



# 2012 COLLEGE CATALOG

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## BROOKLINE COLLEGE

YOUR SUCCESS STARTS HERE



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## 2012 COLLEGE CATALOG

Version 1 • Effective January 23, 2012



### Phoenix Campus

2445 W. Dunlap Ave., Suite 100  
(N. 25th Ave. & W. Dunlap Ave.)  
Phoenix, AZ 85021  
602-242-6265 / Toll free: 1-800-793-2428



### Tempe Campus

1140-1150 S. Priest Dr.  
(S. Priest Dr. & W. University Dr.)  
Tempe, AZ 85281  
480-545-8755 / Toll free: 1-888-886-2428



### Tucson Campus

5441 E. 22nd St., Suite 125  
(E. 22nd St. & S. Craycroft Rd.)  
Tucson, AZ 85711  
520-748-9799 / Toll free: 1-888-292-2428



### Albuquerque Campus

4201 Central Ave. N.W., Suite J  
(Central Ave. NW & Atrisco Dr. NW)  
Albuquerque, NM 87105  
505-880-2877 / Toll free: 1-888-660-2428

Every Brookline College campus meets Americans with Disabilities Act (ADA) standards.

The most current copy of the Brookline College catalog is available online at [www.brooklinecollege.edu](http://www.brooklinecollege.edu)

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. 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" tab on our website at [www.brooklinecollege.edu](http://www.brooklinecollege.edu).

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,

**Ed Beauchamp**  
**President**

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Catalog Supplement

# Introduction

## 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 workplace.
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 education. 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.

## Institutional Control

Brookline College is owned by Brookline College, LLC, a Delaware LLC. Brookline College, LLC is a wholly-owned subsidiary of The Hamilton White Group, LLC, also a Delaware LLC. The governance and control of the institution are invested in the Brookline College, 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. In addition, there is a Chief Financial Officer (CFO) and Chief Operating Officer (COO) who report directly to the President that 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, the executive administration, and administrative corporate staff 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.

# Administration

## Accreditation and Affiliations

Brookline College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) with authorization to award certificates, diplomas, Associate degrees, and Bachelor degrees. ACICS is located at:

750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
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 following Brookline College programs are approved for Department of Veterans Affairs (VA) benefits\*:

Bachelor of Science - Management	Diploma - Business
Bachelor of Science - Criminal Justice	Diploma - Dental Assistant
Bachelor of Science - Criminal Justice	Diploma - Massage Therapy
Associate of Science - Accounting	Diploma - Medical Assistant
Associate of Science - Business	Diploma - Medical Insurance Billing & Coding
Associate of Science - Criminal Justice	Diploma - Patient Care Technician
Associate of Science - Paralegal Studies	Diploma - Pharmacy Technician
Associate of Science - Health Care Administration	Diploma - Phlebotomy Technician
Associate of Science - Medical Laboratory Technician	Diploma - Surgical Technology

*\*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. Extern 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 are 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.

# Admission

## 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 be 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.

## 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 non citizen as classified by the Department of Homeland Security.

In addition, applicants must be at least 18 years of age at the time of admission and possess a high school diploma, GED (or equivalent), or in the case of an applicant seeking admission into a diploma program that does not possess a high school diploma, GED or equivalent, have met the Ability to Benefit (ATB) testing or the academic work requirements outlined herein. ATB students are only permitted to enroll into a diploma program at Brookline College.

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.

### **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.

### **Diploma Programs**

Students enrolling into a diploma program who have a high school diploma, have completed a home schooling program, or who have a General Education Development (GED) certificate must sign a statement attesting to graduation, which includes the date of graduation and the name, address, and telephone number of the high school last attended in lieu of proof of high school graduation or home schooling or possession of a GED. All applicants to the Dental Assistant, Pharmacy Technician, Surgical Technology, and online programs must possess a high school diploma or GED. Applicants enrolling in all other diploma programs are not required to have a high school diploma or GED at the time of entrance, but must demonstrate their ability-to-benefit from the program of study. An applicant requesting admission into a diploma program as ability-to-benefit may do so in one of two ways. Option 1 must be completed prior to enrollment into an approved ATB program:

1. The applicant may take the Wonderlic Basic Skills Test and must achieve a minimum score of 200 verbal and 210 quantitative. This test is approved by the U.S. Department of Education and is independently proctored at each campus and scored by the test publisher.
2. The applicant can demonstrate the ability-to-benefit by successfully completing six credits or 225 clock hours of academic coursework applicable to an eligible program.
  - a. Students with completed academic work are required to provide evidence of successful completion of the aforementioned six credits or 225 clock hours of academic coursework by way of an official transcript submitted to Brookline College directly from the academic institution where the credits or work was completed.

The applicant may request the College accept Wonderlic scores and transfer credits or clock hours from another institution to meet these requirements. Wonderlic Basic Skills test scores are valid indefinitely. Applicants who request admission as ability-to-benefit by completing six credits or clock hours of academic coursework at the College are advised that this initial period is not eligible for federal financial aid and the student would be required to pay cash or seek other sourcing of funding this period.

## **Associate Degree Programs**

All applicants enrolling into an Associate degree program must have a high school diploma, evidence of completion of a home schooling program, or a General Education Development (GED) certificate. A statement signed by the applicant which attests to graduation and includes the date of graduation and the name, address, and telephone number of the high school last attended may be accepted in lieu of proof of high school graduation or home schooling or possession of a GED.

## **Bachelor Degree Programs**

All applicants enrolling into a Bachelor degree program must have a high school diploma, evidence of completion of a home schooling program, or a General Education Development (GED) certificate. A statement signed by the applicant which attests to graduation and includes the date of graduation and the name, address, and telephone number of the high school last attended may be accepted in lieu of proof of high school graduation or home schooling or possession of a GED.

### **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. Minimum composite score of 75% on the HESI Admission Assessment Examination. Applicants are required to take the following four parts of the HESI admission examination: Reading Comprehension, Vocabulary, Grammar, 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.

### **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 colleges or universities attended; 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. Minimum composite score of 75% on the HESI Admission Assessment Examination. Applicants are required to take the following six parts of the HESI admission examination: Reading Comprehension, Vocabulary, Grammar, Math, Biology, Anatomy and Physiology. 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.
3. Completion of fifteen semester credit hours in required prerequisites with a grade of C; including successful completion of a minimum of three semester credit hours in each of the following:
  - a. Anatomy and Physiology I
  - b. Anatomy and Physiology II
  - c. Microbiology
  - d. Statistics
  - e. Developmental or Lifespan Psychology
4. Submission of a current resume
5. Completion of a criminal background check
6. Personal interview with a representative of Brookline College

If accepted, 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

## **Master Degree Programs**

### **Master of Science in Nursing Education**

This program is designed for students who hold a bachelor's degree in nursing 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 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 bachelor's degree; 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. Current registered nurse license in good standing from any state, territory, or district in the United States.

### Transfer Credit

Residency Requirements: A minimum of 27 credits required in the program of study must be earned through the Brookline College Master of Science in Nursing program; students may transfer in up to nine credits of the 36 required for the program.

## **Online Programs**

Online students must meet the specific computer requirements (see *Online Program Special Requirements*) and complete the online New Student Orientation Tutorial course in the learning management system, before beginning any courses.

## **Program Special 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/Digital Forensics and Investigation**

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.

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

Consideration for admission into the 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.

## **Background Check Process**

All **Allied Health** students will be required to complete the background check process in order to participate in practicum/externship. The Program Directors will give the background check forms to students during the second week of their program. The back

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## **Background Check Process (continued)**

ground check forms will be collected by the Program Directors, who will then submit them to Corporate Human Resources by the close of business second week. Results of the background check/fingerprint clearance 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

Paralegal Studies students may be required to complete a background check should their assigned site require it. Program Directors will give the students required forms when necessary, and will submit them to Corporate Human Resources as soon as possible for processing. Certain practicum/externship sites require a more comprehensive background check. In these cases, the students will 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). The Program Directors will work with the student to complete required paperwork for submission.

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, 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.

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. 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.

If a student is 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 40% of the credits required in the program of study must be earned in residence at the Brookline College campus that is conferring the degree.

## **Credit for Previous Education**

Any applicant requesting a transfer 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. Successful completion of College Level Examination Program (CLEP), DSST (formerly DANTES) Assessments, or NLN Achievement Tests
3. Review of ACE College Credit Recommendation Service Transcript.
4. 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)

### **Requirements for Evaluation:**

1. Academic Credit – For credit to be awarded for previously earned academic credit from another 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. 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). If requested course descriptions or syllabi must be provided to the Registrar. Coursework completed at an academic institution other than Brookline College must have a grade of “C” or better on a standard 4.0 scale in order to be considered for transfer. In addition, remedial coursework is not eligible for transfer.
2. CLEP – Official CLEP transcripts (not greater than 5 years old) obtained from the CollegeBoard.
3. DSST – Official transcripts (not greater than 5 years old) from DSST.
4. NLN Achievement Tests for RN programs - Official score reports (not greater than 5 years old) from NLN Testing Services
5. ACE Recommendation - An ACE transcript
6. 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)
7. Non-general education/technical courses completed greater than 5 years prior will generally not be accepted.
8. General education coursework completed greater than 10 years prior will generally not be accepted.

### **Approved CLEP / DSST / NLN Coursework:**

CLEP Examination	Credit-granting score	Credit granted	Equivalent Course
GENERAL EDUCATION			
Biology	50	3 credits	BI 165 Introduction to Biology
Introductory Psychology	50	3 credits	PS 135 Introduction to Psychology
American Government	50	3 credits	PO 136 Introduction to Political Science
College Algebra	50	3 credits	MH 140 College Mathematics
Freshman College Composition	50	3 credits	EN 144 English Composition
Human Growth and Development	50	3 credits	Human Growth and Development
LOWER LEVEL (100-200) BUSINESS CONCENTRATION			
Financial Accounting	50	3 credits	AC 101 Accounting 1
Principles of Management	50	3 credits	BU 177 Management
Principles of Marketing	50	3 credits	BU 279 Marketing
Introductory Business Law	50	3 credits	BU 299 Business Law

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**Approved CLEP / DSST / NLN Coursework (continued)**

DSST Examination	Credit-granting score	Credit granted	Equivalent Course
GENERAL EDUCATION			
Fundamentals of College Algebra	47/400	3 credits	MH 140 College Mathematics
Lifespan Developmental Psychology	46	3 credits	PS 135 Introduction to Psychology
Human/Cultural Geography	48	3 credits	GO 200 Geography
Art of the Western World	44	3 credits	HU 200 Humanities
LOWER LEVEL (100-200) CONCENTRATION			
Principles of Financial Accounting	47	3 credits	AC 101 Accounting I
Business Mathematics	48/400	3 credits	AC 121 Business Math
Principles of Finance	46/400	3 credits	AC 240 Business Finance
Introduction to Business	46/400	3 credits	BU 176 Business Principles
Principles of Supervision	46/400	3 credits	BU 177 Management
Human Resource Management	46	3 credits	BU 210 Human Resources Management
Business Law II	44	3 credits	BU 299 Business Law
Principles of Statistics	48/400	3 credits	QN 320 Essential Statistical Thinking

NLN Examination	Credit-granting score	Credit granted	Equivalent Course
GENERAL EDUCATION			
Anatomy and Physiology	70	8 credits	Anatomy and Physiology I & II
Microbiology	70	4 credits	Microbiology
Pathophysiology	70	3 credits	BIO 205 Pathophysiology

**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 were 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. (See *Academic Policies* and *Bachelor Degree Programs* for additional information.)

**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.

## **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. There is a 30-day minimum waiting period from the date of withdrawal or termination before a student can reapply, and the student must submit a formal written application to the academic department. The student may also be required to meet with representatives of the institution prior to being granted readmission.

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.

# Online Education

## Online Program Offerings

### **Business**

- Bachelor of Science - Management
- Associate of Science - Accounting
- Associate of Science - Business
- Diploma - Business

### **Health Care**

- Master of Science - Nursing Education
- Associate of Science - Health Care Administration
- Diploma - Medical Insurance Billing and Coding

### **Legal Studies**

- Bachelor of Science - Criminal Justice
- Bachelor of Science - Criminal Justice and Cyber Security
- Bachelor of Science - Criminal Justice and Intelligence Analysis
- Bachelor of Science - Digital Forensics and Investigation
- Associate of Science - Criminal Justice
- Associate of Science - Digital Forensics and Investigation
- 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.

## Technical Assistance

Technical assistance for online students is available 7 days a week, 24 hours a day through the learning management system at [www.brookline-online-support.com](http://www.brookline-online-support.com).

## Library/Learning Resource Center

The Library/Learning Resource Center's electronic resources, including EBSCO Host's MasterFile Select & Business Source Elite, and Encyclopedia Britannica, 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.

## Online Attendance Policy

Online students are encouraged to participate often in each course 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 attend at least 50% of the scheduled class hours 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 identity 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 compromise 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 compromised, 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.

## **Online Computer Requirements**

Students must have regular daily access to a computer that has the following (minimum requirements):

- A functioning e-mail account.
- Microsoft Office Word, Excel, and PowerPoint 2007 or Microsoft Office Professional 2007.
- A monitor capable of displaying 1024 x 768 at 16-bit 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 256 Kbps (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

# 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
- Job search techniques
- Dressing for success
- Interviewing skills
- Networking

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" tab at [www.brooklinecollege.edu](http://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).

# Student Services

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.

## Advisement

Advisement is available at Brookline College to all students through the Student Services office, instructors, Program Directors, the Director of Education, and the Campus Director at each location. Advisement is available to online students through the online program staff as well as the residential campuses. 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.

## 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, 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.

# Financial Aid

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. Be registered for the Selective Services if male between the ages of 18 and 25.
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.
6. Be enrolled as a regular student in an eligible program on at least a half-time basis.
7. Have a high school diploma, evidence of a home schooling program, a GED, or pass an approved Ability to Benefit test.
8. Maintain Satisfactory Academic Progress.

## **Application Procedures**

After students have successfully completed the admission process if desired, an appointment to meet with a Financial Aid Administrator will be arranged. 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.

## **Verification**

A student may be selected for verification by either the Department of Education or Brookline College. The verification process compares information from your Student Aid Report (SAR) with financial information and other application documents submitted by you or your family (student and spouse or dependent student and parent). If there are differences between the information on your SAR and your supporting documents, you or Brookline College may need to make corrections electronically or by using your Student Aid Report (SAR) before Brookline College can process your 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.

## **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.

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## **Types of Student Aid (continued)**

### **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.

### **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.

### **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.

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## Types of Student Aid (continued)

### **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.

### **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:

If convicted of an offense involving		
<b>The possession of a controlled substance:</b>		
Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite
<b>The sale of a controlled substance:</b>		
Ineligibility period is	First offense	2 years
	Second offense	Indefinite

**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.

# Payment and Refund Policies

## 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.

## 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:

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. 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 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" 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.

A student may cancel an enrollment agreement if written notice of the cancellation is submitted to Brookline College within three days (excluding Saturdays, Sundays, state and/or federal holidays) of signing the agreement. In such cases, 100% of all monies paid to Brookline College will be refunded within 30 days.

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## **Institutional Refund Policy (continued)**

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 is 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.

<b>Last date of attendance as % of the payment period for which the student was obligated</b>	<b>Portion of tuition and fees obligated and paid that are eligible to be retained by the institution</b>
1st week of class (if submitted in writing)	0%
After 1st day but still within 10%	10%
After 10% but still within 25%	50%
After 25% but still within 50%	75%
50% or thereafter	100%

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.

# 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.

### **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, 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

In order to successfully obtain the skills and the competencies outlined on the course syllabus for each course or module 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. Out-of-class work is assigned such that it is to be completed at times other than scheduled in-class contact time. For modular diploma programs with modules totaling 80 clock hours, 20 additional hours of out-of-class work will be required and for modular diploma programs with a practicum/externship module totaling 160 hours, 40 additional hours of out-of-class work will be required. For non-modular programs, students will be required to spend a minimum of 2 hours on out-of-class work for every 1 hour spent in the lecture portion of each class or laboratory. 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 regarding in- and out-of-class work are outlined on the syllabus and topical outline for each course or module.

## **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.
- Academic years three and four of the Bachelor degree are comprised of 300 and 400 level courses.
- Master's level coursework is comprised of 600 and/or 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.

## **Add/Drop Period**

For all semester and module-based programs, the add/drop period is defined as the first week of the semester or module (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 generally not be admitted nor will their enrollment be cancelled after the add/drop period. However, due to mitigating circumstances a student may be permitted to enroll or have their enrollment cancelled; however, this occurs only at the discretion of and requires permission from the Campus Director.

## **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.

## **Online Attendance Policy**

Online students are encouraged to participate often in each course 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 attend at least 50% of the scheduled class hours will not receive credit for the course.

## **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.

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## **Externships/Practica/Clinicals (continued)**

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.

## **Excessive Absence**

After 14 consecutive calendar days of absence in all classes a student will be withdrawn from the College. Consecutive days are counted from a student's last day of attendance and include all possible days Monday through Sunday. 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. 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**

### **All courses/modules except those in the Bachelor of Science in Nursing Degree Program**

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 except the Bachelor of Science degree in Nursing (BSN):

<b>Grade</b>	<b>Percentage</b>	<b>Rating</b>	<b>Grade Point Value</b>
A	90-100%	Excellent	4.0
B	80-89%	Very Good	3.0
C	70-79%	Average	2.0
D*	60-69%	Below Average	1.0
F	0-59%	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A
CR	None	Test Out	N/A
I	None	Incomplete	N/A

*\*For Health Care programs (other than the Bachelor of Science degree in Nursing (BSN); but including the Master of Science in Nursing), 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, or Forensics and Investigations), 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 Requirements" course is considered satisfactory.*

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## Grading System (continued)

### **Bachelor of Science in Nursing Programs**

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 program uses the following grading system:

<b>Grade</b>	<b>Percentage</b>	<b>Rating</b>	<b>Grade Point Value</b>
A	90-100%	Excellent	4.0
B	80-89%	Good	3.0
C	77-79%	Average	2.0
D	60-76%	Failing	1.0
F	Below 60%	Failing	0.0
P	None	Passing	0.0
I	None	Incomplete	N/A
R	None	Repeated	N/A
CR	None	Test Credit	N/A
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A

*In the BSN programs, a grade of less than "C" in any program concentration or nursing support 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). Students may only repeat the same course or module one time, unless otherwise outlined in the College Catalog or program handbook. Retakes are \$100 for one-week residential courses and \$200 practica/externships, clinicals, and all other courses. Students will be charged for all retakes that are listed on the student's transcript. Retake fees must be paid in full prior to the first day of class.

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**

Graduates of Brookline College may wish to “audit” courses in a previously completed program without any addition tuition charges, as a refresher. They may do so only if they meet all of the following conditions:

1. Must be a Brookline College graduate.
2. All indebtedness to Brookline College must be satisfied.
3. Prior approval from the campus director must be obtained.
4. Approval depends on seat available in the course/module.
5. Must have or purchase a current textbook and associated supplies if applicable.
6. Must adhere to all college policies and classroom requirements at the time the audit is to occur.

## **Program-Specific Progress Requirements**

### **Medical Laboratory Technician**

It is generally expected that in order to progress from semester to semester in the Medical Laboratory Technician (MLT) 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 MLT 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.

