appealed and is placed on probation who does not meet good academic standing by the end of the next payment period will be ineligible for financial aid.

Financial Aid and Academic Reinstatement
A student who is academically dismissed and not reinstated will automatically be ineligible for future financial aid until such time that he/she is reinstated to the college by successfully appealing SAP ineligibility. A student that has been reinstated and placed on Financial Aid and Academic probation must achieve the minimum cumulative grade point average (2.0 or 3.0 for Graduate-level students) and successfully completing 67% of attempted hours to keep pace with program completion or complete the terms of an academic recovery plan.

Concurrent Enrollment
Occasionally an individual wishes to have concurrent enrollment at Brookline College and the high school they are attending without seeking admission as a student desiring to pursue a degree or diploma objective. Such students may enroll for single courses as ‘Concurrent enrollment’ (CE) students, provided they meet all of the required Admission policies listed in the College Catalog except for the high school diploma or equivalent requirement.

Such concurrent enrollment students are not eligible for any form of financial assistance. They must comply with all policies and procedures contained in the College Catalog. Re-enrollment as a concurrent enrollment student may be denied if the student’s GPA falls below 2.0. A maximum of 12 semester credits taken as a concurrent enrollment student may be applied toward a Brookline College degree or diploma, however taking courses as a concurrent enrollment
student does not constitute admission to a program or imply later, applicability of those courses toward a degree or diploma. See Credit for Previous Education section of the College Catalog for transfer credit policies. Tuition charges for concurrent enrollment students are based on total credit hours and are listed in the College Catalog section under Tuition and Fees.

**Extended Enrollment**

A student not making satisfactory progress may file an appeal to be placed in extended enrollment status. A student placed in extended enrollment status is not eligible for financial aid. All credits attempted while in the extended enrollment status count toward the 150 percent of the normal program length. Grades earned during the extended enrollment status may replace failing grades. A student with an approved appeal who exceeds one and one-half times the standard time frame of their program of study as a regular student or in an extended enrollment status may receive the original credential for which he or she enrolled.

**Resolution of Student Concerns**

A complaint is a claim by a student that there has been a violation, a misinterpretation or an inequitable application of an existing policy, rule or regulation of the College. An appeal and/or a formal grievance are two ways sponsored by the School to request a formal change to an official decision of the Institution. Whenever possible the submission of an appeal or grievance will be dealt with confidentially. In addition, all investigations will be undertaken impartially with no reprisals of any kind being undertaken by any member of the School for the submission of an appeal or grievance. Appeal and/or grievance proceedings will be treated in accord with the College’s FERPA policy.

The steps involved with resolving a student concern are: An informal appeal, a formal appeal, and formal grievance. It is a requirement of the College that a student exhaust the appeal process in its entirety prior to submitting a grievance in order to allow for an appropriate resolution to be reached. Further, if an appeal or grievance is not submitted within ten (10) business days the initial decision of the school will stand. There are separate appeals processes for non-nursing and nursing students.

**Appeal Process for Non-Nursing Students**

**Step 1 and 2: Informal Appeal Process**

For academic or academic-related issues:

Step 1: It is most advantageous and therefore required that a student initially engage in free and open communication directly with an instructor.

Step 2: In the event that the issue is not resolved to a student’s satisfaction at Step 1, they must discuss their concerns with the Program Director or Academic Dean of their program.

For Non-academic Issues:

Step 1: The student is required to discuss freely and openly the issue with the staff member.

Step 2: In the event that the issue is not resolved to a student’s satisfaction at Step 1, a student must discuss their concern with the immediate supervisor of the individual in Step 1.

Regardless of the area of concern, if, following the informal appeal process, the student’s concern is not addressed completely, they are to follow the process for submitting a formal appeal outlined in Step 3.

**Step 3: Formal Appeal Process**

The student must complete an appeal form which can be obtained from the Registrar and submit it along with a letter to the Director of Education within seven (7) calendar days from when the situation the student wishes to appeal has occurred. The letter must describe, in detail, the circumstances which the student feels deserve consideration. An appeal decision will be made by an appropriately determined committee. The committee will review the student’s letter and any other documentation provided and take into consideration the student’s mitigating or special circumstances. The student may appear at the appeal meeting. A written response will be given to the student within 10 calendar days from date of receipt of their appeal letter. While a student’s appeal is being considered, there will be no change in the status under the appeal. Students whose appeals are granted must abide by any terms and conditions set out in the Committee’s letter granting the appeal. Where applicable, the student appeal process must be completed before initiating the student grievance procedure.

**Step 4: Formal Grievance Procedure**

Students may wish to formally file a complaint with the College. In instances where all other attempts at resolution have failed, a student’s concerns can be resolved through the use of the Grievance Procedure:
1. Within five (5) business days of the alleged action(s), the student must present in writing, all facts of the grievance as below:

**E-mail address:**  Professionalethics@brooklinecollege.edu  
**Mailing address:**  
Brookline College  
Attn: Professional Ethics Department  
2141 East Highland Avenue, Suite # 200  
Phoenix, AZ 85016-4738

2. A response to the grievance will be made within ten (10) business days of the receipt of the written complaint. A grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.

3. After the initial decision has been rendered, the student may request that the Corporate Director of Education review the process and outcomes of the grievance.

4. After a decision has been rendered by the Corporate Director of Education, the student may request that the President review the process and outcomes of the grievance.

5. If the student is not satisfied after exhausting the above procedures, the student may contact one of the following:

<table>
<thead>
<tr>
<th>Arizona State Board for Private Postsecondary Education</th>
<th>Arizona State Board of Nursing</th>
<th>New Mexico Higher Education Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400 W. Washington St. Rm 260</td>
<td>4747 N. 7 Street, Ste 200</td>
<td>2048 Galisteo St.</td>
</tr>
<tr>
<td>Phoenix, AZ 85007</td>
<td>Phoenix, AZ 85014</td>
<td>Santa Fe, NM 87505</td>
</tr>
<tr>
<td>(602) 542-5709</td>
<td>(602) 889-5150</td>
<td>(505) 476-8400</td>
</tr>
</tbody>
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<thead>
<tr>
<th>NM Board of Nursing</th>
<th>ACICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6301 Indian School Rd., NE, Suite 710</td>
<td>750 First Street NE., Ste. 980</td>
</tr>
<tr>
<td>Albuquerque, NM 87110</td>
<td>Washington, DC 20008</td>
</tr>
<tr>
<td>(505) 841-8340</td>
<td>(202) 336-6780</td>
</tr>
<tr>
<td><a href="https://www.bon.state.nm.us">https://www.bon.state.nm.us</a></td>
<td><a href="http://www.acics.org">http://www.acics.org</a></td>
</tr>
</tbody>
</table>

6. For Physical Therapist Assistant program at the Phoenix Campus, students may contact the following:  
Commission on Accreditation in Physical Therapy Education  
1111 North Fairfax Street  
Alexandria, VA 22314-1488  
(703) 706-3245  
www.capteonline.org

7. For Medical Laboratory Technology program at the Phoenix Campus, students may contact the following:  
National Accrediting Agency for Clinical Laboratory Sciences  
5600 N River Rd. Suite 720  
Rosemont, IL 60018-5119  
(777) 714-8880  
www.naacls.org

8. For the Surgical Technology program at the Tempe Campus, students may contact the following:  
Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314 North  
Falls Church, Virginia 22043  
Telephone 703-917-9503  
Facsimile 703-917-4109
9. For a student attending online and residing in Maryland, if a complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Maryland Higher Education Commission and the institution is subject to investigation of complaints by the Office of the Attorney General of Maryland Higher Education Commission.

   Students must contact the State Board for further details:
   Maryland Higher Education Commission
   6 North Liberty St., 10th Floor
   Baltimore, MD 21201
   (410) 767-3301; 1-800-974-0203 (toll free)
   www.mhec.state.md.us

10. For a student attending online and residing in Georgia, if a complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Nonpublic Postsecondary Education Commission (NPEC) and the institution is subject to investigation of complaints by the appropriate Standards Administrator (SA) at the NPEC. The NPEC Student Complaint Process can be found in detail at the following website address: [http://gnpec.org/forms/pdf%20files/ComplaintProcess.pdf](http://gnpec.org/forms/pdf%20files/ComplaintProcess.pdf)

   Students must contact the Commission for further details:
   Nonpublic Postsecondary Education Commission
   2082 East Exchange Place, Suite 220
   Tucker, Georgia 30084-5305
   (770) 414-3300
   www.gnpec.org

Any questions regarding this grievance procedure should be directed to Brookline College corporate office at 602-644-7000.

**Appeal Process for Nursing Students**

**Step 1: Informal Nursing Appeal**

The Informal Appeal process allows students to identify a concern and have it addressed expeditiously without the need for the issue to go to the Appeal Committee.

   1. Students will meet with the instructor, if appropriate
   2. If not satisfied with the outcome, the student may file an Informal Appeal
   3. For an Informal Appeal, the student must complete and submit a student issues/concern form
   4. The student will meet with the Dean of Nursing or designee to discuss the Informal Appeal
   5. If unsatisfied with the outcome, the student may file a Formal Appeal

**Step 2: Formal Nursing Appeal Procedure**

The Nursing Department Appeals Committee acts upon requests for exceptions to existing academic policies and requirements. The committee works to find equitable and reasonable solutions supported by evidence.

   1. For a Formal Appeal, the student must complete and submit a student issues/concern form
   2. The Appeals Committee, composed of faculty and Dean or designee, will convene to review the student’s appeal
   3. The Committee will evaluate the appeal based on the following
      a. The Committee will review the appeal and supportive documentation
      b. Review student academic performance
      c. Evaluate the impact of significant non-academic issues
      d. Interview the student, if she/he desires to present her/his case to the committee
      e. Review documentation provided by the student
   4. If the student is unsatisfied by the decision of the Appeals Committee, she/he may request a review by the Vice President of Nursing
Step 3: Formal Grievance Procedure

Students may wish to formally file a complaint with the College. In instances where all other attempts at resolution have failed, a student’s concerns can be resolved through the use of the Grievance Procedure:

1. Within five (5) business days of the alleged action(s), the student must present in writing, all facts of the grievance as below:

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                   Attn: Professional Ethics Department
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                   Phoenix, AZ 85016-4738

2. A response to the grievance will be made within ten (10) business days of the receipt of the written complaint. A grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.

3. After the initial decision has been rendered, the student may request that the Corporate Director of Education, review the process and outcomes of the grievance.

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<td><a href="http://www.acics.org">http://www.acics.org</a></td>
</tr>
</tbody>
</table>

6. For Baccalaureate Nursing programs, students may contact the following:

   Accreditation Commission for Education in Nursing
   3343 Peachtree Road NR, Suite 850
   Atlanta, GA 30326
   (404) 975-5000
   [www.nlnac.org](http://www.nlnac.org)

7. For a student attending online and residing in Maryland, if a complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Maryland Higher Education Commission and the institution is subject to investigation of complaints by the Office of the Attorney General of Maryland Higher Education Commission. Students must contact the State Board for further details:

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   6 North Liberty St., 10th Floor

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For a student attending online and residing in Georgia, if a complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Nonpublic Postsecondary Education Commission (NPEC) and the institution is subject to investigation of complaints by the appropriate Standards Administrator (SA) at the NPEC. The NPEC Student Complaint Process can be found in detail at the following website address: [http://gnpec.org/forms/pdf%20files/ComplaintProcess.pdf](http://gnpec.org/forms/pdf%20files/ComplaintProcess.pdf)

Students must contact the Commission for further details:

Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300
www.gnpec.org

Any questions regarding this grievance procedure should be directed to Brookline College corporate office at 602-644-7000.

**Student Code of Conduct**

As a student, you are an active and vital part of the Brookline College educational community; a community dedicated to protecting the freedom of individuals to inquire, study, evaluate, question and gain new levels of knowledge and understanding. As with other communities, Brookline College has put specific policies and expectations in place that define acceptable behavior necessary to both protect individual freedoms and ensure responsible citizenship. As a member of the Brookline College community, it is your responsibility to understand and adhere to the codes and policies that govern and prescribe acceptable student behavior.

Students who engage in unacceptable conduct are subject to various sanctions up to and including dismissal from school and/or prosecution. Unacceptable conduct includes, but is not limited to:

1. Dishonesty including knowingly furnishing false information to the institution, forgery, alteration or use of institutional documents or identification with intent to defraud.
2. Intentional disruption or obstruction of classes, administration, public meetings and programs, or other school activities.
3. Harassment, verbal abuse and/or actual or threatened physical injury to any person (including self) on Brookline College premises, or at activities sponsored or supervised by the college.
4. Failure to comply with the directions of college officials acting in the performance of their duties.
5. Attempted or actual theft or damage to the property of a Brookline College employee or student.
6. Any graffiti or other misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to Brookline College including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library material, computers, walls, floors, doors and/or ceilings.
7. Violation of the campus premises in a way that affects the college community's pursuit of its educational objectives. This includes, but is not limited to, use of alcoholic beverages and/or controlled or dangerous substances on school premises, and possession of weapons on school premises.
8. Any unprofessional conduct or behavior that would not be considered generally acceptable by an employer of one of their employees, or behavior that is deemed to otherwise be disruptive on school property or at any school sponsored event (e.g., externship/practicum, clinical, field trip).
9. Failure of a required drug screen or health screen.
10. Use of social media to harass, bully, demean or otherwise oppress other students.

**Harassment**

The purpose of this policy is not to regulate the personal lives or morality of students (or employees) or to infringe on the principles of academic freedom or constitutionally-protected free speech rights. The policy was formulated to
It is Brookline College’s policy that all employees and students have a right to work and study in an environment free of discrimination, which includes freedom from harassment, whether that harassment is based on color, race, national origin, disability, sexual orientation, religion, age, sex, marital status, gender, or any other classification protected by applicable discrimination laws.

Brookline College prohibits harassment of its students or employees in any form by instructors, students, staff, supervisors, co-workers, suppliers, or visitors. Violation of this policy may result in disciplinary action, up to and including suspension or expulsion for students. With respect to guests and non-employees, offending individuals may be asked to leave and not return. With respect to employees, violation may result in disciplinary action up to and including termination of the employee who harasses others.

**Reporting**

Information provided by the individuals in the course of an investigation will be treated as confidentially as possible and only be provided to those who have a need for the information or when it is required in the course of investigating the complaint. Reports and investigations will also be treated in accord with the College’s FERPA policy. All investigations will be undertaken impartially with no reprisals of any kind being undertaken by any member of the School for the submission of an appeal or grievance. Complaints of harassment should report such conduct in accord with the sequence outlined below.

Brookline College will investigate reports in a timely fashion. If an investigation confirms the allegations, appropriate corrective action will be taken. All employees and students are expected to cooperate with the investigation. Failure to do so or providing false information during the course of an investigation may lead to disciplinary action as mentioned above.

Reporting contacts are:

1. Campus Director
2. President, Roy Hawkins at 602-644-7000
3. E-mail to the attention of: professionalethics@brooklinecollege.edu

**Disciplinary Action**

A student may be withdrawn from school or placed on a disciplinary probation period through administrative action for the following:

1. Excessive absences.
2. Conduct detrimental to the faculty, staff, or other members of the student’s class.
3. Actions that bring discredit upon Brookline College.
4. Drug or alcohol abuse.
5. Sexual harassment of faculty, staff, students, visitors, and/or vendors.
6. Unsatisfactory academic progress.
7. Any breach of Brookline College’s Ethical Conduct or Honor Code.
8. Failure to pass a retake course or module.

**Dress Code**

**Dress Code Non Health Care Programs**

Brookline College students need to begin building a wardrobe for the working environment. Students enrolled are required to dress appropriately according to the requirements of the workplace for which they are being trained. Attire not appropriate in a standard business environment should be considered unacceptable on campus. The following is considered inappropriate and unacceptable attire: tank tops, short shorts, and miniskirts, halter tops, midriff tops, t-shirts, visual display of undergarments, caps, and clothing, piercings and body art that may be offensive (this is not an all inclusive list as the program of study may have additional specific requirements). A neat and clean appearance for all scheduled courses, externships/clinical and field trips must be maintained including positive personal hygiene.
Allied Health Dress Code

The following guidelines have been established to meet the dress requirements for Brookline College Allied Health Programs:

- Two sets of Brookline College scrub are issued to each student. Students are required to wear the college uniform in all classroom and clinical settings unless the clinical setting requires other clinical attire. If any part of the uniform needs to be replaced it will be done so at the cost to the student. Additional uniforms may be purchased through the college. If a student is not wearing the entire college, issued/approved uniform they will be asked to leave campus or clinical setting. This will result in an absence. If the uniform cannot be worn during pregnancy, the Program Director should be consulted regarding acceptable dress. Students who wish adaptations to the uniform for cultural and/or religious reasons need to consult with Program Director and or the Director of Education prior to the first day of class.

- The student uniform must be clean, neat.
- No long sleeve shirts or visible T-shirts may be worn under tunic top when in uniform.
- No jewelry is to be worn with the uniform except wedding rings, engagement rings, and a wristwatch with a second hand. No neck chains, ornamental pins, or bracelets are to be worn with the uniform.
- No hats, caps, headbands, or bandannas of any kind may be worn in the classroom or the clinical areas.
- No visible tattoos are permitted in class or clinical setting, they must be covered.
- One pair of small plain post earrings may be worn in pierced ears. NO dangling earrings should be worn. No body piercing jewelry is to be visible. Clear spacers may replace body piercing while in class or at clinicals. If the removal is not an option, the reason should be discussed with the Program Director prior to the first clinical day. If the reason is justified, the jewelry will need to be covered. This policy is in effect for the safety of both students and patients to eliminate potential sources of infection and/or injury as well as to avoid distractions to patients who are in the care of students. Clinical facility may have additional regulations or guidelines that will be required.
- Makeup should be minimal and subtle. Neatly trimmed beards and mustaches are permitted.
- Students will maintain personal hygiene. Students will bathe daily and use deodorant. No offensive body odor or cigarette smell.
- Cologne, after-shave, or perfumes are not permitted in the classroom or clinical facility.
- Picture ID badge is worn in a visible area at all times both in school and clinical facilities.
- Socks or neutral nylons must be worn with uniforms.
- Uniform style shoes or white sneakers, non-porous and closed-toed. Laces must be tied, be clean and white. Shoes must have closed toes, low heels, and a strap over the heel.
- Fingernails must be clean and short. Light pastel or neutral color polish is acceptable, no artificial nails, wraps, or extenders of any length.
- No chewing gum while in uniform.

Occupational Safety and Health Administration (OSHA) regulations require protective eye wear be worn while conducting or observing any procedures in lab sessions. Personal corrective glasses or goggles may be substituted with the permission of the instructor. Students improperly dressed for lab will not be allowed to initiate any procedures and may be expelled from the lab during procedures at the discretion of the instructor until they are dressed in accordance with regulations.

Rules Governing Classrooms/Labs

Children are not to accompany students to classrooms or labs. In addition, children may not be left unattended on the campus or the campus grounds. When students are in class or in a lab setting, cellular telephones, pagers, beepers, video recorders, cameras, or electronic entertainment devices may not be used at any time. These devices must be turned off or put on silent or vibration mode, as applicable. Text messaging is not permitted in class or in a lab setting at any time.
Many students need assistance in covering the cost of their education. Brookline College has a full-time, trained financial aid staff that is available to help students with matters dealing with financial aid. It is the responsibility of the financial aid office to assist eligible students in obtaining Federal Financial Assistance.

Financial Aid Programs
Brookline College participates in Federal Financial Aid (Title IV) program, many of which are based on financial need. The Federal Financial Aid (Title IV) program includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Work Study (FWS), and the Direct Loan Program. The Direct Loan Program includes Federal Subsidized, Unsubsidized, and Federal Parent Loan for Undergraduate Students (PLUS) loans.

Brookline College’s definition of an academic year is at least 24 semester credits and at least 30 weeks of instruction.

Eligibility
Students accepted for admission may apply for financial assistance. To be eligible for Financial Aid, a student must meet the following requirements:

1. Be a U.S. citizen or an eligible non-citizen.
2. Have a valid Social Security Number.
3. Have registered with Selective Service if a male over the age of 18.
4. Have financial need (except for some loan programs).
5. Not be in default or owe an overpayment or have borrowed in excess of the annual or aggregate loan limits for the Title IV financial aid programs.
7. Have a high school diploma, evidence of a home schooling program, a GED, or meet the Ability-to-Benefit requirements.*

*ATB students who attended an eligible program at any Title IV institution prior to July 1, 2012, will have established their Title IV eligibility during that enrollment period. ATB students will be required to provide documentation of their previously established Title IV eligibility.

Application Procedures
Students may schedule an appointment to meet with a Financial Aid Administrator. During the financial aid appointment, appropriate documents are completed to determine eligibility. Once eligibility has been determined students will receive an Estimated Award Letter and at this time will be given the opportunity to either accept or decline the award letter. It is the responsibility of the student to keep Brookline College informed of any name, or address, or other changes that may affect their financial aid. Title IV Federal Financial Aid Funds can only be used for educational purposes.

Note: Financial aid awards are subject to change due to verification, or changes in student financial, and/or enrollment status.

Unusual Enrollment History
Beginning with the 2013-2014 award year, the U.S. Department of Education will flag federal student aid applications (FAFSA) for ‘unusual enrollment history’ to identify instances of potential fraud and abuse of the Federal Pell Grant Program.

The flag will identify students who have been awarded the Federal Pell Grant at multiple post-secondary institutions, and remained enrolled only long enough to receive a Title IV credit balance/refund, leave without completing the enrollment period, enroll at another institution, and repeated the pattern. The period of review includes academic enrollment periods during 2010-2011, 2011-2012 and 2012-2013 award years. These students are not eligible for federal student aid until the institution has conducted a review to analyze completed enrollment, earned academic credit, and federal student aid paid.

Students with UEH flag 2 (“C” Code 359) on the 2013-2014 FAFSA who received a Pell grant at Brookline College during the three award year review period are eligible for aid and will not be required to take any further action unless the
institution has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case, the institution must follow the guidance that is provided below for a UEH Flag of ‘3’. If the student did not receive a Pell grant at Brookline College during the three award year review period, the institution must follow the guidance provided below for a UEH Flag of ‘3’.

Students with UEH flag 3 ("C" Code 360) on the 2013-2014 FAFSA will be required to submit academic transcripts (official or unofficial) for each institution that the student received Pell grant funds to the Office of Financial Aid for review to determine whether the student earned academic credits. If the student earned academic credits for all of the institutions that Pell was received, no further action is needed and the student’s eligibility for federal student aid can be reinstated.

If the student did not earn academic credits at all of the institutions that Pell was received, the student must provide a statement of any unusual circumstances that caused the student not to earn any academic credits. It can include copies of supporting documentation such as medical bills/doctor's reports, military assignment or court documents. Additional documents or information may be requested.

Federal student aid eligibility will be reinstated when the ‘unusual enrollment history’ review outcome is that the student did not enroll solely to obtain a credit balance/refund payment, and the transcripts and other documentation support the student’s explanation. The student may be placed on an academic plan and given counsel about the implications of enrollment history on Pell Grant eligibility. The U.S. Department of Education “Statement of Educational Purpose” may also be required. Federal student aid eligibility will not be reinstated when the ‘unusual enrollment history’ review determines that the documentation does not support or disprove that the student enrolled in multiple programs at multiple institutions solely to obtain a credit balance/refund payment, and the student did not earn any academic credits at one or more of the prior institutions.

In order to regain Title IV eligibility the student must complete 6 academic credits of work with a grade of “C” or better. When this has been completed the student may submit an appeal for reinstatement of Title IV eligibility. If the student meets the institution’s standards to regain eligibility for title IV, that eligibility would be effective under the same provisions that apply when a student gains or regains eligibility under other student eligibility requirements. That is, for the Pell Grant and campus-based aid programs, eligibility begins with the payment period in which the student met the eligibility requirements (following the payment period of ineligibility), while eligibility for Direct Loans is retroactive to the beginning of the enrollment period.

All decisions may be appealed to the campus appeals committee.

**Verification**

A student may be selected for verification by either the Department of Education or Brookline College. The verification process compares information on the Free Application for Federal Student Aid (FAFSA) to Federal income tax and other information submitted by the student and/or the student’s family (student and spouse or dependent student and parent(s). If there are differences between the information on the FAFSA and the submitted information, the student or Brookline College may need to make corrections electronically before Brookline College can process the request for federal student aid. The College will notify the student in writing, via e-mail, or by utilizing the Online Financial Aid Center (OFAC) of what documentation is required to complete Verification. Verification must be completed within 14 days of the initial request. Failure to complete verification within this time frame may result in funding delays or loss of eligibility. Students who have a change in their financial aid due to completing verification or whose verification could not be processed will be notified by the Financial Aid Office in writing. Students whose verification is completed will have their financial aid processed.

**Required Documents to Complete Verification**

All students who are selected for verification will be required to submit a verification worksheet. The verification worksheet will be provided by the Financial Aid Office, completed and signed by the student and the students’ family (student and spouse or dependent student and parent(s), if applicable.

If any member of the student’s household received assistance from the Supplemental Nutrition Assistance Program (SNAP) a signed statement or documentation from the awarding agency is required. Additional documentation based on information submitted on either the FAFSA or verification may be requested.

Brookline College encourages all students and their parent(s) to complete the FAFSA using the IRS Data Retrieval Tool. The IRS Data Retrieval Tool is the most accurate Federal tax information as it directly links the FAFSA to filed tax
information. If the student and/or the parent did not utilize the IRS Data Retrieval Tool and is selected for verification, tax transcripts will need to be turned into the Financial Aid Office.

Amended returns
Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead they will need to utilize information from the original tax return and the amended return. In the case of an amended return, both a tax return transcript and a tax account transcript must be provided to complete verification.

***Effective with the 2012/2013 award year, federal regulations no longer permit Financial Aid to accept photocopies of the tax transcript; tax transcripts must be provided by the IRS.

Types of Student Aid
The following student assistance programs are available to eligible students:

Federal Pell Grants
A Federal Pell Grant, unlike a loan, usually does not have to be repaid as long as the student remains in school for their estimated enrollment status and continues to make satisfactory progress. Pell Grants are awarded to eligible undergraduate students with an established need who have not earned a bachelor’s or professional degree.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Available on a limited basis, FSEOG is awarded to students with an exceptional financial need. Awards amounts are determined not to exceed the program maximum and students must meet other criteria as determined by the institution.

Federal Work Study (FWS)
The FWS program provides jobs for undergraduate students with a financial need, allowing them to earn money to help pay educational expenses. Some FWS students are required to participate in community service and in the America Reads program.

Subsidized Stafford Loan
A student may borrow money for educational expenses from the Federal Government with the Direct Loan Program. Subsidized loans are awarded on the basis of financial need. The interest is paid by the Federal Government until repayment begins and during approved deferment periods. Repayment of principal plus interest begins six months after graduation or withdrawal from school, or dropping below half-time status, whichever comes first. Funds are transmitted electronically and credited to the student’s tuition account.

Unsubsidized Stafford Loan
Federal Direct Unsubsidized Stafford Loans are available to all qualified undergraduate students as a supplement to the Subsidized Stafford Student Loan programs. Repayment of principal plus interest begins six months after graduation or withdrawal from school, or dropping below half-time status, whichever comes first. Funds are transmitted electronically and credited to the student’s tuition account.

Federal Parent Loan for Undergraduate Students (PLUS)
Federal PLUS Loans are available to qualified parents with good credit histories of dependent students to help pay for their children’s education. PLUS Loans can be obtained through the Direct Loan Program. Borrowers must begin repayment of the principal and interest 60 days after the loan is fully disbursed.

Private Lenders
For those students who demonstrate additional financial needs private educational loans are available to those who qualify. These programs require students to complete a loan application. Approval and/or interest rate are dependent upon an applicant’s and/or co-applicant’s credit worthiness. For further details on the private loan program including interest rates, students should see the Campus Financial Aid Office or contact the lender directly.

Brookline College Installment Loans
For those students who demonstrate a financial need and have been unable to obtain alternative funding, an installment loan may be available through Brookline College or a third party lender to assist with part or all of any remaining unfunded balance. These loans may be subject to credit approval and require obtaining a consumer credit report. Loans made through Brookline College may be subject to sale and/or servicing by a third party.
Institutional Matching Grant
Brookline College participates with various federal, state, local and non-profit agencies as well as private industry to offer assistance to those students approved for funding through a variety of external sources. For those students accepted for sponsorship by certain agency programs, Brookline College makes available an institutional matching grant. Institutional matching grants are available to those students who meet Brookline College’s admissions and academic requirements and who are sponsored by governmental and non-profit organizations dedicated to the promotion of education and training. Students receiving institutional matching grants will be notified of the award prior to the start of classes. The institutional matching grant is paid to a student’s account each payment period. The grant is applied to a student’s account at the time tuition is billed. If a student does not complete a period of enrollment for which the grant was awarded, the College will prorate the amount of the institutional match based on the institution’s refund policy. The assistance offered may vary by the agency requirements. Grant amounts may vary among the Brookline College campus locations, depending on outside agency sponsorship and the availability of agency budgeted funds. Information regarding available funding should be obtained directly from the agency from which you are seeking assistance or the Financial Aid Office at the Brookline College campus.

State Aid Programs
Types of State Aid programs vary and are contingent on available funding. Please see your Financial Aid Administrator at your respective campus for further details.

Department of Veterans Affairs (VA) Education Benefits
Brookline College is approved for Department of Veterans Affairs (VA) education benefits. Please see your Financial Aid Administrator as eligibility varies by campus and program.

Scholarships
Scholarships may be available to qualified students throughout the year from outside organizations. It is the responsibility of the student to seek and complete any required information for obtaining a scholarship. The Financial Aid Office at your campus will assist students in gathering required information or completing forms necessary to submit an application. It is also the student’s responsibility to notify the financial aid office if a scholarship is awarded. See your Financial Aid Administrator for more details.

Federal Student Financial Aid Penalties for Drug Law Violations
A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment in which federal student aid was received shall not be eligible to receive federal student aid (including any grant, loan, or work assistance) during the period beginning on the date of such conviction and ending after the interval specified in the following table:

<table>
<thead>
<tr>
<th>If convicted of an offense involving</th>
<th>First offense</th>
<th>Second offense</th>
<th>Third offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>The possession of a controlled substance:</td>
<td>1 year</td>
<td>2 years</td>
<td>Indefinite</td>
</tr>
<tr>
<td>Ineligibility period is</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The sale of a controlled substance:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ineligibility period is</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rehabilitation - A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a drug rehabilitation program that is approved by the U.S. Secretary of Education.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payment
Tuition will be paid at the time of registration unless the student is eligible for financial aid and clearance has been given by the Financial Aid Office or other financial arrangements have been made with the Business Office. Students are responsible for any financial obligation incurred while attending Brookline College regardless of any anticipated financial aid. Student may be terminated at the discretion of the College for non-payment or any payment due to the College.

Federal Return of Title IV Funds Refund Policy
The Federal Return of Title IV Funds Refund Policy specifies the differences between earned and unearned portion of Title IV aid, in relation to the length of the term and the length of time the student was enrolled for that term. Students who are enrolled beyond 60% of the term are considered to have earned 100% of the Title IV aid awarded for that term.

A student who withdraws prior to completing more than 60% of the term will earn a percentage of the Title IV aid awarded based on the number of calendar days from the start of the term to the last date of attendance in the term. The student’s withdrawal date is the date the institution determined the student was no longer attending. Please see the Institutional Refund Policy.

The formula for calculating the percentage of Title IV earned is as follows:

In a credit hour program - The number of days from the start date to the last date of attendance in the term divided by the total days in the term equals the percentage of aid earned.

In a clock hour program - The number of clock hours scheduled to have been completed from the start date to the last date of attendance in the term divided by the total clock hours in the term equals the percentage of aid earned.

