

# EDMC

Education Management Corporation

August 27, 2009

Dr. Keith Greiner  
Research Director/Legislative Liaison  
Iowa College Student Aid Commission  
Postsecondary Approval and Registration Administrator  
200 10<sup>th</sup> Street, Fourth Floor  
Des Moines, IA 50309

Dear Dr. Greiner:

Enclosed please find an *Application for Approval and Registration of Postsecondary School*, along with the requisite attachments, submitted on behalf of Brown Mackie College – Moline. A cd of the application will be sent under separate cover. Brown Mackie College – Moline currently operates at 1527 47<sup>th</sup> Avenue in Moline, Illinois 61265. Brown Mackie College – Moline, through intermediaries, is a subsidiary of Education Management Corporation (EDMC). EDMC is located at 210 Sixth Avenue, 33<sup>rd</sup> Floor, Pittsburgh, PA 15222. The corporation can be contacted toll-free at 800.275.2440.

Brown Mackie College – Moline is accredited by The Accrediting Council for Independent Colleges and Schools (ACICS). Included with the current accreditation documentation you will find both an *Application for Change of Name* and an *Application for Change of Location*. Brown Mackie College – Moline will be changing its name to Brown Mackie College – Quad Cities. All supporting documentation, with the exception of the IA Secretary of State filing, references the campus' current name. ACICS requires that schools obtain state regulatory approval before accreditation approval will be granted for name changes and changes of location.

Should you have any questions or require clarification on any of the information that has been provided for your review, please feel free to contact me by phone at 312.279.3823 or email at [sthas@edmc.edu](mailto:sthas@edmc.edu).

Sincerely,



Sitara Thomas  
Director of State Licensing

Enclosures

CC: Danny Finuf, President – Brown Mackie Colleges  
Kareem Odukale, Brown Mackie College – Moline Campus President.

*Education that Builds Careers*

210 Sixth Avenue • 33rd Floor • Pittsburgh, PA • 15222-2603  
Phone: 1.412.562.0900 • Fax: 1.412.562.0934 • [www.edmc.com](http://www.edmc.com)

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator  
200 10<sup>th</sup> Street, Fourth Floor  
Des Moines, IA 50309  
(515) 725-3470

## Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.

Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator  
200 10th Street, Fourth Floor  
Des Moines, IA 50309

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:  
[(261B.4(2))] and [(261B.4(1))]

Name of School: Brown Mackie College - Moline

Suite: \_\_\_\_\_

Street: 1527 47th Avenue

City: Moline

State: Illinois

Zip: 61265

Country: United States

Telephone Number (including country or area code): 309-762-2100

Type of corporation:

For-profit

Non-profit

Address of this school in all in other states, and in foreign countries:

Suite	Street	City	State	Zip	Country	Telephone
N/A						

Address of all locations in Iowa where instruction is to be provided

Suite	Street	City	State	Zip	Country	Telephone
2130	Kimberly Road,	Bettendorf,	IA	52722	U.S.	

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
SEE Attached					

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))]  
 Diplomas - Accounting, Business, Criminal Justice, Medical Assistant, & Paralegal Assistant. A.A.S. - Accounting Technology, Business Management, Criminal Justice, Healthcare Administration, Information Technology,  
 (SEE Attached for remainder program offerings)

Offered outside of Iowa  
 Diplomas - Accounting, Business, Medical Assistant, Medical Office Management, & Paralegal Assistant. A.A.S. - Accounting Technology, Business Management, & Medical Assisting.

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Danny Finuf, President - Brown Mackie Colleges  
 Suite: 1100

Street: 625 Eden Park Drive  
City: Cincinnati  
State: Ohio  
Zip: 45202  
Country: United States  
Telephone Number (including country or area code): 513-830-2040

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

All incoming students receive a Brown Mackie College - Moline catalog at the time of enrollment which lists all programs offered, course descriptions for all courses offered, and the name of the accrediting agency. The catalog also lists the course codes which depict the shared courses between the diploma and Associate of Applied Science degree programs. Both the Tuition and Fee Schedule as well as the Refund Policy calculation are contained in the Brown Mackie College - Moline enrollment agreement. Each student receives a signed copy of the enrollment agreement at the time of enrollment. Additionally, if a student takes more than one course during a month, a meeting is required with the Financial Aid department and the student is billed in full. The student receives a signed copy of this financial arrangement.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Name: Kareem Odukale, Brown Mackie College - Moline Campus President  
Suite: \_\_\_\_\_  
Street: 624 Lincoln Court  
City: Davenport  
State: Iowa  
Zip: 52804  
Country: United States

Telephone Number (including country or area code): 309-207-0189

Name, address, and title of the other officers and members of the legal governing body of the school:  
[(261B.4(6))]

Officer Number 1

Name: Danny Finuf, President - Brown Mackie Colleges

Suite: 1100

Street: 625 Eden Park Drive

City: Cincinnati

State: Ohio

Zip: 45202

Country: United States

Telephone No. (including country or area code): 513-830-2040

For officers 2 or more, add pages as needed:

Owner Number 2

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name: Joseph Kues, Finance Specialist

Suite: 1100

Street: 625 Eden Park Drive

City: Cincinnati

State: Ohio

Zip: 45202

Country: United States

Telephone Number (including country or area code): 412-830-2014

For owners 2 or more, add pages as needed

(SEE Attached for remainder officers)

Name all agencies accrediting the institution. For each agency, include name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education. [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.

Accrediting agency 1

Name: The Accrediting Council for Independent Colleges and Schools (ACICS)

Suite: 980

Street: 750 East First Street NE

City: Washington, D.C.

State:

Zip: 20002

Country: United States

Telephone Number (including country or area code): 202-336-6780

Contact Person: Andy Wexler

SEE Attached for documentation.

Is this agency recognized by the U. S. Department of Education?  Yes  No

Accrediting Agency 2

Name: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone Number (including country or area code): \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Is this agency recognized by the U. S. Department of Education?  Yes  No

Accrediting Agency 3

Name: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone No. (including country or area code): \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Is this agency recognized by the U. S. Department of Education?  Yes  No

Accrediting Agency 4+

Respond on a separate page:

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

All files are kept in fireproof cabinets.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Brown Mackie College - Moline's Registrar Department  
Suite: \_\_\_\_\_  
Street: 1527 47th Avenue  
City: Moline  
State: Illinois  
Zip: 61265  
Country: United States  
Telephone Number. (including country or area code): 309-762-2100

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
IL	IL State Board of Education	100 North 1st Street	Kelly Lutzow	866-262-6663
		Springfield, IL 62777		
IL	IL Board of Higher Education	431 East Adams, 2nd Floor	Arthur Sutton	217-782-2551
		Springfield, IL 62701		

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used., including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

Brown Mackie College - Moline provides quality education in academic and technical skills reflecting community needs. The campus employs qualified and experienced faculty who are committed to promoting educational excellence through a hands-on learning environment. The educational delivery systems used are classroom instruction and independent study courses when necessary.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status
N/A			

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

If yes, explain below.