### **Nursing**

In order to progress from semester to semester in the Nursing program, students must complete and pass all coursework in all prior semesters. Students who must repeat a course may not progress through the curriculum until the course has been repeated and passed successfully. A grade of less than “C” in two or more nursing courses at any time in the curriculum will result in dismissal from the program. In addition, students enrolled in a nursing program must meet all of the standards set forth in the College Catalog and Student Handbook.

## **Transfer Credits from Other Institutions**

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).

## **Transfer Credits from Brookline College**

Courses previously completed at Brookline College will be evaluated as all other course work if a student transfers into a new 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*).

## **Satisfactory Academic Progress (SAP) Statement (Effective July 1, 2011)**

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.

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## **Satisfactory Academic Progress (SAP) Statement (continued)**

The following applies to all students enrolled at Brookline College:

1. 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 ( $120 \times 1.5 = 180$ ) to complete the program of study.
2. 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. 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.
3. 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.
4. 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.
5. Incomplete grades (I), Withdrawals (W), course repetitions (R) are counted as credits or clock hours attempted but not credits or clock hours earned hours in pace of completion.
6. Brookline College does not offer non-credit remedial or transitional courses.
7. All periods of enrollment, regardless if a student is receiving Title IV funds, are counted towards Satisfactory Academic Progress (SAP).
8. 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.

## **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 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. A student placed on warning or fails to meet the minimum standards at the end of their warning period will be notified in writing.

### **Financial Aid/Academic SAP 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 the date the student is notified that he or she failed to meet the minimum standards at the end of their warning period. 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

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### **Financial Aid/Academic SAP Appeal Process (continued)**

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 outlined in the Committee's letter granting the appeal. Where applicable, the student appeal process must be completed before initiating the student grievance procedure.

### **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 and raise their pace of completion to a minimum of 67% by the end of the probation period. 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.

### **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, successfully appeals SAP ineligibility, and is placed on probation or achieves the minimum cumulative grade point average (2.0); and successfully completing 67% of attempted hours to keep pace with program completion.

### **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.

### **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.

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## Step 1 and 2: Informal Appeal Process (continued)

### 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 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 involved. 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](mailto:Professionalethics@brooklinecollege.edu)  
**Mailing address:** Brookline College  
Attn: Professional Ethics  
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 COO review the process and outcomes of the grievance.
4. After a decision has been rendered by the COO, 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:

Arizona State Board for Private Postsecondary Education 1400 W. Washington St., Rm. 260 Phoenix, AZ 85007 (602) 542-5709 <a href="http://azppse.state.az.us">http://azppse.state.az.us</a>	Arizona State Board of Nursing 4747 N. 7 Street, Ste 200 Phoenix, AZ 85014 (602) 889-5150 <a href="http://www.azbn.gov">http://www.azbn.gov</a>	New Mexico Higher Education Department 2048 Galisteo St. Santa Fe, NM 87505 (505) 476-8400 <a href="http://hed.state.nm.us">http://hed.state.nm.us</a>	ACICS 750 First Street NE, Ste. 980 Washington, DC 20002 (202) 336-6780 <a href="http://www.acics.org">http://www.acics.org</a>
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Any questions regarding this grievance procedure should be directed to Brookline College corporate office at 602-644-7000.

## Program and Schedule Changes

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

## **Requirements for Graduation**

1. Earned 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. 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.

## **Student 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 an 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 protect our students and employees, both male and female, against unsolicited and unwelcome sexual overtures or conduct, either physical or verbal. Conduct which has the purpose of unreasonably interfering with an individual's course of study or creates a hostile, intimidating, or offensive environment may also constitute harassment.

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. Chief Operating Officer at 602-644-7000
3. E-mail to the attention of: [professionalethics@brooklinecollege.edu](mailto: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.

## **Dress Code**

Brookline College students need to begin building a wardrobe for the working environment. Tank tops, short shorts, miniskirts, or clothing, piercings and body art that may be offensive in any way or disruptive are not acceptable. A neat and clean appearance for all scheduled courses and field trips must be maintained.

## **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 class room 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.

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## **Allied Health Dress Code (continued)**

- No long sleeve shirts or visible T-shirts may be worn under tunic top when in uniform
- Do not wear colored undergarments that are visible through the uniform. White or beige undergarments work best in the scrub uniform.
- Hair must be clean, worn off the collar and pulled back from face while in uniform, (especially while working in the lab). Hair color that is distracting or not in good taste is not permitted.
- 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.

## **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.

# 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).

## **Americans with Disabilities Act (ADA) Policy**

Brookline College does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If a student wishes to request academic adjustment or auxiliary aids, please contact the Campus Director. They may request academic adjustments or auxiliary aids at any time. The Campus Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Campus Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
2. The Campus Director will respond within two weeks of receiving the request.
3. If the student would like to request reconsideration of the decision regarding your request, please contact the Campus Director within one week of the date of the response. At that time, they will be required to provide a statement of why and how you think the response should be modified.

## **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. 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.

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## **Family Educational Rights and Privacy Act of 1974 (FERPA) (continued)**

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 student's 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**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule creates national standards to protect individuals' medical records and other personal health information. Health plans, health care clearinghouses, and health care providers who perform certain financial and administrative transactions electronically must follow the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule.

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 upon request.

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.

# Master Degree Program

*(Courses are not necessarily listed in order taken)*

## **Master of Science – Nursing Education**

**36 CREDITS – 660 CLOCK HOURS – 48 WEEKS**

The Master of Science in 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.

<b><u>Program Concentration - 36 Credits - 660 Clock Hours</u></b>	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
MSN 600 Health Care Systems and Policy	3.0	45
MSN 610 Organizational Theory and Leadership	3.0	45
MSN 620 Research Methods and Evidence-Based Practice	3.0	45
MSN 630 Theoretical Foundations of Higher Education	3.0	45
MSN 640 The Nurse Educator: Roles and Responsibilities	3.0	45
MSN 650 Curriculum Structure and Development	3.0	45
MSN 660 Teaching and Learning: Theory and Practice	3.0	45
MSN 670 Measurement and Evaluation of Student Learning	3.0	45
MSN 680 Teaching with Technology	3.0	45
MSN 690 Leading and Managing in Nursing Education	3.0	45
MSN 700 Practicum in Nursing Education	3.0	105
MSN 710 Practicum in Education Leadership	3.0	105
<b>TOTAL</b>	<b>36.0</b>	<b>660</b>

# Bachelor Degree Programs

*(Courses are not necessarily listed in order taken)*

## **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.

<b><u>Program Concentration – 72 Credits – 1080 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
CJ 100	Criminal Justice System	3.0	45
CJ 105	Corrections	3.0	45
CJ 112	Criminology	3.0	45
CJ 116	Private Security	3.0	45
CJ 122	Communications in Criminal Justice	3.0	45
CJ 126	Criminal Investigations	3.0	45
CJ 212	Juvenile Justice	3.0	45
CJ 250	Contemporary Issues in Criminal Justice	3.0	45
CJ 260	Procedural Criminal Law	3.0	45
CJ 270	Substantive Criminal Law	3.0	45
CJ 282	Ethics in Criminal Justice	3.0	45
CJ 290	Terrorism	3.0	45
CJ 300	Supervision and Management in Criminal Justice	3.0	45
CJ 320	Delinquency Prevention and Control	3.0	45
CJ 330	Loss Prevention/Asset Protection	3.0	45
CJ 350	Correctional Strategies	3.0	45
CJ 360	Computer-based Crime	3.0	45
CJ 380	Organized Crime	3.0	45
CJ 400	Race, Ethnicity and Crime in America	3.0	45
CJ 410	Legal Research	3.0	45
CJ 420	Corrections Laws and Liability	3.0	45
CJ 430	Criminalistics	3.0	45
CJ 440	Victimology	3.0	45
CJ 460	Violence in America	3.0	45
<b><u>General Education – 36 Credits – 540 Clock Hours</u></b>			
PS 135	Introduction to Psychology	3.0	45
MH 140	College Mathematics	3.0	45
EN 144	English Composition	3.0	45
BI 165	Introduction to Biology	3.0	45
SO 170	Introduction to Sociology	3.0	45
GO 200	Geography	3.0	45
HU 200	Humanities	3.0	45
LI 310	Contemporary Literature	3.0	45
PH 330	Decision Making	3.0	45
QN 320	Essential Statistical Thinking	3.0	45
PH 410	Ethics	3.0	45
CO 415	Multi-cultural Communications	3.0	45
<b><u>Additional Course Requirements – 12 Credits – 210 Clock Hours</u></b>			
SS 100	Student Success	3.0	45
CP 100	Word Processing and Presentations	3.0	60
CP 101	Spreadsheets and Databases	3.0	60
PD 299	Professional Development	3.0	45
<b>TOTAL</b>		<b>120.0</b>	<b>1830</b>

## **Bachelor of Science - Criminal Justice and Cyber Security**

**120 CREDITS – 1830 CLOCK HOURS - 120 WEEKS**

The Bachelor of Science in Criminal Justice and Cyber-Security provides the student with a broad understanding of the criminal justice system as it pertains to security and defense of computer and digital systems with a focus on the technology. The student will examine the complexities of the role of cyber-security from the perspective of a homeland security professional. Graduates of this program will be prepared to seek entry-level opportunities or advance in career fields including private investigations, security, technology, probation, and law enforcement.

<b><u>Program Concentration - 72 Credits - 1080 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
CJ 100	Criminal Justice System	3.0	45
CJ 112	Criminology	3.0	45
CJ 116	Private Security	3.0	45
CJ 122	Communications in Criminal Justice	3.0	45
CJ 126	Criminal Investigations	3.0	45
CJ 270	Substantive Criminal Law	3.0	45
CJ 282	Ethics in Criminal Justice	3.0	45
CJ 360	Computer Based Crime	3.0	45
CJ 375	White Collar Crime	3.0	45
LT 101	Introduction to Digital Forensics	3.0	45
LT 105	Computer Hardware	3.0	45
LT 110	Computer Operating Systems and Software	3.0	45
LT 205	Computer Networks and Protocols	3.0	45
LT 225	Computer Forensic Tools	3.0	45
LT 250	Homeland Security in America	3.0	45
LT 310	Computer Security	3.0	45
LT 320	Information Security	3.0	45
LT 330	High Technology Criminal Investigations	3.0	45
LT 405	Security Policies and Procedures	3.0	45
LT 410	Intelligence Analysis	3.0	45
LT 415	Network Defense and Countermeasures	3.0	45
LT 420	Firewalls and VPNs	3.0	45
LT 430	Disaster Recovery	3.0	45
LT 435	Cyber-Crime Investigations	3.0	45
<b><u>General Education – 36 Credits – 540 Clock Hours</u></b>			
EN 144	English Composition	3.0	45
MH 140	College Mathematics	3.0	45
BI 165	Introduction to Biology	3.0	45
SO 170	Introduction to Sociology	3.0	45
PS 135	Introduction to Psychology	3.0	45
GO 200	Geography	3.0	45
HU 200	Humanities	3.0	45
LI 310	Contemporary Literature	3.0	45
QN 320	Essential Statistical Thinking	3.0	45
PH 330	Decision Making	3.0	45
CO 415	Multi-cultural Communications	3.0	45
PH 410	Ethics	3.0	45
<b><u>Additional Course Requirements – 12 Credits – 210 Clock Hours</u></b>			
SS 100	Student Success	3.0	45
CP 100	Word Processing and Presentations	3.0	60
CP 101	Spreadsheets and Databases	3.0	60
PD 299	Professional Development	3.0	45
<b>TOTAL</b>		<b>120.0</b>	<b>1830</b>

## **Bachelor of Science in Criminal Justice and Intelligence Analysis**

**120 CREDITS – 1830 CLOCK HOURS - 120 WEEKS**

The Bachelor of Science in Criminal Justice and Intelligence Analysis provides the student with a broad understanding of the criminal justice system as it pertains to crime analysis, intelligence, and crime forecasting. The student will examine the complexities of the role of the intelligence analyst from the perspective of a homeland security professional. Graduates of this program will be prepared to seek entry-level opportunities or advance in career fields including private investigations, security, technology, probation, and law enforcement.

<b><u>Program Concentration - 72 Credits - 1080 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
CJ 100	Criminal Justice System	3.0	45
CJ 112	Criminology	3.0	45
CJ 116	Private Security	3.0	45
CJ 122	Communications in Criminal Justice	3.0	45
CJ 126	Criminal Investigations	3.0	45
CJ 270	Substantive Criminal Law	3.0	45
CJ 282	Ethics in Criminal Justice	3.0	45
CJ 360	Computer Based Crime	3.0	45
CJ 375	White Collar Crime	3.0	45
CJ 380	Organized Crime	3.0	45
CJ 410	Legal Research	3.0	45
CJ 440	Victimology	3.0	45
CJ 460	Violence in America	3.0	45
LT 101	Introduction to Digital Forensics	3.0	45
LT 105	Computer Hardware	3.0	45
LT 110	Computer Operating Systems and Software	3.0	45
LT 205	Computer Networks and Protocols	3.0	45
LT 225	Computer Forensic Tools	3.0	45
LT 250	Homeland Security in America	3.0	45
LT 330	High Technology Criminal Investigations	3.0	45
LT 345	Community Policing	3.0	45
LT 410	Intelligence Analysis	3.0	45
LT 425	Terrorism and the Intelligence Analyst	3.0	45
LT 440	Crime Analysis	3.0	45
<b><u>General Education – 36 Credits – 540 Clock Hours</u></b>			
EN 144	English Composition	3.0	45
MH 140	College Mathematics	3.0	45
BI 165	Introduction to Biology	3.0	45
SO 170	Introduction to Sociology	3.0	45
PS 135	Introduction to Psychology	3.0	45
GO 200	Geography	3.0	45
HU 200	Humanities	3.0	45
LI 310	Contemporary Literature	3.0	45
QN 320	Essential Statistical Thinking	3.0	45
PH 330	Decision Making	3.0	45
CO 415	Multi-cultural Communications	3.0	45
PH 410	Ethics	3.0	45
<b><u>Additional Course Requirements – 12 Credits – 210 Clock Hours</u></b>			
SS 100	Student Success	3.0	45
CP 100	Word Processing and Presentations	3.0	60
CP 101	Spreadsheets and Databases	3.0	60
PD 299	Professional Development	3.0	45
<b>TOTAL</b>		<b>120.0</b>	<b>1830</b>

## **Bachelor of Science - Digital Forensics and Investigation**

**120 CREDITS – 1830 CLOCK HOURS - 120 WEEKS**

Digital Forensics is a branch of forensic science that pertains to legal evidence found in, or relating to, computers and electronic communication, information, or storage devices as well as the Internet. This program prepares the student to advance in entry-level career paths in government, private, corporate, or entrepreneurial sectors by continuing to develop knowledge and skills in technology, investigative techniques, and communications.

<b><u>Program Concentration - 72 Credits - 1080 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
CJ 100	Criminal Justice System	3.0	45
CJ 112	Criminology	3.0	45
CJ 126	Criminal Investigations	3.0	45
CJ 122	Communications in Criminal Justice	3.0	45
CJ 265	Private Investigations	3.0	45
CJ 270	Substantive Criminal Law	3.0	45
CJ 282	Ethics in Criminal Justice	3.0	45
CJ 375	White Collar Crime	3.0	45
CJ 380	Organized Crime	3.0	45
CJ 410	Legal Research	3.0	45
LT 101	Introduction to Digital Forensics	3.0	45
LT 105	Computer Hardware	3.0	45
LT 110	Computer Operating Systems and Software	3.0	45
LT 205	Computer Networks and Protocols	3.0	45
LT 225	Computer Forensic Tools	3.0	45
LT 305	Cyber-Crime and Homeland Security	3.0	45
LT 310	Computer Security	3.0	45
LT 320	Information Security	3.0	45
LT 405	Security Policies and Procedures	3.0	45
LT 415	Network Defense and Countermeasures	3.0	45
LT 420	Firewalls and VPNs	3.0	45
LT 430	Disaster Recovery	3.0	45
MG 300	Management Concepts	3.0	45
MG 302	Management Communications	3.0	45
<b><u>General Education - 36 Credits - 540 Clock hours</u></b>			
BI 165	Introduction to Biology	3.0	45
CO 415	Multi-Cultural Communications	3.0	45
EN 144	English Composition	3.0	45
GO 200	Geography	3.0	45
HU 200	Humanities	3.0	45
LI 310	Contemporary Literature	3.0	45
MH 140	College Mathematics	3.0	45
PH 330	Decision Making	3.0	45
PH 410	Ethics	3.0	45
PS 135	Introduction to Psychology	3.0	45
QN 320	Essential Statistical Thinking	3.0	45
SO 170	Introduction to Sociology	3.0	45
<b><u>Additional Course Requirements - 12 Credits - 210 Clock hours</u></b>			
CP 100	Word Processing and Presentations	3.0	60
CP 101	Spreadsheets and Databases	3.0	60
PD 299	Professional Development	3.0	45
SS 100	Student Success	3.0	45
<b>TOTAL</b>		<b>120.0</b>	<b>1830</b>

## **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 provides graduates with a well-rounded education and prepares them to function successfully in entry-level management positions.

### **Program Concentration - 69 Credits - 1035 Clock Hours**

	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
AC 101 Accounting I	3.0	45
BU 175 Business Communications	3.0	45
BU 176 Business Principles	3.0	45
BU 177 Management	3.0	45
AC 240 Business Finance	3.0	45
BU 210 Human Resource Management	3.0	45
BU 211 Small Group Communication for Business	3.0	45
BU 240 Critical Thinking and Decision Making	3.0	45
BU 279 Marketing	3.0	45
BU 280 Quality Management	3.0	45
BU 299 Business Law	3.0	45
MG 300 Management Concepts	3.0	45
MG 302 Management Communications	3.0	45
MG 304 Organizational Behavior	3.0	45
MG 306 Principles of Business Finance for Management Decision Making	3.0	45
MG 308 Legal Environment of Business	3.0	45
MG 310 Human Resources and Diversity	3.0	45
MG 320 Economics	3.0	45
MG 370 Strategic Planning	3.0	45
MG 410 Social Responsibility in Management	3.0	45
MG 432 Labor and Management Relations	3.0	45
MG 460 Leadership	3.0	45
MG 490 Current Management Issues	3.0	45

### **General Education – 36 Credits – 540 Clock Hours**

BI 165 Introduction to Biology	3.0	45
EN 144 English Composition	3.0	45
PS 135 Introduction to Psychology	3.0	45
MH 140 College Mathematics	3.0	45
SO 170 Introduction to Sociology	3.0	45
CO 415 Multi-Cultural Communications	3.0	45
LI 310 Contemporary Literature	3.0	45
PH 330 Decision Making	3.0	45
PH 410 Ethics	3.0	45
QN 320 Essential Statistical Thinking	3.0	45
GO 200 Geography	3.0	45
HU 200 Humanities	3.0	45

### **Additional Course Requirements - 15 Credits – 255 Clock Hours**

CP 100 Word Processing and Presentations	3.0	60
CP 101 Spreadsheets and Databases	3.0	60
PD 299 Professional Development	3.0	45
SS 100 Student Success	3.0	45
BA 499 Research Project	3.0	45

<b>TOTAL</b>	<b>120.0</b>	<b>1830</b>
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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.