The percentage of aid earned is then multiplied by the total Title IV Aid disbursed or could have been disbursed to equal the amount of aid the student actually earned.

All unearned portions of federal aid are returned to the appropriate programs in the following order:

1. Federal Unsubsidized Stafford Loans
2. Federal Subsidized Stafford Loans
3. Federal Parent Loan for Undergraduate Students (PLUS Loan)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Post-withdrawal disbursements
If an eligible student receives less Federal Student Aid than the amount earned, the school will calculate the amount of aid that was not received. The school will post, based on Federal guidelines, any available grant funds before available loan funds. Available grant or loan funds refer to Title IV program assistance that could have been disbursed to the student but was not disbursed as of the date of the institution’s determination that the student withdrew. In accordance with Federal Regulations, the school must obtain written confirmation from a student, or parent for a parent PLUS loan, before making any disbursement of loan funds from a Post-withdrawal disbursement.

Copies of the federal form entitled “Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program” or “Treatment of Title IV Funds When a Student Withdraws from a Clock-Hour Program” are available for review in the Financial Aid Office. Although the staff cannot advise students on when to withdraw from their program the students are encouraged to become familiar with the refund policies, make their own decisions and take the appropriate actions.

If applicable, refunds to Title IV programs will be made within 45 days of the date the student is determined to have withdrawn. Notification will be sent to the students of all refunds made. Upon request, the institution will make readily available to enrolled and prospective students copies of this Federal Return of Title IV Refund Policy.
Institutional Refund Policy

If an application for enrollment is rejected by Brookline College, all monies paid to Brookline College will be refunded.

An applicant who provides written notice of cancellation within five days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement, making their initial payment or first visiting the institution, whichever is the latest act to occur, is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Students shall have the option to withdraw from the school at any time by giving notice of their intent to terminate enrollment preferably in writing. In the absence of the student giving written notification, the student is dismissed after 14 consecutive calendar days from the last date of attendance, or upon the failure to return from an approved Leave of Absence. A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

The Technology Fee and Retake Fee are non-refundable. The institutional refund policy generally allows the institution to earn 100% of the institutional charges from students who complete 50% or more of the term. The student’s withdrawal date is the date the institution determined the student was no longer attending. The institution may take up to 14 days from the last date of attendance to make the determination that the student was no longer attending.

If applicable, refunds to agencies, private loans, scholarships, and to the student will be made within 45 days of the date the student is determined to have withdrawn. Notification will be sent to the students of all refunds made.

<table>
<thead>
<tr>
<th>Last date of attendance as % of the payment period for which the student was obligated</th>
<th>Portion of tuition and fees obligated and paid that are eligible to be retained by the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week of class (if submitted in writing)</td>
<td>0%</td>
</tr>
<tr>
<td>After 1st day but still within 10% (if written withdrawal not submitted within 1st week of class)</td>
<td>10%</td>
</tr>
<tr>
<td>After 10% but still within 25%</td>
<td>50%</td>
</tr>
<tr>
<td>After 25% but still within 50%</td>
<td>75%</td>
</tr>
<tr>
<td>50% or thereafter</td>
<td>100%</td>
</tr>
</tbody>
</table>

Although the staff cannot advise students on when to withdraw from their program the students are encouraged to become familiar with the refund policies, make their own decisions and take the appropriate actions.

Upon request, the institution will make readily available to enrolled and prospective students copies of this Institutional Refund Policy.

Maryland Residents Refund Policy:
The minimum refund that Brookline College will pay to a Maryland resident who withdraws or is terminated after completing only a portion of a term/payment period is as follows:

<table>
<thead>
<tr>
<th>Portion of Term Completed as of Date of Withdrawal or Termination</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>90% refund</td>
</tr>
<tr>
<td>10% up to but not including 20%</td>
<td>80% refund</td>
</tr>
<tr>
<td>20% up to but not including 30%</td>
<td>60% refund</td>
</tr>
<tr>
<td>30% up to but not including 40%</td>
<td>40% refund</td>
</tr>
<tr>
<td>40% up to but not including 60%</td>
<td>20% refund</td>
</tr>
<tr>
<td>Portion of Term Completed as of Date of Withdrawal or Termination</td>
<td>Tuition Refund</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>More than 60%</td>
<td>No refund</td>
</tr>
</tbody>
</table>

In cases where the refund policy of a state differs from the Institutional Refund Policy, students receive the more favorable refund.
Distance Education Consortium Agreement
Brookline College allows students enrolled in a program of study to complete coursework at Brookline College Campus and/or through distance education under the Distance Education Consortium Agreement. Students enrolling in coursework under this agreement must complete at least 51% of their coursework at their “Home” institution. The “Home” institution is defined as the institution that awards the academic degree. The coursework completed at the “Host” institution will be included in the program coursework used to award the degree from the “Home” institution. For more information on this agreement, please see the Director of Education at your institution.

Online Program Offerings

Business
- Master of Administration
- Bachelor of Science - Management
- Associate of Science - Accounting
- Associate of Science – Business

Health Care
- Master of Science – Nursing Education
- Master of Science – Health Systems Administration
- Bachelors of Science - Nursing (RN to BSN)
- Bachelor of Science – Health Care Administration
- Associate of Science – Health Care Administration
- Diploma - Medical Insurance Billing and Coding

Legal Studies
- Bachelor of Science - Criminal Justice
- Associate of Science - Criminal Justice
- Associate of Science - Paralegal Studies

General Information
All online students are welcome to use campus services and resources. Services, resources and policies specific to online education are listed below.

Admission Criteria
Online program applicants must meet all applicable criteria listed in the Admissions section of this catalog. In addition, all online program applicants must meet the online computer requirements listed below and complete the online New Student Orientation Tutorial course in the learning management system, before beginning any credit earning courses.

Online Computer Requirements
Students must have regular daily access to a computer that meets the following minimum requirements:
- A functioning e-mail account
- Microsoft Office Word, Excel, and PowerPoint 2010 or Microsoft Office Professional 2010
- A monitor capable of displaying 1024x768 at 16bit color
- Intel Pentium 4 Processor
- 1 GB of RAM
- More depending on Operating System requirements and recommendations
Access to hi-speed Internet service at a minimum speed of 256Kbps (DSL). While dial-up may work, it is not suitable for many applications.

- Sound card and speakers
- Supported web browsers: Internet Explorer (version 7.0 or above) or Mozilla Firefox (version 3.0 or above)
- Adobe Reader and Flash Player (version 9.0 or above), Adobe Shockwave Player, Java, JavaScript, Windows Media Player, and QuickTime

Note: Best practice is to allow application software (QuickTime, Adobe Reader, etc.) to update as new versions are released.

Operating Systems for PC Users:
- Windows XP with SP3 - 32 or 64 bit
- Windows Vista with SP2 - 32 or 64 bit
- Windows 7 - 32 or 64 bit

Operating Systems for Mac Users:
- OS X 10 - version 10.4x or newer

Additional requirements for Accounting and Medical Insurance Billing and Coding programs:
- 6 GB free hard disk space
- Computer administrator rights (the ability to install software)
- CD/DVD drive

Library/Learning Resource Center
The Library/Learning Resource Center’s electronic resources may be accessed online. Instructions and passwords for access to these resources are changed regularly, with students being updated accordingly. These resources are available and required for completing research assignments online.

Technical Assistance
Technical assistance for online students is available 7 days a week, 24 hours a day through the learning management system at http://online.brooklinecollege.edu/ or by calling 888-998-6025.

Online Attendance Policy
Online students are encouraged to participate often in each course in which they are enrolled. Minimally, a student must submit a gradable item each week in order to be marked present for that week. A gradable item is defined as a threaded discussion, assignment, test or quiz. A student who does not complete at least 50% of the scheduled weeks will not receive credit for the course.

Online Excessive Absences
After two consecutive weeks (Monday - Sunday) of absence in all of the classes a student is in enrolled in, the student will be withdrawn from the College. If a student is enrolled in multiple courses and meets attendance in one course but fails to attend the other, they will be withdrawn from the course for which excessive absences are noted (i.e., after two consecutive weeks) in accord with the College’s procedures for course withdrawal. This policy applies to all continuing students and initiates at the point at which they meet attendance requirements at the start of each term. This policy applies to new students at the point at which they have posted attendance in both Week 1 (i.e., the add/drop period) and Week 2. Any action taken due to excessive absences may affect financial aid and graduation dates. A student who does not complete at least 50% of the scheduled weeks will not receive credit for the course.

Online Student Identity Authentication and Privacy
The Brookline College Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student’s identity must be verified by way of an
assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identify will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student’s responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional comprise of the integrity of the privacy of a student’s login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Brookline College. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.
**Library/Learning Resource Center**

Each Brookline College campus has a Library/Learning Resource Center (LRC), which supports the educational and professional needs of the students. Hours of operation are posted at each facility. The LRC provides a place where students can study, research information, and work on projects for their classes.

LRCs provide a wide range of core reference materials such as online databases and search engines, instructional and resource CDs, books, and pertinent trade, professional and academic periodicals. In addition, LRCs are equipped with computers featuring a variety of software and a high speed Internet connection, giving students access to a multitude of tools and information to assist them in all aspects of their education.

Each LRC is staffed with a professionally trained librarian who not only maintains the LRC inventory, but also assists students and conducts orientations designed to train them to effectively find, retrieve and integrate the information they need to solidify their learning.

If desired, students may check out books from the LRC (with the exception of reference books), with the understanding that they are financially responsible for any books borrowed. If books are not returned, the cost will be charged to the student's account.

The ultimate goal of faculty and staff at Brookline College is to help students successfully complete their academic program and support the students in whatever way possible to achieve that goal. Here are some of the services Brookline College provides as well as other student information.

**Other Services**

There are many things that can impact a student's success while in school. At Brookline College, we strive to offer whatever support we can to assist students. This may include tutoring, referring students to community agencies, and bus passes at discounted prices, depending on the campus location. Students are strongly encouraged to meet with the Student Services Coordinator, Director of Education, Program Chair, Program Director/Dean, and/or Extern Coordinator if they are encountering difficulties.

**Student Lounge**

Each campus has a student lounge, which is conveniently located to provide a comfortable environment for students wishing to relax during breaks from academic activities. Each lounge provides vending machines for student convenience.

**Smoking Areas**

All Brookline College campuses are non-smoking. Students wishing to smoke may do so in the designated outdoor areas.

**Parking**

Ample free parking is available at each campus within walking distance of all classrooms.
CAREER SERVICES

Brookline College wants all of its graduates to obtain the very best career opportunity available and its Career Advisors are committed to assisting graduates with their job search. In addition, they may be able to assist with full-time or part-time employment for current students. However, Brookline College cannot and does not, guarantee employment or wages at any time.

To assist its students in their job search, Brookline College provides training in the following areas:

- Resume preparation
- Interviewing skills
- Job search techniques
- Networking
- Dressing for success

In addition, there are "job boards" for each employment specialty that students can check on a regular basis for current opportunities. Campuses also regularly hold career fairs in which companies from around the community participate to acquaint students with their respective businesses. This gives students first hand information about potential jobs and careers. It also allows employers the opportunity to interview and observe the quality of our students. It should be understood that obtaining employment requires a combined effort by the student and Brookline College.

The student must work closely with the Career Advisors in conducting the job search; this includes providing a resume, attending interviews, completing required assignments, and maintaining regular contact with the Career Advisor. In addition, many employers require a physical, psychological and/or drug testing or screening, and criminal background check as a condition of employment. While Brookline College may assist in coordinating these tests, the college assumes no responsibility for the student's ability to pass any of these tests.

Students should be aware that while Brookline College will do everything possible to assist with their job search, seeking employment requires a significant commitment of time and effort on the student's part. Students should be aware that an unwillingness to relocate may limit their job opportunities. They should also understand that due to demand levels, economic changes, personal issues, or other factors, some graduates may be unable to obtain employment in their chosen field within a time frame that is acceptable to them; therefore, they may elect to pursue other career options.

For more information about the College's graduation rates, the median debt of students who completed the program, specific dates reported upon and other important consumer information, please visit the “Reporting and Disclosure” link at www.brooklinecollege.edu. Student placement definition: ACICS placement rates are calculated as follows: students placed in field + students placed in related field / graduates – students unavailable for work during the period of July 1 through June 30 (with placements generally permitted through September 15 of each year).
Policies
Brookline College does not discriminate on the basis of sex, ethnicity, religion, age, disability, or national origin in admission, access, treatment, or employment in any of its activities or programs. A student may be enrolled in only one Brookline College program at a time.

Denial of Admission or Re-entry
Brookline College reserves the right to deny admission or re-entry to any applicant or student the College, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them from (a) participation in clinical/practicum or externship experiences required in a program or (b) employment opportunities in the field for which the program is intended to prepare them, or c) whose presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to Brookline College students, faculty, and/or staff. For certain programs, students may eligible to gain clearance from program-specific oversight boards/agencies as it relates to adverse background issues. In the event a student is cleared by an authorized board/agency, they must provide evidence of clearance from program-specific boards prior to admission into the program of study. Regardless, all students admitted to Brookline College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others within the college community.

Undergraduate Admittance Requirements
Eligibility
In order to make application to Brookline College, a prospective student must be a citizen of the United States or an eligible noncitizen as classified by the Department of Homeland Security; however, students who qualify based on state or federal qualifications, but do not meet the aforementioned qualifications, must pay cash prior to start course. International student applicants may make application to Brookline College for online programs only.

Applicants must be at least 18 years of age at the time of admission and possess a high school diploma or GED (or equivalent).

Applicants that graduated from a foreign high school or secondary school must provide proof. A certified copy of credentials or official transcripts translated (if applicable) and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators, Inc. (AICE) must be submitted prior to enrollment. Evaluation or translation must show equivalency to a U.S. high school.

If a prospective student is less than 18 years of age, they may be permitted to enroll if they obtain parent or legal guardian signature of approval or demonstrate that they are otherwise covered under state emancipation statutes.

Diploma Programs
Applicants must self-certify the attainment of a high school diploma, completion of a home schooling program, or a General Education Development (GED) certificate or an equivalent.

Associate Degree Programs
All applicants enrolling into an Associate degree program must self-certify the attainment of a high school diploma, completion of a home schooling program, or a General Education Development (GED) certificate.

Bachelor Degree Programs
All applicants enrolling into a Bachelor degree program must self-certify the attainment of a high school diploma, completion of a home schooling program, or a General Education Development (GED) certificate. Additionally, applicants may be considered for enrollment into a Bachelor degree program to complete the 3rd and 4th academic years, if they meet the following criteria:

1. The applicant must have completed an Associate’s degree with a minimum of 60 semester credits or 90 quarter credits from a nationally or regionally accredited school recognized by the U.S. Department of Education,
2. Coursework completed must have earned a minimum of a “C” grade,
3. The applicant must have earned at least a 2.0 grade point average (GPA) on a 4.0 scale,
4. The conferred degree must have been completed within ten (10) years,
5. If the conferred degree is not in a related field of study, the student may be required to take additional courses to satisfy program pre-requisites. For further information, please speak with the Campus Director of Education.

**Bachelor of Science in Nursing**
To be considered for admission to the Bachelor of Science in Nursing program, applicants must:
1. Have a high school diploma, evidence of completion of a home schooling program, or a General Education Development (GED) certificate
2. Testing
   a. Minimum composite score of 75% on the HESI Admission Assessment Examination; and a minimum score of 70% on the math and 74% on the vocabulary parts. Applicants are required to take the following four parts of the HESI admission examination: Reading Comprehension, Vocabulary, Grammar, and Math. Applicants are limited to two attempts to achieve the required passing score on the HESI exam per start date. Applicants may submit HESI Admission Assessment examination scores taken for another institution for consideration for admission if the test was taken within two years of applying to Brookline College.
   b. For international students, a TOEFL test with a minimum score of 84 and a minimum speaking score of 26 on the internet-based test will be acceptable in place of the HESI Admission Assessment Examination.
3. Complete an authorization to conduct criminal background check form*
4. Personal interview with a representative of Brookline College.

*Upon acceptance students will be required to complete a criminal background check prior to beginning clinical experiences.

**Bachelor of Science in Nursing for Baccalaureate Degree Graduates**
This program is designed for students who hold a bachelor’s degree in any major and who wish to earn a Bachelor of Science in Nursing degree at an accelerated pace. To be considered for admission applicants must have the following:

1. Baccalaureate degree from an accredited institution
   a. Official transcripts from all college or universities attended documenting conferral of a baccalaureate degree must be presented prior to the end of the add/drop period; or
   b. For international students, an official transcript translation and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)
2. a. Minimum composite score of 75% on the HESI Admission Assessment Examination; and a minimum score of 70% on the math and 74% on the vocabulary parts. Applicants are required to take the following six parts of the HESI admissions examination: Reading Comprehension, Vocabulary, Grammar, Math, Anatomy & Physiology and Biology. Applicants are limited to two attempts to achieve the required passing score on the HESI exam per start date. After a total of four attempts to achieve a passing score, applicants will no longer be considered for admission to the Bachelor of Science in Nursing program. Applicants may submit HESI Admission Assessment examination scores taken for another institution for consideration for admission if the test was taken within two years of applying to Brookline College.
   b. For international students, an official transcript translation and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)
3. Completion of fifteen semester credit hours in required prerequisites with a grade of "C" or better
   a. Applicants must complete a minimum of three semester credit hours in each of the following:
      i. Anatomy and Physiology I
      ii. Anatomy and Physiology II
      iii. Microbiology
      iv. Statistics (in any field of study)
      v. Developmental or Lifespan Psychology
   b. Proof of completion, in form of official transcripts, of all prerequisite courses must be provided in the form of official transcripts prior to the end of the add/drop period.
4. Completion of a criminal background check*
5. Personal interview with a representative of Brookline College

*Upon acceptance and prior to beginning clinical experiences, students will be required to complete a criminal background check

If accepted, all nursing students will need the following at least two weeks before beginning clinical experiences:

1. Current American Heart Association CPR certificate
2. Drug screen
3. Physical exam and health and immunization records including the following
   a. Two-step PPD
   b. Proof of immunity to measles, mumps, rubella, varicella, Hepatitis B (or Hepatitis B series in progress or signed refusal)
   c. Td or Tdap recommended

**Bachelor of Science in Nursing (RN to BSN)**
This program is designed for students who hold an Associate’s Degree in nursing and who wish to earn a Bachelor of Science Nursing degree. To be considered for admission applicants must:

1. Possess an associate degree with a major in nursing from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution
   a. Evidence, in the form of official transcripts, of conferral of associate’s degree; or
   b. For international students, an official transcript translation (if applicable) and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)
2. Possession of a current registered nurse license in good standing from any state, territory, or district in the United States. This requirement does not apply to international students
   a. For international students, a TOEFL test with a minimum score of 84 and a minimum speaking score of 26 on the internet based test.
3. Completion of a Disclosure of an Adverse Background form
4. Completion of a personal interview with a representative of Brookline College
5. Proof of completion, in form of official transcripts, of all college and prerequisite courses must be provided within 30 days from the scheduled start of the student’s first course

To meet the criteria for the award of a Bachelor of Science in Nursing degree students must complete the following:

- 36 general education credits taken at Brookline College or transferred from another academic institution
- 54 block transfer credits for nursing and nursing support courses based on completion of the associate degree in nursing
- 30 nursing core course credits
- Total: 120 credits

Arizona applicants must be at least 18 years of age or 17 years 6 months of age with parental or legal guardian signature of approval or otherwise covered under state emancipation statutes.

Students in the Brookline College RN to BSN program must have a minimum of 36 general education credits upon program completion. Students may transfer general education credits from previously attended academic institutions and will be able to take as many general education courses as needed to make up the difference between what is transferred and the minimum of 36 credits.

Students, as registered nurses, will be given a block total of 54 transfer credits for all nursing and nursing support courses taken in the associate degree program; students will be required to take 30 credits of nursing core courses.

**Interview**
All applicants must have a personal interview with Brookline College admissions representative. During this interview, a potential student’s eligibility is confirmed, and career goals are discussed, identified, and matched with potential educational objectives.

**Non-Degree Seeking (NDS) Students**

Occasionally an individual wishes to take single courses at Brookline College without seeking admission as a student desiring to pursue a degree or diploma objective. Such students may enroll for single courses as ‘Non-Degree Seeking’ (NDS) students, provided they hold a high school diploma or GED and meet all of the required Admission policies listed in the College Catalog.

Such non-degree seeking students are not eligible for any form of financial assistance. They must comply with all policies and procedures contained in the College Catalog. Re-enrollment as a non-degree seeking student may be denied if the student’s GPA falls below 2.0. A maximum of 12 semester credits taken as a non-degree seeking student may be applied toward a Brookline College degree or diploma, however taking courses as a non-degree seeking student does not constitute admission to a program or imply later, applicability of those courses toward a degree or diploma. See Credit for Previous Education section of the College Catalog for transfer credit policies.

Tuition charges for non-degree seeking students are based on total credit hours. All tuition and fees must be paid in full within the add/drop period. Cost per credit is $400, up to 12 semester credits, plus fees and materials.

**Admittance Requirements for Nonimmigrant Students**

Brookline College is approved and authorized to accept nonimmigrant students by United States Department of Homeland Security (DHS) through the Student and Exchange Visitor Program (SEVP). The following campuses have been approved to admit nonimmigrant students:

- Phoenix, AZ
- Albuquerque, NM

Nonimmigrant students must complete a nonimmigrant admission application to be considered for enrollment. In addition, nonimmigrant students must provide all documents required by DHS and Brookline College and meet any admittance requirements stated, herein, the College Catalog:

**Visa and Immigrant Documentation**

Nonimmigrant students must provide the Designated School Official (DSO) with the following documents at the time of enrollment prior to start:

- Form I-20
- Nonimmigrant Student Visa (F-1 or M-1)
- Passport
- Form I-94

**Proof of English Language Proficiency**

All nonimmigrant student applicants must provide Brookline College with proof of English language skills to pursue enrollment with the College. Nonimmigrant students can either: a) provide, in form of official transcripts, successful completion of coursework from an accredited high school or English language school certified with SEVP, b) take the TOEFL (Test of English as Foreign Language) test to determine their language skills in English and meet the minimum score requirements.

A minimum score of 550 on the paper-based and 84 on the internet-based TOEFL test is required as proof of proficiency in English. This test must be submitted directly from the testing organization to the campus, sent to the attention of the DSO, where the nonimmigrant student is applying.

Unless the native language of the nonimmigrant student is English, and the College can confirm the native language, then the student is not required to take the TOEFL test. There is no limited amount of times a student can take the test. TOEFL test scores are valid for two (2) years after the test date. The official scores become part of the permanent student record once the student has enrolled with the College.

**Financial Affidavit or Proof of Financial Support**
Nonimmigrant students must provide proof of financial support or financial affidavit that tuition and living expense can be covered. The following are acceptable proofs:

- Bank statements or letters from sponsors showing said evidence that tuition can be covered including living expenses for a minimum of one (1) year.
- Completed financial affidavit signed by the prospective nonimmigrant student and sponsor(s).

**Proof of High School or Secondary School Graduation**
For information refer to *Eligibility* section under *Admittance Requirements* policy found in the College Catalog.

**Transfer of Credits from Postsecondary School**
Nonimmigrant students requesting transfer of credits from a postsecondary school must have official transcript evaluated and translated (if applicable) from a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

**Benefits for Military Students and Family**
Brookline College offers a great reduction in tuition to military, members, veterans, and dependents. A reduced cost per credit has been set up for those students that meet the criteria of military or veteran affairs.

*Students enrolling into an Undergraduate or Graduate degree will only be paying $250.00 per credit hour, technology and other fees are not included in the tuition pricing.*

Students are required to submit proof of military service by one of the following documents:

- Letter from Commanding Officer
- DD-214 (Discharge of Duties)
- VA Letter Certifying Military Service
- Benefit Documentation (TA form, COE, VA from 1905)
- Copy of Military Orders
- Military Transcripts
- Valid Military ID

*This tuition benefit does not apply to the following programs:*
- *Bachelors of Science in Nursing*
- *Bachelors of Science in Nursing for Baccalaureate Degree Graduates*

**Program Specific Requirements**
Some programs may require licensure and/or certification for employment. Registration or certification requirements for taking and passing exams are not controlled by the College and are subject to change by the controlling agency without notice to the College. As a consequence, the College cannot and does not guarantee that graduates will be eligible to take certification exams, regardless of their eligibility status upon enrollment.

**Criminal Justice**
Employment opportunities for students younger than 21 years of age are limited in the areas of law enforcement and the juvenile justice system. However, private sector security agencies may hire applicants at 18 years of age. In some cases, applicants may not be able to secure potential employment opportunities unless they have the following:

1. A valid driver’s license
2. A birth certificate
3. A willingness to relocate or do shift work
4. Fingerprint clearance and/or background check

Some employers may have additional requirements for employment. The following medical conditions may disqualify a student from employment with the public and private sector:

1. Vision abnormalities
2. Hearing impairments
3. Diabetes
4. Epilepsy
5. Back injuries
6. Asthma
7. Adverse background

All students must acknowledge that any negative activity that may appear on any background check completed on a student may prevent them from working in their field of study or sitting for any certification examinations that may be available or a requirement of their field of study. Applicants who have questions regarding how these issues may affect the completion of or career services activities as they relate to their program of study should discuss this matter with the College prior to starting their program.

**Nursing**

In order to progress from semester to semester in the nursing program, students must complete and pass all coursework in all prior semesters (unless approved by the Dean of Nursing or Vice President of Nursing due to mitigating circumstances). Students who fail to achieve an average grade of 77% on all exams within selected nursing courses will not be permitted to progress into the next semester and must repeat the course. Courses that require students to achieve a 77% average grade on course exams include: NUR 202, NUR 302, NUR 305, NUR 306, NUR 307, NUR 308, NUR 401, NUR 402, and NUR 404. A grade of less than “C” in any two or more nursing program concentration courses at any time in the curriculum will result in dismissal from the program.

**Medical Laboratory Science/Medical Laboratory Technician/Surgical Technology/Physical Therapist Assistant**

Consideration for admission into the Medical Laboratory Science, Medical Laboratory Technician, Surgical Technology, or Physical Therapist Assistant program requires the applicant to complete the Wonderlic Scholastic Level Exam™ (administered by Brookline College). All applicants must have a high school diploma or GED and must score a minimum of 17 on the Wonderlic test. Retesting requires use of alternate form of test with a minimum 24-hour break between tests. The minimum score remains a 17. Applicants are permitted no more than three attempts per start date. Test scores are valid for 12 months from the test date.

**Physical Therapist Assistant Program**

Excelling in the Physical Therapist Assistant (PTA) Program generally depends on a student’s successful completion of all coursework in the entire program. However, failing two or more courses in the curriculum will result in dismissal from the program and failing the same course twice will result in dismissal from the program. As for allied health programs, failing the same course twice will result in dismissal from the program.

**Background Check Process**

All Allied Health, Criminal Justice and Paralegal Studies students will be required to complete the background check process. Background check forms will be collected at the time of enrollment and processed by a third-party service during the first week of class. Results of the background check will be sent to the Program Director.

Certain practicum/externship sites may require a more comprehensive background check to include fingerprint clearance. In these cases, the Program Directors will work with the student to complete required paperwork for submission. The students will also be required to attend a fingerprinting session as scheduled by the school. Students will need to provide proper identification in order to be fingerprinted (School ID is NOT acceptable). In order to avoid delayed placement at a practicum/externship site, Allied Health students that require fingerprinting must submit their fingerprint cards before the end of the second Module; Criminal Justice and Paralegal Studies students that require fingerprinting must submit their fingerprint cards before the end of the second class.

All students must acknowledge that any negative activity that may appear on any background check completed on a student may prevent them from being placed at an externship/practicum/clinical site, thus preventing them from completing their program of study. They must further acknowledge that they understand that any information of this type that appears on any background check may also prevent them from working in their field of study or sitting for any certification/licensure examinations that may be available or a requirement of their field of study. In the event that the College is made aware that a student’s adverse background (by way of the adverse background disclosure form) will inhibit the College from placing the student at externship/practicum/clinical or that their adverse background will prohibit their eligibility for required certification/licensure examinations required of graduates, a student’s enrollment may be denied. In the event that a student fails to disclose this information or fails to provide complete and accurate information on the adverse background form with regard to their adverse background and their enrollment is processed, their admission into the program may also be classified as a denial at the point at which the College is made aware of the issue and the enrollment cancelled (in accord with the policies and procedure outlined herein).
Requirements of externship/practicum/clinical site partners as well as registration or certification requirements for taking and passing examinations are not controlled by the College and are subject to change by the controlling agency without notice to the College. As a consequence, the College cannot and does not guarantee that graduates will be eligible to take certification examinations, regardless of their eligibility status upon enrollment. Programs for which adverse backgrounds prohibit or are likely to prohibit placement at externship/practicum/clinical sites and/or certification/licensure includes but is not limited to: Nursing, Medical Laboratory Science, Physical Therapist Assistant, Phlebotomy Technician, Legal Studies (e.g., paralegal, forensics, and related programs), Patient Care Technician, Medical Laboratory Technician, and Surgical Technology. Applicants who have questions regarding how these issues may affect their externship/practicum/clinical placement and/or eligibility for certification/licensure should discuss this matter with the College prior to starting their program.

Immunizations

All Allied Health* students will be required to demonstrate satisfactory completion of the following immunization requirements. Brookline College will pay for the immunizations listed below if needed by the student:

- Two MMR immunizations in a lifetime.
- Two Varicella (chicken pox) immunizations (or a positive blood titer).
- Tetanus vaccine less than 10 years old.
- At least the first two injections of the Hepatitis B Series
- Negative PPD (TB) or a negative chest X-ray done within the past YEAR.

*with the exception of Massage Therapy and Medical Insurance Billing and Coding students, unless required by externship site.

If a student has had a positive TB skin test and requires an annual chest X-ray, the expenses associated with this will not be covered by Brookline College. If a student has met the requirements listed above prior to enrollment, they will be required to bring the immunization records to their Program Director or designee for verification. Brookline College will provide each student with the needed forms to complete the immunization process. If a student desires to go to a private clinic or other facility, it will be at the expense of the student.

The Program Directors will provide an immunization voucher to the students in the second week of the first module/semester. The immunization voucher will be completed in the second week of their first module or semester; with the exception of Surgical Technology students who will be completed in their third module. If a student enters the program in another module or semester, it will be completed in the second week of their first scheduled module/semester. Evidence of required immunizations must be submitted prior to the student entering a module/semester that has invasive medical procedures scheduled. Students will not be allowed to participate in the laboratory portion of a module/semester until all required immunizations are on file with Brookline College. All immunizations must be completed by the end of the second module/semester, with the exception of Surgical Technology students who will be completed in their third module.

If a student enters or becomes pregnant, she must obtain and present to the Program Director a written release from a qualified medical practitioner, which states clearly that the student is eligible to participate in all laboratory or externship activities. This policy applies to any on-site laboratory activities and off-site practicum/externship activities.

Residency Requirements

At a minimum, no fewer than 25% of the credits required in the program of study must be earned in residence at the Brookline College campus that is conferring the degree.

Articulation Agreements

Brookline College frequently establishes articulation agreements with other academic institutions. A current list of the institutions with which Brookline College has an articulation agreement is located on our website.
DIPLOMA AND UNDERGRADUATE ACADEMIC POLICIES

Academic policies apply to residential and online delivery modes except as indicated. Brookline College reserves the right to change these policies as needed in the course of business.

Academic Integrity
Brookline College requires all students, faculty, and staff to conduct themselves and produce academic work in an ethical manner. Students are expected to conduct themselves at all times with the highest academic standards.

Policy Statements
1. Brookline College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes.
2. Student interruptions in program schedules may result in a delay of graduation.
3. Brookline College credits are not automatically transferable to other schools (see Credit Transfers to Another School).
4. All programs may not be available at all locations (see Brookline College Catalog Supplement - Tuition and Fees).
5. Brookline College reserves the right to cancel programs of study, modes of delivery, or individual courses as it deems necessary.