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Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

N/A

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\_\_\_\_\_  
\_\_\_\_\_

Do you:

Enroll students in Iowa?  Yes  No  
Employ Iowa faculty?  Yes  No

Do you intend to:

Enroll students in Iowa?  Yes   
No Employ Iowa faculty?  Yes  No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.  
Faculty and students will be found via referrals, the Internet, and tv ads as channels are shared between Illinois and Iowa residents in the Quad Cities region. Faculty will also be reached via employment board web-sites and shared newspapers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address, and telephone number of full-time employees in Iowa.

Name: Kareem Odukale, Campus President  
Suite: \_\_\_\_\_  
Street: 624 Lincoln Court  
City: Davenport  
State: Iowa  
Zip: 52804  
Country: Unites States  
Telephone Number (including country or area code): 309-207-0189

SEE Attached for remainder employee listing

Will your school comply with Iowa Code section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the Iowa Code for details)

Yes  No

Will your school comply with the requirements of Iowa Code section 261.9(1)"e" to "g"? [

(See the Iowa Code for details.)  Yes  No

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

Yes  No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Brown Mackie College - Moline is a subsidiary of Education Management Corporation (EDMC). Audited financial statements are completed at the parent corporation - level. The most recent audited financial statement available is for the fiscal year July 1, 2007 through June 30, 2008. Evidence that the auditor is providing an unqualified opinion may be found on page 1 (SEE attached).

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Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

Tutoring - It is the student's responsibility to complete the program independently with tutoring limited to an appropriate level of ancillary support. Students interested in tutoring should contact the Academic Affairs office for further information.  
Advising - Student advisors and/or faculty are available to assist students with academic, personal, and employment issues which may be distracting them from successful pursuit of their courses. The student advisor and/or faculty works closely with staff and administration to assist students in finding solutions to such issues, and can also direct students to appropriate community resources.  
SEE attached for additional information on support services.

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

Brown Mackie College has a Program Review Committee that meets, at a minimum, on a quarterly basis. The Program Review Committee is made up of Department Chairs and faculty from the various Brown Mackie campuses. The Committee's purpose is to develop and evaluate the curriculum of each Brown Mackie College program. To that end, the recommendations of the Committee are reviewed with faculty for comment.

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Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

SEE attached for a copy of the Letter of Intent (LOI) as well as a picture of the proposed facility.

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Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

SEE attached.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

SEE attached for a list of all other schools owned and operated by Education Management Corporation (the parent corporation).

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Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

SEE attached.

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Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

SEE attached.

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Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

SEE attached.

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Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

SEE attached.

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Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

SEE attached.

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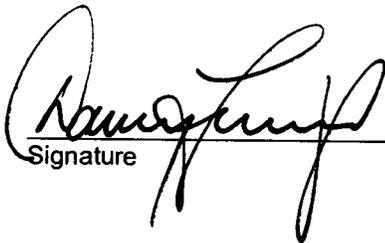
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**SIGNATURE**

**Applicant School Chief Executive Officer**

Danny Finuf  
Name

President - Brown Mackie Colleges  
Title

  
Signature

8-25-09  
Date

**If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.**

***Attachment One***

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*Tuition Charges, Fees and Other Cost Payable to the School by a Student*

<b>Program to be Offered in Iowa</b>	<b>Tuition</b>	<b>Fees</b>	<b>Books and Supplies</b>	<b>Other</b>	<b>Total</b>
Accounting Diploma	11,280	720	5,100	N/A	17,100
Business Diploma	11,280	720	5,100	N/A	17,100
Criminal Justice Diploma	11,280	720	5,100	N/A	17,100
Medical Assistant Diploma	11,280	720	5,100	N/A	17,100
Paralegal Assistant Diploma	11,280	720	5,100	N/A	17,100
A.A.S. in Accounting Technology	22,560	1,440	10,200	N/A	34,200
A.A.S. in Business Management	22,560	1,440	10,200	N/A	34,200
A.A.S. in Criminal Justice	22,560	1,440	10,200	N/A	34,200
A.A.S. in Health Care Administration	22,560	1,440	10,200	N/A	34,200
A.A.S. in Information Technology	22,560	1,440	10,200	N/A	34,200
A.A.S. in Medical Assisting	22,560	1,440	10,200	N/A	34,200
A.A.S. in Office Management	22,560	1,440	10,200	N/A	34,200
A.A.S. in Paralegal	22,560	1,440	10,200	N/A	34,200
A.A.S. in Surgical Technology	22,560	1,440	10,200	N/A	34,200
A.A.S. in Veterinary Technology	22,560	1,440	10,200	N/A	34,200
B.S. in Business Administration	42,300	2,700	19,125	N/A	64,125
B.S. in Criminal Justice	42,300	2,700	19,125	N/A	64,125
B.S. in Legal Studies	42,300	2,700	19,125	N/A	64,125
B.S. in Health Care Administration	42,300	2,700	19,125	N/A	64,125

Tuition and Fee Rates are scheduled to be \$235.00/per credit hour and \$15.00/per credit hour, respectively, beginning October 2009. Books and Supplies are approximately \$425/per class.

## *Attachment Two*

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*Iowa Program Offerings*

**Diploma-**

Accounting  
Business  
Criminal Justice  
Medical Assistant  
Paralegal Assistant

**Associate of Applied Science (A.A.S.)-**

Accounting Technology  
Business Management  
Criminal Justice  
Health Care Administration  
Information Technology  
Medical Assisting  
Office Management  
Paralegal  
Surgical Technology  
Veterinary Technology

**Bachelor of Science (B.S.)-**

Business Administration  
Criminal Justice  
Legal Studies  
Health Care Management

## ACCOUNTING DIPLOMA

The Accounting Diploma program is designed to prepare students for entry-level employment in accounting positions in various types of business organizations. The program meets its objective through instruction in appropriate accounting, business, and technical courses.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II.....	4
AC 1013 Principles of Accounting III.....	4
AC 2015 Computerized Accounting Systems.....	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law.....	4
CF 2900 Career Development.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1212 Spreadsheets II.....	4
MC 1311 Word Processing I.....	4
<b>Total quarter credit hours required</b>	<b>48</b>

## BUSINESS DIPLOMA

The Business Diploma program provides students with the skills necessary for entry into the contemporary world of business through instruction in business practices and principles, technical business procedures, and appropriate microcomputer applications. Graduates are prepared to seek entry-level roles in a variety of management positions.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II.....	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law.....	4
BA 1300 Small Business Management.....	4
BA 2220 Marketing and Advertising.....	4
CF 2900 Career Development.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I.....	4
MC 1312 Word Processing II.....	4
<b>Total quarter credit hours required</b>	<b>48</b>

## CRIMINAL JUSTICE DIPLOMA

The Criminal Justice Diploma program prepares students for admission to law enforcement academies or entry-level employment in law enforcement, corrections, or investigations through legal, technical, and business coursework.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
CF 1100 Professional Development.....	4
CJ 1150 Introduction to Criminal Justice .....	4
CJ 1550 Criminal Investigation and Police Procedure .....	4
CJ 1650 Correctional Systems and Practices.....	4
CJ 2150 Criminal Procedure.....	4
CJ 2250 Juvenile Justice.....	4
CM 1800 Ethics .....	4
EN 1200 Business Communications.....	4
GV 1150 American Constitutional Law.....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1311 Word Processing I.....	4
SO 1200 Principles of Sociology.....	4
<b>Total quarter credit hours required</b>	<b>48</b>