<b><u>Program Concentration - 68 Credits - 1635 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
NUR 201	Introduction to Professional Nursing	3.0	45
NUR 202	Fundamentals of Nursing	6.0	165
NUR 302	Health Assessment	4.0	90
NUR 303	Information and Technology in Nursing Practice	2.0	30
NUR 304	Gerontological Nursing Care	2.0	30
NUR 305	Adult Health I	8.0	225
NUR 306	Pharmacology I	3.0	45
NUR 307	Psychiatric Nursing	3.0	75
NUR 308	Obstetrical Nursing	3.0	75
NUR 310	Evidence Based Practice	3.0	45
NUR 401	Adult Health II	8.0	225
NUR 402	Pediatric Nursing	3.0	75
NUR 403	Community Health Nursing	3.0	75
NUR 404	Pharmacology II	3.0	45
NUR 405	Health Care Law and Ethics	2.0	30
NUR 406	Leadership in Nursing Practice	3.0	45
NUR 407	Clinical Integration Capstone	6.0	270
NUR 410	Nursing Concepts Synthesis	3.0	45
<b><u>General Education - 36 Credits - 540 Clock Hours</u></b>			
BI 165	Introduction to Biology	3.0	45
MH 240	Intermediate College Mathematics	3.0	45
EN 144	English Composition	3.0	45
PS 135	Introduction to Psychology	3.0	45
MH 140	College Mathematics	3.0	45
SO 365	Socialization and Societal Development	3.0	45
SO 170	Introduction to Sociology	3.0	45
LI 310	Contemporary Literature	3.0	45
PH 330	Decision Making	3.0	45
PO 136	Introduction to Political Science	3.0	45
QN 320	Essential Statistical Thinking	3.0	45
CO 415	Multi-cultural Communications	3.0	45
<b><u>Additional Course Requirements - 18 Credits - 270 Clock Hours</u></b>			
BIO 175	Anatomy & Physiology I*	3.0	45
BIO 180	Anatomy & Physiology II*	3.0	45
BIO 205	Pathophysiology*	3.0	45
MCR 130	Introduction to Microbiology*	3.0	45
PS 137	Human Growth and Development*	3.0	45
MMH 100	Medication Math*	1.0	15
NTR 200	Principles of Nutrition*	2.0	30
<b>TOTAL</b>		<b>122.0</b>	<b>2445</b>

In order to progress from semester to semester in the Nursing program, students must complete and pass all coursework in all prior semesters. In addition, they must meet all of the standards set forth in the College Catalog and Student Handbook.

*\*Denote Nursing Support courses*

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

**122 CREDITS - 2445 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.

<b><u>Program Concentration - 68 Credits - 1635 Clock Hours</u></b>	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
NUR 201 Introduction to Professional Nursing	3.0	45
NUR 202 Fundamentals of Nursing	6.0	165
NUR 302 Health Assessment	4.0	90
NUR 303 Information and Technology in Nursing Practice	2.0	30
NUR 304 Gerontological Nursing Care	2.0	30
NUR 305 Adult Health I	8.0	225
NUR 306 Pharmacology I	3.0	45
NUR 307 Psychiatric Nursing	3.0	75
NUR 308 Obstetrical Nursing	3.0	75
NUR 310 Evidence Based Practice	3.0	45
NUR 401 Adult Health II	8.0	225
NUR 402 Pediatric Nursing	3.0	75
NUR 403 Community Health Nursing	3.0	75
NUR 404 Pharmacology II	3.0	45
NUR 405 Health Care Law and Ethics	2.0	30
NUR 406 Leadership in Nursing Practice	3.0	45
NUR 407 Clinical Integration Capstone	6.0	270
NUR 410 Nursing Concepts Synthesis	3.0	45
<b><u>General Education - 36 Credits - 540 Clock Hours</u></b>		
PRQ 277 General Education Prerequisites*	36.0	540
<b><u>Additional Course Requirements - 18 Credits - 270 Clock Hours</u></b>		
BIO 205 Pathophysiology	3.0	45
PRQ 177 Program Course Prerequisites**	15.0	225
<b>TOTAL</b>	<b>122.0</b>	<b>2445</b>

**\*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 psychology, a minimum of 3 semester credits; statistics, a minimum of 3 semester credits.

In order to progress from semester to semester in the Nursing program, students must complete and pass all coursework in all prior semesters. In addition, they must meet all of the standards set forth in the College Catalog and Student Handbook.

The Brookline College Bachelor of Science in Nursing for Baccalaureate Degree Graduates nursing education program is a candidate for accreditation by the National League for Nursing Accrediting Commission (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326). Candidacy status does not guarantee that this program will achieve full accreditation, which is granted by the Commission after a full accreditation review including a visit by a team of trained site visitors. Once a program has been granted Candidacy it must seek full accreditation within two (2) years.

# Associate Degree Programs

*(Courses are not necessarily listed in order taken)*

## **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.

### **Program Concentration 33 Credits - 495 Clock Hours**

	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
AC 101 Accounting I	3.0	45
AC 111 Computerized Accounting	3.0	45
AC 121 Business Math	3.0	45
AC 201 Accounting II	3.0	45
AC 211 Intermediate Accounting I	3.0	45
AC 221 Personal Income Tax	3.0	45
AC 231 Payroll	3.0	45
AC 240 Business Finance	3.0	45
BU 176 Business Principles	3.0	45
BU 240 Critical Thinking and Decision Making	3.0	45
BU 299 Business Law	3.0	45

### **General Education – 15 Credits – 225 Clock Hours**

BI 165 Introduction to Biology	3.0	45
EN 144 English Composition	3.0	45
PS 135 Introduction to Psychology	3.0	45
MH 140 College Mathematics	3.0	45
SO 170 Introduction to Sociology	3.0	45

### **Additional Course Requirements - 12 Credits – 210 Clock Hours**

CP 100 Word Processing and Presentations	3.0	60
CP 101 Spreadsheets and Databases	3.0	60
PD 299 Professional Development	3.0	45
SS 100 Student Success	3.0	45

<b>TOTAL</b>	<b>60.0</b>	<b>930</b>
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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.

### **Program Concentration - 33 Credits - 495 Clock Hours**

	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
AC 101 Accounting I	3.0	45
BU 175 Business Communications	3.0	45
BU 176 Business Principles	3.0	45
BU 177 Management	3.0	45
AC 240 Business Finance	3.0	45
BU 210 Human Resource Management	3.0	45
BU 215 Customer Service Concepts	3.0	45
BU 240 Critical Thinking and Decision Making	3.0	45
BU 279 Marketing	3.0	45
BU 280 Quality Management	3.0	45
BU 299 Business Law	3.0	45

### **General Education – 15 Credits – 225 Clock Hours**

BI 165 Introduction to Biology	3.0	45
EN 144 English Composition	3.0	45
PS 135 Introduction to Psychology	3.0	45
MH 140 College Mathematics	3.0	45
SO 170 Introduction to Sociology	3.0	45

### **Additional Course Requirements – 12 Credits – 210 Clock Hours**

SS 100 Student Success	3.0	45
CP 100 Word Processing and Presentations	3.0	60
CP 101 Spreadsheets and Databases	3.0	60
PD 299 Professional Development	3.0	45
<b>TOTAL</b>	<b>60.0</b>	<b>930</b>

## **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.

### **Program Concentration - 36 Credits - 540 Clock Hours**

	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
CJ 100 Criminal Justice System	3.0	45
CJ 105 Corrections	3.0	45
CJ 112 Criminology	3.0	45
CJ 116 Private Security	3.0	45
CJ 122 Communications in Criminal Justice	3.0	45
CJ 126 Criminal Investigations	3.0	45
CJ 212 Juvenile Justice	3.0	45
CJ 250 Contemporary Issues in Criminal Justice	3.0	45
CJ 260 Procedural Criminal Law	3.0	45
CJ 270 Substantive Criminal Law	3.0	45
CJ 282 Ethics in Criminal Justice	3.0	45
CJ 290 Terrorism	3.0	45

### **General Education – 15 Credits – 225 Clock Hours**

BI 165 Introduction to Biology	3.0	45
EN 144 English Composition	3.0	45
PS 135 Introduction to Psychology	3.0	45
MH 140 College Mathematics	3.0	45
SO 170 Introduction to Sociology	3.0	45

### **Additional Course Requirements - 9 Credits – 150 Clock Hours**

SS 100 Student Success	3.0	45
CP 100 Word Processing and Presentations	3.0	60
PD 299 Professional Development	3.0	45
<b>TOTAL</b>	<b>60.0</b>	<b>915</b>

## **Associate of Science - Digital Forensics and Investigation**

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

Digital Forensics is a branch of forensic science that pertains to legal evidence found in, or relating to, computers and electronic communication, information, or storage devices as well as the Internet. This program prepares the student for entry-level positions and rewarding career paths in government, private, corporate, or entrepreneurial sectors by developing knowledge and skills in technology, investigative techniques, law, and communications.

### **Program Concentration - 36 Credits - 540 Clock Hours**

		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
CJ 100	Criminal Justice System	3.0	45
CJ 112	Criminology	3.0	45
CJ 126	Criminal Investigations	3.0	45
CJ 122	Communications in Criminal Justice	3.0	45
CJ 270	Substantive Criminal Law	3.0	45
CJ 282	Ethics in Criminal Justice	3.0	45
CJ 265	Private Investigations	3.0	45
LT 101	Introduction to Digital Forensics	3.0	45
LT 105	Computer Hardware	3.0	45
LT 110	Computer Operating Systems and Software	3.0	45
LT 205	Computer Networks and Protocols	3.0	45
LT 225	Computer Forensic Tools	3.0	45

### **General Education - 15 Credits - 225 Clock hours**

EN 144	English Composition	3.0	45
MH 140	College Mathematics	3.0	45
BI 165	Introduction to Biology	3.0	45
SO 170	Introduction to Sociology	3.0	45
PS 135	Introduction to Psychology	3.0	45

### **Additional Course Requirements - 9 Credits - 150 Clock hours**

SS 100	Student Success	3.0	45
CP 100	Word Processing and Presentations	3.0	60
PD 299	Professional Development	3.0	45
<b>TOTAL</b>		<b>60.0</b>	<b>915</b>

## **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.

### **Program Concentration - 33 Credits – 525 Clock Hours**

	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
AC 101 Accounting I	3.0	45
BU 177 Management	3.0	45
BU 210 Human Resource Management	3.0	45
BU 280 Quality Management	3.0	45
HA 100 Medical Terminology	3.0	45
HA 110 Electronic Medical Records	3.0	60
HA 200 Anatomy and Physiology	3.0	45
HA 210 Medical Law and Ethics	3.0	45
HA 220 Interpersonal Communications in Healthcare	3.0	45
HA 230 Principles of Healthcare Administration	3.0	45
HA 240 Medical Office Administration	3.0	60

### **General Education – 15 Credits – 225 Clock Hours**

BI 165 Introduction to Biology	3.0	45
EN 144 English Composition	3.0	45
MH 140 College Mathematics	3.0	45
PS 135 Introduction to Psychology	3.0	45
SO 170 Introduction to Sociology	3.0	45

### **Additional Course Requirements - 12 Credits – 210 Clock Hours**

CP 100 Word Processing and Presentations	3.0	60
CP 101 Spreadsheets and Databases	3.0	60
PD 299 Professional Development	3.0	45
SS 100 Student Success	3.0	45

<b>TOTAL</b>	<b>60.0</b>	<b>960</b>
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## **Associate of Science - Medical Laboratory Technician**

**62 CREDITS - 1350 CLOCK HOURS - 60 WEEKS**

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.

### **Program Concentration - 44 Credits - 1080 Clock Hours**

	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
MLT 100 Introduction to Clinical Laboratory and Phlebotomy	6.0	135
MLT 105 Microbiology I	3.0	45
MLT 110 Microbiology II	3.0	45
MLT 120 Clinical Chemistry I	6.0	135
MLT 130 Introduction to Blood Bank/Immunology	6.0	135
MLT 135 Clinical Chemistry II	3.0	45
MLT 200 Hematology I	6.0	135
MLT 205 Hematology II	3.0	45
MLT 250 Medical Laboratory Technician Externship	8.0	360

### **General Education - 18 Credits - 270 Clock Hours**

MH 140 College Mathematics	3.0	45
EN 144 English Composition	3.0	45
BI 165 Introduction to Biology	3.0	45
SO 170 Introduction to Sociology	3.0	45
PS 135 Introduction to Psychology	3.0	45

### **Additional Course Requirements - 3 Credits - 45 Clock Hours**

CHM 100 General Chemistry	3.0	45
<b>TOTAL</b>	<b>62.0</b>	<b>1350</b>

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.

*Programmatic (or specialized) accreditation examines specific programs within an educational institution. The standards by which these programs are measured have been developed by the professionals involved in each discipline and are intended to reflect what a student needs to know and be able to do to function successfully within that profession.*

*An institution may seek programmatic accreditation once the program has completed all the eligibility requirements, including the instruction of clinical courses up to graduating its first class of students. Brookline College is applying for specialized accreditation through National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT programs at both the Phoenix and the Tucson campuses have recently been awarded Serious Applicant Status by NAACLS. Serious Applicant Status is not an accreditation status nor does it assure eventual accreditation. It is rather a pre-accreditation status of affiliation with NAACLS which indicates the program is progressing toward accreditation and allows the students to sit for the national certification examination immediately after graduation. Contact information for NAACLS is as follows: National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, (773) 714.8880.*

## **Associate of Science - Paralegal Studies**

**60 CREDITS - 1030 CLOCK HOURS - 60 WEEKS**

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.

### **Program Concentration - 39 Credits - 700 Clock Hours**

	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
LA 100 Legal Research and Writing I	3.0	45
LA 101 Legal Assisting	3.0	45
LA 110 Torts and Litigation I	3.0	45
LA 115 Family Law	3.0	45
LA 120 Specialty Practice Forms	3.0	45
LA 125 Law Office Management	3.0	45
CJ 260 Procedure Criminal Law	3.0	45
CJ 270 Substantive Criminal Law	3.0	45
LA 200 Contracts	3.0	45
LA 210 Estate Planning and Probate	3.0	45
LA 216 Torts and Litigation II	3.0	45
LA 220 Legal Research and Writing II	3.0	45
LA 290 Externship (residential)	3.0	160
LA 291 Portfolio Project (online)	3.0	160

### **General Education – 15 Credits – 225 Clock Hours**

BI 165 Introduction to Biology	3.0	45
EN 144 English Composition	3.0	45
PS 135 Introduction to Psychology	3.0	45
MH 140 College Mathematics	3.0	45
SO 170 Introduction to Sociology	3.0	45

### **Additional Course Requirements - 6 Credits – 105 Clock Hours**

SS 100 Student Success	3.0	45
CP 100 Word Processing and Presentations	3.0	60

<b>TOTAL</b>	<b>60.0</b>	<b>1030</b>
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## **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.

### **Program Concentration - 55 Credits - 1375 Clock Hours**

	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
PTA 101 Introduction to Physical Therapy Profession	2.0	30
PTA 102 Anatomy & Physiology	6.0	105
PTA 103 Documentation & Medical Terminology	3.0	45
PTA 104 Kinesiology I	3.0	60
PTA 105 Kinesiology II	3.0	60
PTA 106 Patient Care Skills	3.0	60
PTA 107 Therapeutic Exercise	3.0	60
PTA 108 Ethics in Physical Therapy Practice	1.0	15
PTA 201 Pathology of Systems	3.0	45
PTA 202 Neurologic Rehabilitation	3.0	60
PTA 203 Ortho Rehabilitation	3.0	60
PTA 204 Rehabilitation Across the Lifespan	3.0	45
PTA 205 Physical Agent Modalities	3.0	60
PTA 210 Physical Therapy Professional Issues	2.0	30
PTA 301 Integrated Clinical Experience	2.0	80
PTA 302 Clinical Practice II	6.0	280
PTA 303 Clinical Practice III	6.0	280

### **General Education - 15 credits - 225 clock hours**

MH 140 College Mathematics	3.0	45
EN 144 English Composition	3.0	45
BI 165 Introduction to Biology	3.0	45
PO 136 Introduction to Political Science	3.0	45
PS 135 Introduction to Psychology	3.0	45
<b>TOTAL</b>	<b>70.0</b>	<b>1600</b>

*Brookline College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; e-mail: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.*

# Diploma Programs

*(Courses are not necessarily listed in order taken)*

## **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.

<b><u>Program Concentration - 30 Credits - 480 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
AC 100	Accounting I	3.0	45
BU 175	Business Communications	3.0	45
BU 176	Business Principles	3.0	45
CP 100	Word Processing and Presentations	3.0	60
CP 101	Spreadsheets and Databases	3.0	60
BU 210	Human Resource Management	3.0	45
BU 215	Customer Service Concepts	3.0	45
BU 240	Critical Thinking and Decision Making	3.0	45
BU 279	Marketing	3.0	45
BU 280	Quality Management	3.0	45
<b><u>Additional Course Requirements - 6 Credits - 90 Clock Hours</u></b>			
SS 100	Student Success	3.0	45
PD 299	Professional Development	3.0	45
<b>TOTAL</b>		<b>36.0</b>	<b>570</b>

## **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.

<b><u>Program Concentration - 35 Credits - 960 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
DA Module A	Basic Integrated Biosciences	3.5	80
DA Module B	Fundamentals of Dental Assisting and Dental Materials	3.5	80
DA Module C	Oral Anatomy for the Dental Assistant	3.5	80
DA Module D	Preventative Dental Health	3.5	80
DA Module E	Chairside Assisting	3.5	80
DA Module F	Dental Radiography	3.5	80
DA Module G	Restorative and Dental Specialties	3.5	80
DA Module H	Dental Office Management and Administrative Procedures	3.5	80
DA Module I	Clinical Practicum/Externship	7.0	320
<b>TOTAL</b>		<b>35.0</b>	<b>960</b>

## **Diploma - Massage Therapy**

**28 CREDITS - 720 CLOCK HOURS - 32 WEEKS (DAY) / 39 WEEKS (EVENING)**

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.

<b><u>Program Concentration - 28 Credits - 720 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
Module A	Introduction to Healthcare	3.5	80
Module B	Concepts in Healthcare	3.5	80
MT Module C	Fundamentals of Massage Therapy	3.5	80
MT Module D	Massage Therapy Concepts	3.5	80
MT Module E	Business and Success Skills	3.5	80
MT Module F	Therapeutic Techniques and Body Systems	3.5	80
MT Module G	Complimentary Therapies	3.5	80
MT Module H	Clinical Massage	3.5	160
<b>TOTAL</b>		<b>28.0</b>	<b>720</b>

## **Diploma - Medical Assistant**

**28 CREDITS - 720 CLOCK HOURS - 32 WEEKS (DAY) / 39 WEEKS (EVENING)**

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.

<b><u>Program Concentration - 28 Credits - 720 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
Module A	Introduction to Healthcare	3.5	80
Module B	Concepts in Healthcare	3.5	80
Module C	Medical Office Administration	3.5	80
MA Module D	Clinical Medical Assisting Duties	3.5	80
MA Module E	The Medical Laboratory	3.5	80
MA Module F	Pharmacology	3.5	80
MA Module G	Electrocardiography	3.5	80
MA Module H	MA Practicum	3.5	160
<b>TOTAL</b>		<b>28.0</b>	<b>720</b>

## **Diploma - Medical Insurance Billing and Coding**

**28 CREDITS - 720 CLOCK HOURS - 32 WEEKS (DAY) / 39 WEEKS (EVENING)**

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.