Plagiarism and Consequence of Violating College Anti-plagiarism Policies
Plagiarism is typically defined as the use of another person’s or a group’s words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one’s own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person’s idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person’s spoken or written words
4. Paraphrases of another person’s spoken or written words
5. Another person’s data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person’s computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless; it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism.

Cheating, falsifying documents and/or plagiarism will not be tolerated by Brookline College. The penalties for these offenses are as follows:

- First offense: Student receives a “0” on the assignment or test
- Second offense: Student receives an “F” for the course.
- Third offense: Student receives an “F” for the course and may be expelled from the college.

Copyright and the Consequences of Copyright Infringement
Students, faculty, and staff must also be cognizant of and avoid copyright infringement. Copyright infringement is using someone else’s ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, and other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law, and penalties may include fines and/or imprisonment.

File Sharing and Violation of Prohibiting File Sharing Practices
As a consequence of expanded availability of digitized files and computing, peer-to-peer file sharing has become common place. However, making copyrighted material available to others through the use of file sharing networks (e.g., Shareaza, Kazaa, BitTorrent, eMule, or the like) is also prohibited by Brookline College and is considered
Academic Advising

Advising will be initiated by the Program Directors/Dean, Director of Education, and/or the Campus Director if satisfactory progress is not being made. Advising may also be initiated by individual instructors or requested by the student. Students are urged to seek advising when academic concerns arise. All advising is conducted confidentially unless directed otherwise by the student or required by Brookline College staff. Advising sessions and documentation will be treated in accord with the College’s FERPA policy.

Definitions

Grading periods are defined within each program. Brookline College defines an Academic Year as a minimum of 30 weeks and 24 semester credits.

**Semester credit definitions are as follows:**
- 15 hours lecture = 1 semester credit hour
- 30 hours lab = 1 semester credit hour
- 45 hours clinical = 1 semester credit hour

**Student Status**
- 12 credits or more per term = Full time student
- Fewer than 12 credits per term = Less than full time student

Instructional methods may include one or more of the following: lecture, case studies, skills demonstration, software exercises, role-play, brainstorming, problem-solving, research projects.

For degree programs, students will be required to spend a minimum of two (2) hours on out-of-class work for every one (1) hour spent in the lecture portion of each class. Out-of-class work may include but is not limited to: reading assignments, library research and other types of assigned “homework” or projects. Course-specific details are outlined on the syllabus and topical outline for each course.

For diploma programs, students will be required to participate in in-class activities as well as complete out-of-class work. In-class work may include, but is not limited to, scheduled meeting times devoted to: lecture, laboratory/clinical skills practice, demonstrations and hands-on practice. Course-specific details are outlined on the syllabus and topical outline for each course.

Course Numbering System and Sequence

- Non-Allied Health Diploma courses are 100 level courses.
- Allied Health programs are comprised of Modules.
- Associate degrees include 100 level and 200 level courses (i.e., lower division courses).
- Academic years three and four of the Bachelor degree are comprised of 300 and 400 level courses (i.e., upper division courses).
- Master’s degree courses include 500, 600 and 700 level courses.
- Courses and modules may be taken in any order; exceptions are noted as Prerequisites/co-requisites in the individual course description. A student may petition the Director of Education to permit an exception to a Prerequisite/co-requisite rule. The Prerequisite system, as listed in the course description section of this catalog, identifies the proper qualification of students for any given course. Course sequencing is based on prerequisites and scheduling options.
- Students in the Master of Administration program must complete at least 27 credits (including transfer credits) in the program before being eligible to begin their Management Portfolio course.
Add/Drop Period
For all semester programs, the add/drop period is defined as the first week of the semester (ending Sunday midnight). All changes for the full semester must occur during the add/drop period, which is defined as the first full week of the semester. During this period, students may add or drop classes, but may not withdraw from school without penalty. New students may be admitted during this period provided they attend at least one scheduled class during the add/drop period. Students will not be enrolled after the add/drop period. A student may be permitted to start after the add/drop period if documented mitigating circumstances exist; however, this occurs only at the discretion of and requires permission from the Campus Director. If a student posts attendance during the add/drop period, but does not attend their classes in the second week of the term, their enrollment will be canceled.

Residential Attendance Policy
Students are expected to attend all scheduled class sessions. At the start of each course the student will receive a course syllabus with the attendance requirements outlined. Absences do not relieve the student of the responsibility for missed assignments and exams. Students shall notify the instructor in advance, if possible, of any anticipated absences. Prior arrangements must be made with each instructor for makeup work. Missed work may be made up at the instructor’s discretion and in accordance with Brookline College policies. A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

Massage Therapy Clock Hour Program
Students are expected to attend all scheduled class sessions. Students in the Massage Therapy program must attend each class date to receive full credit for attendance. Absences may not exceed 10% of the total course hours. Absences do not relieve the student of the responsibility for missed assignments and exams. Students shall notify the instructor in advance, if possible, of any anticipated absences. Prior arrangements for makeup absences and work are at the instructor’s discretion and in accordance with Brookline College policies. Class hours that are not made up and total more than 10% of the course hours may result in dismissal from the program or student may have to retake the course again. Retake fees may apply (see Course Repetitions and Withdrawals policy).

Non-Nursing Reentry
A reentry is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program within 12 months of their last date of attendance.

Students who withdraw or are terminated by the institution may apply for reentry only once. Students seeking to reapply must wait until the next available term start and the student must submit a formal written application to the academic department.

Students requesting reentry must meet Satisfactory Academic Progress Standards. A student, who returns to the College after being a withdrawn student, will have their Satisfactory Academic Progress evaluated prior to their return. If a student returns during the same period of enrollment in which they left, the student returns to the same evaluation cycle and is evaluated at the end of that term. If a student returns in a new term, the end of the student’s new term is now the evaluation period. From that point forward, the student will be evaluated at the intervals outlined in the Satisfactory Academic Progress (SAP) policy.

In addition, the student is responsible for resolving any outstanding balance owed to the college prior to readmission. A student who has previously withdrawn or whose enrollment was terminated by the institution must reenter under current program curriculum, policies, pricing structure, and meet any other enrollment criteria when requesting readmission.

Nursing Reentry
Students are ineligible for reentry based on the following:
- Dismissal for
  - Professional conduct issues
  - Breach of Academic Integrity policy
  - 3 or more course failures
  - Failure of the same course twice
Student record of breach of academic integrity or counseling for professional conduct issues

Students who meet the Brookline College reentry requirements will be eligible for classes on a “space available” basis.

Externships/Practica/Clinicals
Brookline College offers day and evening educational services Monday through Saturday. Externships/practica/clinical experiences may be scheduled to meet any day, Monday through Sunday based upon site assignment. Externships and practica are typically only scheduled during the day. Evening and/or weekend externs/practica are not typically available or scheduled.

Arrangements for externships/clinical practicum may also be made such that the student will be required to commute in excess of three (3) hours each way. Brookline College is not responsible for transportation costs, such as gas, mileage, meals, and/or other fees that might be associated with the student completing the required externship/clinical practicum. Because they are developed and scheduled as part of the academic program, externship/practica/clinicals are arranged and scheduled by the college. Students are expected to attend as scheduled by the college or assigned site. Any questions should be directed to the Program Director or Director of Education.

If student is dropped from externship/practicum for unprofessional student conduct, student may be dismissed from Brookline College. In some cases, students may be removed from sites and, if available, placed at a second externship/practicum. Any previously completed externship/practicum clock hours may need to be repeated at the new site. A retake fee may be charged for failing the first externship/practicum site.

Excessive Absence
After 14 consecutive calendar days of absence in all classes a student will be withdrawn from the College. If a student is enrolled in multiple courses, attends in one course but fails to attend the others, they will be withdrawn from the courses for which excessive absences are noted (i.e., after 14 days) in accord with the College’s procedures for course withdrawal. This policy applies to all continuing students and initiates at the point at which they attend during each term. This policy applies to new students at the point at which they have posted attendance in both Week 1 (i.e., the add/drop period) and Week 2. Any action taken due to excessive absences may affect financial aid and graduation dates. A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

Tardiness
Brookline College encourages students to develop habits that are necessary to be successful in an employment setting. Punctuality is therefore emphasized. Excessive tardiness may result in poor grades, which may subsequently lead to probation, loss of financial aid and/or termination from the College.

Attendance Records
Official attendance records are maintained for each class by student. These records become a permanent part of each student’s academic database record. As required by Federal Regulation (34 CFR 668.24) Brookline College maintains all student records for a minimum of five years from the last award year that aid was disbursed after the student is no longer enrolled.

Grading System
Brookline College is on a block schedule system with students receiving grades for each course/module attempted. The school uses the following grading for all programs including general education courses; with exception of courses in the Nursing program.

The following grading scale applies to all courses/modules except nursing and nursing support courses in the Bachelor of Science in Nursing Degree Programs
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Very Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Below Average – retake not required</td>
<td>1.0</td>
</tr>
<tr>
<td>D*</td>
<td>60-69%</td>
<td>Below Average – retake required</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>Fail</td>
<td>0.0</td>
</tr>
<tr>
<td>Au</td>
<td>None</td>
<td>Audited Course</td>
<td>N/A</td>
</tr>
<tr>
<td>NA</td>
<td>None</td>
<td>Not Attempted</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
<tr>
<td>P</td>
<td>None</td>
<td>Pass</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>None</td>
<td>Withdrawal/Failing</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*For Health Care programs, a grade of “D*” in a program concentration course is considered unsatisfactory and the course must be repeated. In legal programs (i.e., Paralegal, Criminal Justice, Forensics and Investigation), a grade of “D*” in a legal concentration course is considered unsatisfactory and the course must be repeated. A grade of “D” in a “General Education” and/or “Additional Course Requirement” course is considered satisfactory. In the BSN programs, a grade of less than “C” in any program concentration, nursing support, or general education course is considered unsatisfactory, and the course must be repeated.

**Bachelor of Science in Nursing Programs Grading System**

The Bachelor’s-level nursing programs (BSN) use different grading systems for nursing courses and nursing support courses. Because of the critical nature of the work and employment standards, the BSN programs use the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>77-79%</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-76%</td>
<td>Failing</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>None</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
</tbody>
</table>
In the BSN programs, a grade of less than “C” in any program concentration, nursing support, or general education course is considered unsatisfactory, and the course must be repeated. All Programs

An “R” is used to denote a repeated class. If a course must be repeated, the original grade for the course is changed to an “R.” A student is permitted to obtain a letter grade of “W” if they withdraw from a course prior to no greater than 50% of the scheduled classroom hours having elapsed and all assignments have been submitted up to the point of a request for a withdrawal being made. Failure to attend or complete any class from which the student has not been officially withdrawn through a written request process will result in the grade earned in the course being that which includes all work completed up to that point and any missed work. Both “R” and “W” grades will be calculated as courses attempted for the purposes of determining Satisfactory Academic Progress and will not have any point value.

A grade of “I” is granted only when, due to extreme extenuating circumstances, a student is unable to complete the work outlined in the course. It is the responsibility of the student to request an incomplete from the instructor for the course in writing. A student is only eligible for an “I” if they have attended 75% of the course and completed all required assignments up to the point at which an incomplete is requested.

In addition, a student cannot be on probation status. If an “I” is granted, a Contract for Success must be filled out and signed by both the faculty member and the student. The student will have an additional seven (7) calendar days from the scheduled end of the course to submit all outstanding assignments and satisfy the Contract for Success. Failure to submit outstanding assignments by that deadline will result in the “I” being replaced by the grade earned in the course, which will include any missed work. “TC” designates transfer credits awarded for previous successful completion of academic coursework. “CR” denotes credit granted based upon CLEP/DSST/ACE or challenge test procedures.

Course Repetitions and Withdrawals

The grade earned by a student retaking a course as a regular student becomes the recorded grade for that course. If a course is repeated (due to failure), the original grade for the course is changed to an “R” and will not count in the calculation of the student’s CGPA. The credits attempted in both courses will be considered calculated credit hours attempted for the purpose of determining Satisfactory Academic Progress (SAP).

For students enrolled in an allied health modular program, one retake will be allowed at no additional charge. Any additional courses that are retaken will be billed on a per credit hour basis. Retakes in the Surgical Technology program are $750.00 per module. Students will be charged for all retakes that are listed on their transcript. Students enrolled in an Associate of Science or Bachelor of Science program will be charged on a per credit hour basis for each retaken course. Retake fees must be paid in full prior to the first day of class if they cannot be covered with TIV funds, with the exception of the Massage Therapy program. In the Massage Therapy program, retakes cannot be covered using TIV funds. Students may only repeat the same course or module one time within each program of study, unless otherwise outlined in the College Catalog or program handbook.

A student is required to submit a written request to officially withdraw from Brookline College. Written requests must be presented to the Office of the Registrar. Non-attendance does not constitute official withdrawal. Brookline College may withdraw a student who has not filed a written request based on the last date of attendance if the student doesn’t notify Brookline College of their intention to withdraw or fails to attend school based on the attendance policy of Brookline College. Financial obligations are based on the last date of attendance per agreement signed by the student and Brookline College.

Remedial Courses

Brookline College offers two non-credit courses- MH040 Remedial Math and EN044 Remedial English - that provide students with the opportunity to refresh or improve their basic skills in mathematics, reading and writing. These courses are optional and are graded on a pass/fail basis. These courses may each be repeated once.

MH040 and EN044 carry no credit toward an associate or bachelor degree, but they do count toward full-time status. They are not considered as part of the Satisfactory Academic Progress calculation and do not count in the student’s GPA.

These courses are offered at no additional charge to the students.
Timeline
All awards of transfer of credit must be finalized within 30 days from the scheduled start of the student’s first course. If a student is unable to obtain transcripts prior to the start of class and they are scheduled into a course for which they believe transfer credit may be granted, they must attend and participate in the course until a determination of transfer credit is made. If it is deemed they are to receive transfer credit for the course in which they are scheduled and subsequently received credit, student charges if and when impacted will be adjusted appropriately (the book(s)) for that course must be returned; and if the book(s) is/are returned, there will be no charges for that/those book(s)).

Documentation
In all instances, it is the student’s responsibility to obtain all official transcripts and documentation (e.g., course descriptions and/or syllabi) supporting their transfer of credit request. All transcripts should be sent to the attention of the Registrar at the campus the student wishes to attend. Transcripts stamped “issued to student” or “student copy” are not acceptable for consideration. In addition, photocopies of official transcripts or official transcripts opened prior to receipt by Brookline College will not be considered. Depending on the institution, there may be a charge to obtain official transcripts.

Appeal Process
Student appeals of credit transfer decisions should follow the Brookline College appeals procedure outlined in this catalog under Academic Policies.

Transferred credits will be reflected on the applicant’s Brookline College transcript but will not be calculated into the applicant's GPA. Transferred credits may affect the applicant's program length, maximum time frame for satisfactory academic progress, and completion percentage.

Audit/Refresher Coursework
Auditing a Course
Students may be allowed to audit a course that they have successfully completed. While auditing a course a student is not attempting credits, nor will a Grade Point Value be calculated. An “AU” grade will indicate the student’s participation in an audit course. Course audits may occur as a consequence of an interruption in the program and to allow for student remediation.

A student’s request to audit may be granted as space allows with the approval of an academic administrator. All school policies are applicable to students while auditing a course. Students are required to attend in accordance with the attendance policy and are expected to participate although the course will not impact their GPA.

No more than 2 course audits may be granted within a program of study.

Although there are no fees or charges associated with auditing a course, any change in a student’s schedule has the potential to impact financial aid. Students are required to meet with a member of the Financial Aid department prior to submitting a formal audit request to the Registrar.

Transferring Credits within Brookline College
Courses previously completed at Brookline College will be evaluated as all other course work if a student re-enrolls or transfers into a new program of study. If a student re-enters or re-enrolls into the same program they will resume their studies at the point at which they left off. In the case where a program has changed, previously completed coursework will be required to undergo the transfer of credit process. In either scenario, a student will resume their studies under the same SAP status as when they left their original program of study. Credits deemed eligible for transfer of credit will be reflected on the student’s Brookline College transcript (see Credit for Previous Education). The number of weeks in the new program and ‘official’ program length may be influenced due to the transferred courses.

Transferred courses and grades are not calculated in the GPA. Transferred credits will affect the applicant’s maximum time frame for satisfactory academic progress and completion percentage. (See Satisfactory Academic Progress (SAP) Statement).

Program, Schedule, and Campus Change
Students may request a program and/or schedule change through the Office of the Registrar. Program changes may not occur more than one time per academic year and each program change requires a new enrollment agreement to be signed.
Students may request a campus transfer with another Brookline College Campus. The request must be made through the Office of the Registrar at the "Home" institution (campus of initial enrollment) to begin process.

**Requirements for Graduation**

In order to graduate, students must meet the following criteria:

1. Undergraduate Students must earn a GPA of 2.0 or higher.
2. Passed all courses satisfactorily.
3. Met all specific program requirements.
4. Met all requirements as listed in the catalog.
5. Health Care Students: Passed all program concentration courses with a “C” or better.
6. Criminal Justice and Paralegal Studies Students: Passed all program concentration courses with a "C" or better.

**Bachelor of Science Degree in Nursing and Bachelor of Science in Nursing for Baccalaureate Graduates**

In order to graduate, students must meet the following criteria:

1. Attend all required workshops and review sessions/courses;
2. Satisfactorily complete all required courses;
3. Achieve a cumulative GPA of 2.0 or better

Students that have met all requirements for graduation and have earned a cumulative grade point average of 3.8 or higher will graduate with honors.

*Note: Prior to receiving an official transcript, diploma, or degree all institutional indebtedness must be satisfied.*

**Transcripts and Diplomas**

**Transcripts:** Students are entitled to receive official transcripts free of charge. A transcript request will not be processed for a student who is financially delinquent to Brookline College. That is, an official transcript will not be issued until all financial obligations to the institution have been met. The financial delinquency provision does not apply in the case of Health Care program completers who are taking the State Board exam may have an official transcript sent to the State Board.

**Diplomas:** One diploma will be issued at no cost to each student who has met all financial and academic obligations required of Brookline College. A fee of $10 will be assessed for each replacement diploma. A diploma request will not be processed until all financial obligations to the institution have been met.
Bachelor Degree Programs

Courses are not necessarily listed in order taken. Courses required for the successful completion of a program shall be available when needed by the student in the normal pursuit of a program of study. Prerequisites, where appropriate, are indicated in the course descriptions for each program.

Bachelor of Science - Criminal Justice

120 Credits – 1830 Clock Hours - 120 Weeks

The Bachelor of Science in Criminal Justice program provides students with a broad understanding of the criminal justice system, which will help them address a range of issues within the field of justice administration. It examines the theoretical causes of criminality, the methods of criminal justice research, and aspects of professionalism and ethics for criminal justice practitioners. Graduates of this program will be prepared to seek entry-level opportunities or advance in career fields including corrections, juvenile justice, courts, security, probation, and law enforcement.

<table>
<thead>
<tr>
<th>Program Concentration – 72 Credits – 1080 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100 Criminal Justice System</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 105 Corrections</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 112 Criminology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 116 Private Security</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 122 Communications in Criminal Justice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 126 Criminal Investigations</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 212 Juvenile Justice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 250 Contemporary Issues in Criminal Justice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 260 Procedural Criminal Law</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 270 Substantive Criminal Law</td>
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<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 282 Ethics in Criminal Justice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 290 Terrorism</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 300 Supervision and Management in Criminal Justice</td>
<td>3.0</td>
<td>45</td>
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<td>0</td>
</tr>
<tr>
<td>CJ 320 Delinquency Prevention and Control</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
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</tr>
<tr>
<td>CJ 330 Loss Prevention/Asset Protection</td>
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<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 350 Correctional Strategies</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 360 Computer-based Crime</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 380 Organized Crime</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 400 Race, Ethnicity and Crime in America</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 410 Legal Research</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 420 Corrections Laws and Liability</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
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</tr>
<tr>
<td>CJ 430 Criminalistics</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 440 Victimology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 460 Violence in America</td>
<td>3.0</td>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education - 36 Credits - 540 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI165 Introduction to Biology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EN144 English Composition</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO415 Multi-Cultural Communications</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GO200 Geography</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HU200 Humanities</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LI310 Contemporary Literature</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MH140 College Mathematics</td>
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<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PH330 Decision Making</td>
<td>3.0</td>
<td>45</td>
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<tr>
<td>PH410 Ethics</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PS135 Introduction to Psychology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>QN320 Essential Statistical Thinking</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SO170 Introduction to Sociology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Additional Course Requirements - 12 Credits - 210 Clock Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP100 Word Processing and Presentations</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>CP101 Spreadsheets and Databases</td>
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<td>30</td>
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</tr>
<tr>
<td>PD299 Professional Development</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
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<tr>
<td>SS100 Student Success</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>120.0</strong></td>
<td><strong>1770</strong></td>
<td><strong>60</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### Bachelor of Science – Health Care Administration

**120 CREDITS - 1860 CLOCK HOURS - 120 WEEKS**

The objective of this program is to provide knowledge related to health care policy and operations, as well as management skills that can be applied in the complex health services sector. Course work includes practical and traditional areas of health care such as medical terminology, medical office management, types of health care organizations and administrative functions, as well as more theoretical and contemporary subjects like public policy, human resource management, organizational behavior, and business strategy in health care. Additionally, the general education courses add to the overall preparatory knowledge of lifelong learning. Courses are taught by instructors who are practitioners in the field and can provide you with insight to help you become successful in the health care services sector of your choice. This combination of skills, along with a familiarity with the terminology and structure of the health care system, provide a strong foundation for a health care administration career. Graduates of this program will be prepared to enter the professional environment of health care in an entry-level supervisory/management position.

### Program Concentration – 1110 Credits – 72 Clock Hours

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### General Education - 36 Credits - 540 Clock Hours

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TOTAL 120 CREDITS - 1860 CLOCK HOURS - 120 WEEKS
Bachelor of Science - Management
120 CREDITS - 1830 CLOCK HOURS - 120 WEEKS

The Bachelor of Science in Management combines studies in management leadership, managerial technology, economics, and research; and encompasses internationally accepted theories of contemporary management. The academic and professional skills focused on during the program provide graduates with a well-rounded education and prepares them to function successfully in entry-level management positions.

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**Bachelor of Science - Medical Laboratory Science**

**122 CREDITS - 2565 CLOCK HOURS - 120 WEEKS**

Students in this program learn to prepare specimens for complex chemical, biological, hematological, immunologic, microscopic, and bacteriological tests that are performed using manual, automated and computerized laboratory equipment. They will also learn to investigate body fluids and cells; identify bacteria, parasites, and other microorganisms; and analyze the chemical content and properties of various fluids. They will also be trained to use analytical skills to evaluate test results, develop and modify procedures, and establish and monitor programs, to ensure the accuracy of tests. Graduates will be prepared for entry-level positions in a variety of health care settings, which include hospitals, research labs, blood banks, and industry labs.

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Bachelor of Science in Nursing

122 CREDITS - 2445 CLOCK HOURS - 120 WEEKS

The Bachelor of Science in Nursing program is designed to prepare graduates for entry-level professional nursing positions that will require them to assess, plan, implement, and evaluate nursing care within a variety of clinical settings, including hospitals, community health agencies and clinics. This eight-semester program includes both upper and lower division general education and pre-professional nursing coursework. Nursing courses that consist of classroom and laboratory activities are integrated with clinical experiences. Students are provided with opportunities to analyze a variety of issues in professional nursing practice as they develop the skills and competencies necessary for positions which will require them to provide nursing care across the health care continuum.

Program Concentration – 68 Credits – 1635 Clock Hours

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General Education - 36 Credits - 540 Clock Hours

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</table>
The Brookline College –Baccalaureate nursing programs have been granted initial accreditation by the Accreditation Commission for Education in Nursing (ACEN), (3343 Peachtree Road NR, Suite 850; Atlanta, GA 30326; Telephone: 404-975-5000; Website: [http://acenursing.org/](http://acenursing.org/))

Bachelor of Science in Nursing for Baccalaureate Degree Graduates

**122 CREDITS - 1485 CLOCK HOURS - 60 WEEKS**

Brookline College’s Second-degree Bachelor of Science in Nursing program allows graduates to be eligible to take the registered nurse licensure examination after only 15-16 months of full-time study. In this program, college graduates transition into entry-level nursing roles in a compressed timeframe. Clinical experiences in the hospital, laboratory, and community supplement classroom learning as students develop the skills and competencies to provide nursing care across the healthcare continuum.

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<table>
<thead>
<tr>
<th>General Education - 36 Credits - 540 Clock Hours</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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<tbody>
<tr>
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*Denote Nursing Support courses
**Subject areas permissible for PRQ 277 course credit include:** Humanities: including, literature, philosophy, logic, foreign language, art, music appreciation, and communications, including rhetoric, composition, and speech; but excluding business communications, spelling, letter writing, and word study; Mathematics and the Sciences: including biology, chemistry, physics, geology, astronomy, and mathematics theory and analysis, including algebra, trigonometry, geometry, calculus, and other advanced mathematics courses, but excluding business mathematics and basic computations, and Social Sciences: including, history, economics, political science, geography, sociology, anthropology, and general psychology, but excluding courses such as practical psychology, selling techniques and social or business behavior.

***PRQ 177 Courses include the following:** Anatomy and physiology (two courses), carrying a minimum of 6 semester credits; microbiology, a minimum of 3 semester credits; developmental or lifespan psychology, a minimum of 3 semester credits; statistics (in any field of study), a minimum of 3 semester credits.

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RN to Bachelor of Science in Nursing

120 CREDITS - 1800 CLOCK HOURS - 64 WEEKS

RN to baccalaureate programs provides an efficient bridge for diploma and ADN-prepared nurses who wish to develop stronger clinical reasoning and analytical skills to advance their careers. RN to BSN programs build on initial nursing preparation with course work to enhance professional development, prepare for a broader scope of practice, and provide a better understanding of the cultural, political, economic, and social issues that affect patients and influence care delivery. These programs are growing in importance since many professional practice settings, including Magnet hospitals and academic health centers, now require or prefer the baccalaureate degree for specific nursing roles.

By emphasizing leadership, population health, and the translation of research into practice, baccalaureate and graduate education prepare nurses to function well in today's evolving healthcare environment.

Newly licensed nurses with BSN degrees report feeling better prepared than their associate degree counterparts in areas such as evidence-based practice, using quality improvement data analysis, and systematically applying tools and methods to improve performance. BSN students also traditionally receive two to three times more clinical training in outpatient environments than do their ADN counterparts. This preparation is key to meeting the increasing demand for nurses who can provide care at all points along the continuum from the hospital to the community.

<table>
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<th>Program Concentration – 30 Credits – 495 Clock Hours</th>
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<th>Lecture Hours</th>
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<td>NUR 325 Information Management in Health Care</td>
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<td>SO 225 Society, Health, and Behavior</td>
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Additional Course Requirements - 54 Credits - 765 Clock Hours

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*PRQ 276 Transfer Credits from ADN*: Transfer credit applied for successful completion of associate’s degree in nursing courses taken as part of an approved program with a grade of “C” or better. Students may not enroll in this course as it is provided to facilitate the application of block transfer credit.

**Associate Degree Programs**

Courses are not necessarily listed in order taken. Courses required for the successful completion of a program shall be available when needed by the student in the normal pursuit of a program of study. Prerequisites, where appropriate, are indicated in the course descriptions for each program.

**Associate of Science - Accounting**

60 CREDITS - 930 CLOCK HOURS - 60 WEEKS

Today’s modern accounting agencies are requiring more in-depth knowledge and greater skill for their positions. Brookline College’s Associate of Science degree program is an extensive program that prepares students for entry-level positions and a rewarding career in accounting. Students will develop knowledge and skills in areas such globalization, workplace diversity, principles of accounting, communication skills, and ethical behavior.

<table>
<thead>
<tr>
<th>Program Concentration – 33 Credits – 495 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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<td>BU 240 Critical Thinking and Decision Making</td>
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<td>EN144 English Composition</td>
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<td>PS135 Introduction to Psychology</td>
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**Associate of Science - Business**

60 CREDITS - 930 CLOCK HOURS - 60 WEEKS

The Associate of Science in Business program is designed to enhance the student’s career opportunities and improve opportunities for advancement by providing a diverse and well-rounded curriculum of general education, business and
management studies. Students will gain a greater understanding of management and supervision techniques, which will help enable them to more readily attain entry-level management positions in today’s competitive business environment.

<table>
<thead>
<tr>
<th>Program Concentration – 33 Credits – 495 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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</tr>
<tr>
<td>BU 280 Quality Management</td>
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<tr>
<td>BU 299 Business Law</td>
<td>3.0</td>
<td>45</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education - 15 Credits - 225 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI165 Introduction to Biology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EN144 English Composition</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MH140 College Mathematics</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PS135 Introduction to Psychology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SO170 Introduction to Sociology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Additional Course Requirements - 12 Credits - 210 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP100 Word Processing and Presentations</td>
<td>3.0</td>
<td>60</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>CP101 Spreadsheets and Databases</td>
<td>3.0</td>
<td>60</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>PD299 Professional Development</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
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<tr>
<td>TOTAL</td>
<td>60.0</td>
<td>870</td>
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**Associate of Science - Criminal Justice**

**60 CREDITS - 915 CLOCK HOURS - 60 WEEKS**

Today’s modern law enforcement agencies are requiring more in-depth knowledge and greater skill for their positions. Brookline College’s Associate of Science degree program is an extensive program that prepares students for entry-level positions and a rewarding career in criminal justice. Students will develop knowledge and skills in areas such as inmate management, private security, criminal investigation, juvenile justice, procedural criminal law, counter-terrorism, community relations and more.

<table>
<thead>
<tr>
<th>Program Concentration – 36 Credits – 540 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100 Criminal Justice System</td>
<td>3.0</td>
<td>45</td>
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<td>0</td>
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<tr>
<td>CJ 105 Corrections</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 112 Criminology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 116 Private Security</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 122 Communications in Criminal Justice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 126 Criminal Investigations</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 212 Juvenile Justice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 250 Contemporary Issues in Criminal Justice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 260 Procedural Criminal Law</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 270 Substantive Criminal Law</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CJ 282 Ethics in Criminal Justice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
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<tr>
<td>CJ 290 Terrorism</td>
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<td>45</td>
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</table>

<table>
<thead>
<tr>
<th>General Education - 15 Credits - 225 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
</table>
### BI165 Introduction to Biology
3.0 45 0 0

### EN144 English Composition
3.0 45 0 0

### MH140 College Mathematics
3.0 45 0 0

### PS135 Introduction to Psychology
3.0 45 0 0

### SO170 Introduction to Sociology
3.0 45 0 0

<table>
<thead>
<tr>
<th>Additional Course Requirements - 9 Credits - 150 Clock Hours</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP100 Word Processing and Presentations</td>
<td>3.0</td>
<td>60</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>PD299 Professional Development</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SS100 Student Success</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60.0</strong></td>
<td><strong>885</strong></td>
<td><strong>30</strong></td>
<td><strong>0</strong></td>
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</tbody>
</table>

**Associate of Science - Health Care Administration**

**60 CREDITS - 960 CLOCK HOURS - 60 WEEKS**

The Associate of Science in Health Care Administration combines real-world business and management skills with specific knowledge of today’s expanding field of health care. Students learn to identify key ethical, legal and practical issues related to the day-to-day operations of a healthcare office including privacy, medical records, administration and organization. The program is designed to accommodate a variety of students: those currently working in the health care field, those currently in leadership/management positions, as well as those without a health care or management background. Graduates of the program are well-suited for entry-level management positions in non-profit, for profit, or voluntary health care organizations.

