



4370 Peachtree Road, NE

Atlanta, GA 30319

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Accredited by the Accrediting Council for Independent Colleges and Schools, Washington DC 20002

Website: www.brownmackie.edu

Addendum to the 2009-2010 Academic Catalog

This Bulletin is an integral part of the School's Academic Catalog.
The information published herein becomes or remains effective July 1, 2009.

School Administration

President	Sydney Sattler
Human Resources Manager	Marie Covington
Associate Dean of Academic Affairs	Debra Rasouliyan
Sr. Director of Admissions	Sonya Hawkins-Jabriel
Director of Admissions	Eric Council
Enrollment Coordinator	Barbara Love-Smith
Receptionist	Glynis Gaither
Associate Director of Admissions	Brooke Moseley
Assistant Director of Admissions	Bernard Jones
Assistant Director of Admissions	Brent Dyson
Assistant Director of Admissions	Daryl Banks
Assistant Director of Admissions	Monique Bibbins
Assistant Director of Admissions	Yolanda Boddie
Assistant Director of Admissions	Bobbie Denson
Assistant Director of Admissions	Mario Harrison
Assistant Director of Admissions	Cynthia Hunter-Parson
Assistant Director of Admissions	Mia King
Assistant Director of Admissions	Bradley Large
Assistant Director of Admissions	George Lucas
Assistant Director of Admissions	Jarvis McClain
Assistant Director of Admissions	Keisha McCotry
Assistant Director of Admissions	Lenard Merritt
Assistant Director of Admissions	Phillip Murray
Assistant Director of Admissions	Jennifer Pullam
Assistant Director of Admissions	Kevin Austin
Assistant Director of Re-Admissions	Nikki Dukes
Assistant Director of Re-Admissions	Jerome Ruffin
Assistant Director for High School Admissions	Magdalena Maisonet
Director of Student Services	Margaret Ortiz
Director of Financial Aid	Open
Senior Financial Aid Officer	Alaina Higgins
Senior Financial Aid Officer	Andrew Johnson
Financial Aid Officer	Naomi Norris

Financial Aid Officer -----	LaJuana Ingram
Financial Aid Officer -----	Maury Alston
Financial Aid Officer -----	Patrice Ford
Financial Aid Officer-----	Belinda Jones
Financial Aid Officer-----	Charity Njovu
Financial Aid Officer-----	Alisha Pruitt
Financial Aid Officer-----	Mengway Reid
Director of Career Services-----	Clifford Johnson
Career Services Advisor-----	Monique Burge
Career Services Advisor-----	Denise Holmes
Assistant Librarian-----	Neal Golding
Student Accounting Supervisor-----	Anita Snow
Student Account Advisor-----	Maria Dennis
Student Account Advisor-----	Angie Harrell
Bookstore Manager-----	Thetis Jones
Registrar -----	Marlon Cheadle
Associate Registrar-----	Patricia Hildebrandt
Associate Registrar -----	Sayisha Nelson
Records Assistant-----	Tyronne Gould Sr.
Records Assistant-- -----	Melinda Miller
Records Assistant--- -----	Zelda Cross

Full-Time Faculty

Melvin Scott Norris	JD MS MS BBA	Dept. Chair, Legal Studies Law, John Marshall Law School Educational Administration and Supervision, Bernard Baruch College (CUNY) Mathematics Education, Brooklyn College (CUNY) Finance, Bernard Baruch College (CUNY)
Lisa M. Newman, JD	JD BA	Lead Instructor, Legal Studies Law, Rutgers University School of Law Sociology/Administration of Justice, Rutgers College
Margaret Law	Ed D M Ed BFA	Director of Library Services Supervision/Administration, University of Georgia Library Education, University of Georgia Speech & Drama, University of Georgia
Syed Sharfuddin	MBBS	Lead Instructor, Medical Assisting Karachi University
Kimberly Carter, CST	CST BA	Dept. Chair, Surgical Technology Certified, Surgical Technologist Business Administration, St. Leo University
Sharease McQueen	MBA M Ed BA	Dept. Chair, Business Management Strayer University Education Management and Leadership, Strayer University History, North Carolina A & T State University
Oluwabusuyi Isola	MA BS	Lead Instructor, Business Management & IT Cross Cultural Studies, Biola University Business Administration, University of Ilorin
	MPH BS	Dept. Chair, Allied Health Sciences Public Health, Walden University Allied Health, Albany State University
Alicia Williams	BS M Ed	Dept. Chair, Early Childhood Education Elementary Education, Alabama State University Curriculum and Instruction, Central Michigan University
Alisha Wright, OTR/L	BS	Dept. Chair, Occupational Therapy Occupational Therapy, Tuskegee University National Board for the Certification of Occupational Therapy (NBCOT) Georgia State Licensing Board
	BS	Lead Instructor, Occupational Therapy Clinical Coordinator OTA Program Occupational Therapy, Tuskegee University National Board for the Certification of Occupational Therapy (NBCOT) Georgia State Licensing Board

Donisha Jones, COTA/L	BS AS	Clinical Fieldwork Coordinator, Occupational Therapy Assistant Applied Sciences, Middle Tennessee State University Occupational Therapy Assistant, Nashville State Community College National Board for the Certification of Occupational Therapy (NBCOT) Georgia State Licensing Board
Mary LeVan	BS	Dept. Chair, General Education, eCollege Coordinator Psychology, Minor – Sociology, North Georgia College Certified, Computer Software, Asher School of Business Microsoft Certified – Word, PowerPoint, and Excel
Mark Eddy, CST	BS	Dept. Chair, Medical Assisting Education, Southern Illinois University Certified Surgical Technology American Heart Instructor
Susan LaGrone Chapman	MS BS	Instructor, General Education Psychology, Georgia Institute of Technology Psychology, Furman University
Tiffany Johnson, CST	AS	Coordinator, Surgical Technology Certified, Surgical Technology Georgia Perimeter College
Stephen Moonen	M.Ed BBA MCSE	Dept Chair, IT University of Georgia Georgia State University

Effective October 5, 2009:

Tuition and Fees

Tuition:	\$314.00 per credit hour.
OTA Concentration Course Tuition:	\$365.00 per credit hour
General Fee:	\$15.00 per credit hour.
Exemption Fee:	\$100.00 per challenge examination.
Transcript Fee:	\$10.00 per copy.
Late Payment Fee:	\$15.00. Applies to cash payments 30 days past due.
NSF Fee:	\$20.00. Applies to bank and administrative costs associated with returned checks.