<b><u>Program Concentration - 28 Credits - 720 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
Module A	Introduction to Healthcare	3.5	80
Module B	Concepts in Healthcare	3.5	80
Module C	Medical Office Administration	3.5	80
MIBC Module D	Medical Billing and Financial Management	3.5	80
MIBC Module E	Insurance Processing	3.5	80
MIBC Module F	Medical Coding Systems	3.5	80
MIBC Module G	Health Information and Records Management	3.5	80
MIBC Module H	MIBC Practicum	3.5	160
<b>TOTAL</b>		<b>28.0</b>	<b>720</b>

## **Diploma - Patient Care Technician**

**28 CREDITS - 720 CLOCK HOURS - 32 WEEKS (DAY) / 39 WEEKS (EVENING)**

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.

<b><u>Program Concentration - 28 Credits - 720 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
Module A	Introduction to Healthcare	3.5	80
Module B	Concepts in Healthcare	3.5	80
PCT Module C	Role of the Patient Care Technician	3.5	80
PCT Module D	Physical and Occupation Therapy Skills	3.5	80
PCT Module E	Phlebotomy, Electrocardiography, and Respiratory Therapy Skills	3.5	80
PCT Module F	Patient Care Skills	3.5	80
PCT Module G	Personal Care and Charting	3.5	80
PCT Module H	PCT Practicum	3.5	160
<b>TOTAL</b>		<b>28.0</b>	<b>720</b>

## **Diploma - Pharmacy Technician**

**28 CREDITS - 720 CLOCK HOURS - 32 WEEKS (DAY) / 39 WEEKS (EVENING)**

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.

<b><u>Program Concentration - 28 Credits - 720 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
Module A	Introduction to Healthcare	3.5	80
Module B	Concepts in Healthcare	3.5	80
PT Module C	Introduction to Pharmacy/Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications	3.5	80
PT Module D	Professional Aspects of Pharmacy Technology/ Pharmaceutical Calculations	3.5	80
PT Module E	Pharmacy Operations	3.5	80
PT Module F	Pharmacodynamics and Pharmacokinetics	3.5	80
PT Module G	Pharmacology	3.5	80
PT Module H	Pharmacy Practicum	3.5	160
<b>TOTAL</b>		<b>28.0</b>	<b>720</b>

## **Diploma - Phlebotomy Technician**

**28 CREDITS - 720 CLOCK HOURS - 32 WEEKS (DAY) / 39 WEEKS (EVENING)**

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.

<b><u>Program Concentration - 28 Credits - 720 Clock Hours</u></b>		<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
Module A	Introduction to Healthcare	3.5	80
Module B	Concepts in Healthcare	3.5	80
Module C	Medical Office Administration	3.5	80
PH Module D	Introduction to Phlebotomy	3.5	80
PH Module E	Safety and Infection Control	3.5	80
PH Module F	Phlebotomy Procedures	3.5	80
PH Module G	Special Procedures and Point of Care Testing	3.5	80
PH Module H	Phlebotomy Practicum	3.5	160
<b>TOTAL</b>		<b>28.0</b>	<b>720</b>

## 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.

<u>Program Concentration - 63 Credits - 1440 Clock Hours</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
ST Module I Anatomy and Physiology / Medical Terminology	20.0	300
ST Module II Introduction to Surgical Technology	18.0	300
ST Module III Surgical Techniques	13.0	300
ST Module IV Clinical Externship	12.0	540
<b>TOTAL</b>	<b>63.0</b>	<b>1440</b>

*Programmatic (or specialized) accreditation examines specific programs within an educational institution. The standards by which these programs are measured have been developed by the professionals involved in each discipline and are intended to reflect what a student needs to know and be able to do to function successfully within that profession.*

*An institution may seek programmatic accreditation once the program has completed all the eligibility requirements, including the instruction of clinical courses up to graduating its first class of students. The Surgical Technology program at Brookline College has not yet graduated its first class of students. As a result, the Surgical Technology program is not currently programmatically accredited.*

# Course Descriptions

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, **DP**-Data Processing, **DS**-Detention & Security, **EN**-English, **GE**-General Education, **GO**-Geography, **HA**-Health Care Administration, **JA**-Justice Administration, **LA**-Legal Assisting, **LI**-Literature, **LT**-Legal Technology, **MA**-Medical Assistant, **MB**-Medical Insurance Billing & Coding, **MCR**-Microbiology, **MG**-Management, **MH**-Mathematics, **MLT**-Medical Laboratory Technician, **MMH**-Medication Math, **MR**-Medical Records, **MSN**-Master of Science in Nursing, **MSO**-Microsoft Office, **MT**-Massage Therapy, **NTR**-Nutrition, **NUR**-Nursing, **PCT**-Patient Care, **PD**-Professional Development, **PH**-Phlebotomy, **PHM**-Pharmacology, **PL**-Philosophy, **PO**-Political Science, **PRQ**-Nursing Prerequisite Coursework, **PS**-Psychology, **PT**-Pharmacy Technician, **PTA** - Physical Therapist Assistant, **QN**-Quantitative Thinking, **SO**-Sociology, **SS**-Student Success, **ST**-Surgical Technology, **WP**-Word Processing.

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## **AC 100 - ACCOUNTING I**

**3.0 semester credits - 45 clock hours**

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, reconciliation and balance sheets.

## **AC 101 - ACCOUNTING I**

**3.0 semester credits - 45 clock hours**

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, reconciliation and balance sheets.

## **AC 110 - COMPUTERIZED ACCOUNTING**

**2.0 semester credits - 45 clock hours**

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 111 - COMPUTERIZED ACCOUNTING**

**3.0 semester credits – 45 clock hours**

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 120 - BUSINESS MATH**

**2.0 semester credits - 45 clock hours**

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:** GE 140 - College Mathematics.

## **AC 121 - BUSINESS MATH**

**3.0 semester credits – 45 clock hours**

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 157 - SPREADSHEETS**

**2.0 semester credits - 45 clock hours**

This course will cover basic computer spreadsheet skills solving business problems, including calculations, forecasting, and projections. Spreadsheet templates will be designed, tested, and used for “what if” analysis. Database transitions will be covered.

## **AC 200 - ACCOUNTING II**

**3.0 semester credits - 45 clock hours**

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 100 - Accounting I.

**AC 201 - ACCOUNTING II****3.0 semester credits – 45 clock hours**

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 210 - INTERMEDIATE ACCOUNTING I****3.0 semester credits - 45 clock hours**

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 200 - Accounting II

**AC 211 - INTERMEDIATE ACCOUNTING I****3.0 semester credits – 45 clock hours**

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 220 - PERSONAL INCOME TAX****3.0 semester credits - 45 clock hours**

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 221 - PERSONAL INCOME TAX****3.0 semester credits – 45 clock hours**

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 230 - PAYROLL****3.0 semester credits - 45 clock hours**

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 231 - PAYROLL****3.0 semester credits – 45 clock hours**

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**

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**

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**

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**

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. *Prerequisite:* Introduction to Biology

### **BIO 180 - ANATOMY AND PHYSIOLOGY II**

#### **3.0 semester credits - 45 clock hours**

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:* Anatomy and Physiology I

### **BIO 205 - PATHOPHYSIOLOGY**

#### **3.0 semester credits - 45 clock hours**

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.

### **BU 101 - PROFESSIONAL DEVELOPMENT**

#### **1.0 semester credit - 15 clock hours**

This course will prepare the student for the transition from school to work. Topics will include professional attire and successful attitude, goal setting, self-image and job search success, and an introduction to interpersonal communications and successful interviewing.

### **BU 104 - CAREER DEVELOPMENT**

#### **1.0 semester credit - 15 clock hours**

This course focuses on obtaining employment in the student's field of study. Included in this class will be developing a resume, researching companies of interest, and mock interviews.

### **BU 110 - MASTER STUDENT - SKILL BUILDING**

#### **1.0 semester credit - 15 clock hours**

This course is designed to increase student's success at Brookline College by assisting the student to obtain the knowledge and skills necessary to reach educational objectives. Topics in this course include learning and study skills, time planning, test taking, and multiculturalisms that impact Brookline College's students.

### **BU 115 - MASTER STUDENT - WORKSHOPS**

#### **0.5 semester credit - 15 clock hours**

This course focuses on obtaining the knowledge and skills necessary to have successful personal and professional relationships. Topics in this course include critical thinking techniques, communication skills, multiculturalism, and personal issues that face Brookline College students.

### **BU 125 - WRITING FOR CAREER PROFESSIONALS**

#### **0.5 semester credits - 15 clock hours**

This course provides the basics for writing effective sentences, paragraphs and short papers as well as basic content in the areas of grammar, sentence development, paragraph construction and writing a clear well-organized paper. The student will receive information necessary for writing a paper in APA format as well as for ensuring a paper is not plagiarized.

**BU 175 - BUSINESS COMMUNICATIONS****3.0 semester credits - 45 clock hours**

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**

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**

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**

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**

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**

This course focuses on customer service and its key role in business operations. Topics covered include how to assess verbal and non-verbal 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**

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**

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**

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**

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**

This Course provides students with the skills and knowledge of organic and biological chemistry necessary for application within the Allied Health Field. Emphasizes is placed on Chemical Quantities and Reactions. Additional emphasis is placed on biological Functions and their relationship to enzymes, proteins, lipids, carbohydrates and DNA.

### **CJ 100 - CRIMINAL JUSTICE SYSTEM**

#### **3 semester credits - 45 clock hours**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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 105 - SPEECH**

#### **3.0 semester credits - 60 clock hours**

This course explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course.

### **CO 415 - MULTI-CULTURAL COMMUNICATIONS**

#### **3.0 semester credits - 45 clock hours**

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**

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**

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 BIOSCIENCES**

### **3.5 semester credits - 80 clock hours**

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**

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. *Prerequisite:* Satisfactory Completion of DA Module A

## **DA MODULE C - ORAL ANATOMY FOR THE DENTAL ASSISTANT**

### **3.5 semester credits - 80 clock hours**

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**

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**

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**

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**

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**

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.

## **DP 102 - INTRODUCTION TO COMPUTERS**

### **1.0 semester credit - 15 clock hours**

This course is designed to acquaint the student with basic computer nomenclature. The student will also become aware of standard software used in business today.

## **DP 103 - PUBLISHING AND PRESENTATIONS**

### **2.0 semester credits - 45 clock hours**

This course is designed to introduce students to the basics of presentation applications and integration. Students will create slide shows and will explore integration by interchanging documents within Office. *Prerequisite:* DP 102 - Introduction to Computers and WP 106 - Microsoft Word.

## **DP 104 - DATABASE DESIGN**

### **2.0 semester credits - 45 clock hours**

This course is designed to introduce students to the principles, concepts, techniques, and skills required to perform database designs. These skills will be applied to develop tables, forms, reports, templates, and custom form letters.

## **DS 100 - CRIMINAL JUSTICE SYSTEM**

### **3.0 semester credits - 45 clock hours**

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.

## **DS 105 - CORRECTIONS**

### **3.0 semester credits - 45 clock hours**

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.

## **DS 112 - CRIMINOLOGY**

### **3.0 semester credits - 45 clock hours**

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.

## **DS 116 - PRIVATE SECURITY**

### **3.0 semester credits - 45 clock hours**

This course describes the history and the development of the Private Service industry within the United States and 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.

## **DS 122 - COMMUNICATIONS IN CRIMINAL JUSTICE**

### **3.0 semester credits - 45 clock hours**

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.

**DS 125 - CRIMINAL INVESTIGATIONS****3.0 semester credits - 45 clock hours**

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.

**DS 130 - REPORT WRITING****3.0 semester credits - 45 clock hours**

This course outlines the characteristics of good law enforcement reports and field notes. It provides the student with the ability to write clear, concise, and accurate reports with an emphasis on elements of composition, sentence and paragraph construction, grammar, and punctuation. Practice in note taking and writing reports is emphasized and proficiency must be demonstrated.

**EN 144 - ENGLISH COMPOSITION****3.0 semester credits - 45 clock hours**

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.

**GE 131 - WORLD CULTURES, NATION BUILDING, AND THE GOVERNING PROCESSES****3.0 semester credits - 45 clock hours**

A study of the basic social, economic, and political factors of the governing process will be presented in this course. Included will be a review of governing processes implemented worldwide, concentrating on significant political ideologies, philosophies and theories which have affected cultural, social, and economic development.

**GE 135 - INTRODUCTION TO PSYCHOLOGY****3.0 semester credits - 45 clock hours**

This course 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.

**GE 136 - INTRODUCTION TO POLITICAL SCIENCE****3.0 semester credits - 45 clock hours**

This course is designed to introduce basic political science concepts, terminology, and methods of analysis that will enable the citizen/student 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.

**GE 140 - COLLEGE MATHEMATICS****3.0 semester credits - 45 clock hours**

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.

**GE 144 - ENGLISH COMPOSITION****3.0 semester credits - 45 clock hours**

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.

**GO 200 - GEOGRAPHY****3.0 semester credits - 45 clock hours**

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**

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**

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**

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 210 - MEDICAL LAW AND ETHICS**

### **3.0 semester credits - 45 clock hours**

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 220 - INTERPERSONAL COMMUNICATIONS IN HEALTHCARE**

### **3.0 semester credits - 45 clock hours**

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**

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**

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.

## **HU 200 - HUMANITIES**

### **3.0 semester credits - 45 clock hours**

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.

**JA 212 - JUVENILE JUSTICE****3.0 semester credits - 45 clock hours**

This course covers the history and development of juvenile justice, theories, procedures, and institutions concerned with juvenile justice rehabilitation and incarceration.

**JA 250 - CONTEMPORARY ISSUES IN CRIMINAL JUSTICE****3.0 semester credits - 45 clock hours**

This course examines the influence and impact of legal, civic, and political issues on the criminal justice system. Student will analyze situations to identify key issues and discuss possible outcomes and solutions related to various issues.

**JA 260 - PROCEDURAL CRIMINAL LAW****3.0 semester credits - 45 clock hours**

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.

**JA 270 - SUBSTANTIVE CRIMINAL LAW****3.0 semester credits - 45 clock hours**

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.

**JA 282 - ETHICS IN CRIMINAL JUSTICE****3.0 semester credits - 45 clock hours**

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.

**JA 290 - TERRORISM****3.0 semester credits - 45 clock hours**

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.

**LA 100 - LEGAL RESEARCH AND WRITING I****3.0 semester credits - 45 clock hours**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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:* Student must have first successfully completed all coursework.

**LA 291 - PORTFOLIO PROJECT (Online Students Only)****3.0 semester credits - 160 clock hours**

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:* Student must have first successfully completed all coursework.

**LI 310 - CONTEMPORARY LITERATURE****3.0 semester credits - 45 clock hours**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

In this course the student will assess the computer and digital devices as instrumentalities of crime as well as indentifying 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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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.

### **MA MODULE E – THE MEDICAL LABORATORY**

#### **3.5 semester credits – 80 clock hours**

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.

### **MA MODULE F - PHARMACOLOGY**

#### **3.5 semester credits - 80 clock hours**

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.

## **MA MODULE G - ELECTROCARDIOGRAPHY**

### **3.5 semester credits - 80 clock hours**

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.

## **MA MODULE H - PRACTICUM**

### **3.5 semester credits - 160 clock hours**

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**

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**

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**

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**

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**

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**

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**

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**

This course centers on economics and its relationship to management.

**MG 340 - ENTERPRISE MARKETING****3.0 semester credits - 45 clock hours**

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**

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**

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**

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**

This course will analyze traditional and contemporary leadership theories.

**MG 490 - CURRENT MANAGEMENT ISSUES****3.0 semester credits - 45 clock hours**

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**

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**

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:* College Mathematics

**MIBC MODULE D - MEDICAL BILLING AND FINANCIAL MANAGEMENT****3.5 semester credits - 80 clock hours**

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-92 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.

**MIBC MODULE E - INSURANCE PROCESSING****3.5 semester credits - 80 clock hours**

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.

## **MIBC MODULE F - MEDICAL CODING SYSTEMS**

### **3.5 semester credits - 80 clock hours**

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.

## **MIBC MODULE G - HEALTH INFORMATION AND RECORD MANAGEMENT**

### **3.5 semester credits - 80 clock hours**

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.

## **MIBC MODULE H - PRACTICUM**

### **3.5 semester credits - 160 clock hours**

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.

## **MLT 100 INTRODUCTION TO THE CLINICAL LABORATORY SKILLS AND PHLEBOTOMY**

### **6.0 semester credits – 135 clock hours**

This course provides an introduction to the basic laboratory skills and phlebotomy. It will include Microbiology, Serology, Chemistry, Hematology, Point of Care Testing, basic Phlebotomy Techniques, Infection Control, Safety, First Aid, and Healthcare Provider CPR.

## **MLT 105 MICROBIOLOGY I**

### **3.0 semester credits – 45 clock hours**

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.

## **MLT 110 MICROBIOLOGY II**

### **3.0 semester credits – 45 clock hours**

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 MLT 105 Microbiology I

## **MLT 120 CLINICAL CHEMISTRY I**

### **6.0 semester credits – 135 clock hours**

This course includes techniques and procedures for analysis blood, urine and body fluids using automated laboratory equipment. Topics include path physiology and methodologies for hepatic, cardiac, renal functions, endocrine function, miscellaneous body fluids, and toxicology.

## **MLT 130 INTRODUCTION TO BLOOD BANK/IMMUNOLOGY**

### **6.0 semester credits – 135 clock hours**

This course focuses on basic blood banking concepts and procedures including blood typing and compatibility testing and antibody identification.

## **MLT 135 CLINICAL CHEMISTRY II**

### **3.0 semester credits – 45 clock hours**

This course will explore the concepts of quality assurance in the laboratory. It will review regulatory compliance requirements and certification and continuing education programs. It will focus on performing the mathematical calculations routinely used in laboratory settings. **Prerequisite:** Satisfactory completion of MLT 120 Clinical Chemistry I

### **MLT 200 HEMATOLOGY I**

**6.0 semester credits – 135 clock hours**

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 Laboratory.

### **MLT 205 HEMATOLOGY II**

**3.0 semester credits – 45 clock hours**

This course will introduce hematologic abnormalities as well as the theory and principles of coagulation. It will also include an overview of the immune system and the use of immunology testing methods to aid in the diagnosis of immune disorders and infectious diseases. *Prerequisite:* Satisfactory completion of MLT 200 Hematology I

### **MLT 250 MEDICAL LABORATORY TECHNICIAN EXTERNSHIP**

**8.0 semester credits – 360 clock hours**

Students will practice the principles and procedures of laboratory medicine as an entry-level Medical/Clinical Laboratory Technician. Students will learn to operate contemporary instruments and report results on a 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 all other MLT Technical Coursework.

### **MMH 100 - MEDICATION MATH**

**1.0 semester credits – 15 clock hours**

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. *Prerequisite:* MH 140 College Mathematics; MH 240 Intermediate College Mathematics

### **MODULE A - INTRODUCTION TO HEALTHCARE**

**3.5 semester credits - 80 clock hours**

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**

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. *Prerequisite:* Satisfactory completion of Module A.

### **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.

### **MSN 600 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. Emphasis is placed on the role of policymakers and other key stakeholders who influence the health care system including those in government, the provider community, special interest groups, and private payers. There is an additional focus on the health policy process. Students will learn to present evidence-based policy briefs on a variety of health policy issues and will use frameworks from economics, finance, and organizational theory to analyze existing policy and make policy recommendations.

### **MSN 610 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 system in which they work, as it is imperative to understand and appreciate practice environments. Course content is based upon social science theories, business practices, and psychological tenets. Management principles are outlined and issues related to organizational behavior in the healthcare industry are discussed, such as 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.