<table>
<thead>
<tr>
<th>Program Concentration – 33 Credits – 525 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA100 Medical Terminology</td>
<td>3.0</td>
<td>45</td>
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</tr>
<tr>
<td>HA110 Electronic Medical Records</td>
<td>3.0</td>
<td>30</td>
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</tr>
<tr>
<td>HA200 Anatomy and Physiology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
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<tr>
<td>HA204 Health Care Organizations</td>
<td>3.0</td>
<td>45</td>
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<tr>
<td>HA205 Health Care Economics</td>
<td>3.0</td>
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</tr>
<tr>
<td>HA206 Introduction to Health Care Accounting</td>
<td>3.0</td>
<td>45</td>
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</tr>
<tr>
<td>HA207 Health Care Finance</td>
<td>3.0</td>
<td>45</td>
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</tr>
<tr>
<td>HA210 Medical Law and Ethics</td>
<td>3.0</td>
<td>45</td>
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<td>0</td>
</tr>
<tr>
<td>HA211 Health Care Marketing and Customer Service</td>
<td>3.0</td>
<td>45</td>
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</tr>
<tr>
<td>HA220 Interpersonal Communications in Health Care</td>
<td>3.0</td>
<td>45</td>
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<tr>
<td>HA240 Medical Office Administration</td>
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<tr>
<td><strong>General Education - 15 Credits - 225 Clock Hours</strong></td>
<td><strong>3.0</strong></td>
<td><strong>45</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60.0</strong></td>
<td><strong>840</strong></td>
<td><strong>120</strong></td>
<td><strong>0</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Additional Course Requirements - 12 Credits - 210 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP100 Word Processing and Presentations</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>CP101 Spreadsheets and Databases</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>PD299 Professional Development</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SS100 Student Success</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
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<td><strong>TOTAL</strong></td>
<td><strong>60.0</strong></td>
<td><strong>840</strong></td>
<td><strong>120</strong></td>
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</table>
The testing that is conducted by Medical Laboratory Technicians plays an important role in the detection, diagnosis, and treatment of many diseases. Medical Laboratory Technicians are responsible for collecting and cross-matching blood specimens, culturing and staining bacteria, and making microscopic and chemical examinations of bodily fluids. Upon completion, graduates will have acquired the skills required for entry-level positions in a variety of healthcare settings.

<table>
<thead>
<tr>
<th>Program Concentration – 44 Credits – 1095 Clock Hours</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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</thead>
<tbody>
<tr>
<td>MLT 100 Clinical Laboratory Career Orientation and Phlebotomy</td>
<td>3.0</td>
<td>30</td>
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<tr>
<td>MLT 105 Microbiology I with Lab</td>
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<td>45</td>
<td>90</td>
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<tr>
<td>MLT 110 Microbiology II</td>
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<td>45</td>
<td>0</td>
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<tr>
<td>MLT 120 Clinical Chemistry I with Lab</td>
<td>6.0</td>
<td>45</td>
<td>90</td>
<td>0</td>
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<tr>
<td>MLT 130 Immunology and Immunohematology with Lab</td>
<td>6.0</td>
<td>45</td>
<td>90</td>
<td>0</td>
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<tr>
<td>MLT 135 Clinical Chemistry II</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
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<tr>
<td>MLT 200 Hematology I with Lab</td>
<td>6.0</td>
<td>45</td>
<td>90</td>
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<tr>
<td>MLT 205 Hematology II</td>
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<tr>
<td>MLT 250 Medical Laboratory Technician Externship</td>
<td>8.0</td>
<td>0</td>
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<td>360</td>
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<table>
<thead>
<tr>
<th>General Education - 15 Credits - 225 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI165 Introduction to Biology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EN144 English Composition</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MH140 College Mathematics</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PS135 Introduction to Psychology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SO170 Introduction to Sociology</td>
<td>3.0</td>
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<table>
<thead>
<tr>
<th>Additional Course Requirements - 3 Credits - 45 Clock Hours</th>
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<tbody>
<tr>
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</tbody>
</table>

| TOTAL                                                     | 62.0         | 615           | 390       | 360       |

It is generally expected that in order to progress from semester to semester in the Medical Laboratory Technician program a student will successfully complete and pass all coursework scheduled in each preceding semester. However, in the event of course failures or withdrawals, the following stipulations and exceptions are provided.

1. If a student fails or withdraws from a course, the course must be repeated successfully with the next semester’s coursework before the student may progress.
2. If a student fails or withdraws from more than one course, they must complete both courses before they may progress to the next semester.

Due to the nature of the program, failed courses may not be repeatable for significant periods of time. Failing or withdrawing from a course may alter a student’s graduate date.

Graduates of the Paralegal Studies Associates Degree program at Brookline College will be prepared to function in entry-level positions in various legal office settings such as courts, law firms, insurance offices, or corporate legal divisions having skills in legal research, office skills, professional ethics, legal writing, analysis of case law, and communication.

<table>
<thead>
<tr>
<th>Program Concentration – 39 Credits – 700 Clock Hours</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA100 Legal Research and Writing I</td>
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<tr>
<td>LA101 Legal Assisting</td>
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<td>0</td>
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</tr>
<tr>
<td>LA110 Torts and Litigation I</td>
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<td>Course Title</td>
<td>Credit Hours</td>
<td>Lecture Hours</td>
<td>Lab Hours</td>
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<td>--------------</td>
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<tr>
<td>LA115</td>
<td>Family Law</td>
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</tr>
<tr>
<td>LA120</td>
<td>Specialty Practice Forms</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
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<tr>
<td>LA125</td>
<td>Law Office Management</td>
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<td>45</td>
<td>0</td>
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<tr>
<td>CJ260</td>
<td>Procedural Criminal Law</td>
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<td>45</td>
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<tr>
<td>CJ270</td>
<td>Substantive Criminal Law</td>
<td>3.0</td>
<td>45</td>
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</tr>
<tr>
<td>LA200</td>
<td>Contracts</td>
<td>3.0</td>
<td>45</td>
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<tr>
<td>LA210</td>
<td>Estate Planning and Probate</td>
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<tr>
<td>LA216</td>
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<td>LA220</td>
<td>Legal Research and Writing II</td>
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<tr>
<td>LA291</td>
<td>Portfolio Project (Online)</td>
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<tr>
<td>BI165</td>
<td>Introduction to Biology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>EN144</td>
<td>English Composition</td>
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<td>45</td>
<td>0</td>
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<tr>
<td>MH140</td>
<td>College Mathematics</td>
<td>3.0</td>
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<tr>
<td>PS135</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>SO170</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>CP100</td>
<td>Word Processing and Presentations</td>
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<td>60</td>
<td>30</td>
</tr>
<tr>
<td>SS100</td>
<td>Student Success</td>
<td>3.0</td>
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<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>60.0</td>
<td>885</td>
<td>30</td>
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</tbody>
</table>

### Associate of Science - Physical Therapist Assistant

**70 CREDITS - 1600 CLOCK HOURS - 75 WEEKS**

The program’s objective is to educate students in the most current concepts and practices in the physical therapy field; to train future PTAs to have the knowledge and abilities to perform their role within the PT profession and under the direction and supervision of a Physical Therapist; to graduate individuals who are safe, effective, ethical and productive members of the healthcare team; and to train future PTAs to be caring, considerate and compassionate individuals who respect the rights and dignity of the multicultural community.

<table>
<thead>
<tr>
<th>Program Concentration – 55 Credits – 1375 Clock Hours</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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</thead>
<tbody>
<tr>
<td>PTA 101 Introduction to Physical Therapy Profession</td>
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</tr>
<tr>
<td>PTA102 Anatomy and Physiology</td>
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<td>75</td>
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<tr>
<td>PTA103 Documentation &amp; Medical Terminology</td>
<td>3.0</td>
<td>45</td>
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<td>0</td>
</tr>
<tr>
<td>PTA104 Kinesiology I</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>PTA105 Kinesiology II</td>
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<td>30</td>
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</tr>
<tr>
<td>PTA106 Patient Care Skills</td>
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<td>PTA107 Therapeutic Exercise</td>
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<td>PTA201 Pathology of Systems</td>
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<td>PTA202 Neurologic Rehabilitation</td>
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<td>30</td>
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</tr>
<tr>
<td>PTA203 Orthopedic Rehabilitation</td>
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<td>30</td>
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<tr>
<td>PTA204 Rehabilitation Across the Lifespan</td>
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<tr>
<td>PTA205 Physical Agent Modalities</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>PTA210 Physical Therapy Professional Issues</td>
<td>2.0</td>
<td>30</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PTA301 Integrated Clinical Experience</td>
<td>2.0</td>
<td>0</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>PTA302 Clinical Practice II</td>
<td>6.0</td>
<td>0</td>
<td>0</td>
<td>280</td>
</tr>
<tr>
<td>PTA303 Clinical Practice III</td>
<td>6.0</td>
<td>0</td>
<td>0</td>
<td>280</td>
</tr>
<tr>
<td>General Education - 15 Credits - 225 Clock Hours</td>
<td>Credit Hours</td>
<td>Lecture Hours</td>
<td>Lab Hours</td>
<td>Practicum</td>
</tr>
<tr>
<td>BI165 Introduction to Biology</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EN144 English Composition</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
The Associate of Science – Physical Therapist Assistant Degree at Brookline College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; e-mail: accreditation@apta.org; website: http://www.capteonline.org. The program’s current status is probationary accreditation for more information see: http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/

Diploma Programs

Courses are not necessarily listed in order taken. Courses required for the successful completion of a program shall be available when needed by the student in the normal pursuit of a program of study. Prerequisites, where appropriate, are indicated in the course descriptions for each program.

Diploma - Business

36 CREDITS - 570 CLOCK HOURS - 30 WEEKS

This Business program is designed to provide students with a foundation in basic business concepts and theory, information technology, and effective communication strategies. Graduates of the program will be prepared for entry-level positions including those requiring administrative, clerical and/or communication acumen within a business setting.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC101 Accounting I</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU 175 Business Communications</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU 176 Business Principles</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CP100 Word Processing and Presentations</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>CP101 Spreadsheets and Databases</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>BU210 Human Resource Management</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU 215 Customer Service Concepts</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU 240 Critical Thinking and Decision Making</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU 279 Marketing</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU 280 Quality Management</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Additional Course Requirements - 6 Credits - 90 Clock Hours</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PD299 Professional Development</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SS100 Student Success</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>36.0</td>
<td>510</td>
<td>60</td>
<td>0</td>
</tr>
</tbody>
</table>

Diploma - Dental Assistant

35 CREDITS - 960 CLOCK HOURS - 48 WEEKS

The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry level positions as dental assistants. Since they are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments, and insurance companies. Graduates are also capable of filling entry level positions such as dental receptionist, dental insurance clerk, dental supply salesperson, and administrative assistant.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA Module A Basic Integrated Biosciences</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>DA Module B Fundamentals of Dental Assisting and Dental Materials</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>
Diploma - Massage Therapy

**28 CREDITS - 720 CLOCK HOURS – 32 WEEKS/39 WEEKS**

The Massage Therapy Program is designed to provide students with the necessary knowledge and skills required to successfully enter the massage profession. Students study topics that include: health and wellness, anatomy and physiology, and massage techniques. Upon completion, graduates will have acquired the skills required for entry-level positions in a variety of settings.

<table>
<thead>
<tr>
<th>Program Concentration – 28 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MT Module C Fundamentals of Massage Therapy</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MT Module D Massage Therapy Concepts</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MT Module E Business Success Skills</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MT Module F Therapeutic Techniques and Body Systems</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MT Module G Complimentary Therapies</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MT Module H Clinical Massage</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>28.0</strong></td>
<td><strong>280</strong></td>
<td><strong>280</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

Student progress in the Massage Therapy program is measured in clock hours of attendance. Title IV is awarded based on completed clock hours (seat time), not courses completed. In a 720 clock hour massage program, financial aid eligibility is based on seat time which is satisfactorily completed. This means that hours of physical attendance only count if the student receives a final satisfactory grade for the work completed during those hours. A 720 hour program is divided by two to arrive at two 360 clock hour payment periods. A student is not eligible for a second payment unless the student has documented 361 hours of passed seat time.

Diploma - Medical Assistant

**28 CREDITS - 720 CLOCK HOURS - 32 WEEKS/39 WEEKS**

The Medical Assistant Program provides the necessary training for entry-level positions as a medical assistant in a clinic, physician office or urgent care facility. Graduates will be able to use their skills and knowledge in such areas as patient interaction, basic coding and billing, office procedures, use of technology, medical legal documentation and electronic medical records. They will also be able to appropriately assess patient/client situations and intervene within their scope of practice.

<table>
<thead>
<tr>
<th>Program Concentration – 28 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module C Medical Office Administration</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module D Clinical Medical Assisting Duties</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module E The Medical Laboratory</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module F Pharmacology</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module G Electrocardiography</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
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<tr>
<td>MA Module H MA Practicum</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
</tbody>
</table>
Diploma - Medical Insurance Billing and Coding

**28 CREDITS - 720 CLOCK HOURS – 32 WEEKS/39 WEEKS**

The Medical Insurance Billing and Coding Program provides training for entry level positions in private physician offices, clinics and hospitals. Students are exposed to the International Classification of Disease (ICD-9), Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS) CMS 1500 form, Anatomy, Medical Terminology and Insurance Processing. Graduates of this program are prepared to deal with patients’ medical information, health records, medical reports and treatment outcomes.

<table>
<thead>
<tr>
<th>Program Concentration – 28 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module C Medical Office Administration</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module D Medical Billing and Financial Management</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module E Insurance Processing</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module F Medical Coding Systems</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module G Health Information and Records Management</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module H MIBC Practicum (Residential)</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td>MIBC Module HC MIBC Capstone Project (Online)</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.0</td>
<td>280</td>
<td>280</td>
<td>160</td>
</tr>
</tbody>
</table>

*All MIBC students will take the same courses until they reach their final course; residential students will take MIBC Module H Practicum and online students will take IBC Module HC Capstone Project.

Diploma - Patient Care Technician

**28 CREDITS - 720 CLOCK HOURS – 32 WEEKS/39 WEEKS**

The Patient Care Technician Program provides training for entry level positions to effectively function in the role of a patient care technician in a clinic, hospital, urgent care facility, rehabilitation facility or other health care environment.

<table>
<thead>
<tr>
<th>Program Concentration – 28 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module C Role of the Patient Care Technician</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module D Physical and Occupational Therapy Skills</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module E Phlebotomy, Electrocardiography, and Respiratory Therapy Skills</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module F Patient Care Skills</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module G Personal Care Charting</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module H PCT Practicum</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.0</td>
<td>280</td>
<td>280</td>
<td>160</td>
</tr>
</tbody>
</table>
### Diploma - Pharmacy Technician

**28 CREDITS - 720 CLOCK HOURS – 32 WEEKS/39 WEEKS**

The Pharmacy Technician Program provides training for entry-level positions to effectively function in the role of a pharmacy technician in a hospital, pharmacy, pharmacy call center and other health care environments.

<table>
<thead>
<tr>
<th>Program Concentration – 28 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module C Introduction to Pharmacy/Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module D Professional Aspects of Pharmacy Technology/Pharmaceutical Calculations</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module E Pharmacy Operations</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module F Pharmacodynamics and Pharmacokinetics</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module G Pharmacology</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module H Pharmacy Practicum</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>28.0</strong></td>
<td><strong>280</strong></td>
<td><strong>280</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

### Diploma - Phlebotomy Technician

**28 CREDITS - 720 CLOCK HOURS – 32 WEEKS/39 WEEKS**

The Phlebotomy Program is designed to prepare the students to obtain blood specimens from patients for the purpose of testing and analyzing. The phlebotomy technician works in a drawing station, clinics or medical laboratory or under the direction of the laboratory supervisor. The job requires manual dexterity and additional skills in communication and clerical duties. Upon satisfactory completion of the program, the students are qualified for entry-level positions and to take a national certification examination.

<table>
<thead>
<tr>
<th>Program Concentration – 28 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module C Medical Office Administration</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module D Introduction Phlebotomy</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module E Safety and Infection Control</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module F Phlebotomy Procedure</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
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</tr>
<tr>
<td>PH Module G Special Procedures and Point of Care Testing</td>
<td>3.5</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module H PH Practicum</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>28.0</strong></td>
<td><strong>280</strong></td>
<td><strong>280</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

### Diploma - Surgical Technology

**63 CREDITS - 1,440 CLOCK HOURS - 60 WEEKS**

The surgical technology program is designed to provide students with the necessary knowledge and skills required to practice in the operating room environment. The surgical technologist is an integral part of the operating room team. Surgical technologists work under the supervision of a surgeon and an operating room nurse to ensure that the operating room environment is safe, equipment is functioning properly and that during the operative procedure all team members are maximizing patient safety. Students study topics that include hospital organization, safety and legal issues, anatomy and physiology, aseptic technique, surgical procedures. Upon successful completion of the program, graduates will have acquired the skills required for entry-level positions in a variety of settings.
<table>
<thead>
<tr>
<th>Program Concentration – 63 Credits – 1440 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST Module I Anatomy and Physiology/Medical Terminology</td>
<td>20.0</td>
<td>300</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ST Module II Introduction to Surgical Technology</td>
<td>18.0</td>
<td>250</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td>ST Module III Surgical Techniques</td>
<td>13.0</td>
<td>90</td>
<td>210</td>
<td>0</td>
</tr>
<tr>
<td>ST Module IV Clinical Externship</td>
<td>12.0</td>
<td>0</td>
<td>0</td>
<td>540</td>
</tr>
<tr>
<td>TOTAL</td>
<td><strong>63.0</strong></td>
<td><strong>640</strong></td>
<td><strong>260</strong></td>
<td><strong>540</strong></td>
</tr>
</tbody>
</table>
Courses are listed by course code followed by the title, semester credits, clock hours, course descriptions, and prerequisites, if applicable.  Brookline College course codes are as follows:

**AC**-Accounting, **BA**-Business Administration, **BI**-Biology, **BIO**-Biology, **BU**-Business, **CHM**-Chemistry, **CJ**-Criminal Justice, **CO**-Communications, **CP**-Computer Presentation, **DA**-Dental Assistant, **EN**-English, **GO**-Geography, **HA**-Health Care Administration, **HU**-Humanities, **LA**-Legal Assisting, **LI**-Literature, **LT**-Legal Technology, **MA**-Medical Assistant, **MIBC**-Medical Insurance Billing & Coding, **MCR**-Microbiology, **MG**-Management, **MH**-Mathematics, **MLL**-Medical Laboratory Science, **MLT**-Medical Laboratory Technician, **MMH**-Medication Math, **MT**-Massage Therapy, **NTR**-Nutrition, **NUR**-Nursing, **PCT**-Patient Care, **PD**-Professional Development, **PH**-Phlebotomy, **PL**-Philosophy, **PO**-Political Science, **PRQ**-Nursing, **PS**-Psychology, **PT**-Pharmacy Technician, **PTA**-Physical Therapist Assistant, **QN**-Quantitative Thinking, **SO**-Sociology, **SS**-Student Success, **ST**-Surgical Technology.

Brookline College also offers two non-credit courses - **MH040 Remedial Math** and **EN044 Remedial English** - that provide students with the opportunity to refresh or improve their basic skills in mathematics, reading, and writing. These courses are optional and are graded on a pass/fail basis.

**Remedial English**

**COURSE DESCRIPTION:**
This course provides an intense overview/review of the basic elements of modern English usage. This is a remedial course for students who do not pass the EN144-English Composition or are not prepared to enroll in EN144. The course includes writing experience with attention to the basic mechanical and structural elements of the writing process. This course is offered to meet the need for a foundation in grammar and sentence structure. This course includes a study of sentence types, sentence variations, and sentence combining. The focus of this course is on the development and writing of various types of paragraphs. Ancillary short readings are required.

**Remedial Math**

**COURSE DESCRIPTION:** This course is designed to introduce students to the foundational concepts of algebra. Topics include: fractions, decimals, ratios, real numbers, graphing, variables, and equations.

**AC 101 - ACCOUNTING I**

3.0 semester credits - 45 clock hours

45 hrs Lecture 0 hrs Lab 0 hrs Practicum

This course provides students with an understanding of accounting principles and business ethics along with a working knowledge of GAAP and the accounting process. Students learn to work with financial statements, reconciliations, and balance sheets.

**AC 111 - COMPUTERIZED ACCOUNTING**

3.0 semester credits – 45 clock hours

45 hrs Lecture 0 hrs Lab 0 hrs Practicum

This course provides students with a working knowledge of the QuickBooks software through numerous practical exercises. Students will become familiar with the basic bookkeeping fundamentals for managing both a personal/service-type business and a merchandising business.

**AC 121 - BUSINESS MATH**

3.0 semester credits – 45 clock hours

45 hrs Lecture 0 hrs Lab 0 hrs Practicum

This course is designed to provide students with the ability to use mathematical applications in business. It includes a review of basic business math skills with particular emphasis on fractions, percentages, bank reconciliations, equations, discounts, interest, taxes, and financial statements.  **Prerequisite:** MH 140 – College Mathematics

**AC 201 - ACCOUNTING II**

3.0 semester credits – 45 clock hours

45 hrs Lecture 0 hrs Lab 0 hrs Practicum

This course focuses on corporate accounting including business structure and characteristics. Topics covered include stocks, bonds, notes, purchase investments, financial statement analysis, cash flow statements, budgets, and budget management.
**Prerequisite:** AC 101 – Accounting I

**AC 211 - INTERMEDIATE ACCOUNTING I**  
3.0 semester credits – 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course reviews basic accounting and takes a more in-depth look at accounting theory and practice to include preparation of financial statements, compound interest concepts and their use, and current asset measurement and valuation. Topics such as liabilities and equities, accounting for income taxes and pensions, and asset measurement and valuation are included. **Prerequisite:** AC 201 – Accounting II

**AC 221 - PERSONAL INCOME TAX**  
3.0 semester credits – 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course emphasizes the concepts of individual income taxation and the preparation. Topics such as filing status, exemptions, gross income and exclusions, business expenses and retirement plans, employee business expenses, itemized deductions, tax credits, and general administration of the tax laws are covered.
AC 231 - PAYROLL
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces students to calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax. Topics include an overview of federal and state labor laws, reporting to federal state, and local government agencies, and specialized reporting requirements.

AC 240 - BUSINESS FINANCE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the foundations of finance and financial reporting with emphasis on business corporations. Topics include criteria for making investment decisions, valuation of financial assets and liabilities, relationships between risk and return, market efficiency, and the valuation of derivative securities. Prerequisite: AC 121 - Business Math or MH 140 College Mathematics.

BA 499 - RESEARCH PROJECT
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to provide a final comprehensive project for students to complete. Students will be required to compile and submit a project that synthesizes knowledge gained throughout their program of study and serves as a bridge from the classroom to the workplace. Communication and presentation skills, research techniques and critical thinking will be emphasized through instruction and through assigned work. Prerequisite: Satisfactory completion of all other coursework in the student’s program of study.

BI 165 INTRODUCTION TO BIOLOGY
3.0 semester credits - 45 hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces students to basic topics in biology including cell structure and function, bioenergetics, DNA structure and function, cell reproduction, taxonomy, evolution, and ecology. Emphasis is placed on understanding the basic concepts and terminology.

BIO 175 - ANATOMY AND PHYSIOLOGY I
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides students with basic knowledge of the normal structure and function of the human body, specifically its anatomy and physiology within the context of health and illness. Topics include an introduction to anatomy and physiology, cell structure and function, and the integumentary, skeletal, muscular, nervous, and sensory systems. Emphasis is placed on biological principles essential to understanding the subsequent study of various health conditions and treatments and how these principles affect the whole person. Medical terminology is integrated throughout course content. The student is provided a background for the recognition of deviations from normal structure and function due to disease processes.

BIO 180 - ANATOMY AND PHYSIOLOGY II
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will provide a foundation for more advanced study of the human body within the context of health and illness. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Systems to be covered include: integumentary system, skeletal system, nervous system, endocrine system, cardiovascular system, respiratory system, urinary system, digestive system, and reproductive system. Cultural variations in disease incidence will also be addressed. Prerequisite: BIO175 - Anatomy and Physiology I

BIO 205 - PATHOPHYSIOLOGY
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to introduce the student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan and is built on the general principles of health maintenance. A global approach to disease is emphasized. The course builds on principles from anatomy, physiology, chemistry, and microbiology. Prerequisite: BIO175 – Anatomy and Physiology I, BIO180 Anatomy and Physiology II
BU 175 - BUSINESS COMMUNICATIONS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to help students with both verbal and written communication skills in the business environment. Grammar, effective communication techniques, speaking and presentation skills, and letter writing, will be addressed in this class.

BU 176 - BUSINESS PRINCIPLES
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the fundamental characteristics and functions of modern business. Business principles, marketing, ethics, risks, and a historical review of business development, including the viewpoints of various ethnic groups.

BU 177 - MANAGEMENT
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces the student to the basic management methodology and techniques used in organizing and maintaining an effectively run business or department. Personnel management, budgeting, staffing, and evaluation of work flow will be discussed.

BU 210 - HUMAN RESOURCE MANAGEMENT
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers human resource planning, staffing, training, compensating, and appraising employees in labor-management relationships.

BU 211 - SMALL GROUP COMMUNICATION FOR BUSINESS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on the principles and processes of communications within working groups. Students will also learn skills for participation and leadership in small group settings including problem-solving, decision-making, and information sharing.

BU 215 - CUSTOMER SERVICE CONCEPTS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on customer service and its key role in business operations. Topics covered include how to assess verbal and nonverbal communication, setting a climate of service excellence, encouraging customer loyalty, assisting difficult customers, and working through conflicts.

BU 240 - CRITICAL THINKING AND DECISION MAKING
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course helps prepare students to deal rationally, creatively, and effectively with the ever-increasing challenges and problems in the business world. Students will learn techniques to develop their practical and analytical abilities. The students will be equipped with concrete skills which allow the student to solve individual, as well as, organizational problems.

BU 279 - MARKETING
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on understanding the market in a dynamic environment, consumer buying behavior, pricing concepts and strategies, marketing channels and logistics, marketing research, and integrated marketing communications.

BU 280 - QUALITY MANAGEMENT
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the concepts of quality as they relate to service, products, and the employee. Also included are the history, rationale, and basic principles of quality in management. **Prerequisite:** BU 176 - Business Principles or BU 177 - Management.

**BU 299 - BUSINESS LAW**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course covers law and the judicial system followed by a study of contracts, warrants, and product liability, consumer protection, real property, landlord and tenant, agency and employment partnerships, and corporations.

**CHM 100 - GENERAL CHEMISTRY**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides students with the skills and knowledge of organic and biological chemistry by exploring a specific area of focus in chemistry relevant to issues or technological advances. Emphasis is placed on chemical quantities and reactions. Additional emphasis is placed on biological functions and their relationship to enzymes, proteins, lipids, carbohydrates and DNA.

**CHM 320 - ORGANIC CHEMISTRY**  
4.0 semester credits – 75 clock hours  
45 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course introduces the physical and chemical properties of alkanes, alkenes, alkynes, and alcohols. This course emphasizes organic nomenclature, syntheses, stereochemistry, and reaction mechanisms. The laboratory utilizes common techniques associated with the preparation, purification, and chemical characterization of organic compounds. Laboratory included. **Prerequisite:** Satisfactory completion of CHM100 General Chemistry and MLT120 Clinical Chemistry I with Lab.

**CJ 100 - CRIMINAL JUSTICE SYSTEM**  
3 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course of instruction is designed to provide the student with an overview of the American criminal justice system. It will examine the organization and jurisdiction of local, state, and federal law enforcement; judicial and corrections systems; their history and philosophy; career opportunities and qualifying requirements; terminology and constitutional limitations of the system.

**CJ 105 - CORRECTIONS**  
3.0 semester credits – 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course of instruction provides the basis of historical development and presents philosophies in the handling of those who fall outside accepted norms of behavior. It outlines the development of dealing with unacceptable behavior, from tribalism to the emergence of imprisonment as a form of punishment.

**CJ 112 - CRIMINOLOGY**  
3.0 semester credits – 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will focus on an overview of criminology issues. Students will learn what criminology is, why we study it, and how it relates to their careers as criminal justice professionals. Specifically, the course will cover the definition of criminology, the competing theories of criminal behavior, the relationship between mental disorder and criminal offending, and crime specific issues surrounding murder, assault, rape, the drug and sex trades, organized criminal activity, and white collar crime.

**CJ 116 - PRIVATE SECURITY**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course describes the history and the development of the Private Service industry within the United States as well as the need for private security as an augmentation to the official police. The student will demonstrate a practical working knowledge of the functions and techniques of being a Private Security Officer.
CJ 122 - COMMUNICATIONS IN CRIMINAL JUSTICE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides students with instruction in the interpersonal communication skills needed in the criminal justice field. Basic communication skills are included as well as interviewing, interrogating, courtroom demeanor and conflict resolution skills.

CJ 126 - CRIMINAL INVESTIGATIONS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will provide the student with an introduction to the theory of criminal investigation, to include the examination of crime scene procedures, case preparation, interviewing, and basic investigative techniques. It will also focus on investigating specific offenses; methods for identifying, collecting and preserving evidence; establishing elements of crimes; and connecting the suspects to the crime.

CJ 212 - JUVENILE JUSTICE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the history and development of juvenile justice, theories, procedures, and institutions concerned with juvenile justice rehabilitation and incarceration.

CJ 250 - CONTEMPORARY ISSUES IN CRIMINAL JUSTICE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the influence and impact of legal, civic, and political issues on the criminal justice system. Students will analyze situations to identify key issues and discuss possible outcomes and solutions related to various issues.

CJ 260 - PROCEDURAL CRIMINAL LAW
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is concerned with the understanding of procedural criminal law. It examines the rationale underlying major court decisions, the procedural requirements that stem from these decisions and their effects on the daily operations of the criminal justice system.

CJ 265 PRIVATE INVESTIGATIONS
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course of instruction introduces the student to the field of private investigations. The course will focus on licensing requirements, business structures, investigative procedure in the private sector, and specialized fields of investigation. The student will compare and contrast the role of the private investigator with law enforcement and private security. The student shall assess the specific skills required to operate a licensed investigation firm.

CJ 270 - SUBSTANTIVE CRIMINAL LAW
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definitions of crimes, and common defenses utilized. This course also focuses on specific offenses and the essential elements of each offense.

CJ 282 - ETHICS IN CRIMINAL JUSTICE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines ethical dilemmas faced by criminal justice professionals. It includes ethical issues in policing, corrections and the courts. Students will learn to weigh ethical considerations and will learn ethical decision-making.

CJ 290 - TERRORISM
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course describes the history and evolution of terrorism with a worldwide perspective. It addresses the impact of terrorism on the major geographical areas of the world and terrorism around the world. The student will look at the means of countering terrorism, personal protection, and review the projection of terrorist activities well into the 21st century.

**CJ 300 - SUPERVISION AND MANAGEMENT IN CRIMINAL JUSTICE**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides a study of theories and principles of supervision as applied to criminal justice agencies. Topics include organization, leadership, motivation, human resources flow, and managerial ethics.

**CJ 320 - DELINQUENCY PREVENTION AND CONTROL**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course explores popular perspectives of juvenile delinquency and the systems established as a response. Topics include ways to assist individuals, families, and communities, historical developments and contemporary issues, theories, and ways in which issues of diversity feature in the construction, perception, and responses to juvenile delinquency.

**CJ 330 - LOSS PREVENTION/ASSET PROTECTION**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course is an overview of principles and issues in security management. Students examine the challenges embodied in various aspects of security such as personnel, facility, and information. Principles of loss prevention and the protection of assets are examined.

**CJ 350 - CORRECTIONAL STRATEGIES**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course introduces students to the ideas and practices characteristic of modern corrections. Topics include correctional ideology, correctional practice, and the development of personal skills applicable to the corrections field. The goals of punishment, restorative and retributive justice, the impact of terrorism on facility management, prison and sentencing reform, professional credentialing, and capital punishment are also explored.