**Cost of textbooks and other instructional material will vary by program.
It is estimated at \$425.00 per quarter.**

About Brown Mackie College - Atlanta – p6

Learning Center Addition Effective 10/06/08

Due to the significant growth in the student population, Brown Mackie College – Atlanta is expanding to an off-site location. Approved by the College’s accrediting body, Accrediting Council on Independent Colleges and Schools (ACICS) and the State of Georgia, Nonpublic Postsecondary Education Commission (NPEC), the new Brown Mackie College-Atlanta Learning Center is located at Argosy University, 980 Hammond Drive, Atlanta, GA 30328.

Learning Center Addition Effective 07/01/09

Due to the significant growth in the student population, Brown Mackie College – Atlanta is expanding to an off-site location. Approved by the College’s accrediting body, Accrediting Council on Independent Colleges and Schools (ACICS) and the State of Georgia, Nonpublic Postsecondary Education Commission (NPEC), the new Brown Mackie College-Atlanta Learning Center is located at 6600 Peachtree Dunwoody Road NE, 600 Embassy Row, Ste 300, Atlanta, GA 30328.

Accreditation – p11

Programmatic Accreditation for the Surgical Technology Associate’s Degree Program (AAS)

The Brown Mackie College – Atlanta Associate of Applied Science in Surgical Technology program is accredited by The Accrediting Bureau of Health Education Schools (ABHES) (www.abhes.org).

The Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043
703-917-9503
www.abhes.org

Programmatic Accreditation for the Occupational Therapy Assistant Associate’s Degree Program (AAS)

The Occupational Therapy Assistant program is accredited by the **Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)**, 4720 Montgomery Lane, P.O. Box 31220 Bethesda, MD 20824-1220, 301-652-2682.

**This campus is currently pending accreditation*

Academic Information

In order to practice as occupational therapy assistants, graduates must pass the certification examination for the certified occupational therapy assistant. Application for such examination is arranged through the **National Board for Certification in Occupational Therapy, Inc. (NBCOT)**. Graduates may request application materials and the Candidate Handbook from NBCOT or apply online. For further information, graduates should contact NBCOT at:

National Board for Certification in Occupational Therapy, Inc.
800 South Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150
Telephone: 301-990-7979
Fax: 301-869-8492
www.nbcot.org

To practice as an occupational therapy assistant in Georgia, a graduate must be licensed by the State. Graduates may apply for a temporary permit to work between graduation and successful completion of certification examination. For information on application procedure for either a temporary permit or permanent state endorsement, graduates should contact:

Georgia Board of Occupational Therapy
Post Office Box 13446
Macon, Georgia 31208
Telephone: 478-207-2440
www.sos.state.ga.us/plb/ot

Occupational Therapy Assistant Program Admission Requirements

In addition to the College's general admission requirements, applicants enrolling in the Occupational Therapy Assistant program must document the following:

- High school graduation cumulative grade point average of at least 2.50, **or**
- A score on the GED examination of at least 57 (if taken before January 15, 2002) or 557 (if taken on or after January 15, 2002), **or**
- Completion of 12-quarter credit hours in a single quarter or 8-semester credit hours in a single semester of collegiate coursework with a grade point average of at least 2.50 These credit hours may not include the Brown Mackie College course in Professional Development (CF 1100)

Students entering the program must also have completed biology or a human anatomy and physiology course with a grade of at least a C (or 2.00 on a 4.00 scale).

Grading Scale – Occupational Therapy Assistant Program

Grading System for Occupational Therapy Assistant Program (Concentration Courses Only):

Grade	Description	Percentage Breakdown	Quality Points per Credit Hour
A	Superior achievement	93 – 100	4.0
B	Commendable achievement	85 – 92	3.0
C	Satisfactory achievement	77 – 84	2.0
F	Unacceptable achievement	Below 77	0.0
I	Incomplete course work		Computed as <i>F</i> in GPA

Course Description Corrections/Additions

BI 2200 has been corrected to read BI 2215 Introduction to Biological Chemistry

Basic principles of inorganic chemistry, organic chemistry and biochemistry necessary for study of human physiology will be covered. Physiological applications of the chemical processes of cellular transport, communication and metabolism emphasized. Laboratory includes use of metric system, basic chemistry techniques and physiological applications.

Prerequisites: MT 1650

MT 1600 Medical Math and Calculations has been corrected to read MT 1650 Medical Math and Calculations

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

Prerequisite: None

PH 1550 Pharmacy Operations Community

This course will provide hands on experience in a pharmacy laboratory on the school campus and field trips to pharmacies in the community setting to augment their prior experience and introduce them to the various work environments. The student will learn to interpret and fill prescriptions involving medications intravenous therapy and compounding liquids, creams, ointments and suppositories.

Prerequisite: None

Change of Campus Address

Effective June 29, 2009 Brown Mackie College-Atlanta has moved from its previous location to the following address: 4370 Peachtree Road, NE, Atlanta, GA 30319. Phone 404-799-4500 and Fax 770-638-0479.