## MEDICAL ASSISTANT DIPLOMA

The Medical Assistant Diploma program provides students with the skills necessary to obtain entry-level employment in a clinical and/or administrative medical setting. The program prepares students for positions under the direct supervision of a physician or medical office manager through coursework in medical office administration, clinical procedures, and pharmacology, as well as in business principles and computer operations.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
CF 2900 Career Development.....	4
CM 2500 Medical Ethics.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I.....	4
ME 1110 Medical Terminology .....	4
ME 1351 Anatomy and Physiology I .....	4
ME 1500 Medical Administrative Practices.....	4
ME 1850 Clinical Procedures I.....	4
ME 2420 Phlebotomy and Hematology Procedures.....	4
ME 2430 Urinalysis and Microbiology Procedures.....	4
ME 2990 Medical Assisting Externship.....	4
PH 1301 Pharmacy I.....	4
<b>Total quarter credit hours required</b>	<b>48</b>

# PARALEGAL ASSISTANT DIPLOMA

The Paralegal Assistant Diploma program is designed to prepare students to work directly under the supervision of an attorney in entry-level positions for legal offices and firms. The objective of the program is to train students to perform legal research and writing for various areas of law. This objective is met through legal, business, and technical coursework.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
BA 1140 Business Law.....	4
CF 2900 Career Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1311 Word Processing I.....	4
MC 1312 Word Processing II.....	4
PL 1121 Legal Research and Writing.....	4
PL 1230 Family Law.....	4
PL 1440 Civil Litigation.....	4
PL 1530 Contract Law.....	4
PL 1730 Property Law.....	4
<b>Total quarter credit hours required</b>	<b>48</b>

## *Associate of Applied Science in ACCOUNTING TECHNOLOGY*

The associate's degree program in Accounting Technology is offered for those persons who desire a program that prepares them for entry-level employment and advancement in accounting positions in various types of business organizations. The program is designed to meet its objective through instruction in appropriate accounting, business, and general education courses.

<b>Concentration</b>		<b>48 Quarter Credit Hours</b>
AC 1011	Principles of Accounting I.....	4
AC 1012	Principles of Accounting II.....	4
AC 1013	Principles of Accounting III .....	4
AC 1710	Payroll Management.....	4
AC 2015	Computerized Accounting Systems.....	4
AC 2210	Tax Accounting .....	4
AC 2900	Accounting Externship .....	4
BA 1000	Introduction to Business .....	4
BA 1140	Business Law .....	4
BA 1250	Human Resources .....	4
EN 1200	Business Communications.....	4
MC 1211	Spreadsheets I.....	4
<b>Core Curriculum</b>		<b>48 Quarter Credit Hours</b>
CF 1100	Professional Development.....	4
CM 1200	Effective Public Speaking*.....	4
CM 1800	Ethics .....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 2000	Introduction to Literature*.....	4
GV 1150	American Constitutional Law .....	4
MC 1150	Introduction to Microcomputer Applications .....	4
MC 1311	Word Processing I.....	4
MT 1770	College Mathematics .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4
<b>Total quarter credits required</b>		<b>96</b>

\* Indicates a general education course

## *Associate of Applied Science in BUSINESS MANAGEMENT*

The associate's degree program in Business Management equips graduates with skills necessary for entry into the contemporary world of business management and provides knowledge and skills that can lead to opportunities for promotion for those currently working as managers. The curriculum reaches this objective through coursework in management principles, technical business procedures, computer operations, and general education. The program prepares the graduate to fill any of a variety of entry-level management positions.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1710 Payroll Management.....	4
BA 1000 Introduction to Business .....	4
BA 1140 Business Law.....	4
BA 1250 Human Resources .....	4
BA 1300 Small Business Management.....	4
BA 2220 Marketing and Advertising .....	4
BA 2600 Principles of Finance .....	4
BA 2900 Business Externship.....	4
EN 1200 Business Communications.....	4
MC 1211 Spreadsheets I.....	4
MC 1700 Professional Presentation Techniques .....	4
<hr/>	
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*.....	4
CM 1800 Ethics .....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II* .....	4
EN 2000 Introduction to Literature*.....	4
GV 1150 American Constitutional Law.....	4
MC 1150 Introduction to Microcomputer Application.....	4
MC 1311 Word Processing I.....	4
MT 1770 College Mathematics .....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<hr/>	
<b>Total quarter credit hours required</b>	<b>96</b>

\* Indicates a general education course

## *Associate of Applied Science in CRIMINAL JUSTICE*

The associate's degree program in Criminal Justice is designed to prepare students for admission to law enforcement academies or entry-level employment in law enforcement, corrections, investigations, or juvenile administration.

<b>Concentration</b>		<b>48 Quarter Credit Hours</b>
BA 1140	Business Law .....	4
CJ 1150	Introduction to Criminal Justice .....	4
CJ 1550	Criminal Investigation and Police Procedure .....	4
CJ 1650	Correctional Systems and Practices .....	4
CJ 2150	Criminal Procedure .....	4
CJ 2250	Juvenile Justice .....	4
CJ 2900	Criminal Justice Externship .....	4
GV 1150	American Constitutional Law .....	4
PL 1122	Legal Research.....	4
PL 1123	Legal Writing.....	4
PL 1230	Family Law .....	4
PL 1830	Criminal Law .....	4
<b>Core Curriculum</b>		<b>48 Quarter Credit Hours</b>
CF 1100	Professional Development .....	4
CM 1200	Effective Public Speaking* .....	4
CM 1800	Ethics .....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 1200	Business Communications .....	4
EN 2000	Introduction to Literature* .....	4
MC 1150	Introduction to Microcomputer Applications .....	4
MC 1311	Word Processing I.....	4
MT 1770	College Mathematics .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4
<b>Total quarter credit hours required</b>		<b>96</b>

\* Indicates a general education course

## *Associate of Applied Science in HEALTHCARE ADMINISTRATION*

The associate degree of applied science of Healthcare Administration prepares the student to understand all the components that are essential to providing management and organizational support in the healthcare industry. A student will be exposed to various healthcare systems and will learn multiple aspects of healthcare administration while simultaneously being trained in the clinical aspects of providing healthcare to the general population. A graduate will be prepared for entry level administrative positions in hospitals, clinics, healthcare insurance offices, home healthcare agencies, public health settings, and any other healthcare or healthcare related organization.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
CM 2500 Medical Ethics .....	4
HC 1000 Introduction to Healthcare Services.....	4
HC 1361 Human Diseases.....	4
HC 1400 Managing Healthcare Information.....	4
HC 2900 Healthcare Administration Externship.....	4
MC 1400 Database Applications .....	4
ME 1110 Medical Terminology .....	4
ME 1215 Professionalism & Communication in a Healthcare Setting.....	4
ME 1500 Medical Administrative Practices.....	4
ME 1560 Computerized Diagnostic Coding.....	4
MT 1650 Medical Math and Calculations .....	4
PH 1301 Pharmacy I.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*.....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II*.....	4
EN 1200 Business Communications.....	4
EN 2000 Introduction to Literature*.....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I.....	4
MC 1700 Professional Presentation Techniques .....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology*.....	4
<b>Total quarter credit hours required</b>	<b>96</b>

\* Indicates a general education course

## *Associate of Applied Science in* INFORMATION TECHNOLOGY

The Information Technology program enables graduates to attain entry-level skill in business IT infrastructure design and development. The IT graduate is prepared for entry-level positions such as a support specialist, help desk, or software trainer. The program includes general education, business and technical courses in order to produce a well-rounded graduate capable of contributing and advancing successfully in a technology-enabled business environment.