**CJ 360 - COMPUTER-BASED CRIME**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course explores issues such as information assurance, federal and state laws, cyberharassment, cyberporn, cyberfraud, intellectual property, and privacy. Current and future issues of cybercrime are reviewed, and the historical and technical roots of the Internet and cybercrime are outlined.

**CJ 375 WHITE COLLAR CRIME**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
In this course the student will evaluate the methods and impacts of white collar crime and the response of the criminal justice system. The student shall assess fraud, institutional corruption, corporate crime, public corruption, medical crime, and the associated investigative processes.

**CJ 380 - ORGANIZED CRIME**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will explore the concept of organized crime, its definition, theories that explain it, the historical foundation for its evolution and development, and the current status of criminal groups in today's society. Drug trafficking, emerging organized crime groups, participants (both domestic and foreign), political and corporate alliances, and methods for controlling it will be examined.

**CJ 400 - RACE, ETHNICITY AND CRIME IN AMERICA**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an overview of the problems and promises of cultural diversity in the criminal justice system. Topics include the different minority groups as they relate to law enforcement officers, interactions within the courts and correctional agencies, the unique problems and issues each minority group faces, and how multiculturalism affects officials working within the criminal justice system.

**CJ 410 - LEGAL RESEARCH**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will examine the quantitative and qualitative methods of research that are commonly used in criminal justice. Topics will include theory in research, survey research, experiments, observational/field work, and interview studies. Also covered are methods of inquiry, causality, sampling, research instrument design, data collection, coding, ethics, and statistics, and presenting research.

**CJ 420 - CORRECTIONS LAWS AND LIABILITY**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the criminal law as a device for defining and controlling harmful behavior. Topics will include the most common crimes prosecuted in American courts, including homicide, sexual assault, theft, and crimes against public order and morals. Students will obtain an understanding of the nature, origins, and purposes of criminal law, the general principles of criminal liability, complicity and vicarious liability, as well as the defenses to liability.

**CJ 430 - CRIMINALISTICS**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the crime scene investigation process and the role of the professional forensic scientist. Topics include crime scene procedures, the recognition, collection, preservation and analysis of physical evidence including fingerprints, shoe impressions, DNA, firearms evidence, and questioned documents.

**CJ 440 - VICTIMOLOGY**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the sources of violence and its effects on people and situations. Providing different perspectives on the causes of victimization, it also discusses how violence breeds. It examines the social and environmental factors that influence victimization, offender-victim relationships, and legal and behavioral responses to victims. Additional topics covered include domestic violence, stranger violence, workplace violence and victimization, school violence and victimization, and criminal victimization.

**CJ 460 - VIOLENCE IN AMERICA**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines violence in a wide variety of settings including inside the family, school, and workplace. Topics include violence in the United States, sexual crimes and violence, serial and mass murder, child violence, terrorism, institutional violence, and violence and policy implication.

**CO 215 - INTERPERSONAL COMMUNICATIONS**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Interpersonal communication is a complex interplay of social, psychological, and cultural variables that underlies the foundation of human interaction. This course will examine basic concepts, theories, and research findings about communication and the role it plays in initiating, developing, maintaining, and terminating relationships. The course is designed to increase your understanding and implementation of effective interpersonal communication skills. Students focus on the ways in which verbal and nonverbal communication impact various types of relationships. The course requires students to participate in written and verbal activities designed to develop and improve interpersonal skills.

**CO 415 - MULTI-CULTURAL COMMUNICATIONS**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on transcultural issues and social patterns. Students will examine cultural values and traditions including the work ethic, authority, leisure, family life, and religious issues affecting the communication styles of selected cultures.
CP 100 - WORD PROCESSING AND PRESENTATIONS
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course is designed to introduce the student to the basics of word processing and the manipulation and electronic presentation of material for the purposes of disseminating information and communicating to individuals or groups. Students will create a variety of documents and presentation formats. Keyboarding for speed and accuracy will be practiced.

CP 101 - SPREADSHEETS AND DATABASES
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course covers basic computer skills associated with spreadsheet creation and use. It will introduce students to the principles and techniques required for database design. The skills learned will be applied to the development of tables, forms, reports, templates, and custom form letters. Emphasis will be placed upon the application of these tools to improve the speed and accuracy of calculations, forecasting, and projections.

DA MODULE A - BASIC INTEGRATED BIO SCIENCES
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will cover anatomy and physiology of all body systems. The functions of all body systems as related to dentistry will be discussed as well. Microbiology and infectious diseases will be covered, along with medical terminology related to all body systems. Normal and abnormal vital signs as well as procedures for obtaining vital signs will be covered in this module.

DA MODULE B - FUNDAMENTALS OF DENTAL ASSISTING AND DENTAL MATERIALS
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will introduce the student to the field of dental assisting and dental materials. Dental specialties will be discussed, along with legal and ethical issues in dental assisting. Communication and interpersonal skills in working with dental patients will be covered, along with principles of infection control and basic tray set-up. Properties and uses of dental materials will be introduced as well.

DA MODULE C - ORAL ANATOMY FOR THE DENTAL ASSISTANT
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will introduce the student to anatomy and physiology of the face and oral cavity. Development of teeth and tooth morphologies will be covered, as well as oral histology and pathology. Pharmacology and pain control in the dental office will be discussed as well. Prerequisite: Satisfactory completion of DA Module A and B.

DA MODULE D - PREVENTATIVE DENTAL HEALTH
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will cover oral hygiene and prevention of dental disease and complications. The role of nutrition and diet will be covered, along with formation and removal of plaque. Procedures for obtaining a medical and dental history will be discussed. Patient education will be covered, and how systemic diseases affect dental health will be explored. Dental/medical emergencies and CPR will be covered. Prerequisite: Satisfactory completion of DA Module A and B.

DA MODULE E - CHAIRSIDE ASSISTING
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will explore the history of dentistry and the clinical knowledge of the dental assistant. Specific chairside techniques, such as fourhanded dentistry, application of topical anesthetics, and application of fluoride agents will be covered, as well as maintenance of the dental treatment area. Restorative dentistry, cleaning, and maintenance of removable dental appliances will be discussed as well. Infection control, sterilization, clinical procedures, and custom trays will be covered. Prerequisite: Satisfactory completion of DA Module A and B.

DA MODULE F - DENTAL RADIOGRAPHY
3.5 semester credits - 80 clock hours
This module covers the role of the dental assistant in obtaining, handling, and processing radiographs. Radiation sources will be covered, as well as control of x-ray production. Anatomical landmarks used for obtaining oral radiographs are covered, along with processing of dental films, and avoiding errors in film processing. **Prerequisite:** Satisfactory completion of DA Module A and B.

**DA MODULE G - RESTORATIVE AND DENTAL SPECIALTIES**
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will introduce students to the various specialties in which dental assistants may work. Assisting with restorative procedures, as well as skills required to practice in the various dental specialties will be covered. Chairside procedures, assisting with specialty procedures, aspirating a patient, and correct exchange of dental instruments will be discussed. **Prerequisite:** Satisfactory completion of DA Module A and B.

**DA MODULE H - DENTAL OFFICE MANAGEMENT AND ADMINISTRATIVE PROCEDURES**
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will introduce students to the role of the dental assistant in front office management and dental office administration. Topics such as billing, accounting, bookkeeping, banking, and financial management of the dental office will be covered, as well as computer software used in the dental office, for both financial and patient records. Appointment scheduling, filing systems, and telephone etiquette will be covered, and processing of dental insurance claims will be introduced. **Prerequisite:** Satisfactory completion of DA Module A and B.

**DA MODULE I - CLINICAL PRACTICUM/EXTERNSHIP**
7.0 semester credits - 320 clock hours
0 hrs Lecture 0 hrs Lab 320 hrs Practicum
This module consists of a 320-hour externship at an approved facility. This experience gives students an opportunity to utilize the knowledge and skills they have gained in the classroom setting and apply them in a clinical setting, under the direct supervision of the school and facility staff. Students will be evaluated by supervisory staff during the externship, and successful completion of this module is required for graduation. **Prerequisite:** Satisfactory completion of DA Module A through H.

**EC 200 – INTRODUCTION TO HEALTH CARE ECONOMICS**
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is an introduction to the economics of health and health care and will provide students a framework to understand how health systems are organized from the perspective of funding, financing, purchasing, regulation of health systems, and globalization of health care. The course covers key economic principles such as supply and demand, economy of scale, marginal utility, moral hazard, and the relevance of these concepts to the provision of health care services. Health care finance is a focus with an emphasis on identifying costs and the ways cost impacts decision-making. The course provides insight into important recent developments and policy shifts such as the rise of performance-based funding in health care, the impact and cost of achieving universal healthcare, and economic implications of the Affordable Care Act.

**EN 144 - ENGLISH COMPOSITION**
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course of instruction is designed to introduce the fundamentals and processes of college writing and reading comprehension. Topics include strategies for writing, including prewriting and thesis construction; stylistic writing, such as narratives and descriptive pieces; analytic and argumentative writing; and a brief review of grammatical rules.

**EN 155 – SCHOLARLY WRITING**
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course emphasizes the systematic study of writing effective expository prose and argumentation, stressing development and support of a clear thesis. A focus of the course the ability to analyze, synthesize, evaluate, summarize, paraphrase, and cite textual sources. Students will learn to formulate ideas, search for and appraise text and online resources, and synthesize research findings. The student will become familiar with various writing and communication
formats, such as papers, annotated bibliographies, and practice preparing those formats. The student will also develop techniques for following APA form and style and avoiding plagiarism.

**GO 200 - GEOGRAPHY**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course introduces students to concepts and tools in geography and the major subfields of geography, including physical geography, population geography, cultural geography, political geography, economic geography, urban geography, and regional geography. In addition, it affords an overview of the major world regions.

**HA 100 - MEDICAL TERMINOLOGY**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

**HA 110 - ELECTRONIC MEDICAL RECORDS**  
3.0 semester credits - 60 clock hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course introduces students to the design and use of health and medical databases. The course provides hands-on experience with the design and use of databases and database management systems and explores uses of medical record systems. An examination of the application of databases to clinical and managerial transactions is also included.

**HA 200 - ANATOMY AND PHYSIOLOGY**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides a comprehensive look at the human body’s structure and functions. Topics include how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs and the endocrine system are also presented. Several diseases and disorders are discussed, and as well as the cause, detection, and treatment of them.  
**Prerequisite:** HA 100 - Medical Terminology

**HA 204 – HEALTH CARE ORGANIZATIONS**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will help students understand how health care system is structured and how the different components of the system interact with one another. The students will also explore critical issues facing health care in its ever-changing environment and to gain a sense of the complex multidimensional nature of health care delivery in the United States.

**HA 205 – HEALTH CARE ECONOMICS**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course uses microeconomic tools to analyze health care system in the U.S. issues including health care demand and supply, cost benefit analysis and cost effectiveness analysis are studies. Health insurance and the government’s role in providing financing and regulating the health care industry are discussed as well.

**HA 206 – INTRODUCTION HEALTH CARE ACCOUNTING**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will introduce the basic tools of accounting including accounting terminology and standard processes in the field of accounting. The purpose of this class is to understand and apply the accounting concepts in the context of health care environment so that the decision make can make sound judgments regarding accounting analyses performed by others.

**HA 207 – HEALTH CARE FINANCE**  
3.0 semester credits - 45 clock hours
This course prepares students to understand and apply financial techniques in health care decision making. The specific topics will include financial projections, cost-volume-profit analyses, performance measures, special decisions such as dropping or adding programs and services, costing and pricing of health care services and contracts, and cost allocation.

**HA 209 – DIVERSITY AND CULTURE IN HEALTH CARE**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course offers an overview of the demographic issues and cultural dimension of human systems, including worldview, kinship and social organization, health care beliefs, and rules of reciprocity. The goal of this course is to prepare health care administrators to deal with the wide variety of culture rules and norms that are often presented in providing systems of care for diverse populations.

**HA 210 - MEDICAL LAW AND ETHICS**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course starts by explaining why it is important that health care practitioners understand medical law and ethics. We then cover the basics: civil and criminal law, lawsuits and malpractice, negligence, and contracts. Other topics include patient confidentiality, employer/employee issues, and structure of medical practices, the role of the physician in death and dying issues, bioethical issues, and the impact of the Health Insurance Portability and Accountability Act (HIPAA) on medical practices.

**HA 211 – HEALTH CARE MARKETING AND CUSTOMER SERVICE**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides an overview of basic marketing concepts such as product, pricing, promotion, and distribution and the application of these concepts in different health care settings. This course will also provide a clear understanding of concepts including understanding customer needs, retaining customers, and expanding market share, and providing customer service.

**HA 215 – INTRODUCTION TO HEALTH CARE INFORMATION SYSTEMS**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides an overview of health care information systems. Topics include applications of information systems, commercial vendors, decision support systems, technologies, analysis, design, implementation, and evaluation.

**HA 220 - INTERPERSONAL COMMUNICATIONS IN HEALTHCARE**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course focuses in all dimensions of communication between people including verbal and non-verbal communication and communication between and among groups especially healthcare workers. Special emphasis is on the influences of culture on communication, development of effective listening skills, conflict management, therapeutic communication, and communicating with special needs clients.

**HA 230 - PRINCIPLES OF HEALTHCARE ADMINISTRATION**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will teach the management process of leading, planning and organizing in a variety of healthcare settings from hospitals to nursing homes and clinics. Attention is focused on the U.S. healthcare system, strategic planning and organizational design, ethics, cost management, marketing and human resource management. Regulatory aspects, licensing, certifying, and accreditation will also be taught.

**HA 240 - MEDICAL OFFICE ADMINISTRATION**  
3.0 semester credits - 60 clock hours  
60 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides students with a comprehensive overview of the administrative tasks regularly carried out in a medical office. This course discusses the effective handling and accessing of medical records, HIPAA Privacy and Security Rules, and how the HIPAA Transaction and Code Sets Standards affect insurance claims. A wide range of health plans are identified, and the function of information technology and the use of computer programs in medical offices are discussed. Students will
demonstrate the correct use of medical terminology, proper communication, and interpersonal skills in the office, and the use and timing of numerous medical office reports through hands-on exercises provided by the practice management computer software program Medisoft Advanced Version 11. Other topics include purchasing and inventory, medical laws, medical ethics, medical coding, and billing patients and insurers.

HA 300 – WELLNESS EDUCATION
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will provide an understanding of physical, mental, emotional, and environmental health. Emphasis will be placed on lifestyles, risk factors, and preventing disease and illness with a total wellness lifestyle. This class will also examine the long term care issues in the context of aging population.

HA 301 – LEGAL ASPECTS/LEGISLATION IN HEALTH CARE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course explores issues within the health care industry that have undergone recent or controversial legislation. In-depth topics include professional ethics, informed consent, death and dying, abortion, new methods of reproduction, organ transplantation, mass screening, and the ethics of biomedical research.

HA 302 – MANAGEMENT OF HUMAN RESOURCES
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course explores the management of human resources so as to provide the health care manager with a framework for human resource planning and decision-making. Topics include health care job analysis, recruitment, selection, placement, retention, training and development, performance appraisal, compensation, employee relations, and unions.

HA 303 – PUBLIC POLICY IN HEALTH CARE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course closely examines current public health care policies in the U.S. Topics include health care reform, medical care policy, the policymaking process and players, public health care financing, medical technology and policy, inequalities in health care, and the future of the U.S. health care system.

HA 304 – GLOBAL HEALTH CARE SYSTEMS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course develops a framework for evaluating international health systems and the populations they serve. Topics include advantages and disadvantages of different health care systems, including the influences upon its evolution, global research and its practices, administrative policies, financial structures, and provision of medical services. Students review primary topics of global health concern.

HA 400 – HEALTH CARE PLANNING AND IMPLEMENTATION
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces popular theoretical models for planning effective health intervention programs and methods for implementing and evaluating those programs. Students identify, gather, and utilize data for a program of their choice and tailor interventions to special populations and workplaces. All significant activities of the program planning and implementation process will be undertaken.

HA 401 – ORGANIZATION BEHAVIOR AND LEADERSHIP
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to make students familiar with the fields of organizational theory and organizational behavior and their applications in the health care organizational setting. Topics covered include organizational structure, design, communications, culture and group behavior, effectiveness of team effort, motivation, managing innovations and leadership.

HA 403 – ADVANCED FINANCIAL MANAGEMENT
3.0 semester credits - 45 clock hours
This course presents concepts and methods of finance management in the context of today's health care industry that will help leaders make better business decisions. Topics include risk and return, asset valuation, capital budgeting, capital structure, business financial planning and working capital management, financial planning and working capital management, financial statement analysis, financing for profit and non-profit organizations, financial investments, contracting challenges, and physician practice models. **Prerequisite:** HA 206 – Introduction to Health Care Accounting

**HA 406 – BUSINESS POLICY AND STRATEGY**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces students to the concepts and tools of strategic management and strategic decision-making in the context of health care. Topics include vision, mission, strategic plan, goals, objectives, and action plan via the analysis of selected cases.

**HA 411 – HEALTH CARE SYSTEMS ANALYSIS AND DESIGN**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
A comprehensive introduction to the planning, design, and construction of health care information systems, using the systems development life cycle and other appropriate design tools.

**HA 412 – QUALITY MANAGEMENT AND HEALTH CARE STATISTICS**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an overview of applications of health care statistics and quality assessment tools. Topics include explaining the use of CQI tools and methods used in data management, i.e. Pareto diagram, control charts, trend charts, and surveys, etc. and JCAHO’s role in quality improvement.

**HA 413 – CURRENT ISSUES IN HEALTH INFORMATION MANAGEMENT**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will provide a survey of current and controversial topics at the intersection of information systems and health care. Topics may include cyberspace laws, archives & records management policy, health education, drug information programs, health sciences records administration, clinical decision making and medical information.

**HA 499 – HEALTH CARE ADMINISTRATION CAPSTONE**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This is a capstone course for the BS in Health Care Administration, reviewing global health care trends and issues current in the field. Students complete in-depth analyses of health care ethics, law, leadership, human resources, strategic decision making, and the global influence on health care. **Prerequisite:** Satisfactory completion of all previous technical coursework.

**HU 200 – HUMANITIES**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to provide students with an overview of art history, beginning with an analysis of art and society, as well as the language of art. Using this foundation, the course explores works derived from the Prehistoric, Egyptian, Aegean, early Greek, Etruscan, ancient Roman, early Christian and Byzantine, and Middle Ages. Other periods include Romanesque, Gothic and the fourteenth and fifteenth-century Italian Renaissance.

**LA 100 – LEGAL RESEARCH AND WRITING I**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers concepts such as the principles and skills of writing case briefs with a focus on basic legal research sources and techniques, critical thinking, and computer-assisted legal research.

**LA 101 – LEGAL ASSISTING**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces concepts such as the role and definition of a legal assistant, ethical responsibilities, professionalism, critical thinking, communication issues in the field, office procedures and organization, basics of briefing and citations, introduction to the law and interpretation of it, and elements of cases and trials, including pretrials.

**LA 110 - TORTS AND LITIGATION I**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the concepts in tort law, including negligence, product liability, non-physical injuries and their solution and defenses, and introduces causes of action.

**LA 115 - FAMILY LAW**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the concepts and forms used in family law. Students practice drafting documents and applying proper documents to given situations.

**LA 120 - SPECIALTY PRACTICE FORMS**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers forms and document drafting for a variety of specialty practice areas including bankruptcy, real estate and business organizations.

**LA 125 - LAW OFFICE MANAGEMENT**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers proper procedures, skills and demeanor necessary for managing a law office including filing, correspondence, software, ethics and dress. It also includes practical communication skills for paralegals.

**LA 200 - CONTRACTS**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the concepts in contract law, including applicable case law, language and formation of contracts, and enforceability. In addition, students will learn to understand breach of contract and the legal defenses associated with it.

**LA 210 - ESTATE PLANNING AND PROBATE**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers concepts such as the drafting of wills and trusts, administration of estates, probate proceedings, family law, estate tax returns, and ethics of the fund manager.

**LA 216 - TORTS AND LITIGATION II**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course uses a tort law case to cover the civil litigation process from pre- to post-trial, including demand letters, alternative dispute resolution, discovery, evidence and motions. **Prerequisite:** LA 110 - Torts and Litigation I.

**LA 220 - LEGAL RESEARCH AND WRITING II**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers concepts of advanced legal writing and research, such as persuasive writing, critical thinking, motion practice, drafting letters, briefing case law, and document control and organization. **Prerequisite:** LA 100 - Legal Research and Writing I.

**LA 290 - EXTERNSHIP**
3.0 semester credits - 160 clock hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
Students will spend 160 hours in a legal assisting capacity in a legal environment. Students will utilize the skills learned in the program and gain practical experience in a real legal environment. **Prerequisite:** Satisfactory completion of all other coursework in the student’s program of study.
LA 291 - PORTFOLIO PROJECT (Online Students Only)
3.0 semester credits - 160 clock hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
Students will complete an in-depth portfolio project that follows real-world law office experiences. Students will utilize skills learned in the program and gain practical experience in a virtual law office environment. **Prerequisite:** Satisfactory completion of all other coursework in the student’s program of study.

LI 310 - CONTEMPORARY LITERATURE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course analyzes the concepts and values found in contemporary American literature. Students will read and discuss selected works.

LT 101 - INTRODUCTION TO DIGITAL FORENSICS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In this course the student will apply forensically sound methodologies to legally acquire electronic evidence in the digital crime scene, including computers, e-mail, smart phones, and instant messaging devices. The student will assess the legal and technical environments of digital investigations. Specific digital crimes will be analyzed and the student will compare and contrast digital crime with traditional crime investigations.

LT 105 - COMPUTER HARDWARE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Computer forensics requires an understanding of computer hardware, such as hard drives, motherboards, Random Access Memory (RAM) and peripherals. These hardware devices often hold the evidence needed by forensic professionals during an investigation. This course will teach students computer hardware basics, such as taking computers apart to access their hard drives.

LT 110 - COMPUTER OPERATING SYSTEMS AND SOFTWARE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Computer forensics requires an understanding of computer operating systems, such as Windows and Linux, and productivity software commonly used by criminals and their victims. Navigating these platforms is essential to gathering necessary information during an investigation. This course will teach students the most commonly used operating systems and software, including file systems and data structures.

LT 205 - COMPUTER NETWORKS AND PROTOCOLS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Computer forensics requires an understanding of computer networks and protocols. Most of the data collected in an investigation was sent over a network, such as the Internet or a corporate intranet, at some point. This course will teach the protocols and architecture commonly used on computer networks.

LT 225 - COMPUTER FORENSICS TOOLS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In this course, student will explore computer forensics tools used to stabilize, collect, secure, and analyze data from computer hardware, operating systems, software, and networks, in the context of cyber crime and the criminal justice system. The student will be introduced to a wide variety of tools that may include EnCase, FTK, PTK Forensics, The Sleuth Kit, The Coroner’s Toolkit, COFEE / DECAF, and selective file dumper.

LT 250 – HOMELAND SECURITY IN AMERICA
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course presents the student with the key components of homeland security in America with a focus on risk assessment, vulnerabilities, target hardening, and responses. The student will compare and contrast the private and
public sector roles in homeland security as well as evaluation of the various jobs and opportunities for the security specialist.

LT 305 - CYBER-CRIME AND HOMELAND SECURITY
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In this course the student will explore legal issues, social issues, and criminal activity in the context of cyber-crime and the criminal justice system. The student will analyze case law, constitutional challenges, and legislation relating to the investigation of cyber-crime. The student will investigate and assess the framework of a cyber-crime unit.

LT 310 - COMPUTER SECURITY
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Cyber security begins with the assessment of known risks and how to defend against those risks. This course provides an understanding of common attacks and language used in the cyber security industry, including target systems, denial of service attacks, malware, encryption, industrial espionage, and information warfare. Prerequisite: LT 205 – Computer Networks and Protocols

LT 320 - INFORMATION SECURITY
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Security management is essential to securing information systems. This course will teach the major concepts in security management, such as security architecture and models, business continuity planning, investigations, ethics, application development security, and planning for the future. Prerequisite: LT 205 – Computer Networks and Protocols

LT 330 – HIGH TECHNOLOGY CRIMINAL INVESTIGATIONS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In this course the student will assess the computer and digital devices as instrumentalities of crime as well as identifying the types of crimes typically engaged in by technology based criminals, criminal enterprises, and terrorists. The student will evaluate the methods of developing a digital forensics investigative unit.

LT 345 – COMMUNITY POLICING
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will provide the student with the concepts involved in applying analytical tools to field operations. The critical skill sets for crime prevention and translating information and intelligence into action are addressed. A comparative analysis of the American system and foreign venues is discussed.

LT 405 – SECURITY POLICIES AND PROCEDURES
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In order to secure any computer resource, policies are required. This course will teach computer security policies and procedures, including asset classification and control, communications and operations management, access control, and system development and maintenance.

LT 410 – INTELLIGENCE ANALYSIS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides the students with the information necessary to seek entry-level opportunities as an intelligence analyst. The student will identify methods of classifying intelligence, conducting analysis, and writing the intelligence document for the end user.

LT 415 – NETWORK DEFENSE AND COUNTERMEASURES
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In this course, students will learn about common network defense tactics and countermeasures to network attacks. Topics include network intrusion detection systems, operating system hardening, viruses, Trojans, spyware, and computer-based espionage. Co-requisite: LT 420 – Firewalls and VPNs
LT 420 – FIREWALLS AND VPNS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Firewalls and Virtual Private Networks (VPNs) are integral to securing data networks by using tools such as packet filtering and encryption. This course will teach students about various firewalls, firewall installation and requirements, VPN implementation, and using system logs. **Prerequisite:** LT 205 – Computer Networks and Protocols

LT 425 – TERRORISM AND THE INTELLIGENCE ANALYST
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In this course the student will examine the role of the analyst in the global war on terror. The course will provide an assessment of the responsibilities of the intelligence analyst. The student will identify the career paths and opportunities for analysts in the government and private sector with a focus on the broad range of critical thinking and objectivity required of an analyst.

LT 430 - DISASTER RECOVERY
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Assessing risk and creating a disaster recovery plan is essential for all data security personnel. This course will teach students about disaster recovery plans, including prioritizing systems, data storage, recovery sites, and testing a disaster recovery plan. **Prerequisite:** LT 320 – Information Security

LT 435 - CYBER-CRIME INVESTIGATION
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In this course the student will explore legal issues, social issues, and criminal activity in the context of cyber-crime and the criminal justice system. The student will analyze case law, constitutional challenges, and legislation relating to the investigation of cyber-crime. The student will investigate and assess the framework of a cyber-crime unit.

LT 440 - CRIME ANALYSIS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
In this course the student will evaluate the key elements of crime analysis as used in major law enforcement agencies across the country. The student will examine the criminological theory and the psychological theory of crime analysis of serial criminals and predators. Prevention and intervention strategies are discussed.

MA MODULE D – CLINICAL MEDICAL ASSISTANT DUTIES
3.5 semester credits – 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide concepts and skills involved in clinical medical assisting duties including assisting with vital signs, physical examinations, medical specialties, eye and ear care, pediatrics and minor surgery. The course also covers other minor treatments involving orthopedics and rehabilitation. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

MA MODULE E – THE MEDICAL LABORATORY
3.5 semester credits – 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with the necessary skills and concepts involving the basic laboratory and clinical diagnostic procedures. It will also cover the practice of accepted procedures of transporting, accessioning and processing specimens. The course will also cover collection procedures, supplies and equipment used in the medical laboratory, as well as phlebotomy procedures. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

MA MODULE F - PHARMACOLOGY
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with the necessary skills and concepts involving the pharmaceutical principles, as well as, administering medications. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

**MA MODULE G - ELECTROCARDIOGRAPHY**  
3.5 semester credits - 80 clock hours  
40 hrs Lecture 40 hrs Lab 0 hrs Practicum  
This module presents the theory and procedures of electrocardiogram (EKG) applications, as well as, the legal and ethical responsibilities related to EKG. A brief review of the heart structures, blood vessels and the blood flow through the heart is also presented. The module further covers basic radiological concepts as they relate to contrast media and procedures. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

**MA MODULE H - PRACTICUM**  
3.5 semester credits - 160 clock hours  
0 hrs Lecture 0 hrs Lab 160 hrs Practicum  
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, Module C Medical Office Administration, MA Module D Clinical Medical Assistant Duties, MA Module E The Medical Laboratory, MA Module F Pharmacology, MA Module G Electrocardiography.

**MCR 130 - INTRODUCTION TO MICROBIOLOGY**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course deals with the fundamentals and applied principles of microbiology. Special emphasis is directed toward the properties of microorganisms and their effect on health. Major instructional areas of the course include microbial structure and function, chemotherapeutics including antibiotics and antivirals, immunology and immunopathology, medical bacteriology, virology, mycology, and parasitology. Additional emphasis will be placed on demonstration experiences related to nosocomial infections, resistant strains, and collection of cultures for Gram stain and Culture and Sensitivity.

**MG 300 - MANAGEMENT CONCEPTS**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
Practical application of principles of management theory in the context of business, society, and contemporary management issues will be discussed. Emphasis is placed on developing an understanding of what kinds of management styles and organizational structures can be used to execute different business strategies. Cases and examples of familiar organizations are used.

**MG 302 - MANAGEMENT COMMUNICATIONS**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides an opportunity for students to improve their writing skills emphasizing clarity, conciseness, and comprehensiveness of communication. Enhancing the student's oral communications and presentation skills is an integral part of this course.

**MG 304 - ORGANIZATIONAL BEHAVIOR**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course addresses issues of immediate relevance to organizational managers for improving personal and organizational effectiveness. Classical and contemporary theories will be used to examine issues in organizational behavior.

**MG 306 - PRINCIPLES OF BUSINESS FINANCE FOR MANAGEMENT DECISION MAKING**  
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course covers financial information as used in organizations and emphasizes the qualitative and quantitative measures used in financial decision making.
MG 308 - LEGAL ENVIRONMENT OF BUSINESS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course reviews business law with an emphasis on the restraints placed upon businesses in their relationships with suppliers, customers, and government agencies. Globalization's effect on copyright and other intellectual property regulations is included.

MG 310 - HUMAN RESOURCES AND DIVERSITY
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course concentrates on the relationship between management and a diverse workforce, human resources development roles, staffing, ethics in diversifying the workplace, and other contemporary human resource issues.

MG 320 - ECONOMICS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course centers on economics and its relationship to management.

MG 340 - ENTERPRISE MARKETING
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to present the role of marketing in business. There is an emphasis on planning, advertising and promotion, forecasting, utilization of external information, and the preparation of a marketing plan.

MG 370 - STRATEGIC PLANNING
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on the various types of planning necessary for maintaining the vitality of today's organization. Students will investigate the roles and processes of strategic, operational and tactical planning. Techniques for measuring effectiveness are an integral part of this course.

MG 410 - SOCIAL RESPONSIBILITY IN MANAGEMENT
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the organization in relation to its stakeholders and social responsibility.

MG 432 - LABOR AND MANAGEMENT RELATIONS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to examine theories and applications of the labor-management relationship. Emphasis is on labor organization, structure, collective bargaining, grievance, arbitration, contract administration, and sources and areas of potential labor management disputes and resolutions.

MG 460 - LEADERSHIP
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will analyze traditional and contemporary leadership theories.

MG 490 - CURRENT MANAGEMENT ISSUES
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course uses current information sources to explore issues and possible solutions to issues facing management.

MH 140 - COLLEGE MATHEMATICS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course of instruction is designed to introduce college mathematical and algebraic concepts to students. Topics include linear equations and inequalities, formulas and applications of algebra, exponents and polynomials, factoring, and rational expressions and equations.