### **MSN 620 RESEARCH METHODS AND EVIDENCE-BASED PRACTICE**

#### **3.0 semester credits - 45 clock hours**

This course provides the essential knowledge to evaluate critically both 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.

### **MSN 630 THEORETICAL FOUNDATIONS OF HIGHER EDUCATION**

#### **3.0 semester credits - 45 clock hours**

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.

### **MSN 640 THE NURSE EDUCATOR: ROLES AND RESPONSIBILITIES**

#### **3.0 semester credits - 45 clock hours**

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**

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**

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 MEASUREMENT AND EVALUATION OF STUDENT LEARNING**

#### **3.0 semester credits - 45 clock hours**

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 680 TEACHING WITH TECHNOLOGY**

#### **3.0 semester credits - 45 clock hours**

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**

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**

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 complete a practicum project, analyzing practicum experiences using theoretical constructs, specialty content, and acquired competencies.

## **MSN 710 PRACTICUM IN EDUCATIONAL LEADERSHIP**

### **3.0 semester credits - 105 clock hours**

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.

## **MSO 110 - MICROSOFT OFFICE APPLICATIONS**

### **3.0 semester credits - 60 clock hours**

This course is designed to introduce students to the Microsoft Office 2007 suite of business productivity software that allows users to develop and use documents, spreadsheets, databases, graphics, and PowerPoint slides for professional presentations within the workplace. Assignments typically include using MS Office software to write presentations, summaries, proposals, and informal, formal, and research reports.

## **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.

## **MT MODULE G - COMPLIMENTARY THERAPIES**

### **3.5 semester credits - 80 clock hours**

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.

## **MT MODULE H - CLINICAL MASSAGE**

### **3.5 semester credits - 160 clock hours**

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 G Complimentary Therapies.

## **NTR 200 - PRINCIPLES OF NUTRITION**

### **2.0 semester credits - 30 clock hours**

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**

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**

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 302 - Health Assessment

## **NUR 302 - HEALTH ASSESSMENT**

### **4.0 semester credits - 90 clock hours**

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

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

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

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:** NUR 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, NUR 302 - Health Assessment, BIO 205 - Pathophysiology, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing. **Corequisite:** NUR 308 - Obstetrical Nursing.

### **NUR 306 - PHARMACOLOGY I**

3.0 semester credits - 45 clock hours

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. **Prerequisites:** NUR 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, NUR 302 - Health Assessment, BIO 205 - Pathophysiology, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing.

### **NUR 307 - PSYCHIATRIC NURSING**

3.0 semester credits - 75 clock hours

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 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing.

### **NUR 308 - OBSTETRICAL NURSING**

3.0 semester credits - 75 clock hours

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 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing. **Corequisite:** NUR 305 - Adult Health I.

### **NUR 310 - EVIDENCE BASED PRACTICE**

3.0 semester credits - 45 clock hours

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, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing

## **NUR 401 - ADULT HEALTH II**

### **8.0 semester credits - 225 clock hours**

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 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 310 - Evidence-Based Practice. *Corequisite:* NUR 402 - Pediatric Nursing.

## **NUR 402 - PEDIATRIC NURSING**

### **3.0 semester credits - 75 clock hours**

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 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 310 - Evidence-Based Practice. *Corequisite:* NUR 401 - Adult Health II.

## **NUR 403 - COMMUNITY HEALTH NURSING**

### **3.0 semester credits - 75 clock hours**

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 303 - Information and Technology, NUR 304 - Gerontological Nursing, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 310 - Evidence-Based Practice.

## **NUR 404 - PHARMACOLOGY II**

### **3.0 semester credits - 45 clock hours**

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 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 310 - Evidence-Based Practice.

## **NUR 405 - HEALTH CARE LAW AND ETHICS**

### **2.0 semester credits - 45 clock hours**

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 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 310 - Evidence-Based Practice.

### **NUR 406 - LEADERSHIP IN NURSING PRACTICE**

#### **3.0 semester credits - 45 clock hours**

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 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 310 - Evidence-Based Practice, NUR 401 - Adult Health II, NUR 402 - Pediatric Nursing, NUR 403 - Community Health Nursing, NUR 404 - Pharmacology II, NUR 405 - Health Care Law and Ethics.

### **NUR 407 - CLINICAL INTEGRATION CAPSTONE**

#### **6.0 semester credits - 270 clock hours**

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 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 310 - Evidence-Based Practice, NUR 401 - Adult Health II, NUR 402 - Pediatric Nursing, NUR 403 - Community Health Nursing, NUR 404 - Pharmacology II, NUR 405 - Health Care Law and Ethics.

### **NUR 410 - NURSING CONCEPTS SYNTHESIS**

#### **3.0 semester credits - 45 clock hours**

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 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 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 303 - Information and Technology, NUR 304 - Gerontological Nursing, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 310 - Evidence-Based Practice, NUR 401 - Adult Health II, NUR 402 - Pediatric Nursing, NUR 403 - Community Health Nursing, NUR 404 - Pharmacology II, NUR 405 - Health Care Law and Ethics. **Co-requisite:** NUR 407 - Clinical Integration Capstone.

### **PCT MODULE C - THE ROLE OF THE PATIENT CARE TECHNICIAN**

#### **3.5 semester credits - 80 clock hours**

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.

### **PCT MODULE D - PHYSICAL AND OCCUPATION THERAPY SKILLS**

#### **3.5 semester credits - 80 clock hours**

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.

### **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.

### **PCT MODULE F - PATIENT CARE SKILLS**

#### **3.5 semester credits - 80 clock hours**

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.

## **PCT MODULE G - PERSONAL CARE AND CHARTING**

### **3.0 semester credits - 80 clock hours**

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.

## **PCT MODULE H - PRACTICUM**

### **3.5 semester credits - 160 clock hours**

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 Occupation 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**

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 330 - DECISION MAKING**

### **3.0 semester credits - 45 clock hours**

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**

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**

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 systems. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. *Prerequisite:* Satisfactory completion of Module A.

## **PH MODULE E - SAFETY AND INFECTION CONTROL**

### **3.5 semester credits - 80 clock hours**

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.

## **PH MODULE F - PHLEBOTOMY PROCEDURES**

### **3.5 semester credits - 80 clock hours**

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.

## **PH MODULE G - SPECIAL PROCEDURES AND POINT OF CARE TESTING**

### **3.5 semester credits - 80 clock hours**

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.

## **PH MODULE H - PRACTICUM**

### **3.5 semester credits - 160 clock hours**

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.

## **PHM 200 - PHARMACOLOGY**

### **3.0 semester credits - 45 clock hours**

Students are introduced to pharmacology, including basic pharmacological terminology and concepts, drug categories, use, indications and contraindications for use, side effects and interactions. Mechanisms of drug action, forms and routes of administration, and common generic and trade names are also taught.

## **PO 136 - INTRODUCTION TO POLITICAL SCIENCE**

### **3.0 semester credits – 45 clock hours**

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.

## **PRQ 177 - PROGRAM COURSE PREREQUISITES**

### **15.0 semester credits - 225 clock hours**

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**

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**

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**

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**

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**

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.

### **PTA 103 - DOCUMENTATION AND MEDICAL TERMINOLOGY**

#### **3.0 semester credits - 45 clock hours**

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 basic 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**

Introduces basic principles of musculoskeletal anatomy, kinematics, biomechanics, and clinical assessment. Students locate and identify muscles, joints, and other landmarks of the lower quadrant in addition to assessing range of motion and strength. **Prerequisite:** PTA 101 - Introduction to Physical Therapy Profession, PTA 102 - Anatomy & Physiology.

### **PTA 105 - KINESIOLOGY II**

#### **3.0 semester credits - 60 clock hours**

Continuation from PTA 102 with basic principles of musculoskeletal anatomy, kinematics, biomechanics, and clinical assessment of the axial skeleton and upper quadrant including location and identification of muscles, joints, and other landmarks. Assess range of motion and strength of the axial skeleton and upper quadrant. Integrated analysis of posture and gait. **Prerequisite:** PTA 104 - Kinesiology I.

### **PTA 106 - PATIENT CARE SKILLS**

#### **3.0 semester credits - 60 clock hours**

An introduction to basic patient handling skills and physical therapy interventions performed by the physical therapist assistant: 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, PTA 102 - Anatomy & Physiology.

### **PTA 107 - THERAPEUTIC EXERCISE**

#### **3.0 semester credits - 60 clock hours**

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, PTA 105 - Kinesiology II.

### **PTA 108 - ETHICS IN PT PRACTICE**

#### **1.0 semester credit - 15 clock hours**

This course provides exposure to 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**

Develops cognitive and psychomotor skills 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 impairments caused by these pathologies, and data collection in patient treatment. **Prerequisites:** PTA 102 - Anatomy & Physiology; **Co-requisites:** PTA 103 - Documentation and Medical Terminology, PTA 105 - Kinesiology II.

### **PTA 202 - NEUROLOGIC REHABILITATION**

#### **3.0 semester credits - 60 clock hours**

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, PTA 106 - Patient Care Skills.

### **PTA 203 - ORTHOPEDIC REHABILITATION**

#### **3.0 semester credits - 60 clock hours**

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. **Prerequisites:** PTA 102 - Anatomy & Physiology, PTA 103 - Documentation and Medical Terminology, PTA 105 - Kinesiology II.

### **PTA 204 - REHABILITATION ACROSS THE LIFESPAN**

#### **3.0 semester credits - 45 clock hours**

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 201 - Pathology of Systems; *Co-requisites:* PTA 202 - Neurologic Rehabilitation, PTA 203 - Orthopedic Rehabilitation.

### **PTA 205 - PHYSICAL AGENT MODALITIES**

#### **3.0 semester credits - 60 clock hours**

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. *Prerequisite:* PTA 102 - Anatomy & Physiology, PTA 105 - Kinesiology II, PTA 201 - Pathology of Systems; *Co-requisites:* PTA 202 - Neurologic Rehabilitation, PTA 203 - Orthopedic Rehabilitation.

### **PTA 210 - PT PROFESSIONAL ISSUES II**

#### **2.0 semester credits - 30 clock hours**

Provides an overview of the health care delivery system, regulations and requirements for licensure and the transition in the school to professional work. Includes preparation for taking the National Physical Therapy Examination. *Prerequisite:* PTA 301 - Integrated Clinical Experience, PTA 302 - Clinical Practice II.

### **PTA 301 - INTEGRATED CLINICAL EXPERIENCE**

#### **2.0 semester credits – 80 clock hours**

Provides a part-time clinical experience to apply foundational elements, knowledge, and technical skills pertinent to physical therapy practice. Student will receive a pass/fail grade for this course. *Prerequisites:* PTA 102 - Anatomy & Physiology, PTA 103 - Documentation and Medical Terminology, PTA 105 - Kinesiology II, PTA 107 - Therapeutic Exercise, PTA 108 - Ethics in PT Practice, PTA 201 - Pathology of Systems.

### **PTA 302 CLINICAL PRACTICE II**

#### **6.0 semester credits – 280 clock hours**

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. Student will receive a pass/fail grade for this course. *Prerequisite:* Completion of all general education classes and all technical classes except PTA 210 - PT Professional Issues II.

### **PTA 303 CLINICAL PRACTICE III**

#### **6.0 semester credits – 280 clock hours**

Provides a full-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings. This is the final clinical experience before return to campus for PT Professional Issues II and preparation for graduation and National Physical Therapy Examination. Student will receive a pass/fail grade for this course. *Prerequisite:* Completion of all general education classes and all technical classes except PTA 210 - PT Professional Issues II. *Co-requisite:* PTA 210 - PT Professional Issues II.

### **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.

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

#### **3.5 semester credits - 80 clock hours**

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.

### **PT MODULE E - PHARMACY OPERATIONS**

#### **3.5 semester credits - 80 clock hours**

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.

### **PT MODULE F - PHARMACODYNAMICS AND PHARMACOKINETICS**

#### **3.5 semester credits - 80 clock hours**

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.

### **PT MODULE G - PHARMACOLOGY**

#### **3.5 semester credits - 80 clock hours**

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.

### **PT MODULE H - PHARMACY PRACTICUM**

#### **3.5 semester credits - 160 clock hours**

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 Pharmacokinetics, PT Module G Pharmacology.

### **QN 320 - ESSENTIAL STATISTICAL THINKING**

#### **3.0 semester credits - 45 clock hours**

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**

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 360 - THE GLOBAL ENVIRONMENT**

#### **3.0 semester credits - 45 clock hours**

This course explores cultural, ethnic and political environments worldwide. Geographic concepts, location, and spatial patterns are analyzed.

### **SO 365 - SOCIALIZATION AND SOCIETAL DEVELOPMENT**

#### **3.0 semester credits - 45 clock hours**

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**

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**

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**

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**

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**

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, II and III with established Brookline College standards.

## **WP 106 - MICROSOFT WORD**

### **2.0 semester credits - 45 clock hours**

The students will be introduced to Microsoft Word to develop letters, tabulations, forms, etc. pertaining to modern office communication needs. Keyboarding for speed and accuracy will be practiced in this class. Time will also be allotted for 10-key proficiency. *Prerequisite:* DP 102 - Introduction to Computers.

# Board of Directors

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**Manager**

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**Executive Administration**

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Seth Balogh, PhD – Senior Vice President, Academics & Regulatory Affairs

Debra Kotila – Vice President of Administration / Chief Financial Officer (interim)

Carol S. Kleinman, PhD, RN, NEA-BC – Vice President of Nursing Education

**Administrative Corporate Staff**

Genna Freeborn – Corporate Manager of Financial Aid

*Campus staff and faculty listings are included in the Catalog Supplement.*



## **PHOENIX**

2445 W. Dunlap Ave., Suite 100  
(N. 25th Ave. & W. Dunlap Ave.)  
Phoenix, AZ 85021

(602) 242-6265

**toll free** 1-800-793-2428

## **TEMPE**

1140-1150 S. Priest Dr.  
(S. Priest Dr. & University Dr.)  
Tempe, AZ 85281

(480) 545-8755

**toll free** 1-888-886-2428

## **TUCSON**

5441 E. 22nd St., Suite 125  
(E. 22nd St. & S. Craycroft Rd.)  
Tucson, AZ 85711

(520) 748-9799

**toll free** 1-888-292-2428

## **ALBUQUERQUE**

4201 Central Ave., N.W., Suite J  
(Central Ave., N.W. & Atrisco Dr., N.W.)  
Albuquerque, NM 87105

(505) 880-2877

**toll free** 1-888-660-2428

## **LEARNING SITE**

4775 Indian School Rd., N.E., Suite 310  
(Indian School Rd., N.E. & San Mateo Blvd., N.E.)  
Albuquerque, NM 87110-3927

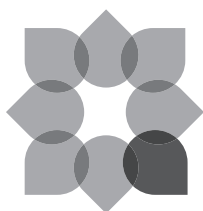
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# BROOKLINE COLLEGE

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## CATALOG SUPPLEMENT

Tuition & Fees  
School Calendar  
Campus Staff & Faculty  
Catalog Addendum

(Effective 04/24/12)

The Catalog Supplement is not a standalone document and must be accompanied by the most current version of the catalog.

For more information about our graduation rates, the median debt of students who Brookline College programs, and other consumer important information, please visit the "Reporting and Disclosure" tab on our website at, [www.brooklinecollege.edu](http://www.brooklinecollege.edu).



# Tuition and Fees

The tuition and fees outlined below may vary for individual students who have transfer credit or who complete competency exams or credit by examination associated with their specific program of study. The cost of textbooks and uniforms, as applicable to a specific program, are included in the total program costs. For the programs charged on a credit load basis per semester, the charges are assessed in the beginning of the semester. **Tuition and Fees are subject to change at any time.**

## Residential Programs

### Bachelor Degree Programs

Program	Tuition	Total Program Cost	Phoenix	Tempe	Tucson	Albuq. <sup>(1)</sup>
Bachelor of Science - Criminal Justice <sup>(2)</sup>	\$54,000	\$54,000			●	●
Bachelor of Science in Nursing <sup>(3)</sup>	\$79,900	\$79,900	●			
Bachelor of Science in Nursing for Baccalaureate Degree Graduates <sup>(4)</sup>	\$46,150	\$46,150	●			●

<sup>(1)</sup>New Mexico Gross Receipt Tax of 7.0% will be added to the tuition shown, the amount will be reflected on the enrollment agreement.

<sup>(2)</sup>Tuition for the Bachelor of Science in Criminal Justice is charged per semester on a credit load basis:

Full time: 12 or more credits	\$6,750.00
Three quarter time: 9-11.99 credits	\$5,062.50
Half time: 6-8.99 credits	\$3,375.00
Less than half time: Less than 6 credits	\$1,687.50

<sup>(3)</sup>Tuition for the Bachelor of Science in Nursing is charged per semester on a credit load basis:

Full time: 12 or more credits	\$9987.50
Three quarter time: 9-11.99 credits	\$7490.75
Half time: 6-8.99 credits	\$4993.75
Less than half time: Less than 6 credits	\$2496.75

<sup>(4)</sup>Tuition for the Bachelor of Science in Nursing for Baccalaureate Degree Graduates is charged per semester on a credit load basis:

Full time: 12 or more credits	\$11,537.50
Three quarter time: 9-11.99 credits	\$8,653.25
Half time: 6-8.99 credits	\$5,768.75
Less than half time: Less than 6 credits	\$2,884.50

### Associate Degree Programs

Program	Tuition	Total Program Cost	Phoenix	Tempe	Tucson	Albuq. <sup>(1)</sup>
Associate of Science - Accounting <sup>(2)</sup>	\$27,000	\$27,000				●
Associate of Science - Business <sup>(2)</sup>	\$27,000	\$27,000			●	●
Associate of Science - Criminal Justice <sup>(2)</sup>	\$27,000	\$27,000	●	●	●	●
Associate of Science - Medical Laboratory Technician <sup>(3)</sup>	\$29,450	\$29,450	●			
Associate of Science - Paralegal Studies <sup>(2)</sup>	\$27,000	\$27,000			●	●
Associate of Science - Physical Therapist Assistant <sup>(4)</sup>	\$33,250	\$33,250	●			

<sup>(1)</sup>New Mexico Gross Receipt Tax of 7.0% will be added to the tuition shown, the amount will be reflected on the enrollment agreement.