<b>Concentration</b>		<b>48 Quarter Credit Hours</b>
AC 1011	Principles of Accounting I.....	4
BA 1000	Introduction to Business .....	4
DB 1100	Introduction to Databases .....	4
ET 2201	Computer Repair: Systems and Software.....	4
ET 2202	Computer Repair: Hardware Applications .....	4
IT 1100	Fundamentals of Information Technology .....	4
IT 1150	Principles of Logic and Problem Solving .....	4
IT 1200	Fundamentals of Web-based Systems .....	4
IT 1300	Networking Fundamentals.....	4
IT 1400	Human-Computer Interaction.....	4
IT 2000	Fundamentals of Task Analysis and Project Management.....	4
IT 2900	Information Technology Externship.....	4
<b>Core Curriculum</b>		<b>48 Quarter Credit Hours</b>
CF 1100	Professional Development.....	4
CM 1200	Effective Public Speaking*.....	4
CM 1800	Ethics .....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 1200	Business Communications.....	4
EN 2000	Introduction to Literature*.....	4
MC 1150	Introduction to Microcomputer Applications .....	4
MC 1211	Spreadsheets I.....	4
MT 1770	College Mathematics .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4
<b>Total quarter credit hours required</b>		<b>96</b>

\* Indicates a general education course

## *Associate of Applied Science in MEDICAL ASSISTING*

The associate's degree program in Medical Assisting prepares students to work with, and under the direction of, physicians in the office or in other medical settings. To achieve this goal, the Medical Assisting curriculum provides study in clinical and laboratory procedures, anatomy and physiology, medical terminology, and medical office administration. Coursework in general education and business also helps graduates grow professionally and develop the ability to assume leadership roles.

<b>Concentration</b>		<b>48 Quarter Credit Hours</b>
EN 1200	Business Communications.....	4
MC 1311	Word Processing I.....	4
ME 1110	Medical Terminology .....	4
ME 1351	Anatomy and Physiology I .....	4
ME 1352	Anatomy and Physiology II.....	4
ME 1500	Medical Administrative Practices.....	4
ME 1850	Clinical Procedures I.....	4
ME 1860	Clinical Procedures II .....	4
ME 2420	Phlebotomy and Hematology Procedures.....	4
ME 2430	Urinalysis and Microbiology Procedures .....	4
ME 2990	Medical Externship.....	4
PH 1301	Pharmacy I.....	4
<b>Core Curriculum</b>		<b>48 Quarter Credit Hours</b>
BA 1250	Human Resources .....	4
CF 1100	Professional Development.....	4
CM 1200	Effective Public Speaking*.....	4
CM 2500	Medical Ethics .....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 2000	Introduction to Literature*.....	4
GV 1150	American Constitutional Law .....	4
MC 1150	Introduction to Microcomputer Applications .....	4
MT 1770	College Mathematics .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology*.....	4
<b>Total quarter credit hours required</b>		<b>96</b>

\* Indicates a general education course

## *Associate of Applied Science in OFFICE MANAGEMENT*

The Associate Degree in Office Management focuses on standard office computer applications as well as business and accounting principles. Depth of knowledge is paired with practiced application to provide the graduate with a solid foundation necessary for successful entry into the business sector.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1710 Payroll Management.....	4
AC 2015 Computerized Accounting Systems.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1212 Spreadsheets II.....	4
MC 1311 Word Processing I.....	4
MC 1312 Word Processing II.....	4
MC 1400 Database Applications.....	4
MC 1700 Professional Presentation Techniques.....	4
OM 2500 Office Management Procedures.....	4
OM 2900 Office Management Externships.....	4
<hr/>	
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BA 1000 Introduction to Business.....	4
BA 1250 Human Resources.....	4
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*.....	4
CM 1800 Ethics.....	4
EN 1101 Composition I*.....	4
EN 1102 Composition II*.....	4
EN 1200 Business Communications.....	4
EN 2000 Introduction to Literature*.....	4
MT 1770 College Mathematics*.....	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*.....	4
<hr/>	
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

## *Associate of Applied Science in PARALEGAL*

The Paralegal associate's degree program is designed to prepare the student to work directly under the supervision of an attorney and perform general background work in entry-level positions in a legal firm. The objective of the program is to train students in the many phases of paralegal responsibilities. Legal courses are supplemented with business, computer applications, and general education courses that ensure the student's versatility and productivity in the business environment.

<b>Concentration</b>		<b>48 Quarter Credit Hours</b>
BA 1140	Business Law .....	4
CJ 2150	Criminal Procedure .....	4
EN 1200	Business Communications .....	4
GV 1150	American Constitutional Law .....	4
PL 1122	Legal Research .....	4
PL 1123	Legal Writing .....	4
PL 1230	Family Law .....	4
PL 1450	Litigation .....	4
PL 1530	Contract Law .....	4
PL 1730	Property Law .....	4
PL 1830	Criminal Law .....	4
PL 2900	Paralegal Externship .....	4
<b>Core Curriculum</b>		<b>48 Quarter Credit Hours</b>
BA 1250	Human Resources .....	4
CF 1100	Professional Development .....	4
CM 1200	Effective Public Speaking* .....	4
CM 1800	Ethics .....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 2000	Introduction to Literature* .....	4
MC 1150	Introduction to Microcomputer Applications .....	4
MC 1211	Spreadsheets I .....	4
MC 1311	Word Processing I .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4
<b>Total quarter credit hours required</b>		<b>96</b>

\* Indicates a general education course

## ***Associate of Applied Science in SURGICAL TECHNOLOGY***

The associate of science degree program in Surgical Technology is designed to provide students with the required knowledge base and technical skills required to obtain entry level employment in the field of Surgical Technology. To achieve this goal, the surgical technology curriculum provides students in general and specialty surgical procedures, principles of anesthesia, anatomy and physiology, medical terminology and surgical technology techniques. Additional course work in general education assists the graduates in growing professionally and in developing the ability to assume leadership roles.