MH 240 - INTERMEDIATE COLLEGE MATHEMATICS
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will emphasize both abstract concepts and logical thinking through inductive and deductive reasoning, as it covers concepts in both Euclidean and Non-Euclidean geometry. The course is designed to allow students to develop a solid understanding of the foundations of geometry, which include axiomatics and proofs, points, lines, segments, and angles as well as more advanced concepts that will include an exploration of triangles, quadrilaterals, circles and three dimensional geometry. **Prerequisite:** MH140 - College Mathematics

MIBC MODULE D - MEDICAL BILLING AND FINANCIAL MANAGEMENT
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
The module is designed to provide students concepts and skills in financial management including accounting systems, payroll procedures, fees, credit and collection, as well as check writing and banking procedures. Students are also introduced to the medical billing procedures and its components such as CMS-1500 and UB-04 forms. Students are presented concepts of clinical records and medical documentation and abstracting, billing and coding from medical reports. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

MIBC MODULE E - INSURANCE PROCESSING
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will assist the student to develop proficiency in preparing and processing insurance claims. Types of health care plans will be reviewed. Students will also become familiar with essential medical terminologies used in medical insurance processing, as well as, with the different claim forms. Electronic claims billing and submission will also be mentioned. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

MIBC MODULE F - MEDICAL CODING SYSTEMS
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with the necessary skills and concepts required to perform medical billing using the medical coding systems. It will cover diagnostic coding/ICD-9 codes, CPT and HCPCS and its correct applications as they relate to describing diagnoses, procedures, services, supplies, and injection. The course will describe the external regulating agencies and their impact on the coding systems. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

MIBC MODULE G - HEALTH INFORMATION AND RECORD MANAGEMENT
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide the student with an understanding of the concepts and skills involved in working with health information and medical records. Students will demonstrate the proper techniques involved in maintaining patient records, indexing and filing, as well as, charting and documentation. The course will also cover clinical records and medical documentation. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

MIBC MODULE H - PRACTICUM
3.5 semester credits - 160 clock hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, Module C Medical Office Administration, MIBC Module D Medical Billing and Financial Management, MIBC Module E Insurance Processing, MIBC Module F Medical Coding Systems, MIBC Module G Health Information and Record Management.
MIBC MODULE HC - CAPSTONE PROJECT
3.5 semester credits - 160 clock hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
Students will complete a comprehensive medical billing and coding project. The assignment in this course will require the student to utilize the knowledge and skills learned throughout the prerequisite coursework. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, Module C Medical Office Administration, MIBC Module D Medical Billing and Financial Management, MIBC Module E Insurance Processing, MIBC Module F Medical Coding Systems, MIBC Module G Health Information and Record Management.

MLS 300 - PRINCIPLES OF BIOCHEMISTRY
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides the opportunity for learners to study life at the molecular level by applying the knowledge acquired in chemistry and biology courses to biochemistry principles. This course explores enzyme properties and mechanisms, metabolic pathways and gluconeogenesis. Photosynthesis, flow of biologic information, and recent techniques used in recombinant DNA technology are also presented. **Prerequisite:** Satisfactory completion of CHM100 - General Chemistry and MLT120 - Clinical Chemistry I with Lab.

MLS 310 - TECHNIQUES IN MOLECULAR BIOLOGY
4.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course introduces the theory and practical uses of instrumentation and procedures currently used to analyze nucleic acids and proteins. Directed laboratory exercises in molecular biology techniques and independent student research are included. Techniques learned include gene cloning, nucleic acid isolation, PCR and RT-PCR techniques, nucleic acid and protein electrophoresis and Southern hybridization. Instruction in the fundamentals of the use of bioinformatics tools to analyze nucleic acid and protein sequences is also incorporated. Student groups conduct a semester-long research project using the research tools and techniques taught in the course. **Prerequisite:** Satisfactory completion of BI165 - Introduction to Biology.

MLS 400 - MOLECULAR AND IMMUNOLOGIC DIAGNOSTICS
4.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course provides the basic skills, concepts and theoretical background needed to work in a clinical immunology and molecular laboratory. Immunology topics include antigens, antibody structure and function, B and T cells, immune response, immunodeficiency, autoimmunity, hypersensitivity, and transplantation. Molecular biology topics include analysis of nucleic acids for normal variations, inherited disorders, cancer detection, and infectious diseases. Students gain laboratory experience in molecular, immunological and serological techniques including nucleic acid amplification and electrophoresis, antibody screening, ELISA, and basic antibody identification. **Prerequisite:** Satisfactory completion of MLS310 - Techniques in Molecular Biology.

MLS 410 - TRANSFUSION MEDICINE
4.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course will discuss the theoretical and practical concepts of blood banking and transfusion medicine. Introductory topics include donor screening and selection, basic blood group serology, component processing and therapeutic use, hemolytic disease of the newborn, adverse reactions to transfusion, and quality assurance in the blood bank. Advanced topics include transfusion therapy, adverse complications of transfusion, blood inventory management, autoimmune hemolytic anemia and regulatory issues in the blood industry. In the laboratory, students perform ABO/RH grouping, antibody screening, compatibility testing, basic antibody identification, and component modification. **Prerequisite:** Satisfactory completion of MLT130 - Immunology and Immunohematology with Lab.

MLS 450 - CLINICAL LABORATORY PRACTICUM
8.0 semester credits – 360 clock hours
0 hrs Lecture 0 hrs Lab 360 hrs Practicum
Students will practice the principles and procedures of laboratory medicine as a Medical Technologist in a clinical setting. Students will learn to operate state of the art instruments and report results on laboratory information System. Students will learn to use blood bank testing media and interpret results using up to date screening and testing technology. **Prerequisite:** Satisfactory completion of MLS Technical Coursework.
MLT 100 - CLINICAL LABORATORY CAREER ORIENTATION AND PHLEBOTOMY
3.0 semester credits – 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
Students explore career opportunities associated with laboratory medicine. Topics include the medical laboratory technician’s role in the healthcare industry, communications with healthcare team members, professional ethics and legal/regulatory issues. Students will practice phlebotomy (drawing blood) and other techniques on each other, learn basic medical terminology, anatomy and physiology, and CPR.

MLT 101 – URINALYSIS/INTRODUCTION TO MICROBIOLOGY
3.0 semester credits – 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
Prerequisite: None

MLT 105 - MICROBIOLOGY I WITH LAB
4.0 semester credits – 75 clock hours
45 hrs Lecture 90 hrs Lab 0 hrs Practicum
This course presents the clinical importance of infectious diseases with emphasis upon the appropriate collection, handling, and identification of clinically relevant bacteria. Disease states, modes of transmission and methods of prevention and control, including antibiotic susceptibility testing, will be taught. Laboratory exercises support the topics discussed.
Prerequisite: Satisfactory completion of BI165 - Introduction to Biology

MLT 110 - MICROBIOLOGY II
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an overview of acid fast organisms, anaerobic bacteria, fungi, common parasites. It will include the study of the organisms, the diseases and conditions that they cause, and laboratory methods for detection.
Prerequisite: Satisfactory completion of MLT105 – Microbiology I with Lab.

MLT 120 - CLINICAL CHEMISTRY I WITH LAB
4.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
This clinical course describes principles and procedures to perform lab testing of carbohydrates, lipids, proteins, heme derivatives, enzymes, liver function, cardiovascular system, urinalysis, spinal fluid, electrolytes, acid-base & blood gases, therapeutic drug monitoring, and the endocrine system. Application of statistical analysis to principles of quality assurance and quality control are incorporated into both lab and lecture. Lab exercises support topics discussed.
Prerequisite: Satisfactory completion of CHM100 - General Chemistry

MLT 130 - IMMUNOLOGY AND IMMUNOHEMATOLOGY WITH LAB
4.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
The course examines principles of immunology, antibody-antigen reactions, and selected testing principles. Immunohematology concepts are discussed as they relate to blood group genetics, blood group systems and the role of blood group antigens and antibodies in blood bank testing. Lab exercises support topics discussed. Prerequisite: Satisfactory completion of MLT200 - Hematology I with Lab.

MLT 135 - CLINICAL CHEMISTRY II
4.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
This is a continuation of MLT120. Topics include principles and procedures related to advanced analytical techniques and instrumentation, tumor markers, hormone and thyroid studies, vitamins, trace elements, toxicology, chemistry of body fluid analysis, and heavy metals. Basic Quality management will be covered. Correlation of test results to specific disease states will be stressed. Prerequisite: Satisfactory completion of MLT120 - Clinical Chemistry I with Lab

MLT 170 – IMMUNOLOGY
2.0 semester credits – 30 clock hours
30 hrs Lecture hrs Lab 0 hrs Practicum
The course examines principles of immunology, antibody-antigen reactions, and selected testing principles.
Prerequisite: BI165
MLT 200 - HEMATOLOGY I WITH LAB
4.0 semester credits – 73 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course covers the theory and principles of blood cell production and function, and introduces the student to basic practices and procedures in the Hematology and coagulation Laboratory. Body Fluid and semen analysis as it pertains to hematology lab analysis is also presented. Lab exercises support topics discussed. Prerequisite: Satisfactory completion of BI165 - Introduction to Biology.

MLT 205 - HEMATOLOGY II
4.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
This is a continuation of MLT200. Topics include leukemias, myeloproliferative disorders, lymphoid malignancies, myelodysplastic syndromes and leukocyte neoplasias. Coagulation studies continue with platelet disorders, hemophilia, factor deficiencies and thrombotic disorders. Special attention is given to identification of abnormal cells and inclusions. Prerequisite: Satisfactory completion of MLT200 - Hematology I with Lab.

MLT 110 210- MICROBIOLOGY II
3.0 4.0 semester credits – 45 75 clock hours
45 hrs Lecture 90 30 hrs Lab 0 hrs Practicum
This course provides an overview of acid fast organisms, anaerobic bacteria, fungi, common parasites. It will include the study of the organisms, the diseases and conditions that they cause, and laboratory methods for detection. Prerequisite: Satisfactory completion of MLT105 – Microbiology I with Lab.

MLT 250 - MEDICAL LABORATORY TECHNICIAN EXTERNSHIP
8.0 semester credits – 360 clock hours
0 hrs Lecture 0 hrs Lab 360 hrs Practicum
Students are assigned to affiliated comprehensive clinical laboratories to perform common laboratory testing. They will apply the information learned during didactic and student lab training in a clinical setting using current instrumentation, automation, and semiautomated/manual techniques. Adherence to proper safety, QA/QC, and verification and interpretation of data, as well as effective communication and teamwork within a healthcare setting will be emphasized. Prerequisite: Satisfactory completion of all MLT Technical Coursework.

MMH 100 - MEDICATION MATH
1.0 semester credits – 15 clock hours
15 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides the nursing student with the mathematical concepts to determine safe medication dosages and intravenous flow rates. The learner will calculate simulated clinical medication and intravenous solution problems. Students will be provided an opportunity to accurately calculate drug dosages for oral, topical, injectable and intravenous medications.

MODULE A - INTRODUCTION TO HEALTHCARE
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will discuss the concepts of medical terminology, including prefixes, suffixes and word roots, as well as, abbreviations and symbols. In this course, students learn the anatomy and physiology of the body systems, including vocabulary, pathology, diagnostic and therapeutic procedures. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MODULE B - CONCEPTS IN HEALTHCARE
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module contains lessons that will provide the students with the knowledge involving the core concepts of the health care delivery system and health occupations. It will discuss various aspects of communication, interpersonal skills, legal and ethical responsibilities, as well as safety and security procedures. The module will describe wellness and diseases, quality assurance, aseptic techniques, Basic First Aid and CPR. Skills in computer literacy and employability are also discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MODULE C – MEDICAL OFFICE ADMINISTRATION
3.5 semester credits – 80 clock hours
This module will discuss the concepts related to the medical office management, including interpersonal relationships, and communication. The lesson also covers descriptions of the patient reception, office facility, equipment and supplies. The course also illustrates appointment scheduling, medical records management and its components, and medical office management. Concepts of professionalism in healthcare will also be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

**MT MODULE C - FUNDAMENTALS OF MASSAGE THERAPY**

*3.5 semester credits - 80 clock hours*

This module covers the overall foundation, ethics and scientific art of therapeutic touch, as well as the history of massage. It also covers the guidelines and preparation for massage, which includes massage fundamentals, settings, equipment, supplies, and set-up procedures. It will also emphasize on client’s draping and positioning. The course will also present the basic Swedish manipulations to be incorporated into a full body sequence. The proper usage of body mechanics to efficiently deliver massage techniques will be reviewed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

**MT MODULE D - MASSAGE THERAPY CONCEPTS**

*3.5 semester credits - 80 clock hours*

This module reviews the basic principles of biomechanics and dysfunctional patterns in relations to kinesiology. Student will learn the assessment of the biomechanical function incorporating the knowledge of skeletal and muscular systems and apply them to their massage techniques. This module also covers the theory of physiologic mechanisms of seated, deep tissue and sports massage. It will present the different manipulation techniques used in these types of deliveries using different tools for better delivery which includes myofascial release, trigger point evaluation, and neuromuscular therapy. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, and MT Module C Fundamentals of Massage Therapy.

**MT MODULE E - BUSINESS AND SUCCESS SKILLS**

*3.5 semester credits - 80 clock hours*

This module explores essential skills that help establish personal and business success. This module covers the different aspects of massage therapy practice, whether as an employee or self-employed. This class will further help the student understand what different considerations involved in the practice from goal setting, business and financial planning, marketing and business management. Student will also learn how to create their business cards, flyers, and other marketing tools. In this module, students will also be presented how write a business plan. The emphasis of the module is to prepare the student in the business and marketing aspects of the profession. Concepts of professionalism in healthcare will also be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, and MT Module C Fundamentals of Massage Therapy.

**MT MODULE F - THERAPEUTIC TECHNIQUES AND BODY SYSTEMS**

*3.5 semester credits - 80 clock hours*

This module will cover the massage delivery involving individuals that may need special attention, which includes geriatric, infant and children, individuals with disabilities, as well as women who are pregnant. It will emphasize the communication skills and approach that are important when working with these clients. Pregnancy and infant massage, as well as manual lymphatic drainage techniques will be presented in this course. This course also covers the history and practice of incorporating hot and cold applications with massage and spa environment. It will discuss the physiological effects, indications and contraindications. The different aspect of health and wellness such as nutrition and exercise, as well as emphasizing the promotion of stress management utilizing the body, mind and spirit will be mentioned. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, MT Module C Fundamentals of Massage Therapy, and MT Module D Massage Therapy Techniques.

**MT MODULE G - COMPLIMENTARY THERAPIES**

*3.5 semester credits - 80 clock hours*

This module will cover the massage delivery involving individuals that may need special attention, which includes geriatric, infant and children, individuals with disabilities, as well as women who are pregnant. It will emphasize the communication skills and approach that are important when working with these clients. Pregnancy and infant massage, as well as manual lymphatic drainage techniques will be presented in this course. This course also covers the history and practice of incorporating hot and cold applications with massage and spa environment. It will discuss the physiological effects, indications and contraindications. The different aspect of health and wellness such as nutrition and exercise, as well as emphasizing the promotion of stress management utilizing the body, mind and spirit will be mentioned. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, MT Module C Fundamentals of Massage Therapy, and MT Module D Massage Therapy Techniques.

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This module is designed to cover the conceptual foundation and basic foundations of Traditional Chinese Medicine Theory. Other areas addressed include acupressure, shiatsu and reflexology. Basic theory, components and practical study of Polarity (energy) and Aromatherapy are discussed in relation to the practical application and integration into regular massage session. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, MT Module C Fundamentals of Massage Therapy, and MT Module D Massage Therapy Techniques

**MT MODULE H - CLINICAL MASSAGE**
3.5 semester credits - 160 clock hours  
0 hrs Lecture 0 hrs Lab 160 hrs Practicum  
This course will give the student the opportunity to apply learned massage techniques (from general Swedish, complementary therapies and muscle specifics). During this course, students will be performing massages using various techniques applicable to their client's complaints and objective assessment. This course will give the student practice of proper body mechanics, and alterations of techniques for more effective massage delivery and achieving client's goals. This course is concentrated on the preparation for student's "real-life" practice of the profession. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, MT Module C Fundamentals of Massage Therapy, MT Module D Massage Therapy Concepts, MT Module E Business and Success Skills, MT Module F Therapeutic Techniques and Body Systems, MT Module F Therapeutic Techniques and Body Systems, MT Module G Complimentary Therapies.

**NTR 200 - PRINCIPLES OF NUTRITION**
2.0 semester credits - 30 clock hours  
30 hrs Lecture 0 hrs Lab 0 hrs Clinical  
This course provides students with the scientific principles of human nutrition. Emphasis is on health promotion related to nutrition, nutrition across the lifespan, therapeutic nutrition, and dietary treatment for common health conditions. Focus is also on basic metabolism of nutrients; use of supplements, cultural issues related to food intake and nutrition, the relationship of lifestyle and diet, and eating disorders and at risk nutritional behaviors.

**NUR 201 - INTRODUCTION TO PROFESSIONAL NURSING**
3.0 semester credits - 45 clock hours  
45 hrs Lecture 0 hrs Lab 0 hrs Clinical  
This course introduces the student to the fundamental issues in the profession of nursing. Selected concepts include the health care delivery system, role of the professional nurse, communication, culture, nursing process, and critical thinking. Students will also explore regulatory, political, financial, and social aspects of health care as they influence the practice of nursing.

**NUR 202 - FUNDAMENTALS OF NURSING**
6.0 semester credits - 165 clock hours  
45 hrs Lecture 30 hrs Lab 90 hrs Clinical  
This course focuses on the basic concepts, skills, and values that are essential as a foundation for professional nursing practice. Patient and staff safety and quality of care is emphasized throughout the course. Health promotion, wellness, and health teaching are also stressed as a major role for the professional nurse. Laboratory skills experiences and clinical practice in the long-term care setting allow students to apply the basic concepts that they learn while utilizing the nursing process. **Corequisite:** NUR 202 - Health Assessment

**NUR 250 – PROFESSIONAL ROLE ENHANCEMENT**
3.0 semester credits - 45 clock hours  
This course builds on knowledge previously acquired by the registered nurse and focuses on concepts related to baccalaureate-level nursing practice. Concepts related to the contemporary role of the professional nurse, practice foundations, current dynamics within the health care industry, and changes in practice environments that impact the professional nurse’s role are examined. Students will also explore regulatory, political, financial, and social aspects of health care as they influence the practice of nursing.

**NUR 302 - HEALTH ASSESSMENT**
4.0 semester credits - 90 clock hours  
30 hrs Lecture 60 hrs Lab 0 hrs Clinical  
This course focuses on the development of interviewing and physical examination skills to provide the learner with a systematic method for collecting and analyzing data using the nursing process. Students will learn the skills necessary to complete and document comprehensive and focused physical, psychosocial, and spiritual assessments as a basis for planning nursing and collaborative care. Laboratory experiences are utilized to integrate theory and skill mastery necessary for the nurse generalist. **Corequisite:** NUR 202 - Fundamentals of Nursing.
NUR 303 - INFORMATION AND TECHNOLOGY IN NURSING PRACTICE
2.0 semester credits - 30 clock hours
30 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course examines information and technology in the delivery of nursing practice and healthcare, including electronic patient records. Students learn how to utilize personal digital assistants (PDA), use APA as a format for scientific writing, and retrieve relevant evidence and other information. Patient safety, privacy, and security issues are emphasized throughout the course.

NUR 304 - GERONTOLOGICAL NURSING
2.0 semester credits - 30 clock hours
30 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course emphasizes a holistic approach to caring for older adults with a strong focus on health and wellness. The role of the professional nurse and interdisciplinary health team in managing special healthcare issues of older adults is also discussed. Students will have the opportunity to interview healthy elders and reflect on their views related to the older population.

NUR 305 - ADULT HEALTH I
8.0 semester credits - 225 clock hours
60 hrs Lecture 30 hrs Lab 135 hrs Clinical
This course focuses on evidence-based nursing care of patients with common acute and chronic health problems in adult medical-surgical settings. Use of the nursing process, patient and staff safety, and quality of care are emphasized throughout the course. Health promotion, wellness, and health teaching are also stressed as a major role for the professional nurse. Students have an opportunity to learn and practice commonly performed invasive laboratory skills based on those acquired in the Fundamentals of Nursing course. By the end of the course, students will have total care responsibility for at least two (2) adult patients in their clinical practicum, including young, middle-aged, and/or older adults. Prerequisites: NUR202 - Fundamentals of Nursing, NUR302 - Health Assessment, BIO205 - Pathophysiology

NUR 306 - PHARMACOLOGY I
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course introduces the nursing student to the principles of pharmacology. The focus of the course is pharmacology basics and drugs affecting the commonly prescribed and over-the-counter (OTC) cardiovascular, respiratory, and gastrointestinal systems. Anti-infective agents, analgesics, anti-diabetics, and drugs to treat skin disorders are also discussed using a nursing process approach. Lifespan differences and complementary/alternative therapies are described as they affect medication. Corequisite: BIO205 Pathophysiology

NUR 307 - PSYCHIATRIC NURSING
3.0 semester credits - 75 clock hours
30 hrs Lecture 0 hrs Lab 45 hrs Clinical
This course provides students with a holistic approach to theories and concepts related to the wellness and illness care for patients with selected psychiatric/behavioral health problems across the lifespan. The importance of an interdisciplinary health team approach is emphasized. Students will have the opportunity to utilize the nursing process and therapeutic communication with a variety of patients with mental/behavioral health issues in inpatient and/or community-based settings. Prerequisites: NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment

NUR 308 - OBSTETRICAL NURSING
3.0 semester credits - 75 clock hours
30 hrs Lecture 0 hrs Lab 45 hrs Clinical
This course is designed to provide students with a holistic approach to theories and concepts related to the wellness and illness needs of the childbearing family and newborn care. Both normal and common deviations from normal processes and related nursing care are included. The impact of culture on the family unit experiencing pregnancy, birthing, and postpartum behaviors is stressed. Discussion of menopause as the end point of the childbearing years is also included. Knowledge of human growth and development, sexuality, and utilization of the nursing process are woven throughout the course. Prerequisites: NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment

NUR 310 - EVIDENCE BASED PRACTICE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course introduces the students to the basic concepts of evidence-based practice as it is used to enhance the delivery of patient care. Students will learn how to basic skills to help them critically appraise research and the research process, and how to use research findings to inform evidence-based nursing practice. Legal, ethical, and cultural issues in research are emphasized and methods of establishing an individual evidence-based nursing practice are examined. Students will identify a clinical question create a scholarly paper to explore relevant evidence findings. Prerequisites: NUR 201 - Introduction to Professional Nursing.

NUR315 – HEALTH CARE SYSTEMS AND POLICY
3.0 semester credits – 45 clock hours
This course is an overview of health care systems and policy and the major characteristics, foundations, and processes that impact local and national health care. Emphasis is placed on the ethical, economic, and political aspects of health care policies and systems. Current health care systems and policy challenges are addressed with potential strategies nurses can use from the bedside to the boardroom to impact health care from organizational to national levels.

NUR320 – EVIDENCE BASED PRACTICE
3.0 semester credits – 45 clock hours
This course provides an introduction to the use of evidence to improve nursing practice and promote quality health outcomes. Emphasis is placed on appraising critical elements of nursing research, as well as on evaluating the quality of other evidence used to make practice decisions. The baccalaureate-prepared nurse’s role in research and in implementing strategies to support evidence-based practice is examined. Students address a nursing practice problem by proposing an evidence-based solution.

NUR325 – INFORMATION MANAGEMENT IN HEALTH CARE
3.0 semester credits – 45 clock hours
This course explores data management, information literacy, and the impact of technology on the decision-making process to improve the health of individuals, families, groups, and communities. Current trends and issues in health care informatics and ways in which technology assists in the movement from data to wisdom will be discussed. Skills to identify information needs and use technology to communicate and manage knowledge to achieve best practice outcomes are addressed.

NUR335 – HEALTH ASSESSMENT FOR REGISTERED NURSES
4.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Clinical
This course builds upon the registered nurse’s existing interviewing and physical examination skills to a systematic method for collecting and analyzing data using the nursing process. Students will learn the skills necessary to complete and document comprehensive and focused physical, psychosocial, and spiritual assessments as a basis for planning nursing and collaborative care. Interactive simulated experiences are utilized to integrate theory and skill mastery.

NUR350 – BUSINESS CONCEPTS FOR THE PROFESSIONALNURSE
3.0 semester credits – 45 clock hours
This course focuses on basic concepts related to business, finance, and economics in various health care settings. The course serves as a framework for evidence-based business decision-making in a complex health care environment. The use of utilization review and case management will be evaluated in the context of cost containment. Students will develop an understanding of revenue generation and reimbursement and the professional nursing role within a competitive health care marketplace.

NUR 401 - ADULT HEALTH II
8.0 semester credits - 225 clock hours
60 hrs Lecture 30 hrs Lab 135 hrs Clinical
This course focuses on evidence-based holistic care of critically ill patients with complex, multi-system acute health problems in adult medical-surgical and critical care settings. Use of the clinical-decision making process; patient, family, and staff safety; and quality of care are emphasized throughout the course. Health teaching, interdisciplinary team collaboration and management of care are stressed as major roles for the professional nurse. Students will have the opportunity to learn and practice complex, invasive laboratory skills built on those acquired in the Adult Health I course. By the end of the course, students will be able to manage care for 2-3 adults of varying ages, depending on patient acuity. Prerequisites: NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 305 - Adult Health I
NUR 402 - PEDIATRIC NURSING
3.0 semester credits - 75 clock hours
30 hrs Lecture 0 hrs Lab 45 hrs Clinical
This course is designed to provide students with a holistic approach to theories and concepts related to the wellness and illness needs of the childrearing family. The primary focus is on nursing care of the child as a member of a family unit who is impacted by potential childhood health problems. The course emphasizes provision of nursing care that minimizes the psychological and physical stresses inherent in pediatric treatment, and the impact of culture on the child/family dealing with illness. Knowledge of normal human growth and development and utilization of the nursing process are woven throughout the course. Prerequisites: NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment

NUR 403 - COMMUNITY HEALTH NURSING
3.0 semester credits - 75 clock hours
30 hrs Lecture 0 hrs Lab 45 hrs Clinical
This course focuses on community health nursing practice with families, aggregates and the community and provides experiences in the public health system and the community. Emphasis is placed on epidemiology, health promotion, risk reduction, chronic disease prevention, environmental health, vulnerable populations, contemporary health issues, and developing healthier communities. Prerequisites: NUR 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment

NUR 404 - PHARMACOLOGY II
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course focuses on drugs used to manage complex or critically ill patients across the lifespan with urgent or emergent neurologic, immunologic, and cardiovascular health problems. Reproductive and endocrine drugs and agents used for the eye, ear, and skin are also discussed using a nursing process approach. Lifespan differences and complementary/alternative therapies are described as they affect medication administration, action, and side effects. Students will also learn how to calculate and titrate intravenous medications. Prerequisites: NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 306 - Pharmacology I

NUR 405 - HEALTH CARE LAW AND ETHICS
2.0 semester credits - 30 clock hours
0 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course examines the increased importance of legal and ethical issues in nursing and health care. Students will study legal principles that guide nurses in both general and specialized areas of practice. The course will introduce the legal system, nursing law, and relate nursing practice to the legal system. The course will also introduce nursing students to ethical theory and principles and identify models for the recognition, analysis, and resolution of ethical problems in health care practice. Current issues related to ethical and moral dilemmas such as informed consent, allocating medical resources, organ donation, euthanasia, abortion, palliative and end-of-life care, and treating impaired infants will be covered. Prerequisites: NUR 201 - Introduction to Professional Nursing

NUR 406 - LEADERSHIP IN NURSING PRACTICE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course is an introduction to nursing leadership and management. The emphasis is on exploring key skills the professional nurse may use in any health care setting to facilitate the delivery of health care. Students have the opportunity to examine the how the processes of collaboration, managing conflict, human resources, case management, and quality improvement are utilized in leadership and management. The structures and cultures of health care organizations are addressed. Prerequisites: NUR 201 - Introduction to Professional Nursing

NUR 407 - CLINICAL INTEGRATION CAPSTONE
6.0 semester credits - 270 clock hours
0 hrs Lecture 0 hrs Lab 270 hrs Clinical
This course gives senior nursing students the opportunity to develop increasing levels of autonomy in managing care for a group of patients and integrating the knowledge and skills they have learned throughout the program. It serves as a foundation and transition for the entry level nurse generalist as students increase their delegation, prioritization, and time management skills and ability. Special emphasis is placed on practicing principles of leadership and management as well as collaborating and communicating with nursing and health care teams. Prerequisites: NUR 202 - Fundamentals of
NUR 410 - NURSING CONCEPTS SYNTHESIS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course is a review of essential concepts and skills from the nursing curriculum related to care of patients across the lifespan. A case study approach allows students to be active participants in the learning process. Students will focus on those concepts that they need to prepare for the successful practice of professional nursing. The clinical co-requisite courses will focus on assessing essential clinical skills. A comprehensive, standardized NCLEX-RN exam is included in the course. **Prerequisites:** NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 401 - Adult Health II, NUR 404 - Pharmacology II. **Co-requisite:** NUR 410 – Nursing Concepts Synthesis.

NUR415 – LEADERSHIP IN ACTION
3.0 semester credits – 75 clock hours
45 hrs Lecture 30 hrs Lab 0 hrs Clinical
The course examines the dual roles of baccalaureate-prepared nurses as leaders and managers. Topics such as coaching and mentoring, transforming quality indicators into quality care, managing care transitions between various settings and levels will be discussed. AONE competencies for nurse leaders and managers at all levels will be a focus of the course. Observational experiences provide students with opportunities to explore professional competencies needed for BSN-level nursing leadership.

NUR425 – COMMUNITY-BASED PRACTICE
4.0 semester credits – 90 clock hours
45 hrs Lecture 0 hrs Lab 45 hrs Clinical
This course is designed to explore coordination and continuity of health care as patients transition between different practice environments and levels of care. Students will be exposed to concepts from public health, epidemiology, and community-based care. Case management, health promotion, disease management, and continuity of care are stressed as primary functions of the BSN-prepared nurse practicing in non-acute care settings. Field experiences will provide opportunities for students to analyze community health resources, examine practice in community health care settings, and evaluate the role of the transitional care nurse.

NUR450 – CHANGING NURSING PRACTICE
This course provides students the opportunity to learn the process of developing an evidence-based project proposal to address a problem, issue, or concern related to patient, family, or community nursing practice. Students will identify nursing practice problem as the initial step and propose a resolution based on sufficient and compelling evidence. A theory of planned change serves as the basis for a plan to implement the proposed resolution and design strategies to evaluate its effectiveness. To complete the project proposal process, plans are included about ways to use and disseminate the results.

PCT MODULE C - THE ROLE OF THE PATIENT CARE TECHNICIAN
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the student with an overview of the emerging career of patient care technician. Responsibilities of the patient care technician, as well as the role within the healthcare delivery team will be discussed. Working with different types of patients and communication skills will be covered. Professionalism and courtesy will be stressed at all times. **Prerequisite:** Satisfactory completion of Module A and Module B.

PCT MODULE D - PHYSICAL AND OCCUPATIONAL THERAPY SKILLS
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with an overall understanding of the theory and hands-on skills involved in providing physical therapy and occupational therapy assistance. An overview of medical terminology is covered as well. **Prerequisite:** Satisfactory completion of Module A and Module B.

PCT MODULE E - PHLEBOTOMY, ELECTROCARDIOGRAPHY, AND RESPIRATORY THERAPY SKILLS
3.5 semester credits - 80 clock hours
This module is designed to provide the student with an overall understanding of didactic theory and hands-on skills involved in the practice of phlebotomy, electrocardiography, and respiratory therapy. Also covered in this module is medical terminology and common disorders associated with relevant body systems. **Prerequisite**: Satisfactory completion of Module A and Module B.

**PCT MODULE F - PATIENT CARE SKILLS**
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the student with an overall understanding of the theory and hands-on skills involved in providing patient care as would be required by a patient care technician. An overview of medical terminology and common disorders is covered as well. **Prerequisite**: Satisfactory completion of Module A and Module B.