<sup>(2)</sup>Tuition for the Associate of Science in Accounting, Business, Criminal Justice, and Paralegal Studies is charged per semester on a credit load basis:

Full time: 12 or more credits	\$6,750.00
Three quarter time: 9-11.99 credits	\$5,062.50
Half time: 6-8.99 credits	\$3,375.00
Less than Half time: Less than 6 credits	\$1,687.50

<sup>(3)</sup>Tuition for the Associate of Science-Medical Laboratory Technician is charged per semester on a credit load basis:

Full time: 12 or more credits	\$7,362.50
Three quarter time: 9-11.99 credits	\$5,522.00
Half time: 6-8.99 credits	\$3,681.25
Less than Half time: Less than 6 credits	\$1,840.75

*(continued on the next page)*

## Associate Degree Programs (continued)

(4) Tuition for the Associate of Science-Physical Therapist Assistant is charged per semester on a credit load basis:

Full time - 12 or more credits	\$6,650.00
Three quarter time - 9 – 11.99 credits	\$4,987.50
Half time – 6 – 8.99 credits	\$3,325.00
Less than half time – less than 6 credits	\$1,662.50

**Additional Student Costs - If applicable, the following fees are paid by the student and are not included in the program cost. Fees shown are estimated and subject to change.**

Credit by Examination Test	\$40.00
Certification/Licensure (Allied Health)	Cost varies by entity

## Diploma Programs

Program	Tuition	Total Program Cost	Phoenix	Tempe	Tucson	Albuq. <sup>(1)</sup>
Diploma - Business <sup>(2)</sup>	\$12,750	\$12,750			●	●
Diploma - Dental Assistant	\$16,000	\$16,000	●	●		
Diploma - Massage Therapy	\$12,750	\$12,750	●		●	
Diploma - Medical Assistant	\$14,500	\$14,500	●	●	●	●
Diploma - Medical Insurance Billing and Coding	\$14,500	\$14,500	●	●	●	●
Diploma - Patient Care Technician	\$15,250	\$15,250	●	●	●	
Diploma - Pharmacy Technician	\$16,000	\$16,000	●	●	●	●
Diploma - Phlebotomy Technician	\$16,000	\$16,000	●	●	●	
Diploma - Surgical Technology	\$20,500	\$20,500		●		

<sup>(1)</sup>New Mexico Gross Receipt Tax of 7.0% will be added to the tuition shown, the amount will be reflected on the enrollment agreement.

<sup>(2)</sup>Tuition for Business Diploma is charged per semester on a credit load basis:

Full-time: 12 or more credits	\$6,375
Three-quarter time: 9-11.99 credits	\$4,781.25
Half-time: 6-8.99 credits	\$3,187.50
Less than Half-Time: Up to 5.99 credits	\$1,593.75

# Online Programs

## Master Degree Program

### Program Charges:

Technology fees: \$1,350 total per program (online students are charged \$450 per payment period for technology fees. Master Degree programs consist of three (3) payment periods. Therefore, \$450 x 3 = \$1,350).

Program	Tuition	Total Program Cost
Master of Science - Nursing Education <sup>(1)</sup>	\$14,400	\$15,750

<sup>(1)</sup>Tuition for the Master of Science in Nursing Education is charged per semester on a credit load basis:

Full time: 12 or more credits	\$4,800.00
Three quarter time: 9-11.99 credits	\$3,600.00
Half time: 6-8.99 credits	\$2,400.00
Less than half time: Less than 6 credits	\$1,200.00

## Bachelor Degree Programs

### Program Charges:

Technology fees: \$3,600 total per program (online students are charged \$450 per payment period for technology fees. Bachelor Degree programs consist of eight (8) payment periods. Therefore, \$450 x 8 = \$3,600).

Program	Tuition	Total Program Cost
Bachelor of Science - Criminal Justice <sup>(1)</sup>	\$54,000	\$57,600
Bachelor of Science - Criminal Justice & Cyber Security <sup>(1)</sup>	\$54,000	\$57,600
Bachelor of Science - Criminal Justice & Intelligence Analysis <sup>(1)</sup>	\$54,000	\$57,600
Bachelor of Science - Digital Forensics & Investigation <sup>(1)</sup>	\$54,000	\$57,600
Bachelor of Science - Management <sup>(1)</sup>	\$54,000	\$57,600

<sup>(1)</sup>Tuition for the Bachelor of Science in Criminal Justice, Criminal Justice & Cyber Security, Criminal Justice & Intelligence Analysis, Digital Forensics & Investigation, and Management is charged per semester on a credit load basis:

Full time: 12 or more credits	\$6,750.00
Three quarter time: 9-11.99 credits	\$5,062.50
Half time: 6-8.99 credits	\$3,375.00
Less than half time: Less than 6 credits	\$1,687.50

## Associate Degree Programs

### Program Charges:

Technology fees: \$1,800 total per program (online students are charged \$450 per payment period for technology fees. Associate Degree programs consist of four (4) payment periods. Therefore, \$450 x 4 = \$1,800).

Program	Tuition	Total Program Cost
Associate of Science - Accounting <sup>(1)</sup>	\$27,000	\$28,800
Associate of Science - Business <sup>(1)</sup>	\$27,000	\$28,800
Associate of Science - Criminal Justice <sup>(1)</sup>	\$27,000	\$28,800
Associate of Science - Digital Forensics & Investigation <sup>(1)</sup>	\$27,000	\$28,800
Associate of Science - Health Care Administration <sup>(1)</sup>	\$27,000	\$28,800
Associate of Science - Paralegal Studies <sup>(1)</sup>	\$27,000	\$28,800

<sup>(1)</sup> Tuition for the Associate of Science in Accounting, Business, Criminal Justice, Digital Forensics & Investigations, Health Care Administration, and Paralegal Studies is charged per semester on a credit load basis:

Full time: 12 or more credits	\$6,750.00
Three quarter time: 9-11.99 credits	\$5,062.50
Half time: 6-8.99 credits	\$3,375.00
Less than half time: Less than 6 credits	\$1,687.50

<sup>(2)</sup> Tuition for the Associate of Science in Health Information Technology is charged per semester on a credit load basis:

Full time: 12 or more credits	\$7,362.50
Three quarter time: 9-11.99 credits	\$5,522.00
Half time: 6-8.99 credits	\$3,681.25
Less than Half time: Less than 6 credits	\$1,840.75

*(continued on the next page)*

**Additional Student Costs - If applicable, the following fees are paid by the student and are not included in the program cost. Fees shown are estimated and subject to change.**

Credit by Examination Test \$40.00  
Certification/Licensure (Allied Health) Cost varies by entity

## **Diploma Programs**

### **Program Charges:**

Technology fee: \$900 total per program (online students are charged \$450 per payment period for technology fees. Diploma programs consist of two (2) payment periods. Therefore,  $\$450 \times 2 = \$900$ ).

Program	Tuition	Total Online Program Cost
Diploma - Medical Insurance Billing and Coding	\$14,500	\$15,400

## **Retake Charges**

For students enrolled in an allied health modular program or an Associate or Bachelors of Arts program, retakes are \$100 for one-week residential courses and \$200 externships, clinicals, and all other courses. Retakes in the Surgical Technology program are \$750.00 per module. Students will be charged for all retakes that are listed on their transcript. Retake fees must be paid in full prior to the first day of class. Students enrolled in an Associate of Science or Bachelor of Science program will be charged per semester based upon the scheduled credit load, which will include all re-takes of coursework. Retake fees must be paid in full prior to the first day of class. 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.

# School Calendar - Residential Programs

Expected Graduation Dates Based Upon Program Length

DIPLOMA PROGRAM	
Business	
Start Date	30 Weeks
02/13/12	09/09/12
03/19/12	10/14/12
04/23/12	11/18/12
05/28/12	12/23/12
07/02/12	02/10/13

MODULAR DIPLOMA PROGRAMS			
Dental Assistant		Surgical Technology	
Start Date	48 weeks	Start Date	60 weeks
02/06/12	01/20/13	01/09/12	03/17/13
04/02/12	03/17/13	04/23/12	06/30/13
05/28/12	05/12/13		
07/23/12	07/07/13		

MODULAR DIPLOMA PROGRAMS			
Massage Therapy, Medical Assistant, Medical Insurance Billing and Coding, Patient Care Technician, Pharmacy Technician, Phlebotomy Technician			
Morning/Afternoon		Evening	
Start Date	32 weeks	Start Date	39 weeks
02/13/12	09/23/12	02/27/12	11/25/12
02/27/12 <sup>(1)</sup>	10/07/12	04/02/12	01/13/13
03/12/12	10/21/12	05/07/12	02/17/13
03/26/12 <sup>(1)</sup>	11/04/12	06/11/12	03/24/13
04/09/12	11/18/12	07/16/12	04/28/13
04/23/12 <sup>(1)</sup>	12/02/12		
05/07/12	12/16/12		
05/21/12 <sup>(1)</sup>	01/13/13		
06/04/12	01/27/13		

<sup>(1)</sup> These start dates are midday sessions for **Medical Assistant, Patient Care Technician, and Pharmacy Technician** at the Tempe Campus only.

ASSOCIATE DEGREE PROGRAMS				
	Accounting	Business	Criminal Justice	Paralegal Studies
Start Date	60 Weeks	60 Weeks	60 Weeks	60 Weeks
02/13/12	04/21/13	04/21/13	04/21/13	04/21/13
03/19/12	05/26/13	05/26/13	05/26/13	05/26/13
04/23/12	06/30/13	06/30/13	06/30/13	06/30/13
05/28/12	08/04/13	08/04/13	08/04/13	08/04/13
07/02/12	09/08/13	09/08/13	09/08/13	09/08/13

**Note:** Not every program begins on each start date at every campus - please see campus admissions staff for specific program start date information.

Each expected graduation date includes a two-week winter break from **12/24/12** through **01/06/13**. Expected graduation dates are subject to change due to a Leave of Absence, repeated courses, or a change of program.

**2012 Holidays Observed:** New Year's Day - 01/02/12, Martin Luther King Day - 01/16/12, President's Day - 02/20/12, Memorial Day - 05/28/12, Independence Day - 07/04/12, Labor Day - 09/03/12, Thanksgiving Day and the day after - 11/22-23/12, Christmas Eve - 12/24-12, Christmas Day, 12/25/12.

During weeks that contain holidays, make-up hours will be scheduled to be completed before the term or module ends.

# School Calendar - Residential Programs (continued)

Expected Graduation Dates Based Upon Program Length

ASSOCIATE DEGREE SEMESTER PROGRAMS			
Medical Laboratory Technician		Physical Therapist Assistant	
Start Date	60 Weeks	Start Date	75 Weeks
03/05/12	05/12/13	04/02/12	10/25/13
06/18/12	08/25/13		

BACHELOR DEGREE PROGRAM	
Criminal Justice	
Start Date	120 Weeks
02/13/12	06/29/14
03/19/12	08/03/14
04/23/12	09/07/14
05/28/12	10/12/14
07/02/12	11/16/14

BACHELOR DEGREE SEMESTER PROGRAM		
	Nursing for Baccalaureate Graduates	Nursing
Start Date	60 Weeks	120 Weeks
01/09/12	04/21/13	08/17/14
05/07/12	08/18/13	12/14/14
09/03/12	12/15/13	04/19/15

**Note:** Not every program begins on each start date at every campus - please see campus admissions staff for specific program start date information.

Each expected graduation date includes a two-week winter break from 12/24/12 through 01/06/13. Expected graduation dates are subject to change due to a Leave of Absence, repeated courses, or a change of program.

**2012 Holidays Observed:** New Year's Day - 01/02/12, Martin Luther King Day - 01/16/12, President's Day - 02/20/12, Memorial Day - 05/28/12, Independence Day - 07/04/12, Labor Day - 09/03/12, Thanksgiving Day and the day after - 11/22-23/12, Christmas Eve - 12/24-12, Christmas Day, 12/25/12.

During weeks that contain holidays, make-up hours will be scheduled to be completed before the term or module ends.

# School Calendar - Online Programs

Expected Graduation Dates Based Upon Program Length

MODULAR DIPLOMA PROGRAM	
Medical Insurance Billing and Coding	
Start Date	32 Weeks
02/13/12	09/23/12
03/12/12	10/21/12
04/09/12	11/18/12
05/07/12	12/16/12
06/04/12	01/27/13

ASSOCIATE DEGREE PROGRAMS				
	Accounting Business	Criminal Justice Paralegal Studies	Digital Forencsics & Investigation	Health Care Administration
Start Date	60 Weeks	60 Weeks	60 Weeks	60 Weeks
02/13/12	04/21/13	04/21/13	04/21/13	
02/27/12	05/05/13	05/05/13		05/05/13
03/19/12	05/26/13	05/26/13	05/26/13	
04/02/12	06/09/13	06/09/13		06/09/13
04/23/12	06/30/13	06/30/13	06/30/13	
05/07/12	07/14/13	07/14/13		07/14/13
05/28/13	08/04/13	08/04/13	08/04/13	

BACHELOR DEGREE PROGRAMS					
	Criminal Justice	Criminal Justice & Cyber Security	Criminal Justice & Intelligence Analysis	Digital Forencsics & Investigation	Management
Start Date	120 Weeks	120 Weeks	120 Weeks	120 Weeks	120 Weeks
02/13/12	06/29/14			06/29/14	06/29/14
03/19/12	08/03/14			08/03/14	08/03/14
04/23/12	09/07/14	09/07/14	09/07/14	09/07/14	09/07/14
05/28/12	10/12/14			10/12/14	10/12/14
07/02/12	11/16/14			11/16/14	11/16/14

MASTER DEGREE PROGRAM	
Nursing Education	
Start Date	48 Weeks
5/07/12	08/25/13

Each expected graduation date includes a two-week winter break from 12/24/12 through 01/06/13. Expected graduation dates are subject to change due to a Leave of Absence, repeated courses, or a change of program.

**2012 Holidays Observed:** New Year's Day - 01/02/12, Martin Luther King Day - 01/16/12, President's Day - 02/20/12, Memorial Day - 05/28/12, Independence Day - 07/04/12, Labor Day - 09/03/12, Thanksgiving Day and the day after - 11/22-23/12, Christmas Eve - 12/24-12, Christmas Day, 12/25/12.

*During weeks that contain holidays, make-up hours will be scheduled to be completed before the term or module ends.*

# Phoenix Campus Staff & Faculty

## Campus Director

Luis Armendariz

## Academics

Nathan Hollis, Director of Education  
Deborah Jones, EdD, Dean of Online Programs  
Steven Zitar, Assistant Dean of Online Programs  
Rod Golden, GED Coordinator  
Pablo Cipres, Tutor

## Student Services

Hilda Garcia, Director of Student Services  
Stephanie McLaughline, Online Student Services Manager  
Jessi Quintana, Online Student Services Coordinator  
Ashley Lagazo, Online Student Services Coordinator  
Eric Nolan, Online Student Services Coordinator  
Elissa Shapiro, Online Student Services Coordinator  
Jacob Bernatow, Academic Support Service

## Financial Aid

Mary Tilley, Director of Financial Aid  
Victor Quezada, Director of Online Financial Aid  
Suzette Abbe, Senior Financial Aid Administrator  
Yvette Medina, Senior Financial Aid Administrator  
Ashley Kumpf, Senior Financial Aid Administrator

### Financial Aid Administrators

Jamie Hamilton  
Barbara Jones  
Deanna Jones  
Jennefer Rivera  
Juan Sanchez  
Amanda Wehrwein

## Registration and Records

Tara Bourlotos, Registrar  
Jena Johnson, Registrar

## Career Services

Jessica Alonzo, Director of Career Services  
Darby Armstrong, Career Services Advisor  
Reina Contento, Career Services Advisor  
Diane Puckett, Career Services Advisor  
Sean Hall, Online Career Services Advisor

## Learning Resource Center

Tracy Skousen, LRC Director  
Paul Ki, LRC Assistant

## Business Office Specialists

Tara Larson  
Michele Little

## Admissions

Jamesha Jackson, Director of Online Admissions  
Ryan Sand, Associate Director of Admissions  
James Watts, Senior Admissions Representative  
Rafal Urganski, Online Admissions Coordinator

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## **Admissions (continued)**

### **Admissions Representatives**

Rhonda Anderson  
Lance Bailey  
Raelyn Bamba  
Phillip Bard  
James Becsei  
Jeff Bing  
Katie Breiby  
Candice Cruz  
Colin Grant  
Christina Kramer  
Freeman Johnson  
Talaya Jones  
Chase Leslie  
Rita Marceau  
Shardey Martin  
Cesar Martinez  
Kender McManigal  
DeNorris Monroe  
Divia Nelson  
James Ouimet  
Ty Perry  
Patricia Petr  
Danielle Pike  
Irina Pohoata  
Leya Roberts  
Robert Sevalia  
Jackie Taitingfong  
Rhonda Tucker  
Karen Vill  
Robert Walker  
Matthew Washington  
Kenneth Whitehead  
Susan Wysocki  
Jennifer Zampitella

### **Nursing**

#### **Vice President of Nursing Education**

Carol S. Kleinman, PhD, RN, NEA-BC

#### **Dean of Nursing**

Julia A. Smith, PhD, RN, CNS

#### **Administrative Coordinator**

Margie Plueger

### **Program Directors**

Joan Barnes - Program Director, Legal Studies  
- JD - Temple University School of Law  
- MA - Political Science - State University of New York  
- BA - European History - State University College at Brockport

Djuna Williams – Program Director, Medical Assistant  
- Certificate – Medical Billing and Coding – Mott Community College  
- Certificate – Medical Assistant – Ross Medical Education Center  
- Certified Medical Assistant - American Medical Technologists

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## **Program Directors (continued)**

Rebecca Buegel - Program Director, Health Information Technology

- BA - Health Care Management - Ottawa University
- BA - Interpersonal Group Communication - Trinity International University
- Registered Health Information Administrator
- Accredited Records Technician

Tracee Derra - Program Director, Massage Therapy

- Certificate - National Certification Board for Therapeutic Massage and Bodywork

Stephen Dillon - Program Director, Physical Therapist Assistant

- DPT - Physical Therapy - Franklin Pierce University
- MSPT - Physical Therapy - Virginia Commonwealth University
- MBA - Business - Thunderbird University
- BBA - Business - University of Georgia
- Licensed Physical Therapist - Arizona State Board of Physical Therapy

Tracy Lea - Program Director, Business

- MBA - Business Administration - Arizona State University
- BS - Marketing - Arizona State University

Kathryn McGlothlen - Program Director, Pharmacy Technician

- MHA - Health Administration - University of Phoenix
- BS - Healthcare Administration - Toledo University
- Certified Pharmacy Technician - Pharmacy Technician Certification Board
- Certified Pharmacy Technician - Arizona State Board of Pharmacy

Alfreda Mitchell – Program Director, Medical Insurance Billing and Coding

- BS - Health Information – University of Toledo
- BS - Business Administration - Lourdes College
- Certificate in Medical Billing - Owens Community College
- Certified Professional Coder - American Academy of Professional Coders
- Registered Health Information Administrator - American Health Information Management Association (AHIMA)

Rosa Sofaly - Program Director, Patient Care Technician

- AAS - Nursing - Phoenix College
- RN - Arizona State Board of Nursing

Robin Sorrell - Program Director, Dental Assistant

- AAS - Dental Assistant - Phoenix College
- Certified Dental Assistant - Dental Assistant National Board
- Certificate - Arizona State Radiography - Dental Assistant National Board

Danielle Willis - Program Director, Phlebotomy Technician

- Certificate - Phlebotomy - Pima Medical Institute
- Certified Phlebotomist - National Center for Competency Testing

## **Faculty**

Karen Amoscato - Nursing

- MA - HR Management - Ottawa University
- BA - HR Management - Ottawa University
- AA - Nursing - Excelsior College
- RN - Arizona State Board of Nursing

Amanda Angles – Medical Laboratory Technician

- BS - Health Science - Touro University International
- AAS - Medical Laboratory Technology - Youngstown State University
- American Society of Clinical Pathology (ASCP) Certification

*(continued on the next page)*

## **Faculty (continued)**

Claudia Angulo - Nursing

- MSN - Nursing - University of Phoenix
- BS - Nursing - University of Phoenix
- RN - Arizona State Board of Nursing

Julie Ashley - General Education

- MA - Creative Writing - Indiana University
- BA - English - Macalester College

Jane Alfieri – Patient Care Technician

- LPN – Platt College
- LPN Certification - Arizona State Board of Nursing

Donston Awarski - Pharmacy Technician

- AAS Pharmacy - Anthem College of Phoenix
- Diploma - Pharmacy Technician - Arizona College of Allied Health
- Certified Pharmacy Technician - Pharmacy Technician Certification Board
- Certified Pharmacy Technician - Arizona State Board of Pharmacy