<b>Concentration</b>		<b>48 Quarter Credit Hours</b>
MD 1010	Surgical Technology Techniques.....	4
MD 1020	Specialty Surgical Procedures .....	4
MD 1030	Surgical Procedures I.....	4
MD 1040	Surgical Procedures II.....	4
MD 1055	Surgical Externship I .....	4
MD 1065	Surgical Externship II.....	4
MD 1075	Surgical Externship III.....	4
MD 1085	Surgical Externship IV .....	4
ME 1110	Medical Terminology .....	4
ME 1351	Anatomy and Physiology I .....	4
ME 1352	Anatomy and Physiology II.....	4
ME 1850	Clinical Procedures I.....	4
<b>Core Curriculum</b>		<b>48 Quarter Credit Hours</b>
CF 1100	Professional Development.....	4
CM 1200	Effective Public Speaking*.....	4
CM 2500	Medical Ethics .....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 1200	Business Communications.....	4
EN 2000	Introduction to Literature*.....	4
MC 1150	Introduction to Microcomputer Applications .....	4
MT 1650	Medical Math & Calculations.....	4
PH 1301	Pharmacy 1 .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>		<b>96</b>

\* Indicates a general education course.

## *Associate of Applied Science in VETERINARY TECHNOLOGY*

The program in Veterinary Technology is a two-year program designed to provide students the knowledge and skills needed to obtain entry-level employment in a variety of modern veterinary clinical settings and veterinary-related fields. Graduates of the program will be able to provide a wide range of clinical skills including animal patient care, laboratory procedures, medical imaging, anesthesia administration and monitoring, and surgical assisting for a variety of domestic animals. These skills combined with the knowledge gained through general education courses will enable graduates to be successful as veterinary technicians in all fields of veterinary medicine.

<b>Concentration</b>		<b>48 credit hours</b>
VT 1100	Small Animal Medicine I.....	4
VT 1200	Veterinary Lab Procedures I.....	4
VT 1220	Veterinary Lab Procedures II.....	4
VT 1400	Pharmacology .....	4
VT 2000	Small Animal Medicine II.....	4
VT 2100	Laboratory & Exotic Animals.....	4
VT 2200	Veterinary Imaging.....	4
VT 2300	Large Animal Medicine.....	4
VT 2400	Anesthesia & Surgical Assistance .....	4
VT 2900	Veterinary Externship I.....	4
VT 2910	Veterinary Externship II .....	4
VT 2920	Veterinary Externship III.....	4
<b>Core Curriculum</b>		<b>48 credit hours</b>
VT 1230	Veterinary Lab Procedures III.....	4
CF 1100	Professional Development.....	4
MC 1150	Introduction to Microcomputer Applications .....	4
MT 1650	Medical Math & Calculations*.....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 2000	Introduction to Literature*.....	4
CM 1200	Effective Public Speaking*.....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology*.....	4
VT 1000	Introduction to Veterinary .....	4
VT 1361	Anatomy & Physiology .....	4
<b>Total Quarter Credit Hours Required</b>		<b>96</b>

\* Indicates a general education course.

## ***Bachelor of Science in BUSINESS ADMINISTRATION***

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

<b>Concentration</b>		<b>88 Quarter Credit Hours</b>
AC 1011	Principles of Accounting I.....	4
AC 1012	Principles of Accounting II.....	4
AC 1710	Payroll Management.....	4
BA 1000	Introduction to Business .....	4
BA 1140	Business Law.....	4
BA 1250	Human Resources.....	4
BA 1300	Small Business Management.....	4
BA 2000	Business Law II.....	4
BA 2220	Marketing and Advertising.....	4
BA 2600	Principles of Finance .....	4
BA 3000	Organizational Behavior.....	4
BA 4000	Business Administration Externship.....	4
EC 2150	Principles of Microeconomics .....	4
EC 3000	Money and Banking.....	4
EN 1200	Business Communications.....	4
FN 3000	Corporate Finance.....	4
MG 2000	Principles of Management .....	4
MG 4000	Global Business Management .....	4
MG 4100	Operations Management.....	4
MK 4000	Retail Marketing.....	4
MK 4100	Consumer Behavior and Marketing Research .....	4
MK 4200	Marketing, Sales and Channel Management .....	4
<b>Core Curriculum</b>		<b>92 Quarter Credit Hours</b>
BI 1361	Anatomy and Physiology*.....	4
BI 2100	Elements of Microbiology* .....	4
CF 1100	Professional Development.....	4
CM 1200	Effective Public Speaking*.....	4
CM 1800	Ethics.....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 2000	Introduction to Literature*.....	4
EN 3000	World Literature* .....	4
GV 1150	American Constitutional Law.....	4
HM 3000	History of Art Through the Middle Ages* .....	4
HM 3100	History of Art Through the Modern Times* .....	4

MC 1150	Introduction to Microcomputer Applications .....	4
MC 1211	Spreadsheets I.....	4
MC 1311	Word Processing I.....	4
MC 1700	Professional Presentation Techniques .....	4
MC 3000	Application of Management Information Systems .....	4
MT 1770	College Mathematics .....	4
MT 1800	College Algebra* .....	4
MT 3000	Statistics* .....	4
PH 2000	Introduction to Philosophy* .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4
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<b>Total quarter credit hours required</b>		<b>180</b>

*\* Indicates a general education course*

## ***Bachelor of Science in CRIMINAL JUSTICE***

The Bachelor of Science in Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Students are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well-rounded career in criminal justice.

<b>Concentration</b>		<b>96 Quarter Credit Hours</b>
CJ	1002 Introduction to Law Enforcement.....	4
CJ	1004 Introduction to Corrections.....	4
CJ	1150 Introduction to Criminal Justice .....	4
CJ	1550 Criminal Investigation and Police Procedure .....	4
CJ	1650 Correctional Systems and Practices.....	4
CJ	2150 Criminal Procedure.....	4
CJ	2250 Juvenile Justice .....	4
CJ	3003 Juvenile Delinquency.....	4
CJ	3006 Law Enforcement Operations .....	4
CJ	3008 Criminalistics I.....	4
CJ	3020 Civil Liability.....	4
CJ	3021 Probation and Parole.....	4
CJ	3022 Juvenile Procedures .....	4
CJ	4003 Critical Issues in Criminal Justice .....	4
CJ	4004 Family Violence.....	4
CJ	4005 Community Corrections.....	4
CJ	4010 Law Enforcement Supervision and Management.....	4
CJ	4020 Criminalistics II .....	4
CJ	4900 Advanced Criminal Justice Externship.....	4
PL	1122 Legal Research.....	4
PL	1123 Legal Writing.....	4
PL	1230 Family Law .....	4
PL	1830 Criminal Law .....	4

<b>Core Curriculum</b>		<b>88 Quarter Credit Hours</b>
BA	1140 Business Law .....	4
BI	1361 Anatomy and Physiology* .....	4
BI	2100 Elements of Microbiology* .....	4
CF	1100 Professional Development .....	4
CM	1200 Effective Public Speaking* .....	4
CM	1800 Ethics .....	4
EN	1101 Composition I* .....	4
EN	1102 Composition II* .....	4
EN	1200 Business Communications.....	4
EN	2000 Introduction to Literature* .....	4
EN	3000 World Literature* .....	4
GV	1150 American Constitutional Law .....	4

MC 1150	Introduction to Microcomputer Applications .....	4
MC 1311	Word Processing I.....	4
HM 3000	History of Art Through the Middle Ages* .....	4
HM 3100	History of Art Through the Modern Times* .....	4
MT 1770	College Mathematics .....	4
MT 1800	College Algebra* .....	4
MT 3000	Statistics* .....	4
PH 2000	Introduction to Philosophy* .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4
<hr/> <b>Total quarter credit hours required</b>		<b>180</b>

*\* Indicates a general education course*

## ***Bachelor of Science in HEALTHCARE MANAGEMENT***

The Bachelor of Science in Healthcare Management degree program is designed to accommodate the needs and interests of students from a variety of backgrounds. Courses provide a solid foundation for varied healthcare careers. The program also incorporates an externship that offers students real-world experience within healthcare facilities that may include hospitals, nursing homes, ambulatory care facilities, physician practices, and pharmaceutical and medical equipment companies.