**PCT MODULE G - PERSONAL CARE AND CHARTING**
3.0 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with an overall understanding of the theory and hands-on skills involved in providing advanced patient care skills and providing home health care. Students will also receive an overview of medical terminology and common disorders. **Prerequisite**: Satisfactory completion of Module A and Module B.

**PCT MODULE H - PRACTICUM**
3.5 semester credits - 160 clock hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite**: Module A Introduction to Healthcare, Module B Concepts in Healthcare, PCT Module C The Role of the Patient Care Technician, PCT Module D Physical and Occupational Therapy Skills, PCT Module E Phlebotomy, Electrocardiography, and Respiratory Therapy Skills, PCT Module F Patient Care Skills, PCT Module G Personal Care and Charting.

**PD 299 - PROFESSIONAL DEVELOPMENT**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will prepare the student for the transition from school to work. Students will learn how to obtain employment in their field of study. Interviewing techniques, resume writing, professionalism, communication skills and job searching will be emphasized.

**PH 210 – CRITICAL THINKING AND PROBLEM SOLVING**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The ability to think critically is an essential foundation for problem solving. This course is designed to examine and enhance the process of critical thinking and decision-making. Concepts related to thinking, learning, reasoning, communication, and problem solving will be used to explore the decision-making process. Emphasis will be placed upon the ability to think critically and creatively, reason soundly, and collaborate effectively.

**PH 330 - DECISION MAKING**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to improve students’ ability to listen and observe, to think critically and creatively, to reason soundly, and to write persuasive arguments.

**PH 410 - ETHICS**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course involves a theoretical discussion and analysis of ethics within the professional environment. Students will examine concepts of duty and responsibility, professional obligations, and values.

**PH MODULE D - INTRODUCTION TO PHLEBOTOMY**
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will discuss the concepts related to the phlebotomy practice which includes ethical, legal and regulatory issues, as well as quality essentials. The module presents a review of the organ systems, with concentration in the cardiovascular system, it will also cover the basic diagnostic and laboratory tests associated with phlebotomy for each organ system. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: Satisfactory completion of Module A and Module B.

PH MODULE E - SAFETY AND INFECTION CONTROL
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will discuss the concepts related to infection control, as well as safety and first aid. The module also covers the components and guidelines of documentation and how to ensure confidentiality. Proper specimen handling and transportation will also be presented. Blood collection equipment is also discussed in this module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: Satisfactory completion of Module A and Module B.

PH MODULE F - PHLEBOTOMY PROCEDURES
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module presents the concepts and skills related to venipuncture procedures, which includes the discussion of the process and steps, equipment, venipuncture sites, collection tubes and routine blood test and cultures. This course will also cover the procedures for collecting capillary blood specimens, as well as concept of pre-analytical complications related to phlebotomy procedures. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: Satisfactory completion of Module A and Module B.

PH MODULE G - SPECIAL PROCEDURES AND POINT OF CARE TESTING
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module presents the concepts and skills related to special collection procedures which include pediatric and elderly collection procedures, as well as arterial and intravenous collections. The course will also cover urinalysis, body fluids and other specimen collections. It will further discuss forensic toxicology, workplace and sports medicine testing. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: Satisfactory completion of Module A and Module B.

PH MODULE H - PRACTICUM
3.5 semester credits - 160 clock hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. Prerequisite: Module A Introduction to Healthcare, Module B Concepts in Healthcare, Module C Medical Office Administration, PH Module D Introduction to Phlebotomy, PH Module E Safety and Infection Control, PH Module F Phlebotomy Procedures, PH Module G Special Procedures and Point of Care Testing.

PO 136 - INTRODUCTION TO POLITICAL SCIENCE
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to introduce basic political science concepts, terminology, and methods of analysis that will enable the citizen/students to apply such knowledge to enhance their understanding of past, current and future issues and events. Students will use their critical thinking and analytical skills to examine controversial political matters through written, oral and debate formats.

PO 150 – AMERICAN POLITICAL SYSTEM
3.0 SEMESTER CREDITS – 45 CLOCK HOURS
45 HRS LECTURE 0 HRS LAB 0 HRS PRACTICUM
This course is a beginning introduction to the study of politics. Students will become familiar with the fundamental vocabulary of the discipline and learn how political issues are studied. Students will enhance their critical reading, thinking, and writing skills as they synthesize information. Students will learn to evaluate politics at the local, state, national, and international levels. The course will also look at the executive, judicial and legislative branches of government and their individual roles in the policy-making process.
PO 160 - INTRODUCTION TO PUBLIC POLICY
3.0 SEMESTER CREDITS – 45 CLOCK HOURS
45 HRS LECTURE 0 HRS LAB 0 HRS PRACTICUM
This course will provide an examination of public policy in the United States. Students will gain an understanding of what public policy is and how the policy process influences healthcare, education, and government. The course will focus on an examination of policymaking at local, state, and national levels. This course will assist students in developing the skills required to define and critically analyze policy issues and problems, choose relevant methods and techniques for policy analysis, and evaluate alternative policy solutions.

PRQ 177 - PROGRAM COURSE PREREQUISITES
15.0 semester credits - 225 clock hours
225 hrs Lecture 0 hrs Lab 0 hrs Practicum
Transfer credit applied for successful completion of courses taken at an approved program with a grade of “C” or better in the following content areas: Anatomy and Physiology, Microbiology, Developmental Psychology, and Statistics. Students may not enroll in this course as it is provided to facilitate the application of transfer credit.

PRQ 277 - GENERAL EDUCATION PREREQUISITES
36.0 semester credits - 540 clock hours
540 hrs Lecture 0 hrs Lab 0 hrs Practicum
Transfer credit applied for successful completion of general education courses taken as part of an approved program with a grade of “C” or better. Students may not enroll in this course as it is provided to facilitate the application of block transfer credit.

PS 135 - INTRODUCTION TO PSYCHOLOGY
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This class surveys human development from conception through adulthood. Emphasis is placed on understanding the basic concepts and terminology. Students will explore the phases of human development and the influence of the physical, cognitive, and psychosocial domains on their lifestyles throughout their lifetimes.

PS 137 – HUMAN GROWTH AND DEVELOPMENT
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Understanding growth and development across the lifespan or at each stage and age of the life cycle is a valuable tool for all health care workers. This class will enable the student to study growth development in a continuum across the lifespan, with a special emphasis on assessing, planning and implementing health care and education at each stage of life. Prerequisite: PS 135 - Introduction to Psychology.

PTA 101 - INTRODUCTION TO PHYSICAL THERAPY PROFESSION
2.0 semester credits - 30 clock hours
30 hrs Lecture 0 hrs Lab 0 hrs Practicum
Provides an overview of the history of physical therapy, introduces the profession of physical therapy, the scope of practice of the PTA, role of the PTA, the course of physical therapy education, legal and ethical issues of the profession, the interdisciplinary health care team, and professional communication skills.

PTA 102 - ANATOMY & PHYSIOLOGY
6.0 semester credits - 105 clock hours
75 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross & microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body A & P to informed decision-making & professional communication with colleagues & patients. Prerequisite: BI 165 - Introduction to Biology

PTA 103 - DOCUMENTATION AND MEDICAL TERMINOLOGY
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course teaches students commonly accepted methods of documentation of physical therapy services, legal reasons and rationale for correct and accurate documentation, and interdisciplinary communication through documentation for appropriate patient care. Students will be introduced to the basics elements of medical terminology, medical word building and pronunciation guidelines in preparation for effective communication with other healthcare professionals and accurate documentation.

PTA 104 - KINESIOLOGY I
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course introduces basic principles of physics, functional musculoskeletal anatomy, kinematics, biomechanics, and clinical interventions to address impairments in the joints of the lower quadrant. Students locate and identify muscles, joints, and other landmarks of the lower quadrant and describe osteo and arthrokinematic concepts to understand the components of functional movement. **Prerequisite/Corequisite:** PTA 102 – Anatomy & Physiology

PTA 105 - KINESIOLOGY II
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course introduces basic principles of functional musculoskeletal anatomy, kinematics, biomechanics, and clinical interventions to address impairments in posture, gait, the neck, and in the joints of the upper quadrant. Students locate and identify muscles, joints, and other landmarks of the upper quadrant and describe osteo/arthrokinematic concepts to understand the components of functional movement. Students are introduced to the theories of joint mobilization and to data collection related to muscle testing, goniometric measurement and sensory testing. **Prerequisite:** PTA 104 – Kinesiology I

PTA 106 - PATIENT CARE SKILLS
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
An introduction to basic patient handling skills and physical therapy interventions performed by the physical therapist assistant such as vital signs, gait training, transfers, bed mobility, positioning, assistive device training, body mechanics, PROM, wheelchair assessment. Includes instruction on competencies leading to certification in First Aid and CPR. **Prerequisites:** PTA 101 – Introduction to Physical Therapy Profession and PTA 102 – Anatomy & Physiology

PTA 107 - THERAPEUTIC EXERCISE
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course provides instruction on the implementation of a variety of therapeutic exercise principles for the treatment of various impairments encountered in physical therapy. Learners implement, educate, adapt, and assess responses to therapeutic exercises. **Prerequisites:** PTA 102 – Anatomy & Physiology and PTA 105 – Kinesiology II

PTA 108 - ETHICS IN PHYSICAL THERAPY PRACTICE
1.0 semester credit - 15 clock hours
15 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides exposure the ethical and moral issues facing physical therapy professionals in all clinical settings. Instruction centers around analysis of case studies intended to teach assessment of the situation and resolution of ethical/moral problems and dilemmas. **Prerequisite:** PTA 101 – Introduction to Physical Therapy Profession

PTA 201 - PATHOLOGY OF SYSTEMS
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course develops the knowledge to recognize etiologies, signs and symptoms of pathologies of systems. Integrates concepts of pathologies such as COPD, Diabetes, CHF, DVT, wounds, cardiac rehabilitation; introduces physical therapy interventions related to the impairments caused by these pathologies, and data collection in patient treatment. **Prerequisite:** PTA 102 – Anatomy & Physiology

PTA 202 - NEUROLOGIC REHABILITATION
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course integrates concepts of neurologic pathologies, physical therapy interventions, and data collection in patient treatment. Unit topics include such pathologies as CVA, SCI, TBI, MS, Parkinson’s Disease. By course completion, students will be able to discuss etiology, signs/symptoms, and prognoses of various neurologic conditions and implement
plan of care under the supervision of a physical therapist. **Prerequisites:** PTA 102 – Anatomy & Physiology, PTA 105 – Kinesiology II, and PTA 106 – Patient Care Skills

**PTA 203 - ORTHOPEDIC REHABILITATION**
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course integrates concepts of musculoskeletal pathologies, physical therapy interventions, and data collection in patient treatment. By course completion, students should be able to discuss etiology, signs/symptoms, and prognoses of various orthopedic conditions and implement plan of care under the supervision of a physical therapist. **Prerequisite:**
PTA 102 – Anatomy & Physiology, PTA 105 – Kinesiology II, and PTA 106 – Patient Care Skills

**PTA 204 - REHABILITATION ACROSS THE LIFESPAN**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Integrates concepts of pathology, physical therapy interventions and data collection across the lifespan. In addition, the PTA’s role in health, wellness and prevention; reintegration, and physical therapy interventions for special patient populations will be addressed. **Prerequisite:**
PTA 102 - Orthopedic Rehabilitation, PTA 103 – Documentation & Medical Terminology, and PTA 105 – Kinesiology II

**PTA 205 - PHYSICAL AGENT MODALITIES**
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course develops the knowledge and psychomotor skills necessary to apply physical agent modalities for common impairments treated in physical therapy including electrical stimulation, thermal and non-thermal ultrasound, diathermy, low level laser and superficial modalities. **Prerequisites:** PTA 102 – Anatomy & Physiology, PTA 105 – Kinesiology II, and PTA 106 – Patient Care Skills

**PTA 210 – PHYSICAL THERAPY PROFESSIONAL ISSUES**
2.0 semester credits - 30 clock hours
30 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an overview of the transition from being a PTA student to entering the work force, the regulations and requirements for licensure, the organizational structure of the APTA, and continuing clinical education requirements. **Prerequisites:**
PTA 101 – Physical Therapy Assistant Program, PTA 103 – Documentation & Medical Terminology, and PTA 105 – Kinesiology II

**PTA 301 - INTEGRATED CLINICAL EXPERIENCE**
2.0 semester credits – 80 clock hours
0 hrs Lecture 0 hrs Lab 80 hrs Practicum
This course provides the Physical Therapist Assistant student the opportunity to observe, and participate as appropriate, supervised clinical education experiences in the healthcare setting. Students are placed in clinical affiliations by the Academic Coordinator of Clinical Education and, under the direction and supervision of a physical therapist or physical therapist assistant will have the opportunity to perform/apply patient care interventions as deemed safe and appropriate by the assigned clinical instructor. This clinical education experience is a precursor to future didactic and clinic education courses. **Prerequisite:** Successful completion of all general education and technical education courses delivered in semesters one through three.

**PTA 302 - CLINICAL PRACTICE II**
6.0 semester credits – 280 clock hours
0 hrs Lecture 0 hrs Lab 280 hrs Clinical
This course provides full-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings. Students will have the opportunity to continue development of data collection, treatment and clinical decision skills under the direction and supervision of a licensed PT or PTA. **Prerequisites:** Completion of all general education classes and all technical classes, except PTA210 – Physical Therapy Professional Issues.

**PTA 303 - CLINICAL PRACTICE III**
6.0 semester credits – 280 clock hours
0 hrs Lecture 0 hrs Lab 280 hrs Clinical
This course provides the final full-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings. Students will have the opportunity to continue development of data collection, treatment and clinical decision skills under the direction and supervision of a licensed PT or PTA.
licensed PT or PTA. **Prerequisites:** Completion of all general education classes and all technical classes, except PTA210 – Physical Therapy Professional Issues.

**PT MODULE C - INTRODUCTION TO PHARMACY / ADMINISTRATIVE ASPECTS OF PHARMACY TECHNOLOGY AND BASIC PHARMACY APPLICATIONS**

*3.5 semester credits - 80 clock hours*

This module introduces the student to the roles and responsibilities of the pharmacy technician. The function of pharmacy as part of the healthcare system, as well as regulatory standards in pharmaceutical practice will be discussed. Law and ethics of pharmacology will be covered, along with processing of orders and inventory control in pharmacy. An overview of compensation and insurance billing will be included. The concept of compounding will be introduced, along with preparation of sterile products. **Prerequisite:** Successful completion of Module A and Module B.

**PT MODULE D - PROFESSIONAL ASPECTS OF PHARMACY TECHNOLOGY/PHARMACEUTICAL CALCULATIONS**

*3.5 semester credits - 80 clock hours*

*40 hrs Lecture 40 hrs Lab 0 hrs Practicum*

This module introduces the student medical terminology and abbreviations related to pharmacy along with apothecary symbols. Basic math, systems of measurements, and conversions between different systems of measurements will be covered as well as pharmaceutical calculations of drug dosages. Concepts of concentration and dilution along with dosage calculation of parenteral and IV medications will be introduced. **Prerequisite:** Successful completion of Module A and Module B.

**PT MODULE E - PHARMACY OPERATIONS**

*3.5 semester credits - 80 clock hours*

*40 hrs Lecture 40 hrs Lab 0 hrs Practicum*

This module will provide the basic concepts and skills in pharmacy operations relating to community/retail and institutional pharmacy. It will discuss the fundamentals of communication and customer service along with reading and processing prescriptions and the requirements for filling the prescriptions. Accounting formulas, calculations, insurance billing, and workplace safety will also be covered in this course. Professionalism in dress, behavior, and attitude are presented throughout the program. **Prerequisite:** Successful completion of Module A and Module B.

**PT MODULE F - PHARMACODYNAMICS AND PHARMACOKINETICS**

*3.5 semester credits - 80 clock hours*

*40 hrs Lecture 40 hrs Lab 0 hrs Practicum*

This module introduces anatomy, physiology, and the basic chemical components of the human body. Specific disorders and abnormalities affecting the body will be introduced, and actions and uses of drugs on each body system will be covered. The relationship of pharmacology to anatomy and physiology will be discussed, along with clinical applications of drug categories. **Prerequisite:** Successful completion of Module A and Module B.

**PT MODULE G - PHARMACOLOGY**

*3.5 semester credits - 80 clock hours*

*40 hrs Lecture 40 hrs Lab 0 hrs Practicum*

This module provides the concepts involved in pharmacology. Classifications of drugs and drug administration will be covered, as well as clinical applications of drug categories. Sources of drugs and drug nomenclature will be included, along with addiction and drug dependency. Special situations involving drug administration, including pediatric, neonatal, and geriatric patients, will be discussed. An introduction to biopharmaceutics is included. **Prerequisite:** Successful completion of Module A and Module B.

**PT MODULE H - PHARMACY PRACTICUM**

*3.5 semester credits - 160 clock hours*

*0 hrs Lecture 0 hrs Lab 160 hrs Practicum*

This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior, and attitude are presented throughout the program. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, Module C Medical Office Administration, PT Module D Professional Aspects of Pharmacy Technology/Pharmaceutical Calculations, PT Module E Pharmacy Operations, PT Module F Pharmacodynamics and Pharmacokintetics, PT Module G Pharmacology.

**QN 320 - ESSENTIAL STATISTICAL THINKING**
**3.0 semester credits - 45 clock hours**

**45 hrs Lecture 0 hrs Lab 0 hrs Practicum**

This course equips students with algebraic and statistical techniques necessary for computation of parameters including basic probabilities, confidence intervals, random variables, probability distribution, mean, median, standard deviations, sampling, hypothesis testing, goodness of fit for application to statistical inference, and managerial decision-making.

**Prerequisite:** MH 140 - College Mathematics.

**SO 170 - INTRODUCTION TO SOCIOLOGY**

**3.0 semester credits - 45 clock hours**

**45 hrs Lecture 0 hrs Lab 0 hrs Practicum**

This class provides an overview of sociology and its application to everyday life. Emphasis is placed on understanding the major theories, concepts, and terminology. Students will explore topics such as culture, inequality, social structure, deviance, and social institutions.

**SO 225 – SOCIETY, BEHAVIOR AND HEALTH**

**3.0 semester credits - 45 clock hours**

**45 hrs Lecture 0 hrs Lab 0 hrs Practicum**

Health and illness are influenced by a wide variety of factors. While contagious and hereditary illness are common, behavioral and psychological factors can impact various health-related conditions and overall physical well-being. The course will focus on how biology, psychology, behavior, and social factors influence health and illness. Concepts from these disciplines will be integrated with content on health, wellness, and illness. The course emphasizes the value of the biopsychosocial model as a way of dealing with human beings living in complex social environments, exposed to a variety of health stressors. A focus of the course is to examine the combined impact of multiple variables on the health of individuals and societies.

**SO 365 - SOCIALIZATION AND SOCIETAL DEVELOPMENT**

**3.0 semester credits - 45 clock hours**

**45 hrs Lecture 0 hrs Lab 0 hrs Practicum**

This course includes a study of the interpersonal skills required and utilized during the interaction between people. Topics discussed will answer questions such as: How do we improve our relationships with our fellow man and woman? What are the motivation factors needed to promote understanding, acceptance, and empathy for human differences and attributes?

**SS 100 - STUDENT SUCCESS**

**3.0 semester credits – 45 clock hours**

**45 hrs Lecture 0 hrs Lab 0 hrs Practicum**

This course is designed to increase a student’s college success by teaching study skills and practical educational strategies. Time management, test taking, communication, and critical thinking are emphasized.

**ST MODULE I - ANATOMY AND PHYSIOLOGY / MEDICAL TERMINOLOGY**

**20.0 semester credits - 300 clock hours**

**300 hrs Lecture 0 hrs Lab 0 hrs Practicum**

This module is designed to provide a comprehensive look at the structure and function of the human body. Each body system is reviewed with regard to anatomy and physiology and surgical procedures, the integumentary system, skeletal, muscular, and nervous systems are examined. Sensory organs, the endocrine system, circulatory, respiratory and lymphatic systems are also presented. Digestive, urinary, and male and female reproductive systems are also covered. Several diseases and disorders are discussed, and the cause, detection, and treatment of them. This module will also teach students prefixes, roots, and suffixes in medical terminology using a unique method of pneumonics. Students will learn basic structure of words, word building, spelling, definitions and medical abbreviation in all areas of medical specialties. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

**ST MODULE II - INTRODUCTION TO SURGICAL TECHNOLOGY**

**18.0 semester credits - 300 clock hours**

**250 hrs Lecture 50 hrs Lab 0 hrs Practicum**

This module is designed to provide the student with the knowledge of how to function in the health care setting. Students will gain knowledge of the global aspects of health care as it pertains to the surgical technologist. Hospital organization, safety and legal issues will be taught. Microbiology, infection and immunology will also be covered as well as wound healing. Students will learn to apply scientific principles of the biologic science of pharmacology. Emphasis is
placed on the relationship of drugs to the surgical patient. Students will gain knowledge of the equipment and technology necessary to the operating room environment. The principles of electricity, physics, LASERS, endoscopy and robotics will also be taught. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of ST Module I.

**ST MODULE III - SURGICAL TECHNIQUES**
*13.0 semester credits - 300 clock hours*
*90 hrs Lecture 210 hrs Lab 0 hrs Practicum*

This module is designed to introduce the student to asepsis and sterile technique as well as scrubbing, gowning, gloving, positioning, prepping, draping and correct sponge, sharps, and instrument counts. Also taught are procedures, methods and principles in the areas of supplies and equipment, principles of patient safety, skin preps, patient positioning, and draping of the operative site. Selected mock surgeries will be performed in the mock OR lab. Additional technical knowledge and skills utilized by surgical technologists including patient transport transfer and positioning, suture selection and preparation, operating room safety and environmental hazards, and receiving medications to the sterile field. Additionally, students will set up basic and case-specific instruments and equipment and utilize them in mock surgical procedures. Students will be trained in CPR and certification is obtained in accordance with the guidelines provided by the American Heart Association. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of ST Module I and II.

**ST MODULE IV - CLINICAL EXTERNSHIP**
*12.0 semester credits - 540 clock hours*
*0 hrs Lecture 0 hrs Lab 540 hrs Practicum*

This module is designed to provide the student with the knowledge of how to function as a surgical technologist in a hospital setting or outpatient surgical center. Students are expected to function in the roles of the scrub and the assistant circulator preoperatively, intraoperatively, and postoperatively. The students have the opportunity to apply the knowledge and skills acquired in the classroom and lab to gain practical experience. Topics include a physical orientation to the operating room and other patient care areas, and basic surgical procedures in case management (scrub and assistant circulator roles). Students will progress in to the role of first scrub. All student activities are under direct supervision of the clinical preceptor. **Prerequisite:** Satisfactory completion of ST Module I – Anatomy and Physiology/Medical Terminology, ST Module II – Introduction to Surgical Technology, and ST Module III – Surgical Techniques.

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**GRADUATE PROGRAM REQUIREMENTS**

**Policies**
Brookline College does not discriminate on the basis of sex, ethnicity, religion, age, disability, or national origin in admission, access, treatment, or employment in any of its activities or programs. A student may be enrolled in only one Brookline College program at a time.

**Denial of Admission or Re-entry**
Brookline College reserves the right to deny admission or re-entry to any applicant or student the College, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them from (a) participation in clinical/practicum or externship experiences required in a program or (b) employment opportunities in the field for which the program is intended to prepare them, or c) whose presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to Brookline College students, faculty, and/or staff. For certain programs, students may eligible to gain clearance from program-specific oversight boards/agencies as it relates to adverse background issues. In the event a student is cleared by an authorized board/agency, they must provide evidence of clearance from program-specific boards prior to admission into the program of study. Regardless, all students admitted to Brookline College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others within the college community.
**Graduate Admittance Requirements**

**Eligibility**
Applicants that graduated from a foreign post-secondary school must provide proof. A certified copy of credentials or official transcripts translated (if applicable) and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators, Inc. (AICE) must be submitted prior to enrollment.

**Interview**
All applicants must have a personal interview with Brookline College admissions representative. During this interview, a potential student's eligibility is confirmed, and career goals are discussed, identified, and matched with potential educational objectives.

**Master Degree Program**
All applicants enrolling into a Master degree program must have evidence of completion of a Baccalaureate degree from a nationally or regionally accredited institution.

**Master of Science in Nursing – Nursing Education**
This program is designed for students who hold a bachelor’s degree and who wish to earn a Master of Science in Nursing Education degree. To be considered for admission applicants must have the following:

1. Baccalaureate degree from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution
   a. Evidence, in the form of official transcripts, of conferral of bachelor’s degree; or
   b. For international students, an official transcript translation (if applicable) and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)
2. Current registered nurse license in good standing from any state, territory, or district in the United States. This requirement does not apply to international students.

**Master of Science in Nursing - Health Systems Administration**
This program is designed for students who hold a bachelor’s degree and who wish to earn a Master of Science in Nursing Health Systems Administration degree. To be considered for admission applicants must have the following:

1. Baccalaureate degree from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution
   a. Evidence, in the form of official transcripts, of conferral of bachelor’s degree; or
   b. For international students, an official transcript translation (if applicable) and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)
2. Current registered nurse license in good standing from any state, territory, or district in the United States. This requirement does not apply to international students.

**Master of Administration**
This program is designed for students who hold a bachelor’s degree in a related field of study. To be considered for admission applications must have the following:

1. Baccalaureate degree with a major/minor in a related of study from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution
   a. Evidence, in the form of official transcripts, of conferral of bachelor’s degree
   b. For international students, an official transcript evaluation (if applicable) and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation (NACES)
Program Special Requirements
The Master of Science Nursing policies require that students recommend a placement agency and preceptor that specifically meet established practicum standards. Student recommendation related to the agency and preceptor are reviewed and either approved or denied by the program Dean.

Residency Requirements
At minimum, no for the Master of Administration program no fewer than 50% of the credits required in the program of study must be earned at the Brookline College campus that is conferring the degree.

For the Master of Science in Nursing no fewer than 75% of the credits required in the program must be earned at the Brookline College campus that is conferring the degree. No more than 9 of the 36 credits required for the Master of Science in Nursing can be met through transfer credit.

Articulation Agreements
Brookline College frequently establishes articulation agreements with other academic institutions. A current list of the institutions with which Brookline College has an articulation agreement is located on our website.

Distance Education Consortium Agreement
Brookline College allows students enrolled in a program of study to complete coursework at Brookline College Campus and/or through distance education under the Distance Education Consortium Agreement. Students enrolling in coursework under this agreement must complete at least 51% of their coursework at their “Home” institution. The “Home” institution is defined as the institution that awards the academic degree. The coursework completed at the “Host” institution will be included in the program coursework used to award the degree from the “Home” institution. For more information on this agreement, please see the Director of Education at your institution.
Academic policies apply to residential and online delivery modes except as indicated. Brookline College reserves the right to change these policies as needed in the course of business.

**Academic Integrity**
Brookline College requires all students, faculty, and staff to conduct themselves and produce academic work in an ethical manner. Students are expected to conduct themselves at all times with the highest academic standards.

**Plagiarism and Consequence of Violating College Anti-plagiarism Policies**
Plagiarism is typically defined as the use of another person’s or a group’s words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one’s own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

- Another person’s idea, opinion, or theory
- Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
- Quotations of another person’s spoken or written words
- Paraphrases of another person’s spoken or written words
- Another person’s data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person’s computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless; it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism.

Cheating, falsifying documents and/or plagiarism will not be tolerated by Brookline College. The penalties for these offenses are as follows:

- First offense: Student receives a “0” on the assignment or test
- Second offense: Student receives an “F” for the course.
- Third offense: Student receives an “F” for the course and may be expelled from the college.

**Copyright and the Consequences of Copyright Infringement**
Students, faculty, and staff must also be cognizant of and avoid copyright infringement. Copyright infringement is using someone else’s ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, and other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law, and penalties may include fines and/or imprisonment.

**File Sharing and Violation of Prohibiting File Sharing Practices**
As a consequence of expanded availability of digitized files and computing, peer-to-peer file sharing has become common place. However, making copyrighted material available to others through the use of file sharing networks (e.g., Shareaza, Kazaa, BitTorrent, eMule, or the like) is also prohibited by Brookline College and is considered copyright infringement. In addition to the aforementioned potential for federal penalties, Brookline College reserves the right to revoke the Information Technology privileges of those using or contributing to the use of file sharing networks to either access or provide use of or access to copyright material.

**Academic Advising**
Advising will be initiated by the Program Directors/Dean, Director of Education, and/or the Campus Director if satisfactory progress is not being made. Advising may also be initiated by individual instructors or requested by the student. Students are urged to seek advising when academic concerns arise. All advising is conducted confidentially unless directed otherwise by the student or required by Brookline College staff. Advising sessions and documentation will be treated in accord with the College’s FERPA policy.
Policy Statements

1. Brookline College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes.
2. Student interruptions in program schedules may result in a delay of graduation.
3. Brookline College credits are not automatically transferable to other schools (see Credit Transfers to Another School).
4. All programs may not be available at all locations (see Brookline College Catalog Supplement - Tuition and Fees).
5. Brookline College reserves the right to cancel programs of study, modes of delivery, or individual courses as it deems necessary.

Definitions

Grading periods are defined within each program. Brookline College defines an Academic Year as a minimum of 30 weeks and 24 semester credits.

Semester credit definitions are as follows:
- 15 hours lecture = 1 semester credit hour
- 30 hours lab = 1 semester credit hour
- 45 hours clinical = 1 semester credit hour

Clock hours are defined as follows:
- 1 clock hour = 50 minutes of instruction with a 10-minute break

Student Status
- 12 credits or more per term = Full time student
- Fewer than 12 credits per term = Less than full time student

Instructional methods may include one or more of the following: lecture, case studies, skills demonstration, software exercises, role-play, brainstorming, problem-solving, research projects.

For degree programs, students will be required to spend a minimum of two (2) hours on out-of-class work for every one (1) hour spent in the lecture portion of each class. Out-of-class work may include but is not limited to: reading assignments, library research and other types of assigned “homework” or projects. Course-specific details are outlined on the syllabus and topical outline for each course.

Course Numbering System and Sequence
- Master’s level coursework is comprised of 500, 600 and/or 700 level courses.
- Courses may be taken in any order; exceptions are noted as prerequisites/co-requisites in the individual course description. A student may petition the Director of Education/Dean to permit an exception to a prerequisite/co-requisite rule. The prerequisite system, as listed in the course description section of this catalog, identifies the proper qualification of students for any given course. Course sequencing is based on prerequisites and scheduling options.
- Students in the Master of Administration program must complete at least 27 credits (including transfer credits) in the program before being eligible to begin their Management Portfolio course.

Add/Drop Period

For all semester programs, the add/drop period is defined as the first week of the semester (ending Sunday midnight). All changes for the full semester must occur during the add/drop period, which is defined as the first full week of the semester. During this period, students may add or drop classes, but may not withdraw from school without penalty. New students may be admitted during this period provided they attend at least one scheduled class during the add/drop period. Students will not be enrolled after the add/drop period. A student may be permitted to start after the add/drop period if documented mitigating circumstances exist; however, this occurs only at the discretion of and requires permission from the Campus Director. If a student post attendance during the add/drop period, but does not attend their classes in the second week of the term, their enrollment will be canceled.
Students are expected to attend all scheduled class sessions. At the start of each course the student will receive a course syllabus with the attendance requirements outlined. Absences do not relieve the student of the responsibility for missed assignments and exams. Students shall notify the instructor in advance, if possible, of any anticipated absences. Prior arrangements must be made with each instructor for makeup work. Missed work may be made up at the instructor's discretion and in accordance with Brookline College policies. A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

Reentry
A reentry is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program within 12 months of their last date of attendance.

Students who withdraw or are terminated by the institution may apply for reentry only once. Students seeking to reapply must wait until the next available term start and the student must submit a formal written application to the academic department.