Patricia Bigwood - General Education (Online)

- MA- Applied Sociology - Northern Arizona University
- BS - Sociology - Northern Arizona University

Alissa Bodie - Criminal Justice (Online)

- CCL - Crime Scene Evidence Technology - Phoenix College
- BS - Justice Studies - Arizona State University
- MS - Criminal Justice - FMU/Everest University

Abbey Borders - Physical Therapist Assistant

- AAS - Physical Therapist Assistant - Marion Technical College
- Certified Physical Therapist Assistant – Arizona State Board of Physical Therapy

Dee Ann Brower – Business (Online)

- BS - Business Administration - University of Arizona

Jody Caldwell – Legal Studies (Online)

- MS - Administration Justice - University of Phoenix
- BS - Criminal Justice Administration - University of Phoenix
- AS - Paralegal/Legal Assisting - Metropolitan College of Legal Studies

Thomas Cavanaugh - Medical Insurance Billing and Coding (Online)

- BA - Management - University of Phoenix
- Certified Medical Insurance Biller and Coder - National Center for Competency Testing

Jorge Cesin - Business/Computer Applications (Online)

- MS - Computer Information Systems - University of Phoenix
- BS - Economics and Finance - University of Texas, Dallas

Lisa Church - Nursing

- MS - Nursing - NE Wesleyan University
- BS - Nursing - NE Wesleyan University
- RN - Arizona State Board of Nursing

Eryn Cloutier - General Education (Online)

- MA - Clinical Psychology - St. Mary's University
- BS - Psychology - University of Arizona

Lynn Cohen - Nursing

- BSN - Nursing - University of Phoenix
- RN - Arizona State Board of Nursing

*(continued on the next page)*

## **Faculty (continued)**

Michael Copland - Criminal Justice (Online)

- BS - Criminal Justice - Northern Arizona University

Ryan Cornell – General Education (Online)

- MAEd - Math Education - University of Phoenix

- BS - Political Science - Arizona State University

Eddy Davison - Legal Studies

- MA - History - Prescott College

- BA - History - Ottawa University

- AAS - Arizona Institute of Business and Technology

Kelly DeLong - Physical Therapist Academic Coordinator of Clinical Education

- DPT - Physical Therapy - Boston University

- BS- Health Studies- Boston University

- Licensed Physical Therapist - Arizona State Board of Physical Therapy

Debrah Delos-Santos - General Education

- PhD - Clinical Psychology - Saybrook Graduate Institute

- MA - Clinical Psychology - Antioch University

Cathy Dolan - Nursing

- EdD - Education - University of Phoenix

- MEd - Education - Teachers College/Columbia University

- MA - Administration - Teachers College/Columbia University

- BS - Nursing - Adelphi University

- RN - Arizona State Board of Nursing

Kimberly Drayton - Nursing

- MS - Nursing Education - Grand Canyon University

- BS - Nursing - University of Florida

- AA - St. Petersburg College

- RN - Arizona State Board of Nursing

Jimmie Evans - Medical Laboratory Technician

- BS – Medical Technology – University of Texas

- American Society of Clinical Pathology (ASCP) Certification

Lilia Fallgatter - Legal Studies (Online)

- JD - Law - University of Arizona

- BS - Public Administration/Criminal Justice Administration - University of Arizona

Cecilia Fernandez - Core Studies (Online)

- MEd - Counseling/Human Relations - Northern Arizona University

- BA - Psychology - Arizona State University

Desiree Fields - General Education (Online)

- MS - Counseling/Psychology - Troy State University

- BA - Art/Psychology/Sociology - Huntingdon College

John Fioramonti - Legal Studies (Online)

- JD - Law - University of Arizona

- BS - History/Political Science - Illinois State University

Drew Flowers - Health Care Administration (Online)

- BS - Healthcare Administration - University of Missouri, Columbia

Tammy Gee - General Education (Online)

- MA - English Literacy, Technology, and Professional Writing - Northern Arizona University

- BA - English - Southwestern Oklahoma State University

*(continued on the next page)*

## Faculty (continued)

Jocelyn Goodwin - Nursing

- MS - Nursing - Eastern Michigan University
- BS - Nursing - Wayne State University
- RN - Arizona State Board of Nursing
- RN - Michigan State Board of Nursing

Deborah Gorombej - Nursing

- MS - Nursing - Purdue University
- BS - Nursing - Loyola University of Chicago
- RN - Arizona State Board of Nursing

Michael Grace - General Education

- PhD - Instructional Leadership in Education - Argosy University
- MS - Natural Sciences - Oklahoma State University
- BS - Zoology - Oklahoma State University

Barbara Green - General Education (Online)

- MA - English - Northern Arizona University
- BA - Creative Writing - University of Arizona

Marla Greenspan - Business (Online)

- MEd - Curriculum and Instruction - Arizona State University
- BA - Marketing - Arizona State University

Tate Hardcastle - Massage Therapy

- Diploma - Massage Therapy - Utah College of Massage Therapy
- Certified Massage Therapist - National Certification Board for Therapeutic Massage and Bodywork

Joy Harris - Business (Online)

- MA - Labor & Industrial Relations - Michigan State University
- BA - Psychology/Women's Studies - Michigan State University

Roy Hawkins – Business/Management (Online)

- MBA - Business Administration - Arizona State University
- BS - Agricultural Economics - Southern University and A&M College

Emily Helton-Riley - General Education (Online)

- MA - Sociology - University of Colorado
- BA - History/Music - Hastings College

Tammie Hertel - Management/Core Studies (Online)

- MAEd - e-Education - University of Phoenix
- MBA - Information Technology Management - University of Phoenix
- BA - Management - William Patterson University

Judith Humbert - General Education

- MA - English - University of Kansas
- BA - Humanities/English - Kansas State University

Dana Jackson - Dental Assistant

- Diploma- Dental Assistant- American Institute of Health Technology
- Certified Dental Assistant - Dental Assisting National Board
- Certificate - AZ State Radiology - Dental Assisting National Board
- Certificate - AZ State Coronal Polishing - Dental Assisting National Board

Katherine Juarez – Medical Assistant

- Diploma – Medical Assistant – International Institute of the Americas
- National Certified Medical Assistant - National Center for Competency Testing

Janina C. Johnson - Nursing

- BSN - Nursing - University of North Florida
- RN - Arizona State Board of Nursing

*(continued on the next page)*

## **Faculty (continued)**

Joseph Kamara - General Education (Online)

- MS - Technology (Microelectronics) - Arizona State University
- BS - Electronics Engineering Technology - Devry University

Amanda Lanoue - Phlebotomy Technician

- Certified Registered Phlebotomy Technician - American Medical Technologists

Al Ledet – General Education

- MA - Clinical Psychology - Roosevelt University
- BA - Psychology - Saint Xavier University

Tami Little - Nursing

- MS - Nursing - Grand Canyon University
- BS - Nursing - University of Arizona
- RN - Arizona State Board of Nursing

Yolanda Mena - Phlebotomy Technician

- Diploma - Medical Assistant - Allen School for Physician Aides
- Certified Registered Phlebotomy Technician - American Medical Technologists

Samuel Martin - Business/Management (Online)

- MBA - General Business - Pace University
- BA - Political Science - Southern University

Michelle Matthews - Pharmacy Technician

- Certified Pharmacy Technician - Pharmacy Technician Certification Board
- Certified Pharmacy Technician - Arizona State Board of Pharmacy

Joe McCairel - Nursing

- BSN - Nursing - Rockhurst University - Research College of Nursing
- RN – Arizona State Board of Nursing

Frank McCleary - Digital Forensics and Investigation (Online)

- BS - Criminal Justice – Weber State University
- AS - Criminal Justice – Weber State University

Meredith Milowski - Nursing

- MS - Nurse-Midwifery - University of Minnesota
- BS - Nursing - University of Tennessee
- BA - English - University of Tennessee
- RN - Arizona State Board of Nursing
- RN - Tennessee State Board of Nursing
- RN - Minnesota State Board of Nursing
- CNM - American College of Nurse-Midwives

Doris Milton - Nursing

- PhD - Nursing - New York University
- MA - Nursing - New York University
- BS - Nursing - Fairleigh Dickinson University
- RN - Arizona State Board of Nursing

Rhonda Mohr – Medical Assistant

- Diploma - Medical Assistant - Long Technical College

Kevin Molson - Medical Insurance Billing and Coding Program Coordinator (Online)

- Certificate - Certified Billing and Coding Specialist - Techskills Phoenix
- Certificate - Certified Medical Administrative Assistant - Techskills Phoenix
- Certificate - Certified Pharmacy Technician - Techskills Phoenix

*(continued on the next page)*

## **Faculty (continued)**

Kyla Morrissey - General Education (Online)

- MS - Psychology - University of Phoenix
- BS - Secondary Education - Calumet College of St. Joseph
- BA - Sociology/Criminal Justice - Purdue University

Darren Nakamura - General Education

- MS - Chemistry - California Institute of Technology
- BS - Chemistry - Rensselaer Polytechnic Institute

Peter Neshwat - Business (Online)

- MBA - Business Administration/Accounting - University of Phoenix
- BS - Interdisciplinary Studies - Arizona State University

Rick Novy - General Education

- Master of Science in Engineering - San Jose State University
- Bachelors in Physics and Math - University of Wisconsin at Whitewater

John Oviatt - Computer Applications (Online)

- MS - Computer Information Systems - University of Phoenix
- BS - Business Information Systems - University of Phoenix

Heather Parker - Massage Therapy

- Diploma - Phoenix Therapeutic Massage College

Judith M. Pickens - Nursing

- PhD - Philosophy - Arizona State University
- MS - Nursing - University of Missouri – Columbia
- BS - Nursing - Marymount College
- RN - Arizona State Board of Nursing

Ruben Ramos – Medical Assistant

- Diploma - Medical Assistant - International Institute of the Americas

Harold Rankin - Digital Forensics and Investigation (Online)

- MPA - Public Administration - Arizona State University
- BS - Justice Studies - Arizona State University

Sherry Ray - Nursing

- MS - Nursing - Grand Canyon University
- BS - Nursing - University of Phoenix
- RN - Arizona State Board of Nursing

Nicole Riley

- Diploma - Medical Assistant - Pima Medical Institute
- Certified Registered Medical Assistant - American Medical Technologies

Richard Robinson - Core Studies (Online)

- BA - Political Science - Baldwin Wallace College

Dan Rogers - Core Studies (Online)

- MBA - Business Administration - University of Phoenix
- BS - Information Technology - University of Phoenix

Amy Ronhovde – General Education (Online)

- MA - Humanities - California State University
- BA - Interdisciplinary Arts and Performance - Arizona State University

David Rosenberg – General Education (Online)

- MSE - Engineering - Arizona State University
- BS - Mathematics - Arizona State University
- AA - General Studies - Mesa Community College

*(continued on the next page)*

## **Faculty (continued)**

Barbara Rubin - Health Care Administration (Online)

- MEd - Community Service - University of Central Oklahoma
- BS - Medical Records Administration - East Central University

Sandra Sadler - Medical Insurance Billing and Coding

- Certificate in Medical Billing and Coding - The Bryman School
- Certified Professional Coder - American Academy of Professional Coders
- Certified Professional Coder, Hospital - American Academy of Professional Coders

Linda Salvucci - General Education (Online)

- PhD - Clinical Psychology - Capella University
- MA - Psychology - Goddard College
- BA - Psychology - Drake University

Lukas Sandve - General Education (Online)

- MA - Geography - University of Oklahoma
- BS - Geography - South Dakota State University

Anne Sarin - Nursing

- BS - Nursing - Ohio Valley General Hospital School of Nursing
- RN - Arizona State Board of Nursing

Joyce Schneider - Business (Online)

- MS - Divinity - Claremont School of Theology
- BS - Accountancy - Arizona State University

Rob Shah - Business/Management (Online)

- MBA - Business Administration - Keller Graduate School of Management
- BS - Accountancy - Arizona State University

Marlayne Smithbolden - Public Administration (Online)

- MPA - Public Administration/Human Resources Administration - Western Michigan University
- BA - Political Science - Arizona State University
- AAS - Litigation Legal Assistant - Metropolitan Community College

Shahram Solati - Phlebotomy Technician Externship Coordinator

- BA - Business Management - Upper Iowa University
- AAS - Chemical Technology - Milwaukee Area Technical College
- Certified Phlebotomy Technician - National Center for Competency Testing

Clarice Spiss - Health Information Technology (Online)

- BS - Allied Health Professions – Ohio State University
- AS - Medical Records – Cuyahoga Community College
- Registered Health Information Administrator - American Health Information Management Association (AHIMA)

Daniel Stamps - Business / Public Administration (Online)

- MPA - Public Administration - Northern Arizona University
- BS - Political Science - Arizona State University
- AA - General Studies - Glendale Community College

Karen Stocker - Nursing

- MSN - Nursing Education - Grand Canyon University
- BS - Nursing – Grand Canyon University
- RN – Arizona State Board of Nursing

Holly Suarez - General Education (Online)

- MA - Sociology - University of North Carolina at Charlotte
- BA - Psychology - University of North Carolina at Charlotte

Mamasa Sumare - General Education (Online)

- MS - Bioengineering - University of Arizona
- BS - Bioengineering - Arizona State University

*(continued on the next page)*

## **Faculty (continued)**

Paul Taylor - Criminal Justice (Online)

- BS - Criminal Justice - Everest College of Phoenix

Diane Tinker - Nursing

- MNSc - Nursing - University of Arkansas for Medical Sciences

- BSN - Nursing - Boston College

- RN/APN - Arizona State Board of Nursing

Frank Torres - Business / Management (Online)

- MA - Organizational Management - University of Phoenix

- BUS - University Studies - University of New Mexico

Susan Tucek - Nursing

- MS Ed – Nursing - Grand Canyon University

- BS – Nursing - Grand Canyon University

- AA – Nursing - Cuyahoga Community College

Joan Valentine - Health Care Administration (Online)

- BS - Health Administration - University of Phoenix

- AA - Health Administration - University of Phoenix

- Certified Professional Medical Auditor - American Academy of Professional Coders

- Certified Professional Coder - American Academy of Professional Coders

- Certified Professional Coder-Hospital - American Academy of Professional Coders

Veronica Vital - Nursing

- PhD-C - Nursing - University of Arizona

- MS - Nursing - Arizona State University

- BS - Nursing - Arizona State University

- RN - Arizona State Board of Nursing

Kirti Vora - Health Care Administration (Online)

- BS - Medical Technology - College of Staten Island

June Wagner - General Education (Online)

- BA - Philosophy - Arizona State University

- MA - Philosophy - Arizona State University

Linda Wanna - Medical Laboratory Technician

- MS - Medical Laboratory Science - University of Illinois

- BS - Medical Technology - University of Health Science

- Diploma - Medical Technology - Institute of Medical Technology

- American Society of Clinical Pathology (ASCP) Certification

Zelma Washington - Nursing

- MS - Nursing - Olivet Nazarene University

- BS - Nursing - Olivet Nazarene University

- RN - Arizona State Board of Nursing

Yuna Wilson - General Education

- MA - Political Science - International Affairs and Admin - Missouri State University

- BA - English Literature and Language - Qingdao University

Kara Witte - Health Care Administration (Online)

- BS - Social Work - Southwest Missouri State University

Suzanne Wolf - Legal Studies (Online)

- MA - Organizational Management - University of Phoenix

- BS - Business Management - University of Phoenix

*(continued on the next page)*

## **Faculty (continued)**

Patrick Wolter - Criminal Justice (Online)

- MA - Educational Leadership - Northern Arizona State University
- BS - Business Management - University of Phoenix
- Certificate in Law Enforcement Technology - Rio Salado Community College
- Certificate in Telecommunications - U.S. Army Signal Center

Susan Woodbury - Patient Care Technician Extern Coordinator

- LPN – Putnam Vocation Tech School
- LPN Certification - Arizona State Board of Nursing

Christopher Wright - Business/Management (Online)

- EdD - Educational Leadership - University of Phoenix
- MBA - Business Administration - University of Phoenix
- BA - Theatre - Arizona State University

Jodi Yeman - Nursing

- WHNP - University of Colorado
- MSN - Nursing - University of Phoenix
- BSN - Nursing - Lewis University
- RN – Arizona State Board of Nursing

Rachael Zeller-Smith - Legal Studies (Online)

- MA - Criminal Justice - Arizona State University
- BAS - Interdisciplinary Arts and Sciences - Arizona State University
- AAS - Legal Assistant - Everest College

# Tempe Campus Staff & Faculty

## Campus Director

Cheryl Kindred

## Academics

George Martin, Director of Education

## Financial Aid

Toni Hobbs, Director of Financial Aid

Wendy Jones, Senior Financial Aid Administrator

Diana Dominguez, Financial Aid Administrator

## Career Services

Souan Thannao, Director of Career Services

Deena Lipinski, Career Services Advisor

Alexis Sandress, Career Services Advisor

## Registration and Records

Jessica Bieterman, Registrar

Bonnie Rosenbush, Records Coordinator

## Learning Resource Center

Emily Bettcher, LRC Director

## Executive Administrative Assistant

Carolyn Simmons

## Business Office Specialist

Teresa O'Neill

## Admissions

Trudy Lomonaco, Director of Admissions

Jennifer Elkins, New Student Coordinator

## Admissions Representatives

Leland Calip

Edwin Lobos

Suzanne Fritch

Diane Meza

Sean OHara

Woodrow Norwood

Brittany Staudt

Judy Frazee

## Program Directors

Lacey Geise - Program Director, Pharmacy Technician

- BS - Food and Nutrition - Arizona State University

- Licensed Pharmacy Technician

Donna Gibson - Program Director, Medical Insurance Billing and Coding

- Certified Professional Coder - Grand Canyon Coders-Phoenix

Corey Hinton - Program Director, Surgical Technology

- Diploma - Surgical Technology - Academy Health Sciences

- National Certified Surgical Technologist - Certified Surgical Technologists (CST)

- Certified Surgical First Assistant (CSFA)

- National Board of Surgical Technology and Surgical Assisting (NBSTA)

Cheryl Iverson - Program Director, Patient Care Technician

- Licensed Practical Nurse - Arizona State Board of Nursing

- AAS - Practical Nursing - Northwest Technical College

*(continued on the next page)*

## **Program Directors (continued)**

Angela McCray - Program Director, Medical Assistant

- AS - Medical Assistant - Everett College
- Certificate - Medical Assistant - Everett College
- Registered Medical Assistant - American Medical Technologists
- Certified Medical Assistant - American Associate of Medical Assistants

Melissa Mercado - Program Director, Phlebotomy / Externship Coordinator

- Certificate - Phlebotomy - Modern Pima Medical Institute
- Certified Phlebotomy Technician - American Medical Technologists

Kenle Phillips - Program Director, Dental Assistant

- Associate of Arts - Phoenix College
- Certificate Dental Assistant - US Air Force
- Certified Dental Assistant - Dental Assistant National Board

Gail Travino - Program Director, Criminal Justice

- MS - Criminal Justice - Tiffin University
- BS - Criminal Justice - University of Dayton

## **Faculty**

Ann-Jeanette Anthony - Surgical Technology

- AAS - Surgical Technology - Southeast Community College
- Certified Surgical Technologist (CST)

Paula Crivello - Surgical Technology

- Diploma - California Paramedical and Technical College
- Certified Surgical Technologist (CST)

Christy Gabor - Surgical Technology

- Diploma - Surgical Technology – Glendale Career College
- Certified Surgical Technologist (CST)

Tamalia Meadows - Patient Care Technician Instructor

- Practical Nursing Degree - Metro Tech
- Licensed Practical Nurse - Arizona State Board of Nursing

Misty McGuire - Externship Coordinator, Surgical Technology

- Diploma - Surgical Technology – Clarion Health
- Certified Surgical Technologist (CST)

Michelle Ploharski - Pharmacy Technician

- PTCB National Certification - Pharmacy Technician Certification Board
- Arizona State License - Arizona State Board of Pharmacy

Jeanette Secor - Medical Insurance Billing and Coding Instructor

- Practical Technician Certification - Bryman School
- Insurance and Coding National Certificate - National Center for Competency Testing

Jason Sicurello - Patient Care Technician

- Diploma - Casa Loma College of Nursing
- Licensed Practical Nurse - Arizona State Board of Nursing

Jim Sorrick - Patient Care Technician Instructor

- Practical Nursing Degree – Northland Pioneer College
- Licensed Practical Nurse – Arizona State Board of Nursing

# Tucson Campus Staff & Faculty

## Campus Director

Leigh Anne Pechota

## Academics

Anna Slaski, Director of Education

Barrett Fox, Assistant Director of Education

Bernard Doitch, GED Tutor

## Student Services

Elzbieta Orlinski, Director of Student Services

## Financial Aid

Sherry McKerr, Director of Financial Aid

Veronica Hale, Senior Financial Aid Administrator

Marie Schnebly, Financial Aid Administrator

## Financial Aid Administrators

Jeremy Thomas

Nicole Willenbrock

## Career Services

Marvin Batts, Director of Career Services

Ali Naim

Lisa Lorenson

## Registration and Records

Nallely Aguayo, Registrar

Jamie DeLoe, Assistant Registrar

Jessie Rahner, Records

Jona Hackner, Records

## Learning Resource Center

Stephanie Sjoland, LRC Director

## Business Office Specialist

Tori Gamble

## Systems Administrator

Brian Siravo

## Admissions

Cecilia Moreno, Director of Admissions

John Figueroa, Assistant Director of Admissions

Sandra Idzi, Admissions Coordinator

Walt Seaman, Agency Liaison

## Admissions Representatives

Israel Bojorquez

Monique Brito

Eddie Castro

Wesley Flannigan, Jr.