<b>Concentration</b>	<b>92 Quarter Credit Hours</b>
CM 2500 Medical Ethics .....	4
HC 1000 Introduction to Healthcare Services.....	4
HC 1361 Human Diseases.....	4
HC 1400 Managing Healthcare Information.....	4
HCA 2800 Issues in Public Health.....	4
HCA 2180 Healthcare Delivery .....	4
HCA 3180 Health Services Organization and Delivery.....	4
HCA 3250 Ethics and Law for Administrators.....	4
HCA 3300 Economics of Healthcare .....	4
HCA 3500 Healthcare Marketing and Strategy .....	4
HCA 3600 Healthcare Finance .....	4
HCA 3700 Health Information Management Systems .....	4
HCA 4100 Leadership in Healthcare Organizations.....	4
HCA 4150 Strategic Management in Healthcare Organizations.....	4
HCA 4450 Risk Management in Healthcare Settings .....	4
HCA 4850 Case Studies in Health Administration.....	4
HCA 4900 Healthcare Management Externship .....	4
ME 1110 Medical Terminology .....	4
ME 1215 Professionalism & Communication in a Healthcare Setting.....	4
ME 1500 Medical Administrative Practices.....	4
ME 1560 Computerized Diagnostic Coding.....	4
MT 1650 Medical Math and Calculations .....	4
PH 1301 Pharmacy I.....	4
<b>Core Curriculum</b>	<b>88 Quarter Credit Hours</b>
BI 1361 Anatomy and Physiology*.....	4
BI 2100 Elements of Microbiology* .....	4
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*.....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II* .....	4
EN 1200 Business Communications.....	4
EN 2000 Introduction to Literature* .....	4

EN 3000	World Literature*	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art through the Middles Ages*	4
HM 3100	History of Art through the Modern Times*	4
MC 1150	Introduction to Microcomputer Applications	4
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
MC 1400	Database Applications	4
MC 1700	Professional Presentation Techniques	4
MT 1800	College Algebra*	4
MT 3000	Statistics*	4
PH 2000	Introduction to Philosophy*	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4

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<b>Total quarter credit hours required</b>	<b>180</b>
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*\* Indicates a general education course*

## ***Bachelor of Science in* LEGAL STUDIES**

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

<b>Concentration</b>		<b>92 Quarter Credit Hours</b>
BA 1140	Business Law .....	4
BA 2000	Business Law II .....	4
CM 1800	Ethics .....	4
CJ 2150	Criminal Procedure .....	4
LG 1000	Torts and Remedies .....	4
LG 2000	Estate Planning and Probate .....	4
LG 3000	Bankruptcy Law.....	4
LG 3003	Administrative Law .....	4
LG 3005	Insurance Law.....	4
LG 3006	Immigration Law .....	4
LG 3010	Real Estate Law .....	4
LG 4000	Advanced Legal Research .....	4
LG 4010	Evidence .....	4
LG 4030	Employment Law.....	4
LG 4050	Environmental Law .....	4
PL 1122	Legal Research.....	4
PL 1123	Legal Writing.....	4
PL 1230	Family Law.....	4
PL 1450	Litigation .....	4
PL 1530	Contract Law .....	4
PL 1730	Property Law .....	4
PL 1830	Criminal Law .....	4
PL 4100	Legal Studies Externship .....	4
<b>Core Curriculum</b>		<b>92 Quarter Credit Hours</b>
BA 1250	Human Resources .....	4
BI 1361	Anatomy and Physiology* .....	4
BI 2100	Elements of Microbiology* .....	4
CF 1100	Professional Development.....	4
CM 1200	Effective Public Speaking*.....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 1200	Business Communications.....	4

EN 2000	Introduction to Literature*	4
EN 3000	World Literature*	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages*	4
HM 3100	History of Art Through the Modern Times*	4
MC 1150	Introduction to Microcomputer Applications	4
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
MT 1770	College Mathematics	4
MT 1800	College Algebra*	4
MT 3000	Statistics*	4
PH 2000	Introduction to Philosophy*	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4
<b>Total quarter credit hours required</b>		<b>180</b>

\* Indicates a general education course

***Attachment Three***

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*Legal Governing Body – Brown Mackie College – Moline*

## Key Regional Administrative Personnel

**Name**

Danny Finuf  
625 Eden Park Drive, Suite 1100  
Cincinnati, OH 45202  
513-830-2040

Joseph Kues  
625 Eden Park Drive, Suite 1100  
Cincinnati, OH 45202  
412-830-2014

Lou Melocchi  
210 Sixth Avenue, 32<sup>nd</sup> Floor  
Pittsburgh, PA 15222  
412-607-5933

Angela Cook  
309 Buttermilk Pike  
Ft. Mitchell, KY 41017  
513-258-7102

Jean Wisuri  
625 Eden Park Drive, Suite 1100  
Cincinnati, OH 45202  
513-830-2009

Cherie McNeel  
625 Eden Park Drive, Suite 1100  
Cincinnati, OH 45202  
412-227-4044

Dondi Kuennen  
625 Eden Park Drive, Suite 1100  
Cincinnati, OH 45202  
513-830-2041

Jennifer Lasater  
3253 Homestead Avenue  
Aurora, IL 60506  
630-897-2140

Robert Roesenthaler  
210 Sixth Avenue, 33<sup>rd</sup> Floor  
Pittsburgh, PA 15222  
412-918-2513

Betty Kourasis  
350 North Orleans

**Title**

President – Brown Mackie Colleges

Finance Specialist

Senior Budget/Forecast Analyst

Student Financial Services Specialist

Academic Affairs Specialist

Admissions Specialist

Human Resource Director – Central Group Specialist

VP of Career Services Specialist – Central Group

Information Technology Specialist – Central Group

Student Affairs Team Leader

Chicago, IL 60654  
312-777-8619

Sitara Thomas  
205 North Michigan Avenue, 13<sup>th</sup> Floor  
Chicago, IL 60601  
312-279-3823

Director of State Licensing/Reg Affairs & Compliance

# *Attachment Four*

*Accreditation Documentation*

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Accrediting Council for  
Independent Colleges and Schools

750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
TEL: (202) 336-6780  
FAX: (202) 842-2593  
[www.acics.org](http://www.acics.org)

November 15, 2007

ID Code B00209

VIA E-MAIL ONLY  
cray@brownmackie.edu

Ms. Carol Ray  
Campus President  
Brown Mackie College  
1527 47<sup>th</sup> Avenue  
Moline, IL 61265

Dear Ms. Ray:

Thank you for your completed applications received on October 31, 2007, notifying the Council that you intend to initiate the following programs at a higher academic credential level than previously offered at your institution:

**Academic Associate's Degree**

<u>Program Title</u>	<u>Contact Hours</u>	<u>Quarter Credit Hours</u>	<u>Weeks day/evening</u>
Accounting Technology	1232	96	96
Business Management	1232	96	96
Medical Assisting	1276	96	96

A review of the material indicates that the programs are in keeping with the mission of your institution. Therefore, you may consider the programs to be included within your institution's current grant of accreditation.