Students requesting reentry must meet Satisfactory Academic Progress Standards. A student, who returns to the College after being a withdrawn student, will have their Satisfactory Academic Progress evaluated prior to their return. If a student returns during the same period of enrollment in which they left, the student returns to the same evaluation cycle and is evaluated at the end of that term. If a student returns in a new term, the end of the student’s new term is now the evaluation period. From that point forward, the student will be evaluated at the intervals outlined in the Satisfactory Academic Progress (SAP) policy.

In addition, the student is responsible for resolving any outstanding balance owed to the college prior to readmission. A student who has previously withdrawn or whose enrollment was terminated by the institution must reenter under current program curriculum, policies, pricing structure, and meet any other enrollment criteria when requesting readmission.

Nursing Reentry Policy
Students are ineligible for reentry based on the following:
- Dismissal for
  - Professional conduct issues
  - Breach of Academic Integrity policy
  - 3 or more course failures
  - Failure of the same course twice
- Student record of breach of academic integrity or counseling for professional conduct issues

Students who meet the Brookline College reentry requirements will be eligible for classes on a “space available” basis.

Excessive Absence
After 14 consecutive calendar days of absence in all classes a student will be withdrawn from the College. If a student is enrolled in multiple courses, attends in one course but fails to attend the others, they will be withdrawn from the courses for which excessive absences are noted (i.e., after 14 days) in accord with the College's procedures for course withdrawal. This policy applies to all continuing students and initiates at the point at which they attend during each term. This policy applies to new students at the point at which they have posted attendance in both Week 1 (i.e., the add/drop period) and Week 2. Any action taken due to excessive absences may affect financial aid and graduation dates. A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

Tardiness
Brookline College encourages students to develop habits that are necessary to be successful in an employment setting. Punctuality is therefore emphasized. Excessive tardiness may result in poor grades, which may subsequently lead to probation, loss of financial aid and/or termination from the College.
Attendance Records
Official attendance records are maintained for each class by student. These records become a permanent part of each student’s academic database record. As required by Federal Regulation (34 CFR 668.24) Brookline College maintains all student records for a minimum of five years from the last award year that aid was disbursed after the student is no longer enrolled.

Grading System
Brookline College graduate-level programs use a different grading system to stay in conjunction with academic standards such as Satisfactory Academic Progress CGPA requirements.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>None</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
</tbody>
</table>

All Graduate Programs
An “R” is used to denote a repeated class. If a course must be repeated, the original grade for the course is changed to an “R.” A student is permitted to obtain a letter grade of “W” if they withdraw from a course prior to no greater than 50% of the scheduled classroom hours having elapsed and all assignments have been submitted up to the point of a request for a withdrawal being made. Failure to attend or complete any class from which the student has not been officially withdrawn through a written request process will result in the grade earned in the course being that which includes all work completed up to that point and any missed worked. Both “R” and “W” grades will be calculated as courses attempted for the purposes of determining Satisfactory Academic Progress and will not have any point value.

A grade of “I” is granted only when, due to extreme extenuating circumstances, a student is unable to complete the work outlined in the course. It is the responsibility of the student to request an incomplete from the instructor for the course in writing. A student is only eligible for an “I” if they have attended 75% of the course and completed all required assignments up to the point at which an incomplete is requested. In addition, a student cannot be on probation status.

If an “I” is granted, a Contract for Success must be filled out and signed by both the faculty member and the student. The student will have an additional seven (7) calendar days from the scheduled end of the course to submit all outstanding assignments and satisfy the Contract for Success. Failure to submit outstanding assignments by that deadline will result in the “I” being replaced by the grade earned in the course, which will include any missed work.

“TC” designates transfer credits awarded for previous successful completion of academic coursework. “CR” denotes credit granted based upon ACE or challenge test procedures.

In the MSN program, a grade of less than “C” in any course is considered unsatisfactory, and the course must be repeated. A grade of less than “C” in any two or more courses in the curriculum will result in dismissal from the program.

Course Repetitions and Withdrawals
The grade earned by a student retaking a course as a regular student becomes the recorded grade for that course. If a course is repeated (due to failure), the original grade for the course is changed to an “R” and will not count in the
calculation of the student’s CGPA. The credits attempted in both courses will be considered calculated credit hours attempted for the purpose of determining Satisfactory Academic Progress (SAP).

Students will be charged for all retakes that are listed on their transcript. Students enrolled in a Graduate program will be charged on a per credit hour basis for each retaken course. Retake fees must be paid in full prior to the first day of class if they cannot be covered with TIV funds. Students may only repeat the same course one time within each program of study, unless otherwise outlined in the College Catalog or program handbook.

A student is required to submit a written request to officially withdraw from Brookline College. Written requests must be presented to the Office of the Registrar. Non-attendance does not constitute official withdrawal. Brookline College may withdraw a student who has not filed a written request based on the last date of attendance if the student doesn’t notify Brookline College of their intention to withdraw or fails to attend school based on the attendance policy of Brookline College. Financial obligations are based on the last date of attendance per agreement signed by the student and Brookline College.

**Audit/Refresher Coursework**

**Auditing a Course**

Students may be allowed to audit a course that they have successfully completed. While auditing a course a student is not attempting credits, nor will a Grade Point Value be calculated. An “AU” grade will indicate the student’s participation in an audit course. Course audits may occur as a consequence of an interruption in the program and to allow for student remediation.

A student’s request to audit may be granted as space allows with the approval of an academic administrator. All school policies are applicable to students while auditing a course. Students are required to attend in accordance with the attendance policy and are expected to participate although the course will not impact their GPA. No more than 2 course audits may be granted within a program of study. Although there are no fees or charges associated with auditing a course, any change in a student’s schedule has the potential to impact financial aid. Students are required to meet with a member of the Financial Aid department prior to submitting a formal audit request to the Registrar.

**Transfer Credits from Other Institutions**

**Credit for Previous Education**

Any applicant requesting a transfer credit to Brookline College from another school must meet all of Brookline College’s admission requirements.

**Students may earn transfer credit in the following ways:**

1. Evaluation of previously earned credit from another postsecondary educational institution accredited by an agency recognized by the United States Department of Education
2. Nationally recognized college-equivalency examinations: Successful completion of College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), or National League for Nursing (NLN) Achievement Tests
3. Review of ACE College Credit Recommendation Service Transcript.
4. For international students, official transcript translation (if applicable) and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)

**Requirements for Evaluation:**

1. Academic Credit – For credit to be awarded for previously earned academic credit from another accredited postsecondary institution, an official academic transcript(s) must be submitted to the Registrar. Course descriptions and/or syllabi may also be requested for evaluation purposes. Applicants seeking transfer credit for nursing courses may be requested to complete skill/competency assessments, if applicable, for the course involved. For international students, official transcript translation and evaluation from a member of the
Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). A grade of "B" (3.0) or higher is required to be considered for transfer into a Graduate-level program. In addition, developmental/remedial coursework is not eligible for transfer.

2. Substitution for a specific course will be considered for transfer credit.

3. No academic credit is given for life experience or work experience.

4. ACE (approved military training and service) Recommendation - An ACE transcript.

5. Non-general education/core concentration courses completed greater than five (5) years prior will generally not be accepted.

6. Courses or degrees completed at another institution must be similar in content and duration to those offered in Brookline College program for which an applicant has applied.

**Credit Transfer to Another School**

Regardless of the institution involved, the acceptance of credits is at the discretion of the accepting institution and cannot be guaranteed. Upon request, Brookline College will provide information that may aid the student in receiving credits for work completed at Brookline College. Brookline College does not, in any way, imply or guarantee credits may transfer. It should not be assumed that credits will transfer to any other institution.

**Transfer Credits Within Brookline College**

Courses previously completed at Brookline College will be evaluated as all other course work if a student re-enrolls or transfers into a new program of study. If a student re-enters or re-enrolls into the same program they will resume their studies at the point at which they left off. In the case where a program has changed, previously completed coursework will be required to undergo the transfer of credit process (see Credit for Previous Education). In either scenario, a student will resume their studies under the same SAP status as when they left their original program of study. Credits deemed eligible for transfer of credit will be reflected on the student’s Brookline College transcript (see Credit for Previous Education). The number of weeks in the new program and ‘official’ program length may be influenced due to the transferred courses.

Transferred courses and grades are not calculated in the GPA (see Credit for Previous Educational Training). Transferred credits will affect the applicant’s maximum time frame for satisfactory academic progress and completion percentage. (See Satisfactory Academic Progress (SAP) Statement).

**Timeline**

All awards of transfer of credit must be finalized by the end of the student’s first semester. If a student is unable to obtain transcripts prior to the start of class and they are scheduled into a course for which they believe transfer credit may be granted, they must attend and participate in the course until a determination of transfer credit is made. If it is deemed they are to receive transfer credit for the course in which they are scheduled and subsequently received credit, student charges if and when impacted will be adjusted appropriately (the book(s)) for that course must be returned; and if the book(s) is/are returned, there will be no charges for that/those book(s)).

**Documentation**

In all instances, it is the student’s responsibility to obtain all official transcripts and documentation (e.g., course descriptions and/or syllabi) supporting their transfer of credit request. All transcripts should be sent to the attention of the Registrar at the campus the student wishes to attend. Transcripts stamped “issued to student” or “student copy” are not acceptable for consideration. In addition, photocopies of official transcripts or official transcripts opened prior to receipt by Brookline College will not be considered. Depending on the institution, there may be a charge to obtain official transcripts.

**Appeal Process**

Student appeals of credit transfer decisions should follow the Brookline College appeals procedure outlined in this catalog under Academic Policies.

Transferred credits will be reflected on the applicant’s Brookline College transcript but will not be calculated into the applicant’s GPA. Transferred credits may affect the applicant’s program length, maximum time frame for satisfactory academic progress, and completion percentage.
Program, Schedule, and Campus Change

Students may request a program and/or schedule change through the Office of the Registrar. Program changes may not occur more than one time per academic year and each program change requires a new enrollment agreement to be signed.

Students may request a campus transfer with another Brookline College Campus. The request must be made through the Office of the Registrar at the “Home” institution (campus of initial enrollment) to begin process.

Requirements for Graduation

In order to graduate, students must meet the following criteria:
1. Satisfactorily complete all required courses;
2. Achieve a cumulative GPA of 3.0 or higher

Students that have met all requirements for graduation and have earned a cumulative grade point average of 3.8 or higher will graduate with honors.

Note: Prior to receiving an official transcript or degree all institutional indebtedness must be satisfied.

Transcripts and Diplomas

Transcripts: Students are entitled to receive official transcripts free of charge. A transcript request will not be processed for a student who is financially delinquent to Brookline College. That is, an official transcript will not be issued until all financial obligations to the institution have been met.

Diplomas: One diploma will be issued at no cost to each student who has met all financial and academic obligations required of Brookline College. A fee of $10 will be assessed for each replacement diploma. A diploma request will not be processed until all financial obligations to the institution have been met.
Academic Programs

Master of Administration

36 CREDITS – 540 CLOCK HOURS – 48 WEEKS

The Master of Administration program provides an integrated set of learning opportunities for student’s interested in acquiring the skills and knowledge necessary for effective participation in managing organizational operations. This program is also designed to provide essential professional knowledge and skills needed to enhance and support long range career opportunities. The program focuses on essential individual and organizational skills, competencies, and concepts, including but not limited to:

- Broad perspective approach to the functional management of an organization
- Real-world scenarios
- Analytical tools for decision-making
- Ethical decision-making exploration
- Establishing a sense of connection with diverse and global organizational environments
- Apply techniques to simulated business situations
- Use case studies to identity and evaluate options
- Cultivate leadership skills
- Design ways to tackle challenges commonly present in management roles
- Plan strategies which impact operational areas
- Evaluate structural and cultural challenges that confront human resources management
- Application of theory through practical application
- Critical thinking and critical analysis
- Effective problem solving
- Real-world experience through shared collaborative application

The program concludes with a comprehensive capstone project, allowing the student to apply concepts and tools to various situations and to make an intellectual connection between the curriculum content components.

<table>
<thead>
<tr>
<th>Program Concentration – 36 Credits – 540 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG510 Change Management</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU520 Human Resource Management</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU540 Managerial Decision Analysis</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU550 Operations Management</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU570 Business Ethics</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
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</tr>
<tr>
<td>MG590 Managing Organizational Diversity</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MG600 Leadership</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MKT610 Strategic Marketing</td>
<td>3.0</td>
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<td>MG620 Project Management</td>
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<td>MKT630 Marketing Research</td>
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<tr>
<td>FIN640 Financial Strategies</td>
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<td>45</td>
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<tr>
<td>BU690 Management Portfolio</td>
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<td>45</td>
<td>0</td>
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<tr>
<td>TOTAL</td>
<td>36.0</td>
<td>540</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Master of Science in Nursing - Health Systems Administration

**36 CREDITS – 600 CLOCK HOURS – 48 WEEKS**

The Master of Science Nursing - Health Systems Administration program prepares graduates to assume a variety of administrative roles within academic or health care settings. The curriculum provides the foundation for administrative practice through courses in health systems and policy, organizational leadership, and research applications. Specialty courses provide learning related to organizational theory and dynamics; informatics; economics, accounting, and financial management; healthcare finance; legal, regulatory, and ethical considerations; and quality management. The program includes a practicum course which promotes the application and utilization of advanced theoretical knowledge and offers students the opportunity to demonstrate advanced leadership/management competencies in a selected healthcare organization.

<table>
<thead>
<tr>
<th>Program Concentration – 36 Credits – 600 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSN 600 Health Care Systems and Policy</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MSN 610 Organizational Theory and Leadership</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MSN 620 Research Methods and Evidence-Based Practice</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
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<tr>
<td>MSN 622 Health Care Economics</td>
<td>3.0</td>
<td>45</td>
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<tr>
<td>MSN 624 Essentials in Nursing Administration</td>
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<tr>
<td>MSN 626 Financial Operations and Management I</td>
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<tr>
<td>MSN 631 Human Resource Management</td>
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<td>0</td>
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<tr>
<td>MSN 633 Quality Management and Patient Safety</td>
<td>3.0</td>
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<td>0</td>
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</tr>
<tr>
<td>MSN 635 Legal, Regulatory and Ethical Issues in Healthcare Administration</td>
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<td>45</td>
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<tr>
<td>MSN 637 Health Informatics for Nursing Administration</td>
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<td>45</td>
<td>0</td>
<td>0</td>
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<tr>
<td>MSN 639 Practicum in Health Systems Administration</td>
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<td>15</td>
<td>0</td>
<td>90</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>495</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
The Master of Science in Nursing – Nursing Education program prepares graduates to assume the role of an entry-level nurse educator within academic or health care settings. Core courses in the program provide the foundation for the educator role in the areas of health systems and policy, organizational leadership, and research applications. Specialty courses provide learning related to theoretical foundations for higher education, roles of the nurse educator, teaching/learning theory and strategies, curriculum structure and design, assessment/evaluation of student learning, instructional technologies, and academic leadership roles. The program includes two practicum courses, one at the faculty or instructor level and one focused on academic leadership.

<table>
<thead>
<tr>
<th>Program Concentration – 36 Credits – 600 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSN 600 Health Care Systems and Policy</td>
<td>3.0</td>
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<td>MSN 610 Organizational Theory and Leadership</td>
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<tr>
<td>MSN 620 Research Methods and Evidence-Based Practice</td>
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<tr>
<td>MSN 630 Theoretical Foundations of Higher Education</td>
<td>3.0</td>
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<tr>
<td>MSN 640 The Nurse Educator: Roles and Responsibilities</td>
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<td>MSN 650 Curriculum Structure and Development</td>
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<td>MSN 660 Teaching and Learning: Theory and Practice</td>
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<td>MSN 665 Advanced Pathopharmacology for the Nurse Educator</td>
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<td>MSN 700 Practicum in Nursing Education</td>
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Courses are listed by course code followed by the title, semester credits, clock hours, course descriptions, and prerequisites, if applicable. Brookline College course codes are as follows:

BU – Business; FIN – Finance; MG – Management; MKT – Marketing; MSN - Master of Science - Nursing

**BU520 HUMAN RESOURCE MANAGEMENT**  
3.0 semester credits - 45 clock hours  
This course covers theories and practices in employment, development, performance management, and compensation from the employee, management, and business operational perspectives. Regulatory governance, diversity in the workforce, job analysis, health, safety, and globalization are also discussed.

**BU540 MANAGERIAL DECISION ANALYSIS**  
3.0 semester credits - 45 clock hours  
The intent of this course is to teach techniques that can develop effective decision-making skills for those who are and will be in management positions. The design of this course is to help facility and formalize the decision-making process by exploring the decision analysis framework. Decision analysis is an adaptable management system used to improve the quality of decisions that are made at a managerial level.

**BU550 OPERATIONS MANAGEMENT**  
3.0 semester credits - 45 clock hours  
This course will enhance students' ability to perform the quantitative analysis necessary and understand the management issues in order to make good operational decisions. Improving operational efficiency usually involves increase capital efficiency and/or cost reductions. Topics in this course will include resource allocation, quality control, inventory methods, project scheduling, supply and demand issues, quality improvement, and other operational issues. Case study analysis, when appropriate, will be used to enhance understanding of operations management decision-making.

**BU570 BUSINESS ETHICS**  
3.0 semester credits - 45 clock hours  
This course approaches the subject of business ethics form the individual decision-maker and the ethical issues that organizational leadership face. Satisfactory resolution of ethical issues in the workplace requires analysis and decision-making skills. Ethical behavior will be explored through the concept of moral reasoning, equity, justice and fairness, ethical standards, codes of conduct, and moral development. The role of moral responsibilities and obligations as members of the workforce and society will also be examined.

**BU690 MANAGEMENT PORTFOLIO**  
3.0 semester credits - 45 clock hours  
This course is the last course a student completes in the MBA program. This capstone course provides the integration business and management subject cover in the MBA program coursework. Students will prepare a comprehensive project which conceptually integrates business, management, marketing, and finance themes. **Pre-requisite – Required completion of at least 27 credits within a program.**

**FIN640 FINANCIAL STRATEGIES**  
3.0 semester credits - 45 clock hours  
The goal of this course is to familiarize students with the techniques used in financial decision making. Financial considerations impacting overall financial operations include, financial analysis, capital structure choice, payout policy, value creation, mergers and acquisitions, and restructuring. Applied real-world analysis of these concepts will be explored through case study analysis.

**MG510 CHANGE MANAGEMENT**  
3.0 semester credits - 45 clock hours  
Change is a stable and never ending variable within professional environments. Planning for and creating a change management strategy prepares management for how to deal with organizational change. This course focuses on awareness of the impact of change in order to reduce costs, improve efficiency and profitability, build sustainability, and manage to a positive change process.
MG590 MANAGING ORGANIZATIONAL DIVERSITY
3.0 semester credits - 45 clock hours
The focus of this course is to enhance students’ awareness of what diversity is and the effect of diversity on organizational operations. Systematic understanding of cultural differences across the organization’s business practices will be explored through topics such as: changing faces of the workforce, processes that create diversity, managing differences, institutional dynamics, managerial behavioral, and strategies to promote multicultural awareness. Managers are expected to proactively leverage diversity in the workplace, build strategies to overcome barriers, and promote opportunities for all stakeholders to contribute the operational effectiveness.

MG600 LEADERSHIP
3.0 semester credits - 45 clock hours
This course focuses on the role of leadership from the individual, interpersonal, group, and organization perspectives in order to create and maintain optimal performance with an organization. Major concepts and approaches to strategic leadership development are discussed. Leadership theory and practices, team building, management of change, change agent, senior leadership, servant leadership, strategic leadership, and leadership culture will be discussed from an organizational behavioral approach.

MG620 PROJECT MANAGEMENT
3.0 semester credits - 45 clock hours
This course takes an all-inclusive approach in the exploration of the value of project management. Students examine how the technology tools of project management integrate with socio-cultural aspects to successfully manage organizational projects. Techniques for deciding whether to undertake a project, plan project schedules and outcomes, budgeting, and identifying project stakeholders will be explored through practical application of project management theory and principles.

MKT610 STRATEGIC MARKETING
3.0 semester credits - 45 clock hours
The focus of this course is development of marketing plans and strategies for products and services in a competitive environment. Analysis of the marketing function, trends, and processes required for an organization to be economically, environmentally, and socially sustainable.

MKT630 MARKETING RESEARCH
3.0 semester credits - 45 clock hours
Developing integrated marketing and financial strategies through marketing research is the focus of this course. The emphasis is on the marketing research process: problem formulation, data sources identification, data collection and analysis techniques, market research reports, and customer/product value and profitability. This research exploration will span cultural, economic, political, social and legal environments.

MSN600 Health Care Systems and Policy
3.0 semester credits – 45 clock hours
This course examines the United States health care system from the perspective of providers, regulators and consumers. Focus is on the structure and function of health care as an industry and in the form of systems of integrated systems and individual entities. Key elements of organizational structure and operations unique to the industry, with complex horizontal, vertical and virtual elements, are emphasized. The role of policymakers and other stakeholders influencing the health care system including government, the provider community, special interest groups, and various payers is a course focus. Students will review frameworks from economics, finance, and organizational theory to analyze policy.

MSN610 Organizational Theory and Leadership
3.0 semester credits – 45 clock hours
The purpose of this course is to introduce nurses to the organizational dynamics of the systems in which they work as it is imperative to understand and function successfully within practice environments. Course content is based on social science theories, business practices, and psychological tenets. Management principles are outlined and issues related to organizational behavior in the health care industry are discussed. These include change and resistance to change, motivation and morale, and power and politics, among others. An exploration of leadership theory within the context of the organizational environment allows the student to integrate key principles of organizational dynamics and leadership effectiveness.
**MSN620 Research Methods and Evidence-Based Practice**  
*3.0 semester credits – 45 clock hours*  
This course provides the essential knowledge to evaluate critically quantitative and qualitative research, interpret findings, and apply research-based evidence to nursing practice. The synthesis and utilization of research evidence to support practice decisions and identify recommended practice changes are emphasized. Students will develop knowledge related to the use and application of descriptive and inferential statistical techniques to answer research questions.

**MSN622 Health Care Economics**  
*3.0 semester credits – 45 clock hours*  
This course provides graduate students an introduction to the economics of the U.S. health care system and a framework to understand how economic principles affect the provision of health care services and how the health care industry affects the economy. The course explains the dynamics of revenue and cost, including funding and financing, and evaluates differences between health care markets and those of other industries. The course covers key economic principles and the economics of health insurance, hospital finance and funding, managed care initiatives, and reasons why health care costs continue to rise. The course will provide insight into important recent developments and policy shifts such as the rise of performance-based funding in health care, the impact and cost of achieving universal health care, and the economic implications of the Affordable Care Act.

**MSN624 Essentials in Nursing Administration**  
*3.0 semester credits – 45 clock hours*  
As the complexity of the health care system continues to evolve, knowledge and skills related to management and leadership are critical elements for health care and nursing administration practice. The course focuses on analysis of core competencies related to administrative practice as defined by selected professional organization and includes an exploration of leadership and management theory. Observational experiences provide students with opportunities to analyze the demonstration of the AONE competencies for nurse administration practice.

**MSN626 Financial Operations & Management I**  
*3.0 semester credits – 45 clock hours*  
This two-course sequence provides a framework for understanding and applying financial management concepts in nursing and health care administration. The first course will cover a basic introduction to the healthcare environment from a financial perspective, principles of economics and accounting, cost management and analysis, and financial statements. Students will apply content to personal and professional contexts throughout the course. Methods used to develop, manage, interpret, and control finances are examined.

**MSN628 Financial Operations & Management II**  
*3.0 semester credits – 45 clock hours*  
This continuation course allows students to begin to apply concepts learned in the first course to the various financial operations that underlie healthcare and nursing administration practice. Students will be exposed to various types of budgets and the budgeting process. Strategies for understanding and controlling budget results and financial resources will be covered, along with concepts related to the forecasting process. A final focus will be on the role of the nurse leader as it is to entrepreneurship within the organization.

**MSN 630 - THEORETICAL FOUNDATIONS OF HIGHER EDUCATION**  
*3.0 semester credits - 45 clock hours*  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course presents foundational concepts in higher education for nurse educators working with and within higher education and health care institutions. The history of higher education in the United States is examined. Course content includes topics specific to higher education, among them, purpose, financing, administration, structure, curriculum and faculty and student related issues. The course explores academic freedom, tenure, student policies and faculty selection.

**MSN631 Human Resource Management**  
*3.0 semester credits – 45 clock hours*  
This course covers human resource management functions in the administration of healthcare services. The course focus is on human resource management models, professionalism, workforce diversity, employee recruitment, selection and retention, performance management, labor relations, and nursing workload planning. Specific emphasis is placed on legal issues as they relate to human resource management.
MSN633 Quality Management and Patient Safety
3.0 semester credits – 45 clock hours
The focus of regulatory, consumer, and clinical leaders/groups is on quality management across the healthcare system. This course provides foundational knowledge and skills for healthcare administrators in a variety of settings. Quality management/improvement and patient safety are major forces shaping healthcare. The work of quality management theorists and analytical tools and methods are featured, along with content related to accreditation, regulation, quality awards/designations and resources. The emphasis is on maximizing patient outcomes in the aggregate regardless of venue.

MSN635 Legal and Ethical Issues in Healthcare Administration
3.0 semester credits – 45 clock hours
The course explores legal and regulatory requirements, practice standards, and ethical principles as important components of healthcare administration. The course will cover health care ethics, civil and criminal law related to health care practice, corporations and contracts, liability issues, department specific requirements, human resource law, and standards of patient safety. Federal and state regulatory requirements that impact healthcare delivery are examined.

MSN637 Health Informatics
3.0 semester credits – 45 clock hours
The healthcare industry is increasingly dependent on information technology to inform, manage, and improve care delivery and quality. This course emphasizes current and future information technologies, concepts, and methods essential for the administration of healthcare services. Topics explored are electronic health records, the role of information technology in the measurement and maintenance of quality, care coordination, health care policy, and consumer use of information and technology. An examination of Institute of Medicine findings, conclusions, and recommendations related to the development, implementation, and integration of information technology is included.

MSN639 Practicum in Health Systems Administration
3.0 semester credits – 105 clock hours
This course allows students to work with an approved Practicum Mentor in healthcare administration. Students may work with a nurse manager, director, chief nursing officer, or other individuals in administrative roles in a healthcare organization. Students will synthesize theories, concepts, and principles learned during the graduate program to analyze practicum experiences. Students will identify and complete a project that addresses a leadership/administrative issue in a healthcare environment.
PREREQUISITES: MSN600, MSN610, MSN620, MSN622, MSN624, MSN626, MSN628, MSN631, MSN633, and MSN635.

MSN 640 - THE NURSE EDUCATOR: ROLES AND RESPONSIBILITIES
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The course will enable the student to examine the roles held by nurse educators and the various settings in which they function. It will provide an overview of teaching/learning principles, the teaching environment, faculty-student relationships, student evaluation, and other elements foundational to the nurse educator role. Special focus will be placed on current issues and trends in and recommendations for the transformation of nursing education.

MSN 650 - CURRICULUM STRUCTURE AND DEVELOPMENT
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course allows the student to develop an understanding of curriculum structure and function and the relationship between curriculum and organizational philosophy and goals. Course content includes models related to organizing curricula and addresses principles useful in implementing a curriculum and developing course syllabi. Focus is on the curriculum development process ranging from factors that impact curriculum development to curriculum and course evaluation.

MSN 660 - TEACHING AND LEARNING: THEORY AND PRACTICE
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course prepares graduates to develop competence in evidence based teaching/learning strategies for use with diverse students in educational settings. Course activities focus on the process and outcomes of teaching/learning, including educational theory, critical thinking, interdisciplinary collaboration, consumers of education, evaluation of
learner outcomes, and educational innovation. Course assignments focus on application of course content in clinical and didactic settings.

**MSN 665 – ADVANCED PATHOPHARMACOLOGY FOR THE NURSE EDUCATOR**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on the development of advanced levels of proficiency in pathophysiology and pharmacology. A sound theory base in advanced pathopharmacology is essential for nurse educators as they guide/instruct students caring for patients with complex healthcare needs. The course emphasizes the interrelationship between pathophysiology and pharmacology in the delivery of safe and effective care. Course activities center on the integration and application of pathpharmacology theory, principles and concepts in selected disease state across the adult life span.

**MSN 670 - MEASUREMENT AND EVALUATION OF STUDENT LEARNING**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
At the completion of this course students will have a thorough grounding in basic principles of testing and measurement as applied to nursing education in both the classroom and clinical setting. The course focuses on the process of measuring and evaluating knowledge and skill acquisition. Students will develop an understanding of the technical aspects of testing and evaluation as applied to nursing education. Included are concepts related to evaluation of classroom learning, test construction and analysis, evaluation of clinical skills and applied knowledge, administration and interpretation of standardized tests, social, ethical and legal issues in student evaluation, and the development of program indicators and outcomes using test results.

**MSN 675 – ADVANCED HEALTH ASSESSMENT FOR THE NURSE EDUCATOR**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The physical and psychosocial well-being of patients requires the application of specialized nursing knowledge and skills. This course will allow students to develop advanced physical assessment skills nurse educators can use as instructors, providers and leaders in varied healthcare and educational settings. Students focus on mastering physical assessment skills and related knowledge to access the health status of patients across the adult life span. Special attention is given to identify cultural implications in health assessment.

**MSN 680 - TEACHING WITH TECHNOLOGY**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on informational and instructional technologies and their application in the teaching/learning environment to enhance learning. This course provides students an opportunity to explore current technology and identify specific uses of media, multimedia, computer-based applications, models, and simulations in nursing education practice. Use of nursing education specific computer programs, course management software, PDAs, simulation, gaming, virtual classrooms and clinical environments, social networking, blogs, wikis, and podcasting are examples of technology that will be explored.

**MSN 690 - LEADING AND MANAGING IN NURSING EDUCATION**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course allows students to develop a broad overview of the role of the educational administrator at various levels within the organization and provides an understanding of the environment in which administrators function. Students will develop an understanding of the realities of financial and human resource management, legal and ethical issues in higher education, the administrative hierarchy, and regulatory requirements. Students will also focus on leadership as a key component of the administrative role and become familiar with current forces impacting higher education and its leaders.

**MSN 700 - PRACTICUM IN NURSING EDUCATION**
3.0 semester credits - 105 clock hours
15 hrs Lecture 0 hrs Lab 90 hrs Practicum
Theory, concepts, and educational principles previously acquired are applied to facilitate transition of the student from learner to practitioner. In collaboration with an approved Practicum Mentor and under direct supervision of the course instructor, students gain a comprehensive understanding of and experience with the roles and responsibilities of a nursing instructor. Students will participate in the teaching/learning process in an actual educational environment and

**MSN 710 - PRACTICUM IN EDUCATIONAL LEADERSHIP**

3.0 semester credits - 105 clock hours

15 hrs Lecture 0 hrs Lab 90 hrs Practicum

This course is a practicum experience in which students work with an approved Practicum Mentor to learn the roles and functions of an educational administrator. Students may work with a course coordinator, chairperson, program director, staff development director, assistant or associate dean, or dean. Students will apply theories, concepts, and principles learned during the graduate program to analyze practicum experiences and activities. In collaboration with the preceptor and with faculty approval, students will identify and complete a project that addresses a change in the educational environment or a leadership or administrative issue. The project will be formally presented in the practicum site and shared with fellow students. **Pre-requisites:** MSN 600 – Health Care Systems in Policy, MSN 610 – Organizational Theory and Leadership, MSN 640 – The Nurse Educator: Roles and Responsibilities, MSN 650 – Curriculum Structure and Student Learning, MSN 680 – Teaching with Technology. **Co-requisites:** MSN 690 – Leading and Managing in Nursing Education.
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Tuition and Fees, campus staff and faculty listings are all included in the Catalog Supplement.