Matthew Gibbs

Britney Hanson

Niel Hernandez

Manny Jaramillo

Justin Lloyd

## **Program Directors**

Trinket Acevedo - Program Director, Massage Therapy  
- Diploma - Desert Institute of the Healing Arts  
- AS - Computer Science - Pima Community College  
- Licensed Massage Therapist - Arizona State Board of Massage Therapy

Janice Campos - Program Director, Patient Care Technician  
- MEd - Guidance and Counseling - University of Alaska Fairbanks  
- BS - Nursing - University of Phoenix  
- AA - Nursing - Phoenix College  
- RN - Arizona State Board of Nursing

Marvonne Ebert - Program Director, Medical Assistant  
- AS- Medical Office Management - Apollo College  
- Diploma- Medical Assistant - Pima Medical Institute  
- Certified Clinical Medical Assistant - National Healthcareer Association

Jill Kappus - Program Director, Legal Studies  
- SJD - Indigenous Peoples Law and Policy Program - University of Arizona  
- JD - Lewis & Clark Law School  
- BA - Biology - St. Andrews College

Armando Martinez - Program Director - Phlebotomy Technician  
- Diploma - Phlebotomy - Pima Medical Institute  
- Certified Phlebotomy Technician - National Healthcareer Association

Jessica Pitts - Program Director, Medical Insurance Billing and Coding  
- MBA - University of Phoenix  
- BS - Health Promotion, Community Health Education - Northern Arizona University  
- Certified Coder - National Healthcareer Association

Judy Shivack - Program Director, Business  
- MBA - Business Administration - University of Phoenix  
- MA - Education - Adelphi University  
- BA - Sociology - City College of New York

## **Faculty**

Delia Armenta – Medical Assistant Externship Coordinator  
- Diploma – Medical Assistant - International Institute of the Americas  
- Certified Medical Assistant - National Healthcareer Association

Satish Anand - Computer Applications  
- MS - Computer Information System - University of Phoenix

Shamiran Asad - Phlebotomy Technician Externship Coordinator  
- Diploma - Medical Assisting - Apollo College  
- Certified Medical Assistant - American Medical Technologists/Registered Medical Assistant  
- Certified Phlebotomy Technician - National Healthcareer Association

Andrea Barreras - Medical Assistant  
- Diploma - Medical Assisting - Pima Medical Institute  
- Certified Medical Assistant - National Healthcareer Association

Angeline Bohannon - Phlebotomy Technician  
- Phlebotomy - Conejo Valley Adult Education  
- National Certified Phlebotomy Technician - Multiskilled Medical Certification Inst., Inc.  
- Certified Phlebotomy Technician II - State of California Department of Public Health

Annett Byerly - Medical Assistant  
- Naval School of Health Science  
- Certified Clinical Medical Assistant – National Healthcareer Association

*(continued on the next page)*

## **Faculty (continued)**

Clarissa Canez- Medical Assistant

- Diploma - Medical Assistant - Pima Medical Institute
- Certified Medical Assistant - American Medical Technologists

Michelle Caylor - Medical Insurance Billing and Coding

- BS - Business Administration - Health Service Management - Robert Morris University
- Certified Billing and Coding Specialist - National Healthcareer Association

Kristian Everly - Criminal Justice

- BA - Criminal Justice - Bloomsburg University of Pennsylvania

Kaushal Pandey - Business

- MBA - International Business - Schiller International University

Tamara Sanchez - Pharmacy Technician

- Certified Pharmacy Technician - Pharmacy Technician Certification Board

Chelsei Scott - Patient Care Technician

- Pima County Community College
- Certified Patient Care Technician - Tucson Medical Center

Donald Screens - Core Studies

- MEd - Counseling and Guidance - University of Arizona
- BA - Education - Dakota Wesleyan University

Robert Storie - Business

- MBA - Business Administration - York University
- BA - Business Administration - University of Western Ontario

Paula Wille - Patient Care Technician

- Diploma - Nursing - Saint Luke's Hospital School of Nursing
- RN - Arizona State Board of Nursing

# Albuquerque Campus Staff & Faculty

## Campus Director

Andrew Webb

## Academics

David Gould, Director of Education

## Student Services

Julie McCullough, Director of Student Services

## Financial Aid

Dominic Baca, Director of Financial Aid

Sarah Gallegos, Financial Aid Administrator

Maria Ojeda, Financial Aid Administrator

Luis Villa, Financial Aid Administrator

## Career Services

Belinda Clifton, Director of Career Services

Angie Byington, Assistant

## Registration and Records

Scott Bogart, Registrar

Roxee Billie, Records Clerk

## Learning Resource Center

Hallie Barnes, LRC Director

## Business Office Specialist

Melissa Cortez

## Admissions

Krista Kincaid, Director of Admissions

### Admissions Representatives

Leandra Barreras

Steve Dumont

Kevin Heth

Heather Johnston

Jadda Mois

Jesse Stalker

## Program Directors

Charles Bazner - Program Director, Business

- MBA - Business - University of Phoenix

- BBA - Business - University of Phoenix

Dana Garrett – Program Director, Medical Insurance Billing and Coding

- AA - Business - International Institute of Americans

- Medical Claims and Billing Certificate – US Career Institute

- Certified Professional Coder - American Academy of Professional Coders

- Certified Medical Assistant - American Association of Medical Assistants

Nicole Holland – Program Director, Medical Assistant

- AA - General Studies - Georgia Military College

- Medical Assisting Diploma - Southwest Georgia Technical College

- Certified Medical Assistant - American Association of Medical Assistants (AAMA)

Loretta Montano - Program Director, Pharmacy Technician

- BA - Health Service Administration - Keiser University

- New Mexico Licensed Pharmacy Technician

- Certified Pharmacy Technician - Pharmacy Technician Certification Board

*(continued on the next page)*

## **Program Directors (continued)**

James Rasp - Program Director, Legal Studies

- MA – Leadership & Management and Human Resource Development (double major) - Webster University
- BA - Criminal Justice – Wayland Baptist University

## **Faculty**

Patricia Archuleta – Medical Assistant

- Diploma – Medical Assistant – Pima Medical Institute
- Certified Medical Assistant – National Center for Competency Testing (NSCT)

Derek Brady - Pharmacy Technician

- Diploma - Pharmacy Technician - Apollo College
- Certified Pharmacy Technician - Pharmacy Technician Certification Board

Rudy Carrillo - Business

- BFA - Art Studio - University of New Mexico
- Certified Excel 2007, Word 2007, Microsoft Office XP - National Computer Science Academy

Steven Fuson - Legal Studies

- MA - Business Administration - Western International University
- ABA - Approved Graduate Paralegal Certificate - Arizona Paralegal Training Program
- BS - Political Science - Arizona State University

Marsha Hardeman - Legal Studies

- JD - Law - University of New Mexico
- MA - Public Administration - University of New Mexico
- AB - Management - Indiana University

Rayshawn Hayes - Business

- MEd - Educational Management - Strayer University
- BS - Basic Business Education - North Carolina A & T State University

Melanie Hernandez - Medical Insurance Billing and Coding

- Certified Professional Coder - AAPC

Jamie Humphreys - Medical Assistant Extern Coordinator

- Certificate - Medical Assistant - Pima Medical Institute
- Registered Medical Assistant - American Medical Technologists

Ken Iskow - Legal Studies

- BA - English, Pre-Law, Special Education - Wayne State University

Paula Metoyer - Medical Insurance Billing and Coding

- Certified Professional Coder - American Academy of Professional Coders

Dennis Minidis - Core Studies

- MA - Adult Education and Training - University of Phoenix
- BS - Information Technology - University of Phoenix
- AA - General Studies - University of Phoenix

Donald Pritchett II - Business / Legal Studies

- MA - Management - Webster University
- BA - Criminal Justice - Wayland Baptist University
- AAS - Criminal Justice - Community College of the Air Force

Josephine Sanchez - Medical Assistant

- Certified Medical Assistant-Franklin College
- Certified Clinical Medical Assistant - National Healthcareer Association

David Trujillo - Medical Assistant

- Medical Specialist - Army/American Council on Education
- Certified Emergency Medical Technician - National Registry of Emergency Medical Technicians
- Certified Medical Assistant - National Center for Competency Testing

*(continued on the next page)*

## **Faculty (continued)**

Daniel Valles - Business

- MBA - Business Administration - College of Santa Fe
- BSBA - General Business - University of New Mexico
- AAS, AS - Business Administration - University of New Mexico

## **Albuquerque Learning Site**

Only Nursing curricula are offered at this learning site, which is located at:

**4775 Indian School Rd. N.E., Suite 310**

**Albuquerque, NM 87110-3927**

Support activities such as Career Services, Student Services, etc. are available at this learning site and at the main Albuquerque Campus.

### **Nursing**

#### **Dean of Nursing**

Carolyn C. Lewis, PhD, RN, CNE, Dean of Nursing

#### **Administrative Assistant**

Nicole Armijo

#### **Admissions Representative**

Steve Dumont

#### **Faculty**

Amy Bubbico - Nursing

- DMin - Ministry - Azusa Pacific University
- FNP - University of Saint Francis
- MSN - Nursing - University of Phoenix
- MA - Missiology - Nazarene Theological Seminary
- BSN - Nursing - University of Kansas

Stephanie McDonough - Nursing

- MSN - Nursing Education - University of New Mexico
- BSN - Nursing - Chamberlin College of Nursing
- RN Diploma - Nursing - St. Francis Hospital School of Nursing

Thanh Mai Thi Nguyen - Nursing

- MSN - Nursing - University of Phoenix
- BSN - Nursing - University of Phoenix
- ASN - Nursing Central New Mexico Community College
- LPN - Nursing - Central New Mexico Community College

# Catalog Addendum

Effective 04/24/12

## Pg 13 Financial Aid

*The following section is added after the current **Verification** section.*

### **Verification (Effective 2012-2013)**

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.*

# Catalog Addendum

Effective 04/10/12

## Pg 2

### Accreditation and Affiliations

*The list of Brookline College program approved for Department of Veterans Affairs (VA) benefits changed to read as follows:*

Master of Science – Nursing Education	Associate of Science - Medical Laboratory Technician
Bachelor of Science - Criminal Justice	Associate of Science - Paralegal Studies
Bachelor of Science – Criminal Justice & Cyber Security	Associate of Science – Physical Therapist Assistant
Bachelor of Science – Criminal Justice & Intelligence Analysis	Diploma - Business
Bachelor of Science – Digital Forensics & Investigation	Diploma - Dental Assistant
Bachelor of Science - Management	Diploma - Massage Therapy
Bachelor of Science – Nursing	Diploma - Medical Assistant
Bachelor of Science – Nursing for Baccalaureate Degree Graduates	Diploma - Medical Insurance Billing & Coding
Associate of Science – Accounting	Diploma - Patient Care Technician
Associate of Science - Business	Diploma - Pharmacy Technician
Associate of Science - Criminal Justice	Diploma - Phlebotomy Technician
Associate of Science – Digital Forensics & Investigation	Diploma - Surgical Technology
Associate of Science - Health Care Administration	

## Pg 4

### Bachelor Degree Programs

#### Bachelor of Science in Nursing

*The following information is added to the admissions requirements:*

4. Personal interview with a representative of Brookline College.

#### Bachelor of Science in Nursing for Baccalaureate Degree Graduates

*Item #1 is revised to read as follows:*

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)

*Item #3 is revised to read as follows:*

3. Completion of fifteen semester credit hours in required prerequisites with a grade of C
  - 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 of all prerequisite courses must be provided prior to the end of the add/drop period
  - c. Official transcripts from all colleges or universities at which prerequisites were completed must be provided within 30 calendar days of the program start date.

## Pg 39

### Bachelor of Science in Nursing for Baccalaureate Degree Graduates

*The disclaimer for PRQ 177 Program Course Prerequisites\*\* is revised to read as follows:*

**\*\*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.

## Pg 39

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

*The phone number for NLNAC is added to the accreditation disclaimer so it now reads as follows:*

The Brookline College Bachelor of Science in Nursing for Baccalaureate Degree Graduates nursing education program is a candidate for accreditation by the National League for Nursing Accrediting Commission (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; 404-975-5000).

## Pg 83

### **Executive Administration**

*The list is revised to read as follows:*

Edward Beauchamp – President  
Bob Adler - Chief Operations Officer  
Jim Hoggatt - Chief Financial Officer  
Vickey Cook – Vice President of Compliance & Regulatory Affairs  
Debra Kotila – Vice President of Administration  
Carol S. Kleinman, PhD, RN, NEA-BC – Vice President of Nursing Education

### **Administrative Corporate Staff**

Genna Freeborn – Corporate Manager of Financial Aid

## **Catalog Addendum**

Effective 03/12/12

## Pg 20

### **Grading System**

*The subheading and paragraph are changed to read as follows:*

### **All courses/modules except nursing and nursing support courses in the Bachelor of Science in Nursing Degree Programs**

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; except the nursing courses and nursing support courses in the Bachelor of Science degree in Nursing (BSN):

## Pg 21

### **Course Repetitions and Withdrawals**

*In Paragraph #1, beginning with sentence #4, the section regarding **Retakes** which was amended on 2/17/12 is further amended to read as follows:*

For students enrolled in an allied health modular program or an Associate or Bachelors of Arts program, retakes are \$100 for one-week residential courses and \$200 externships, clinicals, and all other courses. Retakes in the Surgical Technology program are \$750.00 per module. Students will be charged for all retakes that are listed on their transcript. Retake fees must be paid in full prior to the first day of class. Students enrolled in an Associate of Science or Bachelor of Science program will be charged per semester based upon the scheduled credit load, which will include all re-takes of coursework. Retake fees must be paid in full prior to the first day of class. 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.

## Pg 68

### **Course Descriptions**

#### **MIBC MODULE D - MEDICAL BILLING AND FINANCIAL MANAGEMENT**

*Sentence #3 is changed to read as follows:*

Students are also introduced to the medical billing procedures and its components such as CMS-1500 and UB-04 forms.

## Catalog Addendum

Effective 03/01/12

### Pg 4

#### Bachelor Degree Programs

##### Bachelor of Science in Nursing

*The following information is added to the admissions requirements:*

3. Complete an authorization to conduct criminal background check form.

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

### Pg 47

#### Associate of Science - Physical Therapist Assistant

PTA 203 Ortho Rehabilitation *is revised to read* PTA 203 Orthopedic Rehabilitation

### Pg 71

#### Course Descriptions

MSN MEASUREMENT AND EVALUATION OF STUDENT LEARNING *is revised to read* MSN 670 MSN MEASUREMENT AND EVALUATION OF STUDENT LEARNING

## Catalog Addendum

Effective 02/17/12

### Pg i

*The statement at the bottom of the page is revised to read as follows:*

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" tab on our website at [www.brooklinecollege.edu](http://www.brooklinecollege.edu).

### Pg 10

#### Technical Assistance

*This section is revised to read as follows:*

Technical assistance for online students is available 7 days a week, 24 hours a day through the learning management system at [www.BrooklineCollegeOnline.com](http://www.BrooklineCollegeOnline.com) or by calling 877-582-2832.

### Pg 16

#### Institutional Refund Policy

*Paragraph #2 is revised to read as follows:*

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.

## **Pg 19**

### **Add/Drop Period**

*This section is revised to read as follows:*

For all semester and module-based programs, the add/drop period is defined as the first week of the semester or module (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 cancelled.

## **Pg 20**

### **Excessive Absence**

*This section is revised to read as follows:*

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.

## **Pg 21**

### **Course Repetitions and Withdrawals**

*In Paragraph #1, beginning with sentence #4, the section regarding **Retakes** is replaced with the following paragraph:*

For students enrolled in an allied health modular program or an Associate or Bachelors of Arts program, retakes are \$100 for one-week residential courses and \$200 externships, clinicals, and all other courses. Retakes in the Surgical Technology program are \$750.00 per module. Students will be charged for all retakes that are listed on their transcript. Retake fees must be paid in full prior to the first day of class. Students enrolled in an Associate of Science or Bachelor of Science program will be charged per semester based upon the scheduled credit load, which will include all re-takes of coursework. Retake fees must be paid in full prior to the first day of class. Students may only repeat the same course or module one time.

## **Pg 26**

### **Student Conduct** *is revised to read* **Student Code of Conduct**

## **Pgs 32, 33, 40, 48**

### **Master Degree, Bachelor Degree, Associate Degree, Diploma Programs**

*The verbiage (Courses are not necessarily listed in order taken) is revised to read as follows:*

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.

## **Pg 49**

### **Diploma - Massage Therapy**

*The following paragraph is added after to course listing:*

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.

**Pg 52**

**Course Descriptions**

**MB**-Medical Insurance Billing & Coding *is changed to read* **MIBC**-Medical Insurance Billing & Coding

**Pg 73**

**Course Descriptions**

**MT MODULE H - CLINICAL MASSAGE**

*Prerequisites are changed to read:*

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 G Complimentary Therapies.