However, these programs constitute a substantive change for the institution. Therefore, it will be necessary to schedule a Readiness Visit that will be conducted in **May/June 2008**. An ACICS staff member will contact you approximately two months prior to this date to make arrangements for the visit.

Following the Readiness Visit, the report of this visit and the institution's plan to bring itself into compliance with the *Academic Associate's Degree* requirements of the ACICS *Accreditation Criteria* will be reviewed for consideration of interim inclusion during the Council's next regularly scheduled meeting. Final inclusion of these programs cannot be considered by the Council until the institution demonstrates that it is in compliance with the *Accreditation Criteria* at the new academic credential level sought.

Ms. Carol Ray  
November 15, 2007  
Page 2

In order to maintain program approval, an institution must initiate programs within one year of the date of Council approval and graduate at least one class per calendar year or within a period not to exceed one and one-half times the standard program length. Unless your institution enrolls and/or matriculates students in the programs according to these guidelines, the programs will be removed from the institution's list of approved programs. It is the institution's responsibility to notify ACICS of changes to the programs' start dates.

You are reminded that aside from any accreditation issues with regard to these programs, the institution must comply with any applicable Federal student financial aid statutory and regulatory requirements.

Thank you for keeping the Council informed of the activities at your institution. Please contact me at (202) 336-6779 or by email at [jbenson@acics.org](mailto:jbenson@acics.org) if you have any questions regarding this matter.

Sincerely,

*Jeffery Benson*

Jeffery Benson  
Accreditation Coordinator

c: Dyanna Pooley, ACICS

August 26, 2009

Mr. Andrew Wexler, Compliance Coordinator  
Accrediting Council for Independent Colleges and Schools  
750 First Street, NE Suite 980  
Washington, DC 20002-4241

Re: Brown Mackie College – Moline (B00209)  
Change of Location Application  
Change of Name Application

Dear Mr. Wexler:

As you know from our email correspondence and your conversation with Richard Horn at Education Management Corporation, Brown Mackie College – Moline proposes to relocate its campus from Moline, Illinois to Bettendorf, Iowa; and to change its name to Brown Mackie College – Quad Cities.

Briefly stated, BMC – Moline’s current location is some distance from the center of our market in the Illinois-Iowa Quad Cities metropolitan area. (This area consists of Moline and Rock Island, Illinois on the east bank of the Mississippi River; and the larger cities of Davenport and Bettendorf, Iowa, on the west bank.) Though BMC – Moline draws some students from the Davenport-Bettendorf area, the school is too far removed from that center to reach much of the target market population.

Consequently, BMC – Moline’s management has determined that the school can much more effectively meet the needs of its current and potential students and employers by relocating to the Iowa side of the river. The school has identified a suitable site at 2130 Kimberly Road, Bettendorf, Iowa 52722. To further reinforce its efforts to serve this entire area, the school proposes to change its name to Brown Mackie College – Quad Cities.

In addition to a more central location, this move would provide much improved and expanded physical facilities for the students. For more details on the advantages of this relocation, please see the attached Change of Location and Change of Name Applications and their respective supporting narrative statements.

Mr. Horn has discussed with you the Iowa College Student Aid Commission’s requirement that a school’s accrediting agency approve the relocation prior to the state approving it. As stated in the ICSAC’s application, Question #6:

*“Name all agencies accrediting the institution. For each agency, include name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education. [(261B.4(9))]  
Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission.”* (Emphasis Added.)

I further understand from that conversation that you will review, and if appropriate, approve these applications prior to the school receiving state approval, with the understanding that we will provide evidence of the state approval when received.

I trust that the enclosed materials demonstrate the value to our students of these changes. If additional information would be helpful in your review, please feel free to contact me by phone at (309) 762-2100 or by email at [koducal@brownmackie.edu](mailto:koducal@brownmackie.edu); or Mr. Horn at (412) 995-7329 or [rhorn@edmc.edu](mailto:rhorn@edmc.edu).

Thank you for your consideration of our proposed relocation.

Sincerely,

Kareem Odukale, President  
Brown Mackie College – Moline

Cc: Antonio Rios III, Group Vice President, Brown Mackie College  
Richard Horn, Director, National Accreditation, Education Management Corporation

Enclosures:

- Change of Location Application
- Narrative justification for change of location
- Change of Name Application
- Narrative justification for change of name
- Application fees



# CHANGE OF LOCATION APPLICATION

(This form must be TYPEWRITTEN)

The \$300.00 change of location fee must be submitted with this application.

750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
TEL: (202) 336-6780  
FAX: (202) 842-2593  
www.acics.org

Institution: Brown Mackie College - Moline ACICS ID Code: B00209

Old Address: 1527 47th Avenue

City, State, Zip: Moline, Illinois 61265

Telephone number: 309-762-2100 Facsimile number: 309-762-2374

New Address: 2130 Kimberly Road

City, State, Zip: Bettendorf, IA 52722

Telephone number: TBD Facsimile number: TBD

Does this change of location also apply to your corporate office? Yes  No

Effective Date of Move: January 1, 2010 Exact Distance Moved: 7.1 miles

Is the new location in the same trade area? If NO, explain: Yes  No

Has the appropriate state agency been notified? If YES, attach a copy of the approval. If NO, explain: Yes  No

The Iowa College Student Aid Commission has been notified of the proposed move. However, the agency's rules require that a school's accreditor have approved the relocation before Iowa will formally approve the relocation. Please see attached statement of such regulations. Hence, Brown Mackie College – Moline respectfully requests ACICS approval of this change of location, with the understanding that evidence of state approval will be provided as soon as received.

Will educational activities continue at the old location? If YES, explain: Yes  No

On a separate sheet of paper please justify in narrative form, the reasons for the change of location including the effect this will have on current students, administrative staff, and faculty. If the change of location is beyond the current market area or involves the teaching out of the currently enrolled students, please provide an explanation of what provisions have been made for teaching out the currently enrolled students and the plans for the disposition and servicing of all student records.

Please see attached "Narrative Support for Relocation of Brown Mackie College – Moline to Bettendorf, Iowa".

Following a review of the above, the Council may determine that the relocation warrants the submission of a self-study and a subsequent on-site evaluation. Please refer to Section 2-2-602 of the *Accreditation Criteria* for additional information.

I hereby certify that the institution will continue to operate in accordance with the applicable standards of the Accrediting Council for Independent Colleges and Schools and that the change of location will not materially affect the thrust or the offerings of the institution.

Signed: \_\_\_\_\_ Date: August 26, 2009

Name (type): Kareem Odukale Title: President, Brown Mackie College - Moline  
Chief On-Site Administrator

E-mail: kodukale@brownmackie.edu

## **Narrative Support for Relocation of Brown Mackie College – Moline to Bettendorf, Iowa**

Brown Mackie College – Moline first occupied its current location at 1527 47th Avenue, Moline, Illinois 61265 on February 26, 1987 under its former name of Commonwealth Business College. Since then it has expanded to seven programs, serving approximately 250 students. However, it has not been able to grow significantly at this location over the past 10 years.

One major reason for this lack of growth is that the population of BMC – Moline’s market area is centered in and around Davenport, Iowa, across the Mississippi River from Moline. Davenport and Bettendorf, Iowa combined have a population of approximately 132,000 compared to Moline’s population of approximately 43,000. While BMC – Moline draws some students from the Davenport area, the school is too far removed from that center to reach much of the target market population.

Consequently, BMC – Moline’s management has determined that the school can much more effectively meet the needs of its current and potential students and employers by relocating to the Iowa side of the river. The school has identified a suitable site at 2130 Kimberly Road, Bettendorf, Iowa 52722. To further reinforce its efforts to serve this entire area, the school is proposing to change its name to Brown Mackie College – Quad Cities. Please see the accompanying Change of Name application.

Advantages of relocating the campus include:

1. Serving more potential students in the entire Quad Cities area (Moline and Rock Island, Illinois; and Davenport and Bettendorf, Iowa) than it can from its current location.
2. Continuing to serve students in current market area in Illinois.
3. Occupying a very much-improved newly remodeled facility. That will permit offering more programs, especially in currently-needed occupational areas such as health care, nursing; and the ability to offer Bachelorette programs.
4. The new facility will also provide upgrades in computer technology along with upgrades throughout the Learning Resource Center, through expanded opportunities for student research.
5. The new location will provide greater visibility and name recognition throughout the Quad Cities. This should open up additional externship and employment opportunities for students.

### **Existing Students’ Needs Will Continue to be Met at the New Location**

1. The new campus will be located on the same Interstate, I-74, on which the current campus is located.
2. The two campuses are not far apart, about seven miles, a ten minute drive.

3. The new campus will actually be closer for some current students.
4. There will be no change in access by public transportation, since there isn't much available in either location. Most students drive to campus.

Please see the attached map for a geographical perspective on locations of the existing campus and the proposed new campus.





# CHANGE OF NAME APPLICATION

(This form must be TYPEWRITTEN)

The \$300.00 change of name fee must be submitted with this application.

750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
TEL: (202) 336-6780  
FAX: (202) 842-2593  
www.acics.org

**One application must be completed for each institution (main and all branches that change of name applies to) or an individual campus (main or branch if change of name only applies to a specific campus)**

ACICS ID Code: B00209

Old Name of Campus: Brown Mackie College – Moline

New Name of Campus: Brown Mackie College – Quad Cities

Address of Campus: (old address) 1527 47th Avenue

City, State, Zip: Moline, IL 61625

Address of Campus: (new address) 2130 Kimberly Road Facsimile number: TBD

City, State, Zip: Bettendorf, IA 52722

List All Additional Campuses where change of name will occur and ACICS ID Codes (must be in the same main and branch group):

<u>Campus Names</u>	<u>ACICS ID Code</u>
<u>NONE</u>	

Has the owning corporation's name also changed? Yes  No

Has there been a change of ownership? Yes  No

Has there been a change of location? Yes  No

If YES, to any of the above, explain. \_\_\_\_\_

Brown Mackie College – Moline is proposing to relocate from Moline, Illinois to Bettendorf, Iowa, another city in the "Quad Cities" Illinois-Iowa metropolitan area, in order to serve that area more completely from a more central location. The school's name is also proposed to be changed to better reflect its expanded scope of service.

If YES, have you filed all appropriate documents with the Council concerning these changes? Yes  No

Has the appropriate state agency been notified? If YES, attach a copy of the approval. If NO, explain: Yes  No

A Change of Location Application and supporting materials are being submitted concurrently to the Council with this Application.

The Iowa College Student Aid Commission has been informed of the proposed relocation and change of name of Brown Mackie College – Moline. In addition, American Education Centers, Inc., a Delaware corporation within which Brown Mackie College – Quad Cities will operate, will be registered with the Iowa Secretary of State's office to do business in Iowa.

**Justify in narrative form on a separate sheet of paper the reasons for the change of the name.**

Attached is a "Narrative Support for Change of Name of Brown Mackie College – Moline to Brown Mackie College – Quad Cities."

*I hereby certify that the institution will continue to operate in accordance with the applicable standards of the Accrediting Council for Independent Colleges and Schools and that the change of name will not materially affect the thrust or the offerings of the institution.*

Signed: \_\_\_\_\_ Date: August 26, 2009

Name (type): Kareem Odukale Title: President, Brown Mackie College - Moline  
Chief On-Site Administrator

E-mail: kodukale@brownmackie.edu

**Narrative Support for Change of Name of Brown Mackie College – Moline to Brown Mackie College – Quad Cities**

As described in the accompanying application for a change of location, Brown Mackie College – Moline’s management has determined that the school can much more effectively meet the needs of its current and potential students and employers by relocating its campus from the Illinois to the Iowa side of the Mississippi River in the Illinois – Iowa Quad Cities area.

The school’s explorations for such a location have identified a suitable site in Bettendorf, Iowa, another city in the Illinois-Iowa Quad Cities metropolitan area, which also includes Davenport, Iowa, and Rock Island, Illinois, as well as Moline, Illinois. Bettendorf and Davenport combined have a population of approximately 132,000, compared to Moline’s population of 43,000. While Brown Mackie College – Moline currently draws some students from the Davenport area, the school is too far removed from that center to reach much of the target market population.

In order to more accurately identify the school’s resulting expanded market area; and to more effectively convey its presence to potential students and employers; the school proposes to change its name to Brown Mackie College – Quad Cities. Please see the accompanying Change of Location application and supporting documents for further details.

***Attachment Five***

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*Name, Address, and Telephone Number of Full-Time Employees in Iowa*

## **Full-Time Iowa Employees**

Kareem Odukale, Campus President  
624 Lincoln Court  
Davenport, Iowa 52804  
309-207-0189

Jill Sourdif, MA Program Chair  
1819 West 51<sup>st</sup> Street  
Davenport, Iowa 52806  
563-386-0751

Nancy Cerny, Director of Career Services  
P.O Box 89  
Pleasant Valley, Iowa 52767  
563-370-2060

Aline Hocker, Student Accounts Supervisor  
2014 Vine Street  
Davenport, Iowa 52804  
563-324-8005

Erin Beth Garvin, Assistant Director of Admissions  
3712 West 46<sup>th</sup> Street  
Davenport, Iowa 52806  
217-549-7287